



Date: _____

To: _____

Dear Mr/Ms _____:

You recently submitted an open records request to the City of Brenham asking for copies of the following documents: "a copy of all 43 of those 911 calls [to my house] and the police reports associated with them."

The records total approximately 110 pages.

I have determined that your request will cost more than \$40.00. Therefore, in compliance with Section 552.2615 of the Texas Government Code, I am providing you with the following statement of charges.

1. Itemized Statement of Charges:

Approximately 830 copies @ 10 cents per copy	\$83.00
Personnel charge - estimated at 3 hours to locate, compile, reproduce and/or redact confidential information from the requested information. 3 hours @ \$15.00 per hour	\$45.00
Postage/Shipping Charges	\$6.00
Overhead charge – 20% of Personnel Charge	\$9.00
	=====
ESTIMATED TOTAL	\$143.00

This box is checked to indicate that because the estimated total exceeds \$100.00, you are required under the authority of Section 552.263(a), Texas Government Code, to submit a deposit for the full amount before copies can be prepared.

This box is checked to indicate that because you currently owe the city more than \$100.00 for copies of documents previously requested and prepared and for which the city has not been paid, you are required under the authority of Section 552.263(c), Texas Government Code, to deposit the total unpaid charges with the city before additional copies can be prepared.

2. A less expensive alternative for you to obtain access to the records you have requested would be for you to come to the city offices and inspect the records there. If you choose to do this, please contact me so that we can arrange a mutually acceptable date and time for you to inspect the records.
3. You must make one of the following choices:
 - a. Accept the charges and agree to pay;
 - b. Modify your request; or
 - c. Send complaint to the Texas Attorney General's Office that you are being overcharged for a copy of public information.
4. You must respond to this statement in writing within ten (10) business days, informing the City of Brenham whether you accept the estimated charges, modify your request, or have sent a complaint to the Texas Attorney General's Office alleging that you are being overcharged for being provided a copy of public information. If you do not respond your request will be considered to be withdrawn.
5. If you elect to pay the charges and the city ascertains that the actual costs are less than the estimated costs, the city will charge only the actual costs (or will make refund of the excess amount if deposit has been made).
6. Pursuant to Section 552.2615(c), if the city, prior to preparing copies, ascertains that the actual costs are 20% more than the estimated costs or greater, it shall send you an updated itemized statement. In no event will the actual costs exceed the amount in the updated itemized statement. If you do not respond to the updated itemized statement within ten (10) days, the city will consider the request to be withdrawn.
7. If the city ascertains, after copies are prepared, that the actual costs are 20% more than the estimated costs but the city did not send you an updated itemized statement, the city may not collect more than 20% more than the estimated costs but may withhold the prepared copies until the additional 20% is paid to the city.
8. You may choose to respond in writing by email, in person, regular mail, or by fax to:
E-mail: rruffino@cityofbrenham.org
In Person: City of Brenham, 200 W. Vulcan St., Ste. 202, Brenham, Texas
Mail: City of Brenham, Office of the City Secretary, P.O. Box 1059, Brenham, Texas 77834-1059
Fax: 979-337-7568

Please note that no work will be undertaken until I receive your response in writing. Please contact me should you have any questions or need further assistance.

Sincerely,

Jeana Bellinger, City Secretary
City of Brenham, Texas