



Open Records Procedures – Fee Appendix

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| Owner: RIM Dept. | Approved by: | RIM Dept. |

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All terms within this Procedure in *italics* have their meanings defined in Section 4 of the Open Records Policy.

1. Application

The Sanitation District No. 1 (SD1) Application Form for requesting *Open Public Records* may be found at www.sd1.org or at SD1, 1045 Eaton Drive, Ft. Wright, KY 41017.

2. Fees for Copying

If the assessed fee is less than \$5.00, costs will be waived.

2.1 Standard Format (8 1/2 x 11, One Color), Non-Commercial Purpose

For *Standardized Format*, SD1 may charge a reasonable fee, not to exceed the actual cost of reproduction, including cost of media and any mechanical processing charges, for copies made of *open records* requested for use for non-commercial purposes.

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|--------------------------------|--------------------|
| Paper copies | \$0.10 per page |
| File Media (Electronic Copies) | \$1.00 per CD used |

2.2 Non-Standard Format, Non-Commercial Purpose

For non-standardized format, or to tailor a format to meet the request of the applicant, SD1 may charge a reasonable fee, not to exceed the actual cost of reproduction, including cost of media and any mechanical processing charges, plus staff costs for non-standard copies made of *open records* requested for use for non-commercial purposes.

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|-------------------------------------|-----------------|
| Maps (larger than 8 ½ x 11) | \$2.50 per map |
| Paper copies (larger than 8 ½ x 11) | \$2.50 per page |

File Media (Electronic Copies) \$1.00 per CD used

2.3 Commercial Purpose

For *open records* requested for use for *commercial purposes*, SD1 may charge the cost of reproduction, creation, purchase, or acquisition of the open public records requested including cost of media and any mechanical processing charges, plus staff costs, required to produce a copy of the *open records* requested.

Paper copies \$0.10 per page

File Media (electronic copies) \$1.00 per CD used

Maps (larger than 8 ½ x 11) \$2.50 per map

Paper copies (larger than 8 ½ x 11) \$2.50 per page

Staff Costs, per hour:

| Department/Staff Level | Average Rate of Pay/hour |
|---|--------------------------|
| Administration | |
| Crew | \$21.38 |
| Team Lead | \$29.68 |
| Management | \$40.12 |
| Operations, Fleet & Facilities | |
| Crew | \$23.85 |
| Team Lead | \$32.42 |
| Collection Systems | |
| Crew | \$22.25 |
| Crew Leader | \$28.04 |
| Management | \$34.25 |
| Dry Creek WWTP | |
| Crew/Operations | \$20.76 |
| Crew/Maintenance | \$21.78 |
| Crew Leader | \$26.73 |
| Management | \$35.41 |

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|---|---------|
| <i>Pump Stations</i> | |
| Crew | \$23.11 |
| Crew Leader | \$27.62 |
| Management | \$36.11 |
| <i>Eastern Regional WRF</i> | |
| Crew | \$21.66 |
| Crew Leader | \$26.30 |
| <i>Western Regional WRF</i> | |
| Crew | \$20.61 |
| Management | \$32.68 |
| <i>Engineering</i> | |
| Crew | \$22.76 |
| Team Lead | \$27.65 |
| Management | \$35.25 |
| <i>Integrated Watershed Management</i> | |
| Crew | \$26.44 |
| Management | \$34.26 |
| <i>Director (all departments)</i> | \$52.02 |

2.4 Mailing Fee

USPS mail - actual costs

3. Advance Payment

SD1 requires payment of fees in advance, including cost of mailing, prior to releasing records.

4. Fee Assessment

On an annual basis, the *Official Custodian of Public Records* at SD1 shall direct an assessment on fees charged.

5. Revision History

| Date | Rev. No. | Revised By: | Description | Reference Sections |
|-------------|-----------------|--------------------|---|---------------------------|
| 03/15/15 | 01 | K. Jenisch | Updated Average Rate of Pay and changed requirement for prepayment | 2.3 and 3.0 |
| 08/21/15 | 02 | K. Jenisch | Updated Average Rate of Pay | 2.3 |
| 07/13/16 | 03 | K. Jenisch | Updated Average Rate of Pay | 2.3 |
| 11/16/17 | 04 | T. Graham | Updated Average Rate of Pay | 2.3 |
| 08/30/18 | 05 | T. Graham | Updated Average Rate of Pay and changed wording in section 3 | 2.3 and 3.0 |
| 08/02/19 | 06 | T. Graham | Updated Average Rate of Pay | 2.3 |
| 09/03/20 | 07 | T.Graham | Updated Average Rate of Pay and omitted job title for departments 200 and 900 | 2.3 |
| 09/24/2021 | 08 | T.Graham | Updated Average Rate of Pay | 2.3 |
| 10/13/2022 | 09 | T.Graham | Updated Average Rate of Pay | 2.3 |
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