



Date: **October 19, 2020**

Name: **Ms. Emma Best**

via email: **99062-70730015@requests.muckrock.com**

Re: **Public Information Request No. W104430-073120 – Police Records**

The City of Fort Worth received the above-referenced request for information. We have determined that complying with your request will result in the imposition of a charge that exceeds \$40. Therefore, we are providing you with this cost estimate as required by section 552.2615 of the Texas Government Code. This document is only an **estimate** of the costs the City believes will be incurred in filling your request. If the City determines that the actual charges will exceed this estimate, the City may charge you an additional amount not to exceed 20% of the estimate without issuing an updated cost statement. If, after beginning the work but before providing the copies, the City determines that this cost estimate will be exceeded by 20% or more, the City will issue an updated estimate, and you will have an additional 10 days to make written response to the updated estimate.

The Public Information Act (the "Act") requires you to provide your mailing address, fax number, or email address, for the City to contact you regarding this estimate; it is your choice which method to provide. Please provide your selected method if you have not already done so.

The costs to complete your request are estimated as follows:

City Manager's Office (Mayor & Council)

Approximately: **3.5** hours of personnel time @ \$15 per hour to locate, compile, manipulate data and reproduce responsive information (emails) \$ 52.50

Code Compliance Department

Approximately: **0.50** hours of personnel time @ \$15 per hour to locate, compile, manipulate data and reproduce responsive information (emails) \$ 7.50

Communications & Public Engagement

Approximately: **0.25** hours of personnel time @ \$15 per hour to locate, compile, manipulate data and reproduce responsive information (emails) \$ 3.75

Economic Development

Approximately: **1.25** hours of personnel time @ \$15 per hour to locate, compile, manipulate data and reproduce responsive information (emails) \$ 18.75

Financial Management Services

Approximately: **1.25** hours of personnel time @ \$15 per hour to locate, compile, manipulate data and reproduce responsive information (emails) \$ 18.75

Human Resources

Approximately: **0.25** hours of personnel time @ \$15 per hour to locate, compile, manipulate data and reproduce responsive information (emails) \$ 3.75

Internal Audit

Approximately: **0.75** hours of personnel time @ \$15 per hour to locate, compile, manipulate data and reproduce responsive information (emails) \$ 11.25

IT Solutions Department

Approximately: **1.25** hours of personnel time @ \$15 per hour to locate, compile, manipulate data and reproduce responsive information (emails) \$ 18.75

City Secretary's Office – Public Information

City of Fort Worth ★ 200 Texas Street ★ Suite 3614 ★ Fort Worth, Texas 76102

Library

Approximately: **1.50** hours of personnel time @ \$15 per hour to locate, compile, manipulate data and reproduce responsive information (emails) \$ 22.50

Neighborhood Services

Approximately: **1.25** hours of personnel time @ \$15 per hour to locate, compile, manipulate data and reproduce responsive information (emails) \$ 18.75

Park & Recreation Department

Approximately: **0.25** hours of personnel time @ \$15 per hour to locate, compile, manipulate data and reproduce responsive information (emails) \$ 3.75

Police Department

Approximately: **4** hours of personnel time @ \$15 per hour to locate, compile, manipulate data and reproduce responsive information (emails) \$ 60.00

Public Events

Approximately: **1.50** hours of personnel time @ \$15 per hour to locate, compile, manipulate data and reproduce responsive information (emails) \$ 22.50

Transportation & Public Works

Approximately: **1.50** hours of personnel time @ \$15 per hour to locate, compile, manipulate data and reproduce responsive information (emails) \$ 22.50

Water

Approximately: **1.25** hours of personnel time @ \$15 per hour to locate, compile, manipulate data and reproduce responsive information (emails) \$ 18.75

20% overhead of general labor charges \$ 60.75

Approximately: **1** 8g Flash Drive @ \$8.00 each \$ 8.00

Approximately: **1** CD @ \$1.00 each

Postage \$ 2.50

Total Estimated Cost: **\$375.00**

Because the estimated charges are over \$100, the City will require a deposit of fifty (50%) percent of the total estimated cost before processing your request. If you believe these charges to be excessive, you may file a complaint with the Texas Attorney General's Office in accordance with section 552.269 of the Texas Government Code.

The Act requires you to respond to this estimate in writing. You may send your response using one of the following methods:

- Open Records Portal: <http://fortworthtexas.gov/records/request>
- Email: publicinformationadministrator@fortworthtexas.gov
- Mail or in person at: Officer for Public Information OR Public Information Administrator
200 Texas Street, Suite 3614
Fort Worth, Texas 76102

Please select one of the following options:

City Secretary's Office – Public Information

City of Fort Worth ★ 200 Texas Street ★ Suite 3614 ★ Fort Worth, Texas 76102

_____ Please proceed with the request. I have enclosed a deposit (check or money order payable to "City of Fort Worth") in the amount of **\$ 187.50 50% TOTAL** and I will pay the balance upon completion.

_____ I wish to modify the request as follows: _____

_____ I wish to view the documents at the City's offices and make copies as necessary. I understand that inspection of the documents at the City's offices may be a less costly method of viewing the records. I understand that I will be charged \$.10 per page for each copy made.

_____ I have sent to the Attorney General a complaint alleging that I have been overcharged for being provided with a copy of the public information.

_____ I do not wish to continue this request. Please consider this request withdrawn.

Signature: _____ Date _____

Your request will be considered automatically withdrawn if you do not respond in writing within ten business days from the date of this letter that you either: (1) accept the charges and are paying the required deposit; (2) are modifying the request; or (3) have sent to the Attorney General a complaint alleging that you are being overcharged.

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