

# City of Galveston



## City Attorney's Office

P.O. Box 779 / Galveston, Texas 77553-0779 / (409) 797-3530 / Fax (409) 797-3531

VIA CERTIFIED MAIL RRR # 7004 1350 0004 9704 3577

January 19, 2010

David Stanowski  
Galveston Open Government Project  
2211 Avenue P  
Galveston, TX 77550

RE: Open Records Request No. 10-005; Statement of Estimated Charges.

Dear Mr. Stanowski:

On Tuesday January 5, 2010, the City of Galveston received an open records request from you ("ORR 10-005"; dated 01/05/10) asking for:

"All communication, advice, correspondence, memos, and emails from, to, and between Steve LeBlanc, Susie Green, Wendy O'Donohoe, Lori Schwarz, and the City Council Members from 01 November 2009 until today regarding the Galveston Housing Authority.

All communication, advice, correspondence, memos, and emails from, to, and between the City Council Members from 01 November 2009 until today regarding the Galveston Housing Authority.

All communication, advice, correspondence, memos, and emails from, to, and between people and organizations outside of City government and City staff, and the City Council Members from 01 November 2009 until today regarding the Galveston Housing Authority."

Please find attached a Statement of Estimated Charges regarding ORR 10-005. Please respond in writing so there is a record of your communication.

Sincerely,

A handwritten signature in black ink, appearing to read "Brandon Cook". The signature is stylized and written over a horizontal line.

Brandon Cook  
Legal Assistant

cc: City Secretary's Office (w/ encl.)

January 19, 2010

**STATEMENT OF ESTIMATED CHARGES:**

**Note that your request will be automatically withdrawn if you do not respond in writing within 10 business days of the date of this statement that you:**

- a) accept the charges and agree to pay them,**
- b) elect to modify the request in response to the estimate; or**
- c) elect to send a complaint regarding the charges to the attorney general.**

**You may respond:**

- a) by electronic mail to [openrecords@cityofgalveston.org](mailto:openrecords@cityofgalveston.org), or**
- b) by fax to 409 797-3531, or**
- c) by regular mail to Office of the City Secretary, PO Box 779, Galveston, TX 77553 or in person at the City Secretary's Office, 823 Rosenberg St., Room 201, Galveston, TX 77550.**

**Note if the estimate below exceeds \$100, you must prepay or deposit a bond for the entire amount with the City Secretary at the above address within 10 business days.**

**CHARGES WILL EXCEED \$40**

**ORR 10-005.**

1. The responsive documents to your request exceed 50 pages;
2. The number of pages for this request is estimated at 943 pages, copying costs are 10 cents/page. (The first 10 pages are provided at no charge). = \$93.30
3. Labor costs for making redactions as permitted by law for confidential information or information deemed confidential by the Attorney General is \$15/hr or .25 cents/min.
4. The City selected 10 pages as a representative sample and redacted personal email addresses which are prohibited from being released in response to a request for public information [See Tex. Gov't Code, Sec. 552.137 and Open Records Decision No. 684 (2009)]. It took 83 seconds to review and redact the personal email addresses contained within this sample. Based on this sample, we estimate it will take approximately 130 minutes [ $94.3 \text{ (number of pages/10)} \times 83 \text{ (seconds)}$ ] =  $(7,826.9 \text{ seconds} / 60) = 130.45 \text{ minutes}$  to redact all documents responsive to your request. At \$15 per hour, the labor charges are estimated at  $(130 \text{ min} \times \$0.25/\text{min})$  = \$32.50
5. The City is permitted by state law to charge an overhead cost of 20% of the labor charge.  $(\$32.50 \times 20\%)$  = \$ 6.50
6. Plus Actual Postage Costs, if applicable = Unknown

Your total cost, **as estimated**, will therefore be:

**= \$132.30**

PLEASE NOTE THAT THIS IS JUST AN ESTIMATE AND THE ACTUAL CHARGES MAY BE MORE OR LESS THAN THE AMOUNT QUOTED ABOVE. However, in the event that the actual charges exceed 20% of the total costs quoted above, the City will contact you prior to fulfilling the request. There is a less expensive way to obtain this information. You can save money by choosing to inspect rather than have copies made of these documents. Note that we will still have to spend the time to redact the information if you decide to view only. We will devote a reasonable amount of time every day to do the redaction. We believe that one hour per day is reasonable, and we can make the documents available to you as they are redacted if you so request.