



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

October 15, 2020

Chris Spencer, Policy Director
Office of Policy and Budget
Executive Office of the Governor
The Capitol, Room 1603
Tallahassee, Florida 32399-0001

Dear Mr. Spencer:

The Agency Capital Improvements Program for Fiscal Year 2021-22 through Fiscal Year 2025-26 for the Department of Revenue (Department) is submitted and has been posted to the Florida Fiscal Portal, following the instructions dated July 2020. 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 5 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 2019-20, the Department entered into 8 new, modification, or renewal lease agreements and closed the Houston GTA office. During FY 2019-20, the Department reduced its total square footage of leased office space by 7,007 square feet. Due to rate increases in private leases, the Department experienced a slight increase in total lease costs of \$328,936 based on previous projections. However, the Department is working to renegotiate leases for cost savings.

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 Shannon Segers, Director of Financial Management, at 850-717-7018, or me at 850-617-8950.

Sincerely,

Jim Zingale
Executive Director