



## **CIP-A Leased Space: Current Usage and Short Term Projections**

# FLORIDA DEPARTMENT OF REVENUE CAPITAL IMPROVEMENTS PROGRAM PLAN

Fiscal Years 2012-2013 through 2016-2017

## Summary

### Agency Vision

Revenue's vision is to be accessible and responsive to the citizens of Florida as we provide fair and efficient tax and child support administration. Our mission statement includes providing "excellent service efficiently and at the lowest possible cost." The location and leasing of our office spaces play a key role both in the services we provide and in the cost of our operations.

### Facilities Vision

The Department's vision for its office spaces is that they be accessible, safe, efficient, and uniform; and that leasing costs be kept as low as possible. Each office location must be appropriate for the services provided there and for the number of customers who visit.

We are using the services of tenant brokers to ensure that our leasing decisions are based on a thorough understanding of local market conditions and trends, effective leasing strategies, and cost-saving opportunities. We are committed to minimizing cost increases, while maintaining or improving service.

### Trends Affecting Revenue's Leasing Costs

**Lease Rates:** The total cost of the Department's leases rose by an average of \$750,000 per year from FY 2000-01 through FY 2008-09. Our primary strategy for minimizing the annual increase at that time was to negotiate long-term leases that included renewal options and limited annual rate increases. This practice enabled us to avoid, for the life of the original and renewed leases, the larger rate increases that were occurring in the commercial rental market. We kept the flexibility to terminate the lease at its expiration or at the end of any renewal period.

The recent recession halted the rise in commercial lease rates and, in most areas of the state, market rates have decreased over the past three years. The availability of rental property at lower rates has enabled Revenue to negotiate lower rates on new or renewing leases. Revenue has also approached landlords and asked for reductions on long-term leases that were not up for renewal. In many cases, the landlord agreed either to reduce the rent or to forego an increase. We will continue actively seeking rate reductions based on current market conditions. If the economy continues to improve, market rates are expected to resume their upward trend.

**Lease Funding:** In FY 2008-09, Revenue's leasing costs were approximately \$6,750,000 higher than in FY 2000-01. Most of these lease escalations were not funded. We have offset the unfunded expense by reducing spending in other areas. In FY 2009-10 through FY 2010-11, using strategies that are described later in this document, we have decreased our projected five-year leasing costs by more than \$4.5 million, lessening the impact of our lease appropriation deficit.

**Expectations for the Future:** The Department expects total leasing costs to remain relatively stable over the next five years. Most of the rise in the cost of leases subject to annual rate increases will be offset by our ongoing space reduction and cost-containment strategies.

## **Revenue's Facilities Plan**

For Fiscal Year 2011-12, the Department of Revenue is leasing approximately 1.36 million square feet of office and storage space, down from nearly 1.5 million in FY 2007-08. We expect to make further reductions prior to July 1, 2012.

Revenue leases office space from private owners and from the Department of Management Services (DMS). Currently, Revenue administers 64 leases, many of which provide co-located program office space. Fifty-seven of these leases are in Florida, the remainder are for seven General Tax Administration service centers in six other states. Private leases account for 65.4% of total office space occupied. Fiscal Year 2011-12 annualized lease cost is estimated to total \$25.2 million. No additional service centers are projected for the next five years.

### ***Relocation of Tallahassee Employees***

In FY 2010-11, Revenue completed the consolidation of almost all of its Tallahassee offices into three new buildings at the Capital Circle Office Center (CCOC), with a reduction in leased space of about 58,000 square feet. Moving approximately 2,000 of Revenue's 5,000 employees into state-owned facilities has decreased current annual lease costs by approximately \$1.3 million, and will avoid the cost increases typically associated with private leases. In addition, \$415,000 in annual utilities costs has been eliminated.

### ***Mitigating Increases in Leasing Costs***

For the past three years, Revenue has been aggressively seeking to minimize the increase in leasing expense through better lease management and a commitment to the space allocation standards established by DMS. We have implemented standard leasing practices, designed to minimize cost increases, including:

- Achieving compliance with the Department of Management Services' (DMS) space allocation standards by educating Revenue managers and centrally reviewing all Letters of Agency Staffing during lease space changes.
- Establishing and adhering to agency-wide standards for quality, cost-effective office environments that maximize employee productivity and meet customer needs while minimizing leasing costs.
- Implementing an office configuration standard (mix of modular offices and private hard-walled offices) that meets workforce space requirements in the most cost-effective and efficient structure possible.
- Consolidating offices where practical to maximize economies of scale.
- Providing the appropriate number of interview areas for the effective delivery of client services and for staff security.
- Evaluating the use of alternate work programs that decrease office space requirements, such as telework and "hoteling," and implementing them when they enhance the Department's effectiveness. (In "hoteling," two or more staff members share the same office space, coming into the office on different days, alternating their time in the office with their off-site work.)
- Seeking opportunities to decrease costs by co-locating with other state agencies.

Looking ahead several years, the Department's programs are assessing future space needs in anticipation of changes in the location of the citizens we serve and changes in how Revenue conducts business. The Department's progress toward a paperless environment; implementation of additional technology, including web self-service; and continued improvements in efficiency will affect office space needs, presenting more opportunities to mitigate lease cost escalations.

**FLORIDA DEPARTMENT OF REVENUE  
CAPITAL IMPROVEMENTS PROGRAM PLAN**

**General Tax Administration Program (GTA)**

**Service Categories: Tax Processing  
Taxpayer Aid  
Compliance Determination  
Compliance Resolution**

Currently, the General Tax Administration Program (GTA) is leasing approximately 513,000 square feet of office and storage space at an estimated annualized cost of \$9.76 million. As of July 1, 2011, GTA's approximately 2,240 employees occupied space in 25 locations throughout Florida and 7 locations in 6 other states. Office space is leased from both the private sector and the Department of Management Services (state-owned buildings). On July 1, 2011, private leases accounted for 62.5%, or 320,494 square feet, of the office space occupied by GTA.

In October 2010, the relocation of most of Revenue's Tallahassee employees to the Capital Circle Office Center (CCOC) was completed. This move has accomplished one of the Program's key goals for its facilities—moving most of its Tallahassee employees into safe, professional, cost-effective facilities that meet DMS space standards and ENERGY STAR conservation standards. (See the Capital Improvements Program Plan Summary for more information on Revenue's move to the CCOC.)

The General Tax Administration Program has service centers located throughout the state that provide on-site customer service, audits, and collection activities to increase compliance with Florida's tax laws. The Program also has out-of-state service centers that focus specifically on audit coverage for organizations doing business in Florida but headquartered outside of the state. The Program does not have any plans to establish any new service centers.

GTA is analyzing population and demographic data to guide leasing decisions. For example, by compiling taxpayer registration data and plotting it geographically, the Program is focused on determining any gaps in its current service center locations. This analysis will help us make effective decisions to consolidate, close and/or relocate existing service centers. The Program also intends to use the data as the baseline in developing forecasting models for future resource needs.

The primary business objective driving the Program's future leasing prototype is the expansion of self-service capabilities. The Program is actively pursuing strategies that are designed not only to improve efficiency and modernize services, but also to cut potential leasing costs. Gradually, as GTA is able to implement enhanced web-based self-service options, and as more customers begin filing and paying electronically, the need for staff at the local level is expected to decrease, although a significant impact is not anticipated within the current five-year planning period. The Program has begun to incorporate the potential effect of these strategies into facilities planning for the future.

The Program is also looking at nontraditional work arrangements that can enhance effectiveness while saving leasing costs. When it makes business sense—for example, for auditors, who spend most of their work time away from the office—we are establishing telework or “hoteling” work options. In “hoteling,” two or more staff members share the same office space, coming into the office on different days, alternating their time in the office with their off-site work.

**FLORIDA DEPARTMENT OF REVENUE  
CAPITAL IMPROVEMENTS PROGRAM PLAN  
GENERAL TAX ADMINISTRATION (GTA) PROGRAM  
LEASED SPACE - CURRENT USAGE AND SHORT-TERM PROJECTIONS**

**Inventory of Leased Space:**

<u>Location of Privately Owned Space*</u>	<u>Lease No.</u>	<u>Square Feet</u>	<u>2012-2013 Annual Cost</u>
1 Anaheim, CA	730:0270	4,623.00	\$143,544
2 Atlanta, GA	730:0257	7,319.00	\$175,363
3 Callaway (Panama City)	730:0296	6,446.00	\$159,270
4 Clearwater	730:0310	17,159.00	\$443,160
5 Cocoa	730:0316	4,799.00	\$108,217
6 Coral Springs	730:0323	26,968.00	\$802,680
7 Daytona Beach	730:0346	5,611.00	\$102,064
8 Hillside, IL	730:0238	8,228.00	\$139,876
9 Houston, TX	730:0271	1,547.00	\$28,201
10 Irving, TX	730:0242	4,478.00	\$78,970
11 Lake City	730:0328	5,188.00	\$97,837
12 Lakeland	730:0321	7,829.00	\$151,706
13 Leesburg	730:0347	5,218.00	\$106,134
14 Maitland	730:0252	18,985.00	\$507,058
15 Marianna	730:0351	3,749.00	\$73,106
16 Miami	730:0298	38,619.00	\$961,132
17 Miami, Warehouse	730:0302	200.00	\$2,868
18 Naples	730:0247	5,636.00	\$134,794
19 Pensacola	730:0317	12,006.00	\$260,890
20 Port Richey	730:0309	9,302.00	\$218,295
21 Sarasota	730:0345	9,470.00	\$158,623
22 Tallahassee, Service Center	730:0335	4,998.00	\$87,215
23 Tallahassee, TaxWorld L*	730:0262	34,809.00	\$523,179
24 Tampa	730:0313	19,111.00	\$446,974
25 West Palm Beach	730:0260	15,347.00	\$394,929
26 Wexford, PA	730:0320	4,579.00	\$101,883
27 Woodland Park, NJ	730:0315	6,492.00	\$180,153
Total of Privately Leased Space		288,716.00	\$6,588,121

<u>Location of State-Owned Space*</u>	<u>Lease No.</u>	<u>Square Feet</u>	<u>Annual Cost</u>
28 Alachua	973:6601	7,185.00	\$123,438
29 Ft. Myers	973:7706	9,981.00	\$171,474
30 Ft. Pierce, Benton Bldg.	973:4012	9,000.00	\$154,620
31 Jacksonville, Duval Svc.	973:5202	21,086.00	\$362,257
32 Tallahassee, CCOC Building 1	973:2402	115,827.50	\$1,989,916
33 Tallahassee, CCOC Building 3	973:3201	29,361.00	\$504,422
Total of State-Owned Leased Space		192,440.50	\$3,306,127

Total Leased Space - GTA	481,156.50	\$9,894,249
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**Projected Leased Space Requirement:**

	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
Square Feet	481,157.00	481,157.00	481,157.00	481,157.00	481,157.00
Annual Cost	\$9,894,249	\$9,910,458	\$9,869,194	\$9,789,435	\$9,789,435

## CIP-A Leased Space: Current Usage and Short-Term Projections

<b>Agency:</b>	Florida Department of Revenue					
<b>Service:</b>	General Tax Administration - Tax Processing					
LRPP NARRATIVE PAGES DESCRIBING SERVICE-LEVEL LEASE OPTIONS _____						
<b>Currently Occupied Space</b> (square feet)			<b>Projected Leased Space</b> (square feet)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<b><u>FY 2012-13</u></b>	<b><u>FY 2013-14</u></b>	<b><u>FY 2014-15</u></b>	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
36,314	54,481	90,794	90,794	90,794	90,794	90,794
% of Total Leased Space Privately-Owned <hr style="width: 20%; margin: auto;"/> 60.0%						
<b>Annual Costs</b> (dollars)			<b>Projected Leased Space</b> (dollars)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<b><u>FY 2012-13</u></b>	<b><u>FY 2013-14</u></b>	<b><u>FY 2014-15</u></b>	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
\$623,867	\$1,243,180	\$1,867,048	\$1,870,107	\$1,862,320	\$1,903,880	\$1,903,880
If the agency is considering abrogating a facility lease, how much of the above payments reflect repayment of unamortized capital improvements pursuant to Section 216.043, <i>Florida Statutes</i> ?						

## CIP-A Leased Space: Current Usage and Short-Term Projections

<b>Agency:</b>	Florida Department of Revenue					
<b>Service:</b>	General Tax Administration - Taxpayer Aid					
LRPP NARRATIVE PAGES DESCRIBING SERVICE-LEVEL LEASE OPTIONS _____						
<b>Currently Occupied Space</b> (square feet)			<b>Projected Leased Space</b> (square feet)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<b><u>FY 2012-13</u></b>	<b><u>FY 2013-14</u></b>	<b><u>FY 2014-15</u></b>	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
11,002	16,505	27,507	27,507	27,507	27,507	27,507
% of Total Leased Space Privately-Owned <hr style="width: 20%; margin: auto;"/> 60.0%						
<b>Annual Costs</b> (dollars)			<b>Projected Leased Space</b> (dollars)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<b><u>FY 2012-13</u></b>	<b><u>FY 2013-14</u></b>	<b><u>FY 2014-15</u></b>	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
\$189,006	\$376,632	\$565,638	\$566,565	\$564,206	\$576,797	\$576,797
If the agency is considering abrogating a facility lease, how much of the above payments reflect repayment of unamortized capital improvements pursuant to Section 216.043, <i>Florida Statutes</i> ?						

### CIP-A Leased Space: Current Usage and Short-Term Projections

<b>Agency:</b>	Florida Department of Revenue					
<b>Service:</b>	General Tax Administration - Compliance Determination					
LRPP NARRATIVE PAGES DESCRIBING SERVICE-LEVEL LEASE OPTIONS _____						
<b>Currently Occupied Space</b> (square feet)			<b>Projected Leased Space</b> (square feet)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
99,530	149,323	248,852	248,852	248,852	248,852	248,852
	% of Total Leased Space Privately-Owned <u>60.0%</u>					
<b>Annual Costs</b> (dollars)			<b>Projected Leased Space</b> (dollars)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
\$1,709,913	\$3,407,344	\$5,117,258	\$5,125,642	\$5,104,300	\$5,218,208	\$5,218,208
If the agency is considering abrogating a facility lease, how much of the above payments reflect repayment of unamortized capital improvements pursuant to Section 216.043, <i>Florida Statutes</i> ?						



## CIP-A Leased Space: Current Usage and Short-Term Projections

<b>Agency:</b>	Florida Department of Revenue					
<b>Service:</b>	General Tax Administration - Compliance Resolution					
LRPP NARRATIVE PAGES DESCRIBING SERVICE-LEVEL LEASE OPTIONS _____						
<b>Currently Occupied Space</b> (square feet)			<b>Projected Leased Space</b> (square feet)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<b><u>FY 2012-13</u></b>	<b><u>FY 2013-14</u></b>	<b><u>FY 2014-15</u></b>	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
45,596	68,407	114,003	114,003	114,003	114,003	114,003
% of Total Leased Space Privately-Owned <hr style="width: 20%; margin: auto;"/> 60.0%						
<b>Annual Costs</b> (dollars)			<b>Projected Leased Space</b> (dollars)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<b><u>FY 2012-13</u></b>	<b><u>FY 2013-14</u></b>	<b><u>FY 2014-15</u></b>	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
\$783,341	\$1,560,964	\$2,344,305	\$2,348,146	\$2,338,369	\$2,390,552	\$2,390,552
If the agency is considering abrogating a facility lease, how much of the above payments reflect repayment of unamortized capital improvements pursuant to Section 216.043, <i>Florida Statutes</i> ?						

# **FLORIDA DEPARTMENT OF REVENUE CAPITAL IMPROVEMENTS PROGRAM PLAN**

## **Child Support Enforcement Program (CSE)**

**Service Categories: Case Processing  
Remittance and Distribution  
Establishment  
Compliance**

Currently, the Child Support Enforcement Program (CSE) leases approximately 690,000 square feet of office and storage space at an estimated annualized cost of \$12.7 million. CSE's approximately 2,290 employees work in offices in 41 locations in Florida. CSE leases office space from the private sector and from the Department of Management Services (DMS). Private leases account for 67% of office space occupied by CSE.

Most of CSE's Tallahassee employees moved to the Department of Revenue's campus at the Capital Circle Office Center (CCOC) in spring of 2010. In March 2011, when the Tallahassee CSE Service Center's lease expired, 51 employees out of the service center staff of 60 moved into the CCOC, saving approximately \$200,000 in annual lease costs. (See the Capital Improvements Program Plan Summary for more information on Revenue's move to the CCOC.)

CSE's goal is to ensure that funding for facilities is spent as efficiently as possible while fulfilling its responsibility for providing Title IV-D child support services to Florida's parents and families. The Program continues to evaluate site locations as well as office consolidation and co-location opportunities with other Revenue programs or state agencies.

During 2011, the Child Support Enforcement Program expanded its Child Support e-Services, continuing the transition of its service delivery approach for customers with support orders. Through e-Services, customers can communicate with CSE in a secure environment to update demographic information, view support order information, view enforcement actions, and review child support payment history. These service delivery changes will be considered when making future lease decisions.

Although e-Services may reduce the need for some customers to visit our service centers in person, there will still be customers who need assistance and services that are more effectively provided in person. The Program has also found that collection efforts and negotiations are more successful when there is face-to-face interaction.

Child Support Enforcement has compiled customer and demographic data to examine where gaps may be in the current service center locations. Most of CSE's customers are in Florida's highly populated counties; however, economic trends can cause the customer base to shift. By analyzing the changing environment, CSE can better assess how to consolidate or relocate current service centers. As leases approach expiration, a close review will determine whether or not the service center is in the best area to meet the needs of its customers and employees.

**FLORIDA DEPARTMENT OF REVENUE  
CAPITAL IMPROVEMENTS PROGRAM PLAN  
CHILD SUPPORT ENFORCEMENT (CSE) PROGRAM  
LEASED SPACE - CURRENT USAGE AND SHORT-TERM PROJECTIONS**

<b>Inventory of Leased Space:</b>		<b>2012-2013</b>			
<b>Location of Privately Owned Space</b>	<b>Lease No.</b>	<b>Square Feet</b>	<b>Annual Cost</b>		
1 Arcadia	730:0282	3,129	\$40,677		
2 Brooksville	730:0267	5,131	\$109,188		
3 Callaway	730:0296	8,291	\$204,857		
4 Clearwater	730:0310	25,397	\$655,920		
5 Clewiston	730:0285	3,926	\$89,644		
6 Cocoa	730:0288	10,033	\$227,548		
7 Cocoa	730:0316	5,991	\$135,097		
8 Crestview	730:0355	12,144	\$304,410		
9 Daytona Beach	730:0346	13,242	\$240,872		
10 Ft. Lauderdale	730:0314	43,220	\$1,370,254		
11 Ft. Myers	730:0343	13,136	\$183,904		
12 Gainesville	730:0312	14,736	\$296,562		
13 Kissimmee	730:0287	4,946	\$117,941		
14 Lake City	730:0328	11,596	\$218,681		
15 Lakeland	730:0321	29,221	\$566,230		
16 Lecanto	730:0340	4,173	\$74,071		
17 Leesburg	730:0248	10,118	\$205,800		
18 Marrianna	730:0351	6,599	\$128,681		
19 Madison	730:0297	4,747	\$77,162		
20 Naples	730:0247	8,678	\$207,549		
21 Ocala	730:0261	11,227	\$275,202		
22 Okeechobee	730:0350	2,321	\$31,194		
23 Orange Park	730:0306	3,334	\$88,365		
24 Orlando	730:0631	8,642	\$132,906		
25 Pensacola	730:0317	23,513	\$510,937		
26 Port Charlotte	730:0226	3,913	\$92,259		
27 Port Richey	730:0309	10,463	\$245,540		
28 Sarasota	730:0345	8,840	\$148,070		
Sebring (this lease is closing)	730:0307	0	\$10,576		
29 Sebring	730:0359	3,811	\$77,659		
30 St. Augustine	730:0318	7,377	\$162,097		
31 Tallahassee, SDU	730:0301	1,153	\$12,683		
32 Tallahassee, Service Center	730:0359	3,095	\$60,306		
33 Tampa	730:0313	40,647	\$950,666		
34 Vero Beach	730:0294	4,999	\$141,922		
34 West Palm Beach	730:0278	24,566	\$619,125		
Total of Privately Leased Space		402,445	\$9,014,555		
<b>Location of State-Owned Space</b>					
<b>Location of State-Owned Space</b>	<b>Lease No.</b>	<b>Square Feet</b>	<b>Annual Cost</b>		
35 Belle Glade	973:DCF	540	\$9,277		
36 Fort Pierce (Benton Building)	973:4012	14,342	\$246,396		
37 Jacksonville (Duval)	973:5202	53,680	\$922,222		
38 Orlando (Hurston Building)	973:7940	38,191	\$656,121		
39 Marathon	973:9722	1,165	\$20,015		
40 Tallahassee (CCOC) Building 2	973:2701	90,211	\$1,549,816		
41 Tallahassee (CCOC) Building 3	073:3201	26,388	\$453,346		
Total of State-Owned Leased Space		224,517	\$3,857,193		
Total Leased Space - CSE		626,962	\$12,822,041		
<b>Projected Leased Space Requirement:</b>					
	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2015-16</b>
Square Feet	626,962	615,926	599,902	615,926	615,926
Annual Cost	\$12,822,041	\$12,663,758	\$12,529,031	\$12,859,602	\$12,859,602

## CIP-A Leased Space: Current Usage and Short-Term Projections

<b>Agency:</b>	Florida Department of Revenue					
<b>Service:</b>	Child Support Enforcement - Case Processing					
LRPP NARRATIVE PAGES DESCRIBING SERVICE-LEVEL LEASE OPTIONS _____						
<b>Currently Occupied Space</b> (square feet)			<b>Projected Leased Space</b> (square feet)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<b><u>FY 2012-13</u></b>	<b><u>FY 2013-14</u></b>	<b><u>FY 2014-15</u></b>	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
91,039	163,187	254,225	249,750	243,253	249,750	249,750
% of Total Leased Space Privately-Owned <u>64.2%</u>						
<b>Annual Costs</b> (dollars)			<b>Projected Leased Space</b> (dollars)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<b><u>FY 2012-13</u></b>	<b><u>FY 2013-14</u></b>	<b><u>FY 2014-15</u></b>	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
\$1,564,045	\$3,635,136	\$5,199,181	\$5,134,999	\$5,080,369	\$5,214,412	\$5,214,412
If the agency is considering abrogating a facility lease, how much of the above payments reflect repayment of unamortized capital improvements pursuant to Section 216.043, <i>Florida Statutes</i> ?						

NOTE: "Other\*" means space leased from a local government or non-profit entity.

Office of Policy and Budget - July 2010

## CIP-A Leased Space: Current Usage and Short-Term Projections

<b>Agency:</b>	Florida Department of Revenue					
<b>Service:</b>	Child Support Enforcement - Remittance & Distribution					
LRPP NARRATIVE PAGES DESCRIBING SERVICE-LEVEL LEASE OPTIONS _____						
<b>Currently Occupied Space</b> (square feet)			<b>Projected Leased Space</b> (square feet)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<b><u>FY 2012-13</u></b>	<b><u>FY 2013-14</u></b>	<b><u>FY 2014-15</u></b>	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
7,725	13,847	21,572	21,193	20,641	21,193	21,193
% of Total Leased Space Privately-Owned <u>64.2%</u>						
<b>Annual Costs</b> (dollars)			<b>Projected Leased Space</b> (dollars)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<b><u>FY 2012-13</u></b>	<b><u>FY 2013-14</u></b>	<b><u>FY 2014-15</u></b>	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
\$132,717	\$308,459	\$441,176	\$435,730	\$431,095	\$442,469	\$442,469
If the agency is considering abrogating a facility lease, how much of the above payments reflect repayment of unamortized capital improvements pursuant to Section 216.043, <i>Florida Statutes</i> ?						

## CIP-A Leased Space: Current Usage and Short-Term Projections

<b>Agency:</b>	Florida Department of Revenue					
<b>Service:</b>	Child Support Enforcement - Establishment					
LRPP NARRATIVE PAGES DESCRIBING SERVICE-LEVEL LEASE OPTIONS _____						
<b>Currently Occupied Space</b> (square feet)			<b>Projected Leased Space</b> (square feet)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<b><u>FY 2012-13</u></b>	<b><u>FY 2013-14</u></b>	<b><u>FY 2014-15</u></b>	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
64,441	115,510	179,951	176,784	172,184	176,784	176,784
% of Total Leased Space Privately-Owned <hr style="width: 20%; margin: auto;"/> 64.2%						
<b>Annual Costs</b> (dollars)			<b>Projected Leased Space</b> (dollars)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<b><u>FY 2012-13</u></b>	<b><u>FY 2013-14</u></b>	<b><u>FY 2014-15</u></b>	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
\$1,107,095	\$2,573,099	\$3,680,194	\$3,634,763	\$3,596,084	\$3,690,975	\$3,690,975
If the agency is considering abrogating a facility lease, how much of the above payments reflect repayment of unamortized capital improvements pursuant to Section 216.043, <i>Florida Statutes</i> ?						

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## CIP-A Leased Space: Current Usage and Short-Term Projections

<b>Agency:</b>	Florida Department of Revenue					
<b>Service:</b>	Child Support Enforcement - Compliance					
LRPP NARRATIVE PAGES DESCRIBING SERVICE-LEVEL LEASE OPTIONS _____						
<b>Currently Occupied Space</b> (square feet)			<b>Projected Leased Space</b> (square feet)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<b><u>FY 2012-13</u></b>	<b><u>FY 2013-14</u></b>	<b><u>FY 2014-15</u></b>	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
61,312	109,901	171,213	168,199	163,823	168,199	168,199
% of Total Leased Space Privately-Owned <u>64.2%</u>						
<b>Annual Costs</b> (dollars)			<b>Projected Leased Space</b> (dollars)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<b><u>FY 2012-13</u></b>	<b><u>FY 2013-14</u></b>	<b><u>FY 2014-15</u></b>	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
\$1,053,336	\$2,448,153	\$3,501,489	\$3,458,265	\$3,421,473	\$3,511,747	\$3,511,747
If the agency is considering abrogating a facility lease, how much of the above payments reflect repayment of unamortized capital improvements pursuant to Section 216.043, <i>Florida Statutes</i> ?						

Office of Policy and Budget - July 2011

**FLORIDA DEPARTMENT OF REVENUE  
CAPITAL IMPROVEMENTS PROGRAM PLAN**

**Property Tax Oversight Program (PTO)**

**Service Categories: Compliance Determination  
Compliance Assistance**

The Property Tax Oversight Program (PTO), with its approximately 170 employees, is leasing a total of approximately 29,000 square feet of office and storage space in seven locations throughout Florida at an estimated annualized cost of about \$533,000. Approximately 19,000 square feet (about 65 percent) of the space leased for the Property Tax Oversight Program is located in state-owned buildings.

PTO's 92 Tallahassee employees are housed at the Department of Revenue's campus at the Capital Circle Office Center (CCOC). (See the Capital Improvements Program Plan Summary for more information on Revenue's move to the CCOC.)

The Property Tax Oversight Program currently has satellite offices in six locations throughout Florida. Satellite offices typically house appraisal staff whose job duties routinely require conducting appraisal work at various sites in multiple counties, diminishing the need for dedicated office space. The Program continues to use telework and "hoteling" to increase effectiveness and save costs. (In "hoteling," two or more staff members share the same office space, coming into the office on different days, alternating their time in the office with their off-site work.) The Program does not have any plans to establish new satellite offices.



**FLORIDA DEPARTMENT OF REVENUE  
 CAPITAL IMPROVEMENTS PROGRAM PLAN  
 PROPERTY TAX OVERSIGHT (PTO) PROGRAM  
 LEASED SPACE - CURRENT USAGE AND SHORT-TERM PROJECTIONS**

**Inventory of Leased Space:**

<u>Location of Privately Owned Space</u>	<u>Lease No.</u>	<u>Square Feet</u>	<u>2012-2013 Annual Cost</u>
1 Coral Springs	730:0323	2334	\$69,470
2 Lake City	730:0328	1811	\$34,152
3 Maitland	730:0252	1813	\$48,422
4 Marianna	730:0351	1515	\$29,543
5 Tampa	730:0313	1582	\$37,000

Total of Privately Leased Space	9,055	\$218,587
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<u>Location of State-Owned Space</u>	<u>Lease No.</u>	<u>Square Feet</u>	<u>Annual Cost</u>
6 Ft. Myers	973:7706	2530	\$43,465
7 Tallahassee (CCOC)	973:2701	16,457.50	\$282,740

Total of State-Owned Leased Space	18,987.50	\$326,205
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Total Leased Space - PTO	28,042.50	\$544,792
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**Projected Leased Space Requirement:**

	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
Square Feet	28,043	28,043	28,043	28,043	28,043
Annual Cost	\$544,792	\$544,701	\$541,612	\$533,466	\$533,466

## CIP-A Leased Space: Current Usage and Short-Term Projections

<b>Agency:</b>	Florida Department of Revenue					
<b>Service:</b>	Property Tax Oversight - Compliance Determination					
LRPP NARRATIVE PAGES DESCRIBING SERVICE-LEVEL LEASE OPTIONS _____						
<b>Currently Occupied Space</b> (square feet)			<b>Projected Leased Space</b> (square feet)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<b><u>FY 2012-13</u></b>	<b><u>FY 2013-14</u></b>	<b><u>FY 2014-15</u></b>	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
13,641	6,505	20,146	20,146	20,146	20,146	20,146
% of Total Leased Space Privately-Owned <hr style="width: 20%; margin: auto;"/> 32.3%						
<b>Annual Costs</b> (dollars)			<b>Projected Leased Space</b> (dollars)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<b><u>FY 2012-13</u></b>	<b><u>FY 2013-14</u></b>	<b><u>FY 2014-15</u></b>	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
\$234,343	\$157,031	\$391,374	\$391,374	\$391,308	\$389,089	\$383,237
If the agency is considering abrogating a facility lease, how much of the above payments reflect repayment of unamortized capital improvements pursuant to Section 216.043, <i>Florida Statutes</i> ?						

**CIP-A Leased Space: Current Usage and Short-Term Projections**

<b>Agency:</b>	Florida Department of Revenue					
<b>Service:</b>	Property Tax Oversight - Compliance Assistance					
LRPP NARRATIVE PAGES DESCRIBING SERVICE-LEVEL LEASE OPTIONS _____						
<b>Currently Occupied Space</b> (square feet)			<b>Projected Leased Space</b> (square feet)			
<b>STATE-OWNED</b>	<b>PRIVATELY-OWNED</b>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
5,347	2,550	7,897	7,897	7,897	7,897	7,897
% of Total Leased Space Privately-Owned <u>32.3%</u>						
<b>Annual Costs</b> (dollars)			<b>Projected Leased Space</b> (dollars)			
<b>STATE-OWNED</b>	<b>PRIVATELY-OWNED</b>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
\$91,862	\$61,556	\$153,418	\$153,393	\$152,523	\$150,229	\$150,229
If the agency is considering abrogating a facility lease, how much of the above payments reflect repayment of unamortized capital improvements pursuant to Section 216.043, <i>Florida Statutes</i> ?						

**FLORIDA DEPARTMENT OF REVENUE  
CAPITAL IMPROVEMENTS PROGRAM PLAN**

**Executive Direction and Support Services Program (EXE)**

**Service Category: Executive Direction and Support Services**

Currently, the Executive Direction and Support Services Program leases a total of approximately 78,000 square feet of office and storage space at an annualized cost of about \$1.3 million. State leases account for 90% of total office space occupied by the Program.

By the end of October 2010, all offices of the Executive Direction and Support Services Program (approximately 260 employees) had relocated to the new Capital Circle Office Center (CCOC) buildings in Tallahassee. (See the Capital Improvements Program Plan Summary for more information on Revenue's move to the CCOC.)

**FLORIDA DEPARTMENT OF REVENUE  
 CAPITAL IMPROVEMENTS PROGRAM PLAN  
 EXECUTIVE DIRECTION AND SUPPORT SERVICES (EXE) PROGRAM  
 LEASED SPACE - CURRENT USAGE AND SHORT-TERM PROJECTIONS**

**Inventory of Leased Space:**

<u>Location of Privately Owned Space*</u>	<u>Lease No.</u>	<u>Square Feet</u>	<u>2012-2013 Annual Cost</u>
1 Tallahassee, Warehouse	730:0341	7,165	\$129,245
2 Tampa	730:0313	660	\$15,436
Total of Privately Leased Space		7,825	\$144,681
<u>Location of State-Owned Space</u>	<u>Lease No.</u>	<u>Square Feet</u>	<u>Annual Cost</u>
3 Tallahassee (CCOC) Building 1	973:2402	48,058	\$825,628
4 Tallahassee (CCOC) Building 2	973:2701	22,238	\$382,049
Total of State-Owned Leased Space		70,296	\$1,207,677
Total Leased Space - EXE		78,121	\$1,352,358

**Projected Leased Space Requirement:**

	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
Square Feet	78,121	78,121	78,121	78,121	78,121
Annual Cost	\$1,352,358	\$1,353,977	\$1,357,824	\$1,362,244	\$1,362,244

**CIP-A Leased Space: Current Usage and Short-Term Projections**

<b>Agency:</b>	Florida Department of Revenue					
<b>Service:</b>	Executive Direction and Support Services Program					
LRPP NARRATIVE PAGES DESCRIBING SERVICE-LEVEL LEASE OPTIONS _____						
<b>Currently Occupied Space</b> (square feet)			<b>Projected Leased Space</b> (square feet)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
70,296	7,825	78,121	78,121	78,121	78,121	78,121
% of Total Leased Space Privately-Owned <u>10.0%</u>						
<b>Annual Costs</b> (dollars)			<b>Projected Leased Space</b> (dollars)			
<b>STATE- OWNED</b>	<b>PRIVATELY- OWNED</b>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
\$1,207,677	\$144,681	\$1,352,358	\$1,353,977	\$1,357,824	\$1,353,977	\$1,353,977
If the agency is considering abrogating a facility lease, how much of the above payments reflect repayment of unamortized capital improvements pursuant to Section 216.043, <i>Florida Statutes</i> ?						

**FLORIDA DEPARTMENT OF REVENUE  
CAPITAL IMPROVEMENTS PROGRAM PLAN**

**Information Services Program (ISP)**

**Service Category: Information Technology**

All of the Information Services Program's 174 employees are located in Tallahassee. In Fiscal Year 2011-12, the Program is leasing approximately 53,000 square feet of office and storage space at an estimated annualized cost of \$912,000.

The Program has two leased spaces: Currently, 151 employees occupy approximately 33,000 square feet at the state-owned Revenue campus at the Capital Circle Office Center, and 23 employees operate a production control and printing facility in approximately 20,000 square feet leased from the private sector.

**FLORIDA DEPARTMENT OF REVENUE**  
**CAPITAL IMPROVEMENTS PROGRAM PLAN**  
**INFORMATION SERVICES PROGRAM (ISP)**  
**LEASED SPACE - CURRENT USAGE AND SHORT-TERM PROJECTIONS**

**Inventory of Leased Space:**

<u>Location of Privately Owned Space*</u>	<u>Lease No.</u>	<u>Square Feet</u>	<u>2012-2013 Annual Cost</u>
1 Tallahassee, Huntley	973:0341	19,579	\$353,173
Total of Privately Leased Space		19,579	\$353,173
<u>Location of State-Owned Space*</u>	<u>Lease No.</u>	<u>Square Feet</u>	<u>Annual Cost</u>
2 Tallahassee, CCOC Building 2	973:2701	33,096	\$568,589
Total of State-Owned Leased Space		33,096	\$568,589
Total Leased Space - ISP		52,675	\$921,762

**Projected Leased Space Requirement:**

	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
Square Feet	52,675	52,675	52,675	52,675	52,675
Annual Cost	\$921,762	\$932,171	\$942,809	\$953,806	\$953,806



**CIP-A Leased Space: Current Usage and Short-Term Projections**

<b>Agency:</b>	<b>Florida Department of Revenue</b>					
<b>Service:</b>	<b>Information Services Program</b>					
LRPP NARRATIVE PAGES DESCRIBING SERVICE-LEVEL LEASE OPTIONS _____						
<b>Currently Occupied Space</b> (square feet)			<b>Projected Leased Space</b> (square feet)			
<b>STATE-OWNED</b>	<b>PRIVATELY-OWNED</b>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
35,404	16,772	52,176	52,176	52,176	52,176	52,176
% of Total Leased Space Privately-Owned <u>32.1%</u>						
<b>Annual Costs</b> (dollars)			<b>Projected Leased Space</b> (dollars)			
<b>STATE-OWNED</b>	<b>PRIVATELY-OWNED</b>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
\$568,589	\$353,173	\$921,762	\$932,171	\$942,809	\$953,806	\$953,806
If the agency is considering abrogating a facility lease, how much of the above payments reflect repayment of unamortized capital improvements pursuant to Section 216.043, <i>Florida Statutes</i> ?						

## CIP-B Infrastructure Support Grants and Aid to Local Governments

<b>Agency:</b>	Florida Department of Revenue	<b>Appropriation Category:</b>			
<b>Service:</b>	Executive Direction and Support Services	<b>LAS/PBS Budget Entity Code:</b>			
LRPP NARRATIVE PAGES DESCRIBING GRANTS TO LOCAL GOVERNMENTS _____					
<b>Fund Source</b>					
<b>Authority</b>					
<b>Funding</b>					
<b>Historical Funding</b>	<u>FY 2007-08</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>	<u>FY 2011-12</u>
<b>Projected Funding</b>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
<i>Office of Policy and Budget - July 2011</i>					