

**DANE COUNTY  
POLICY AND FISCAL NOTE**

Title of Resolution or Ord. Amd.:

|  |              |                               |
|--|--------------|-------------------------------|
| _____ Original                                     | _____ Update | Substitute No.                |
| Sponsor:   |              | Resolution No. 234            |
| Vote Required:                                     |              | Ordinance Amendment No. _____ |
| Majority <input checked="" type="checkbox"/> _____ | Two-Thirds   |                               |

**AUTHORIZING SUN PRAIRIE LEASE FOR DANE COUNTY HUMAN SERVICES OFFICE DCDHS CYF DIVISION**

**Policy Analysis Statement:**

Brief Description of Proposal -  
Dane County Department of Human Services would like to continue renting office space in Sun Prairie. The Sun Prairie Human Services office is used by Dane County social workers for visiting workers that need office space while in Sun Prairie – or for meeting with families. The building owned by the Sunshine Place, and this space is located at 1632 W. Main St, #10, Sun Prairie, WI. This resolution is to pay for the monthly rental payment of \$360.66 per month to cover costs related to occupying this space during the lease year of 08/01/16 to 07/31/17. This office space is also leased out occasionally by use for Journey Mental Health Center to use as space for the provider to meet with clients.

Current Policy or Practice -  
Leases require County Board approval.

Impact of Adopting Proposal -  
The Dane County Clerk and County Executive are hereby authorized to execute the described lease on behalf of Dane County. The space will be utilized for the purposes of CYF client/children visitations and as an access site for staff to conduct business without having to travel to another Human Services offices while in the Sun Prairie area. The total rate for the first year term period is 4,327.92. The total rental rate for the space is \$360.66 per month including heat. The lease year is from 08/01/16 to 07/31/17.

**Fiscal Estimate:**

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

**Narrative/Assumptions about long range fiscal effect:**

**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   | \$1,803      |          | \$4,328    |          | Federal      |              |          |            |          |
| Contractual Services |              |          |            |          | State        |              |          |            |          |
| Capital              |              |          |            |          | Other        |              |          |            |          |
| Total                | \$1,803      | \$0      | \$4,328    | \$0      | Total        | \$0          | \$0      | \$0        | \$0      |

**Personnel Impact/FTE Changes:**

**Prepared By:**

|                           |                 |
|---------------------------|-----------------|
| Agency:                   | Division:       |
| Prepared by Steven Delain | Date: 8/17/2016 |
| Reviewed by Edjuana Ogden | Date: 8/18/2016 |
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