

**DANE COUNTY
POLICY AND FISCAL NOTE**

_____ Original	_____ Update	Substitute No.
Sponsor:		Resolution No. 2020 RES-411
Vote Required:		Ordinance Amendment No. _____
Majority X	Two-Thirds	

Title of Resolution or Ord. Amd.:

**AUTHORIZING LEASE FOR THE SOUTHWEST MADISON JOINING FORCES FOR FAMILIES / EARLY CHILDHOOD INITIATIVE OFFICE
DCDHS – PEI DIVISION**

Policy Analysis Statement:

Brief Description of Proposal -

Dane County Department of Human Services (DCDHS) Prevention and Early Intervention Division (PEI) is involved in a program of providing more localized services in communities identified as needing those services the most. Two Community Programs units will be centralized into one such local office in a new Southwest Madison office – Joining Forces for Families (JFF) and the Early Childhood Initiative (ECI).

Common Wealth Development, Inc. has agreed to lease approximately 376 square feet of office space located at 5802 Raymond Road, Madison, WI. All utilities including electricity, heat, internet and cleaning services will be paid by the landlord.

Current Policy or Practice -

Leases require County Board approval.

Impact of Adopting Proposal -

The space will be utilized by the JFF and ECI programs.

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 is for five (5) years beginning June 1, 2021 and ending May 31, 2026 at a negotiated rental rate of \$2,475 per month or \$29,700 annually the first year with a 2.5% increase each year thereafter.

Existing budgeted funds will be used and therefore, there is no net impact for 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:

N/A

Prepared By:

Agency:		Division:	
Prepared by:	Der Xiong	Date:	3/8/2021
Reviewed by:	Chad Lillethun	Date:	3/11/2021
		Phone:	242-6314
		Phone:	242-6431