

**DANE COUNTY
POLICY AND FISCAL NOTE**

Original	Update	Substitute No.
Sponsor:		Resolution No. 2019 RES-470
Vote Required:		Ordinance Amendment No. _____
Majority <input checked="" type="checkbox"/>	Two-Thirds	

Title of Resolution or Ord. Amd.:

**AUTHORIZING LEASE FOR BADGER ROAD JOINING FORCES FOR FAMILIES /
COMMUNITY RESTORATIVE COURT / IMMIGRATION AFFAIRS OFFICE - DCDHS - PEI DIVISION**

Policy Analysis Statement:

Brief Description of Proposal -
Dane County Department of Human Services is involved in a program of providing more localized services in communities identified as needing those services the most. Three Community Programs units will be centralized into one such local office in the new Badger Road office – Joining Forces for Families (JFF), the Community Restorative Court (CRC) and the Immigration Affairs Unit (IAU). 818 W Badger Rd LLC has agreed to lease approximately 5000 square feet of office space located at 818 W. Badger Road, Madison, WI. JFF/CRC/IAU would occupy the entire second floor which is ADA accessible. All utilities including electricity and heat will be paid by the landlord.

Current Policy or Practice -
Leases require County Board approval.

Impact of Adopting Proposal -
The lease is for five (5) years beginning March 1, 2020 and ending February 28, 2025 at a negotiated rental rate of \$5,876.50 per month or \$70,518 annually the first year with a 3% increase each year thereafter.

Fiscal Estimate:

Fiscal Effect (check all that apply) -	Budget Effect (check all that apply)
<input 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 checked="" 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 current CRC unit office rent is \$1,050 monthly, on a month to month basis for an annual amount of \$12,600. The current JFF unit office rent is \$875 per month for an annual amount of \$10,500. The IAU unit does not currently have a office rent agreement. The total paid in rent annualized in 2019 was \$23,100.

Currently the Community Programs - PEI unit has a budget of \$164,800 for all office rent expenses between the JFF and CRC units. The funding sources are made up of a total of \$153,700 in Levy, and \$13,000 in Basic County Allocation. \$15,800 is being moved from the CRC unit rent line and into the JFF unit rent line, which the expense will be expensed from.

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	\$48,965		\$49,897		Federal				
Contractual Services					State				
Capital					Other				
Total	\$48,965	\$0	\$49,897	\$0	Total	\$0	\$0	\$0	\$0

Personnel Impact/FTE Changes:

Prepared By:

Agency:	Division:	
Prepared by: Thomas Malone	Date: 1/21/2020	Phone: 242-6477
Reviewed by: Chad Lillethun	Date: 1/22/2020	Phone: 242-6431