

***RESOLUTION NO.: 34—2018-19***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***2/3 MAJORITY – 24 VOTES***

1 On March 27, 2018 the county board adopted Resolution 167—2017-18 which entered into a  
2 10-year lease with the Federal US Department of Agriculture (USDA) for their portion of  
3 space in the Ag Services building. The annual lease revenue amount will be \$109,820 which  
4 is 10% over the current amount. As part of the lease agreement, the county agreed to  
5 complete some tenant improvements estimated to be approximately \$65,549 to \$75,000  
6 which must be completed within 180 days after September 1, 2018. The total improvement  
7 amount will be recovered through the increase in lease revenue over the next 10 years. The  
8 2019 budget will include the estimated amount of between \$43,000 and \$50,000 for carpet  
9 replacement, with the remaining \$25,000 to be completed in 2018 which was not included in  
10 the budget.

11  
12 This resolution approves increasing the Capital Outlay line item in the County Properties  
13 budget by \$25,000, increasing Miscellaneous Revenues by \$4,260 and transferring \$20,740  
14 from the Contingency Fund in order to complete tenant improvements to the Ag Services  
15 building.

16  
17 NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and  
18 Economic Development Committee recommend adoption of the following resolution.

19 BE IT RESOLVED that the Outagamie County Board of Supervisors does authorize increasing  
20 the Capital Outlay line item in the County Properties budget by \$25,000, increasing Miscellaneous  
21 Revenues by \$4,260 and transferring \$20,740 from the Contingency Fund in order to complete tenant  
22 improvements to the Ag Services building as noted on the attached fiscal note, which by reference is  
23 made a part hereof, and

24 BE IT FINALLY RESOLVED that the Outagamie County Clerk be directed to forward a copy  
25 of this resolution to the Outagamie County Finance Director, the Outagamie County Maintenance  
26 Supervisor, and the Outagamie County Executive.

27 Dated this \_\_\_\_ day of August 2018

28 Respectfully Submitted,  
29 PROPERTY, AIRPORT, RECREATION &  
30 ECONOMIC DEVELOPMENT COMMITTEE  
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34 \_\_\_\_\_  
Dean Culbertson

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Lee Hammen

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Ronald Klemp

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Jason Wegand

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**OUTAGAMIE COUNTY FISCAL NOTE**

**INTRODUCTION:** This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Request for transfer from contingency for tenant improvements on the Ag Services building.

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

The County recently entered into a 10 year lease with the Federal US Department of Agriculture (USDA) that is effective August 1, 2018 (County Board approved Resolution 167-2017-18) for their portion of space in the Ag Services building. The annual lease revenue amount will be for \$109,820 which is a 10% increase over the current amount of \$99,585 or an increase of \$10,235. As part of that lease agreement, the County agreed to complete some tenant improvements estimated to be approximately \$65,549 to \$75,000 which must be completed within 180 days after September 1, 2018. As noted during the lease agreement discussions, the total of \$65,549 to \$75,000 will be recovered through the increase in lease revenue over the next 10 years. Of this amount, the estimated amount for carpeting replacement of between \$43,800 and \$50,000 will be included in the 2019 budget. The remaining estimated amount of \$25,000 will need to be completed in 2018. This estimated amount is currently not included in 2018 budget as it was not known at the time of the 2018 budget preparation in 2017. Therefore, we are requesting a transfer from the contingency fund for a net \$20,740 in order to complete these tenant improvements in 2018. This is calculated as follows, gross tenant improvements of \$25,000 offset by \$4,260 of additional unbudgeted revenues due to the lease revenue increase for the remainder of 2018. Therefore, we are requesting to increase capital outlay in the County Properties budget by the \$25,000, an increase in Miscellaneous revenues of \$4,260 and the net transfer from contingency of \$20,740 to complete these tenant improvements in accordance with the lease.

**Current Year Budget Impact** (Check one or more of the following boxes)

Revenues                       Expenses (Cost)                       None

- 3. Is the specific cost or revenue included in the current year's budget?                      yes ( )    no ( X )    partially ( )
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item?                      yes ( )    no ( X )    n/a ( )
- 5. Is the proposal to accept additional revenues only?                      yes ( )    no ( X )
- 6. Does this request modify/adjust the current year budget?                      yes ( X )    no ( )  
If no, skip to question 8 below.
- 7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
County Property	Capital Outlay	1002413.6000	25,000
County Property	Misc Revenues	1002413.4505.10	4,260
Reserve from Contingency	Purchased Services	1002247.5500	(20,740)

**Annual and Long-Term Impact**

- 8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue?                      yes ( X )    no ( X )    n/a ( ) 10 year amount
- 9. What is the anticipated annual and/or long-term cost or revenue impact?                      Annual Cost                      0  
Annual Revenue                      0

Fiscal Note Prepared by: Paul Farrell / Brian Massey / Craig Moser

**For Financial Services purposes only**

Reviewed By:  <i>Don 7/17/18</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <u>Detail Expenditures Account Number</u> <u>Amount</u>
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