

**DANE COUNTY  
POLICY AND FISCAL NOTE**

_____ Original	_____ Update	Substitute No. _____
Sponsor: _____		Resolution No. 428
Vote Required: Majority <input checked="" type="checkbox"/> _____ Two-Thirds		Ordinance Amendment No. _____

Title of Resolution or Ord. Amd.:

**AUTHORIZING THE LEASE AGREEMENT BETWEEN DANE COUNTY DEPARTMENT OF HUMAN SERVICES  
AND FORWARD SERVICE CORPORATION EAWS DIVISION**

**Policy Analysis Statement:**

Brief Description of Proposal -

Dane County Department of Human Services is in partnership with Forward Service Corporation for the provision of Wisconsin Works (W2) and FoodShare Employment and Training services located at the Dane County Job Center. Forward Service Corporation will lease thirty four (34) standard cubicle workspaces and five (5) standard sized private offices within the Dane County Human Services Job Center building located at 1819 Aberg Avenue, Madison, Wisconsin. The space will be utilized by Forward Service Corporation staff and includes the use of designated conference and meeting rooms, break rooms, restrooms, parking and other common area space as may reasonably be made available.

Current Policy or Practice -

Leases require County Board approval.

Impact of Adopting Proposal -

This resolution authorizes the rental agreement and revenue of \$7,410 per month to cover costs related to occupying this space during the lease year of 02/01/16 to 12/31/16 based upon a per workspace rate of \$190 per month. The total rate for the term period is \$81,510. The number of workspace units may be adjusted during the lease term. One additional one-year renewal option is included with this lease with a 2% increase over the base rate.

**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:**

This resolution authorizes the rental agreement and revenue of \$7,410 per month to cover costs related to occupying this space during the lease year of 02/01/16 to 12/31/16 based upon a per workspace rate of \$190 per month. The total rate for the term period is \$81,510. The number of workspace units may be adjusted during the lease term. One additional one-year renewal option is included with this lease with a 2% increase over the base rate.

**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					Federal				
Contractual Services					State				
Capital					Other	\$81,510		\$88,920	
Total	\$0	\$0	\$0	\$0	Total	\$81,510	\$0	\$88,920	\$0

**Personnel Impact/FTE Changes:**

**Prepared By:**

Agency: _____	Division: _____
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