

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** February 19, 2016

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** Milwaukee Public Museum request to

**FISCAL EFFECT:**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact<br><input type="checkbox"/> Existing Staff Time Required<br><input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below)<br><input type="checkbox"/> Absorbed Within Agency's Budget<br><input type="checkbox"/> Not Absorbed Within Agency's Budget<br><input type="checkbox"/> Decrease Operating Expenditures<br><input type="checkbox"/> Increase Operating Revenues<br><input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures<br><input type="checkbox"/> Decrease Capital Expenditures<br><input type="checkbox"/> Increase Capital Revenues<br><input type="checkbox"/> Decrease Capital Revenues<br><input type="checkbox"/> Use of contingent funds |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	Expenditure or Revenue Category	Current Year	Subsequent Year
<b>Operating Budget</b>	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0
<b>Capital Improvement Budget</b>	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0

## DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.<sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

- A. The Milwaukee Public Museum (MPM) is requesting the review and approval of the revised Collections Policy of MPM. As is the standard in the Museum field, in 2015 MPM initiated a collections policy review process. The goal of the review was to ensure that museum policies and procedures reflect current best practice in the museum field, reflect current ethical standards, are legally compliant, and are up-to-date. A collections policy delineates how the museum acquires objects or specimens for the collection (known as accessioning), cares for and protects them, removes objects from the collection (known as deaccessioning), keeps accurate records and inventories, loans objects to other institutions, treats intellectual property created by MPM staff based on research on museum collections, and hews to ethical practices in the museum field. MPM's collections policy document was last updated in 1995.

As is described in the Lease and Management Agreement between MPM, Inc. and Milwaukee County, MPM has "...full and complete control and discretion in the management and operation of the Site, the building, the Personal Property, and the Artifacts..." including the right and duty "to determine and carry out all policies relating to the acquisition, maintenance, loan, exchange, lease, sale, disposal, accession and deaccession of Artifacts." Section 5.5 of the L&M agreement with Milwaukee County notes that "*The Milwaukee Public Museum shall adopt a formal written policy regarding the accession and deaccession of artifacts in compliance with Federal and State law. Upon its adoption and upon any amendment thereof, a copy of such policy or amended policy, as the*

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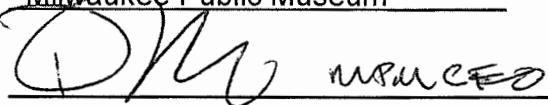
<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

<sup>2</sup> Community Business Development Partners' review is required on all professional service and public work construction contracts.

case may be, shall be submitted to the County Board of Supervisors for approval, which shall not be unreasonably withheld.”

- B. The resolution has no immediate direct fiscal impact on the County
- C. The resolution has no direct budgetary impact on the county.
- D. MPM Staff have reviewed all necessary policies and procedures to ensure the updated collections policy reflects the current best practices in the museum field. There are no restrictions that would prevent an update to the MPM collections policy.

Department/Prepared By Milwaukee Public Museum

Authorized Signature  MPM CEO

Did DAS-Fiscal Staff Review?  Yes  No  
Did CDBP Review?<sup>2</sup>  Yes  No  Not Required