

**DANE COUNTY
POLICY AND FISCAL NOTE**

<input type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No.
Sponsor:		Resolution No. 2022 RES-253
Vote Required:	Majority <input checked="" type="checkbox"/>	Ordinance Amendment No. _____
Two-Thirds	3/4	

Title of Resolution or Ord. Amd.:

**AUTHORIZING LEASE AT 4688 COTTAGE GROVE ROAD FOR JOINING FORCES FOR FAMILIES PROGRAM
DCDHS- PEI DIVISION**

Policy Analysis Statement:

Brief Description of Proposal -
This resolution authorizes Dane County to enter into a Lease with Rolling Meadows Shopping Center, LLC for office space at 4688 Cottage Grove Road.

Current Policy or Practice -
Leases require County Board approval.

Impact of Adopting Proposal -
This new location will allow Joining Forces for Families to re-locate its Darbo/Worthington office, which was formerly in the Salvation Army building at 3030 Darbo Drive, to this new office space.

Fiscal Estimate:

<u>Fiscal Effect (check all that apply) -</u>	<u>Budget Effect (check all that apply)</u>
<input checked="" type="checkbox"/> No Fiscal Effect	<input checked="" type="checkbox"/> No Budget Effect
<input type="checkbox"/> Results in Revenue Increase	<input type="checkbox"/> Increases Rev. Budget
<input type="checkbox"/> Results in Expenditure Increase	<input type="checkbox"/> Increases Exp. Budget
<input type="checkbox"/> Results in Revenue Decrease	<input type="checkbox"/> Decreases Rev. Budget
<input type="checkbox"/> Results in Expenditure Decrease	<input type="checkbox"/> Decreases Exp. Budget
	<input type="checkbox"/> Increases Position Authority
	<input type="checkbox"/> Decreases Position Authority
	Note: if any budget effect, 2/3 vote is required

Narrative/Assumptions about long range fiscal effect:

The proposed five (5) year lease is for a base rent of \$1,100 per month plus a prorate share of operating costs of \$361.00 per month for total monthly rent of \$1,461.00 plus all utilities. The base rent will increase by 3% each year. The lease includes an option to extend the lease for an additional two (2) years through December 31, 2029 under the same lease terms and provisions.

Expenditure/Revenue Changes:

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services					County Taxes				
Operating Expenses					Federal				
Contractual Services					State				
Capital					Other				
Total	\$0	\$0	\$0	\$0	Total	\$0	\$0	\$0	\$0

Personnel Impact/FTE Changes:

N/A

Prepared By:

Agency:	Der Xiong	Division:	
Prepared by:	Chad Lillethun	Date:	11/14/2022
Reviewed by:		Date:	11/15/2022
		Phone:	242-6314
		Phone:	242-6431