

**DANE COUNTY
POLICY AND FISCAL NOTE**

_____ Original	_____ Update	Substitute No.
Sponsor:		Resolution No. <u>2020 RES-188</u>
Vote Required:		Ordinance Amendment No. _____
Majority <input checked="" type="checkbox"/>	Two-Thirds	

Title of Resolution or Ord. Amd.:

**AUTHORIZING SUN PRAIRIE LEASE FOR
JOINING FORCES FOR FAMILIES PROGRAM - DCDHS – PEI DIVISION**

Policy Analysis Statement:

Brief Description of Proposal -

Dane County Department of Human Services (DCDHS) has been renting approximately 825 square feet of office space located at 1632 W. Main St., #150, Sun Prairie from Sunshine Place, Inc. since 2017 as part of the Joining Forces of Families program. This Sun Prairie office provides a location for Dane County Community social workers and other partners to meet with families located in the surrounding area.

The current lease with Sunshine Place, Inc. expires on September 30, 2020. DCDHS desires to continue leasing this space and to enter into a new lease beginning October 1, 2020 and expiring September 30, 2021 at a monthly rental rate of \$563.75 for a total of \$6,765.00 per year including utilities except telephone. The lease contains the option to renew the lease for two additional one year terms at an increase of 2.5% per renewal and subject to the existing lease terms and conditions.

Current Policy or Practice -

Leases require County Board approval.

Fiscal Estimate:

Fiscal Effect (check all that apply) -

- No Fiscal Effect
- _____ Results in Revenue Increase
- _____ Results in Expenditure Increase
- _____ Results in Revenue Decrease
- _____ Results in Expenditure Decrease

Budget Effect (check all that apply)

- No Budget Effect
- _____ Increases Rev. Budget
- _____ Increases Exp. Budget
- _____ Decreases Rev. Budget
- _____ 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:

The lease period is from October through September of the following year. The annual rate for the first period of October 2020 through September 2021 is \$6,765. There is a 2.5% annual increase each year thereafter.

Existing budgeted funds will be used and there is no fiscal impact in 2020. The 2021 increase will be for the 2.5% increase over the final three months of the year.

Expenditure/Revenue Changes:

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

Personnel Impact/FTE Changes:

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Prepared By:

Agency:		Division:	
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