



Florida Department of Revenue
Office of the Executive Director

Jim Zingale
Executive Director

5050 West Tennessee Street, Tallahassee, FL 32399

floridarevenue.com

LETTER OF TRANSMITTAL

September 16, 2019

Chris Spencer, Policy Director
Office of Policy and Budget
Executive Office of the Governor
The Capitol, Room 1702
Tallahassee, Florida 32399-0001

Dear Mr. Spencer:

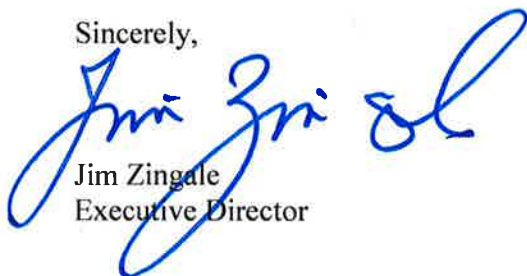
The Agency Capital Improvements Program for Fiscal Year 2020-21 through Fiscal Year 2024-25 for the Department of Revenue (Department) is submitted and has been posted to the Florida Fiscal Portal, following the instructions dated June 2019. The Department did not request any Fixed Capital Outlay funding for the five-year period. Our plan includes leased facilities only, in both state-owned and privately-owned buildings, within Florida and in six other states.

The Department continues to use its standard leasing process to reduce leasing costs while ensuring that leased facilities meet the needs of our customers and the Department. In FY 2018-19, the Department entered into 11 new, modification, or renewal lease agreements and closed the Woodland Park, NJ office in May of 2019. Square footage was reduced on three of these leases, increased on four, and stayed the same on five. During FY 2018-19, the Department reduced its total square footage of leased office space by 4,966 square feet. Even with the improving real estate market across the state and rate increases in private leases, the Department experienced a slight decrease in total lease costs of \$205,408.08 based on previous projections.

Attempting to obtain lower rates on expiring leases and consolidating offices whenever possible enables us to efficiently manage the Department's total annual leasing costs. The Department remains committed to its facilities vision—that all Department offices be accessible, safe, efficient, affordable, uniform, and appropriate for service needs and customer volume.

If you have any questions or comments, please contact Clark Rogers, Director of Financial Management, at 850-717-7351, or me at 850-617-8950.

Sincerely,



Jim Zingale
Executive Director