

ARIZONA BOARD OF REGENTS
POLICY MANUAL

8-208 Fees for Services

Revision Dates

11/18/2016 (adopted)

- A. The board is responsible for adopting fees for services performed by the museum pursuant to A.R.S. Title 41, Chapter 4.1, Article 4 and § 41-865.
- B. The director shall provide notice of intent to increase fees for services on the museum website before January 1 of the calendar year the proposed fee increase is intended to be submitted to the board for approval. The notice of intent must include:
1. A justification for the fee increase, which shall contain:
 - a. The amount of the proposed fee increase.
 - b. A list of the persons who will be directly affected by, bear the costs of or directly benefit from the proposed fee increase.
 2. An analysis of each of the following:
 - a. The rationale for the proposed fee increase with a description of the statutory responsibilities that the museum intends to fulfill with the proposed fee increase.
 - b. An explanation of the services that the museum will provide with the proposed fee increase to this state, political subdivisions, other agencies and businesses.
 - c. A description of any efforts to avoid fee increases or to reduce the costs or regulatory burden, or both, to the businesses, persons and consumers that will be directly affected by the proposed fee increase.
 3. A description of the methodology used to calculate the proposed fee increase and a detailed explanation of the costs included in the fee methodology.
- C. The director shall provide the notice of intent to increase fees for services to the board for submittal to the Secretary of State for publication in the Arizona administrative register pursuant to A.R.S. § 41-1013.

D. The director shall:

1. At the same time the board submits notice of the proposed fee increase to the Secretary of State as described in ABOR Policy 8-208C, notify by regular mail, fax, or e-mail each person who has made a timely request to the museum for notification of proposed fee changes, proposed policy changes or any other proposed change relating to the museum. The director may purge the list of persons who have requested these notifications once per year.
2. Post the draft of the proposal to increase fees for services on the museum website on or before the second Monday of the calendar year the proposed fee increase is intended to be submitted to the board for approval.
3. Provide opportunity for public comment regarding the proposal to increase fees for services for at least 30 days after the proposal is published by the Secretary of State in the Arizona Administrative Register. Public comment may include written comments, comments submitted through e-mail and oral comments.
4. If applicable, post on the museum website a revised draft of the proposal to increase fees for services at the end of the public comment period. The revised draft shall include a summary of and response to any comments received during the public comment period and a summary of the alternatives that were considered and a rationale for why those alternatives were not selected.
5. If applicable, provide opportunity for public comment regarding the revised draft of the proposal to increase fees for services for at least 20 days after the revised draft is posted on the museum website. Public comment may include written comments, comments submitted through e-mail and oral comments.
6. Post a final draft of the proposal to increase fees for services and the expected date the board will consider the proposed increase on the museum website no later than five business days after the end of the public comment period.
7. Submit the final draft of the proposal to increase fees for services, along with all other information prescribed in ABOR Policy 8-208 to the board for consideration of approval.

Policy History

11/18/2016 Approved by the Board on second reading.

Related Information