

**DANE COUNTY
POLICY AND FISCAL NOTE**

Title of Resolution or Ord. Amd.:

Original	Update	Substitute No.
Sponsor:		Resolution No. 2025 RES-270
Vote Required: Two-Thirds	Majority <input checked="" type="checkbox"/> 3/4	Ordinance Amendment No.

APPROVAL OF JOB CENTER AND SOUTH MADISON OFFICE SPACE SHARING LEASE ADDENDUM WITH FORWARD SERVICE CORPORATION

Policy Analysis Statement:

Brief Description of Proposal -

This resolution authorizes a lease addendum with Forward Service Corp.

Current Policy or Practice -

Leases require County Board approval.

Impact of Adopting Proposal -

This Lease Addendum will add one additional office space to the lease at a cost of \$231 per month per the original rent schedule in addition to extending the lease to December 31, 2026.

Fiscal Estimate:

Fiscal Effect (check all that apply) -		Budget Effect (check all that apply)	
<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:

With the 2% agreed upon annual increase and the additional office space, the revised 2026 annual payment shall increase to \$41,580.00 annually resulting in a monthly rental payment of \$3,465.00 for the combined space at both locations. There is no change to Levy.

Expenditure/Revenue Changes:

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

Personnel Impact/FTE Changes:

N/A

Prepared By:

Agency: Prepared by: Reviewed by:	Der Xiong Chad Lillethun	Division: Date: 12/8/2025 Date: 12/12/2025	Phone: 358-6085 Phone: 242-6431
---	-----------------------------	--	------------------------------------