

**DANE COUNTY
POLICY AND FISCAL NOTE**

Title of Resolution or Ord. Amd.:

☐ Original	☐ Update
Sponsor:	
Vote Required:	Majority ☒
Two-Thirds	3/4

Substitute No.
Resolution No. 2025 RES-270
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) -

- ☒ 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:

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:

	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				
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:	12/8/2025
Reviewed by:	Chad Lillethun	Date:	12/12/2025
		Phone:	358-6085
		Phone:	242-6431