



**To:** Parks and Recreation Board

**Date:** February 22, 2018

**From:** Inger Erickson, Director

**Subject:** PUEBLO GRANDE MUSEUM – ARCHAEOLOGICAL REPOSITORY  
CURATION FEE UPDATE

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This report provides the Parks and Recreation Board with a general history of Pueblo Grande Museum's archaeological repository curation fees and seeks approval from the Board to update the current fee structure.

### BACKGROUND

Curation fees are paid by project sponsors, companies and governmental entities; and are not fees incurred by private citizens.

Collections consist of prehistoric and historic artifacts (pottery, stone tools, etc.), as well as the archival excavation documentation, including field notes, maps and photographs. In order to receive a permit to complete archaeological work on state, county or municipal lands, the Arizona State Museum (ASM) requires that permittees have a curation agreement with an approved public repository to curate – in perpetuity – collections recovered during the project.

Pueblo Grande Museum (PGM) is the designated repository for collections from archaeological projects sponsored by the City and for projects that take place on City-owned land. Curation fees are collected for each archaeological collection and are placed in an interest-bearing revenue fund. The monies from this fund are used to pay for supplies, storage, databases and staff to care for the collection.

PGM's curation fees were last updated in 1999 and currently stand at \$20 per person field day (the number of person days expended in the archaeological excavation of the project). There is a \$100 minimum fee for curation at PGM.

In contrast, ASM – the archaeological repository for the state of Arizona – has consistently updated rates and fees. The minimum fee for project curation at ASM is currently \$3,000.

PGM is adhering to Arizona Revised Statute Section 9-499.15 (B)(3) which states, "If the municipality proposes to increase the rate of an existing tax or fee on a business, provide written notice of the proposed increase, the schedule of the proposed increased tax or fee and the written report or data that supports the proposed increased tax or fee on the home page of the municipality's website at least sixty days before the date the

proposed new rate is approved or disapproved by the governing body of the municipality.”

## DISCUSSION

In 2016, City staff conducted a survey of the curation fees and rates charged by archaeological repositories in the state of Arizona (Attachment 1). The survey found that PGM's fees are the lowest in the state and PGM's current fee structure does not follow the standard industry format. The national standard for archaeological repository fees includes an initial fee and additional fees based on the amount of physical or digital space needed to store the collection.

PGM staff also conducted a cost analysis for the average amount of staff time it takes to initially process a collection. Staff found the current PGM repository fee of \$20 per person field day (\$100 minimum) does not cover the initial intake costs for collections.

Staff proposes a three-tiered curation fee structure with a low rate for City-sponsored projects, a middle rate for non-City sponsored projects inside of the City limits and a higher rate for projects occurring entirely outside of the City limits (Attachment 2). These fees will cover the initial processing costs for curation. The fees will off-set some of the long-term curation costs, but they will not cover the cost of curation in perpetuity.

Examples of the impact of the fee schedule change on projects and on the overall repository income has been provided (Attachment 3).

Along with industry standards review and comparison, the Law Department was consulted and supports the updated fees through the following implementation methods:

- Amendment to the On-Call Archaeological Consulting Services contracts.
- Individual repository agreements issued on a project-by-project basis.

## RECOMMENDATION

Staff recommends the Parks and Recreation Board approve the attached updated fee schedule (Attachment 3), to be implemented effective March 1, 2018.

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Approved by: Inger Erickson, Parks and Recreation Director

**Attachment 1 - Archaeological Repository Fees in the State of Arizona, FY 2016/2017\***

Task	Arizona State Museum	Huhugam Heritage Center	Museum of Northern Arizona	Sharlot Hall Museum
Initial Project Registration				
Monitoring (documentation only)	\$ 3,000	\$ 3,000	\$ 1,500	\$ 3,000
Data Recovery, Survey, Testing (has objects)	\$ 6,000	\$ 3,000	\$ 1,500	\$ 6,000
Per Box Fee (1 cubic foot)	\$ 1,000	\$ 785	\$ 700	\$ 1,000
Digital Fee (per gigabyte)	\$ 90	n/a	\$ 75	\$ 90
Per Catalog Object	n/a	n/a	\$ 50	n/a
Per Printed Photograph	n/a	n/a	\$ 5	n/a

\* This list includes only repositories that are actively accepting repository agreements. Arizona State University's Center for Archaeology and Society (CAS) serves as the repository for the Bureau of Land Management. CAS is not accepting any other external projects and therefore is not included on this list.

## Attachment 2 - Proposed Pueblo Grande Museum Repository Fee Schedule

Task	City Sponsored	Inside City Limits	Outside City Limits
Initial Registration (Minimum Fee)*	\$ 500	\$ 1,500	\$ 3,000
Artifact Box Fee (per 20x8x8 box, 1 box minimum)	\$ 500	\$ 500	\$ 750
Documentation Fee (per linear inch, 1st inch free)	\$ 40	\$ 40	\$ 60
Digital Fee (per gigabyte(GB), 1st GB free)	\$ 100	\$ 100	\$ 100

\*Same fee for all types of projects

The fee would be implemented as follows on February 1, 2018:

- \$500 for City sponsored projects
- \$1,500 for projects inside the City limits
- \$3,000 for projects outside the City limits

**Attachment 3 - Examples of Impact of Fee Schedule Change on Projects**

Example Project	Description	Current Fee	Proposed fee schedule	Percent Change
Palm Lane Monitoring Project	Small, City/HUD Sponsored Project	\$ 100	\$ 500	80.00%
Drainage Improvements Southern Ave.	Long duration project, City sponsored no artifacts	\$ 1,020	\$ 580	-75.86%
Riggs Road Mitigation	Large, Outside City, 102 artifact boxes	\$ 11,820	\$ 79,440	85.12%

1. The change in fees would impact projects in different ways

- Small monitoring projects (the majority of collections) would have increased fees
- Large monitoring projects (a lot of time spent in field but no artifacts collected) would have lower fees
- Most data recovery projects would have increased fees
- Fees for all projects occurring outside the City limits would increase

2. Example of fee schedule change impact on annual repository income

Fiscal Year	Fees Received - Current System	Fees Using New Schedule	Percent Change
FY2015/2016	\$28,120	\$153,300	81.66%
FY2016/2017	\$17,820	\$58,280	69.42%