

STATEMENT OF POLICY

LOUISVILLE AND JEFFERSON COUNTY METROPOLITAN SEWER DISTRICT RULES AND REGULATIONS RELATING TO PUBLIC RECORDS

MSD BOARD POLICY R-6, ADOPTED APRIL 5, 2010

In order to comply with the Open Records statute contained in Chapter 61 of the Kentucky Revised Statutes, the following rules and regulations shall be followed:

Section I - Procedures

(1) Persons requesting to inspect public records that are not exempt from inspection by law and in the possession of or retained by MSD shall file a written application with the Official Custodian of Records. The records requested to be inspected must be described with reasonable particularity. On the request of the applicant, MSD employees may assist the applicant with the completion of the application. The applicant shall sign and legibly print their name on the application form.

(2) Applications for request to inspect public records shall be hand delivered, mailed or sent via facsimile or electronic mail to one of the following addresses depending on the type of records being requested:

For MSD Open Records Requests:

Administrative Services Manager
Louisville and Jefferson County
Metropolitan Sewer District
700 West Liberty Street
Louisville, Kentucky 40203
FAX (502) 540-6566
EMAIL: hill@msdlouky.org

Geographic Information Systems Related Data or Information:

LOJIC Customer Support Administrator
Louisville and Jefferson County
Metropolitan Sewer District
700 West Liberty Street
Louisville, Kentucky 40203
FAX (502) 540-6499
EMAIL: poole@lojic.org

(3) The Official Custodian of Records shall promptly determine the availability of such records requested for inspection. If it is determined that the records are not available for inspection, the applicant, if present, will be orally advised and subsequently notified in writing, no later than three (3) working days after the date of receipt of the written application for inspection of the records, the reason(s) why the records are not available for inspection. If the record sought is in active use, in storage or not otherwise readily available, the applicant will be advised in writing of the reason for the delay in providing access to the record and of the earliest practicable date, time and place that the record will be available for inspection. If an application for inspection of a record is denied because it is exempted by KRS 61.878, the Official Custodian shall advise the applicant in writing of the reason for denial, in whole or in part, and shall include a statement of the specific exception contained in KRS 61.878, authorizing denial of the application and an explanation of how the exception applies to the record withheld. If any person,

who has been denied the right to inspect any public records of MSD and requests the Attorney General to review the denial of their application, MSD shall furnish such additional documentation concerning the circumstances of the denial of inspection of the records and a copy of the records, as the Attorney General may request. If any person denied the right to inspect the records elects to file suit against MSD to compel inspection of the records denied, MSD shall immediately advise the Attorney General of the action and forward to the Attorney General on the day served, a copy of the Civil Summons of Action.

Section II - Copying

- (1) Upon inspection, during normal business hours (8:15a.m. - 5:00p.m., Monday through Friday), the Applicant shall have the right to make abstracts of the public records and memoranda thereof, and to obtain copies of all public records not exempted by terms of KRS 61.878. Copies of public records may be made provided such copying will not damage or alter the public record.
- (2) No person shall remove the originals of public records from the offices of MSD.
- (3) Copies of all public records may be made at the office of MSD by utilizing whatever reproduction equipment MSD may have available within its office.
- (4) Charges for copying public records shall be based on their subsequent use for a commercial or noncommercial purpose, as defined in KRS 61.870, and shall comply with the most current MSD's Open Records Product and Services Fee Schedule.

Section III - Amendments

The Board of MSD may amend, modify or promulgate other rules and regulations not in conflict with the provisions of KRS Chapter 61 relating to public records.

Section IV - Posting of Rules

The Official Custodian shall post, in a conspicuous location accessible to the public, a copy of these Rules and Regulations and synopsis of said Rules and Regulations in the form of a poster or sign.

LOUISVILLE AND JEFFERSON COUNTY METROPOLITAN SEWER DISTRICT

Open Records Product and Services Fee Schedule

Commercial Fee Schedule for GIS and Database Products and Services

April 5, 2010

As authorized and adopted by MSD's Board, this Open Records Product and Services Fee Schedule is applicable to all Open Records Requests made to MSD. All fees are due and payable at the time of the record request.

1. Standard LOJIC Planimetric/Topographic Map Sheets (24" x 36" sheet in hardcopy form containing all map layers; price per map sheet)

	<u>2,000' x 3,000' (1"=100')</u>	<u>4,000' x 6,000' (1"=200')</u>
Photocopy or Printout:	\$ 50.00	\$100.00

2. Custom Plots, fee charged will be the sum of the fees below plus fees from Item 6.

	<u>Non-Reproducible</u>	<u>Reproducible</u>
Jefferson Planimetric/Topographic Data (price per acre)	\$ 0.66	\$ 2.73
Oldham Planimetric/Topographic Data (price per acre)	0.27	1.13
Property Data (price per acre)	0.33	1.36
Orthoimagery Data (price per 100 acres):		
1-Foot Resolution	2.84	11.64
5-Foot Resolution	0.57	2.33
15-Foot Resolution	0.19	0.78
Sewer and Drainage Data (price per 100 linear feet)	0.66	2.70
Flood Insurance Rate Map (FIRM) Data	No Charge	No Charge

Note: The fee charged is reduced by a "scale factor" to account for the usefulness of the level of detail being provided at different plot scales. Scale Factor = Compilation Scale (1" = 100') / Plot Scale Desired

3. Planimetric & Topographic Data, Property Data, Imagery Data, Sewer/Drainage Data, or LiDAR data in digital form, fee charged will be the sum of the fees below plus fees from Item 6.

Planimetric & Topographic, Property Data, and Sewer/Drainage Data: ASCII, AUTOCAD (DWG), and other standard ESRI provided formats.

Jefferson Planimetric/Topographic Data (price per acre)	\$ 10.84
Oldham Planimetric/Topographic Data (price per acre)	4.52
Property Data (price per acre)	5.42
Orthoimagery (price per 100 acres): TIF or SID Formats	
1-Foot Resolution	46.22
5-Foot Resolution	9.24
15-Foot Resolution	3.08
Sewer and Drainage Data (price per 100 linear feet)	10.73
LiDAR Data: LAS (tiles only) or ASCII as XYZ (tiles or acres) formats	
First 200 tiles or 50,000 acres	\$50.00 per tile/\$0.20 per acre *
Over 200 tiles or 50,000 acres	\$10.00 per tile/\$0.05 per acre *
	(* Whichever is less)
Other data formats	Quote

4. Flood Insurance Rate Map (FIRM) Data in digital form (not to include any other LOJIC data) may be obtained for entire County or by FIRM panel, as either ESRI format or DWG, according to the following fees on the media designated:

a. FIRM Data (Full County -- all panels)	No Charge
Fee for system time, staff time, and magnetic media listed in Item 6	\$150.00
b. FIRM Data (per standard FIRM panel)	No Charge
Fee for system time, staff time, and a CD	\$ 50.00

FIRM data as well as Soils, ZIP codes, and Census data may be included in a special request with other LOJIC data in either plotted or digital form, at no additional charge for the data. There may be additional staff costs.

5. GIS Aerial Photography Usage Fee (fee per frame used plus cost of reproduction from outside contractor, if necessary)
 Paper copy or scanned printout of 1986 through 1997 contact print \$ 2.00
6. Miscellaneous Services and Special Orders. Price to be quoted by LOJIC as part of a special contract using the fees below plus a prorated share of Items 2 and 3 based on the equivalent tile size being supplied:

System Resource Units (per CPU minute) over 2 hours: \$0.04
 Minimum Fee: \$5.00

Pages Printed (laser printer, stock paper) 0.10

Plot Media: Paper (price per linear foot) 1.00

File Media: (price per unit used) Compact Disc (650mb), DVD (4.7gb) 1.00

Staff Costs, per hour, Classification Rates:

Project management	67.00
System/network design, testing, support	64.00
Software installation, testing, support	64.00
Application design, programming, testing, support	57.00
Database design, conversion, support	52.00
Training, technical support	46.00
Cartography, data products creation	46.00
Outside Contractor	Quote

Mailing Fee Actual Cost

7. Jefferson County Political Data: Layers include Precincts, U. S. Congressional Districts, State Senatorial and Legislative Districts, Louisville Metro Council Districts and Jefferson County School Board Districts.
 Cost of individual layer per update: \$100.00

8. Thematic Maps Series – Paper maps in color featuring a variety of theme layers.
 36" x 48" \$ 25.00
 8.5" x 11" 5.00

9. Jefferson County Data Packages – License agreement includes weekly FTP access. Prohibits the reselling and distribution of original LOJIC datasets but does allow reselling and distribution of derivative products. Full version includes all dataset attributes. **Parcel data package does not include PVA Real Estate Master File (REMF) data.** Basic version includes only road name attribute with street centerline and no attributes with parcels. Contact GIS Products Specialist for details.

	Commercial - Multi Use	
	Basic (\$)	Full (\$)
Site Addresses	NA	30,000.00
Street Centerline	1,000.00	10,000.00
Parcels	3,000.00	30,000.00
Aerial Imagery	NA	10,000.00

LOUISVILLE AND JEFFERSON COUNTY METROPOLITAN SEWER DISTRICT
Open Records Product and Services Fee Schedule
 Non-Commercial Fee Schedule for GIS, Database Products and Services and Other Open Records Requests
 April 5, 2010

As authorized and adopted by MSD's Board, this Open Records Product and Services Fee Schedule is applicable to all Open Records Requests made to MSD. All fees are due and payable at the time of the record request.

A. OPEN RECORDS FOR GIS OR DATABASE PRODUCTS AND SERVICES

1. Planimetric & Topographic Data Map Sheets (2,000' x 3,000', 24" x 36" sheet in hardcopy form containing all map layers; price per map sheet).

1" = 100' Scale (2,000' x 3,000') and 1" = 200' Scale (4,000' x 6,000')	
Photocopy or Printout	\$2.00

2. Planimetric & Topographic Data, Property Data, Imagery Data, Sewer/Drainage Data, or LIDAR data in digital form, fee charged will be the sum of fee below plus appropriate fees in Item 4.

Planimetric & Topographic Data, Property Data, Sewer/Drainage Data, or LIDAR data Flat file ASCII format (minimum format)	No Charge
--	-----------

Orthoimagery Data TIF format (minimum format)	No Charge
--	-----------

3. Flood Insurance Rate Map (FIRM) Data in digital form (not to include any other LOJIC data) may be obtained for entire County or by FIRM panel, as either ESRI format or DWG, according to the following fees on the media designated:

a. FIRM Data (Full County -- all panels)	No Charge
Fee for system time, staff time, and magnetic media listed in Item 4	\$150.00

b. FIRM Data (per standard FIRM panel)	No Charge
Fee for system time, staff time and a diskette (3 1/2")	\$ 50.00

FIRM data as well as Soils, ZIP codes, and Census data may be included in a special request with other LOJIC data in either plotted or digital form, at no additional charge for the data. There may be additional staff costs.

4. Miscellaneous Services and Special Orders. Price to be quoted by LOJIC as part of a special contract using the rate below: (There is no charge for data on non-commercial requests.)

System Resource Units (price per CPU minute) over 2 hours:	\$0.04
Minimum Fee: \$5.00	

Pages Printed (laser printer, stock paper)	0.10
--	------

Plot Media: Paper (price per linear foot)	1.00
---	------

File Media: (price per unit used) Compact Disc (650mb), DVD (4.7gb)	1.00
---	------

Staff Costs, per hour, Classification Rates:	
Project management	67.00
System/network design, testing, support	64.00
Software installation, testing, support	64.00
Application design, programming, testing, support	57.00
Database design, conversion, support	52.00
Training, technical support	46.00
Cartography, data products creation	46.00
Outside Contractor	Quote

Mailing Fee	Actual Cost
-------------	-------------

5. Prints from Public Access Terminal (when available) (price per page printed)		\$ 0.50
6. Aerial Photography Usage Fee (There is a cost for the reproduction of the photography from our outside contractor.)		No Charge
7. Jefferson County Political Data: Layers include Precincts, U. S. Congressional Districts, State Senatorial and Legislative Districts, Louisville Metro Council Districts and Jefferson County School Board Districts. Cost of individual layer per update		\$ 25.00
8. Thematic Maps Series – Paper maps in color featuring a variety of theme layers. 36" x 48" 8.5" x 11"		\$ 25.00 5.00
9. Street Centerline Data Packages – The Full Version contains Street Centerline, Site Address, Ohio River, Municipal Boundaries, Railroads, and Major Streams with all attributes attached. The Basic Version contains only Street Centerline lines and text only with no attributes attached. Semiannual fees due at the time of the initial purchase. <u>This data cannot be published or resold.</u>		
	<u>Annual Update</u>	<u>Semiannual Update</u>
Full Version - Single or Multi Client (ESRI format)	\$60.00	\$120.00
Basic Version - Single or Multi Client (AutoCAD and ESRI Shapefile format)	\$60.00	\$120.00

B. OTHER OPEN RECORDS REQUESTS

1. Photocopies made by MSD (fee per copy): 8 1/2" x 11"; 8 1/2" x 14" (If more than 5 copies) 11" x 17" Other sizes		\$ 0.10 1.00 Quote
2. Document Management System produced drawings made by MSD (fee per copy): Sewer Atlas 1" = 400' scale (11" X 17") 8 1/2" x 11"; 8 1/2" x 14"; 11" x 17" 18" x 24"; 24" x 36"; 33" x 43" Other sizes		\$ 1.00 1.00 3.00 Quote
3. Prints of MSD Sewer Atlas, 1" = 400' scale (11" X 17") (fee per page):		\$5.00
4. Photocopies made by outside reproduction shops: Actual Cost of Reproductions		Quote