

Re: Texas Public Information Act Request Received July 31, 2026 — May 21, 2024, Incident

City Of Hawk Cove <thecityofhawkcove@gmail.com>

Fri, Aug 14, 2026 at 4:28 PM

To:

Dear

The City of Hawk Cove received your Texas Public Information Act request dated July 31, 2026, requesting body-worn camera and in-car video recordings and police reports relating to the May 21, 2024, incident at Hawk Cove Town Hall.

The request requires City staff to locate and identify responsive video and police records, retrieve and organize the responsive information, review the records for responsiveness and information that may be confidential or excepted from disclosure under Chapter 552 of the Texas Government Code, perform necessary redactions, and prepare the releasable records for electronic production.

Based on the City's review to date, the City has identified approximately **17 responsive video files containing approximately 5.2 hours of recorded footage** and approximately **185 pages of potentially responsive police report documents**.

Because the video recordings and police report documents require different methods of review and processing, the City is providing separate itemized estimates for the two categories of responsive information.

Pursuant to Sections 552.261, 552.262, and 552.263 of the Texas Government Code and the Office of the Attorney General Cost Rules, the estimated charges are as follows:

ESTIMATE NO. 1 BODY-WORN AND IN-CAR VIDEO

The responsive video files must be accessed and viewed to determine whether confidential or otherwise protected information is contained within the recordings and whether redaction is required. Preparation of releasable copies requires electronic processing and manipulation of the video files, including necessary video and/or audio redactions and export of the resulting releasable files.

Estimated Costs	Time Amount
Review, electronic processing, programming/manipulation, necessary video/audio redactions, and export of approximately 17 video files containing approximately 5.2 hours of footage	20.0 hours \$570.00
Labor Subtotal	20.0 hours \$570.00
Overhead (20% of labor)	\$114.00
Total Estimated Cost — Video	\$684.00

ESTIMATE NO. 2 POLICE REPORT DOCUMENTS

The City has identified approximately **185 pages of potentially responsive police records**. Staff time is required to locate, retrieve, organize, and review the records for responsiveness, confidentiality, applicable exceptions, and necessary redactions and to prepare the releasable records for electronic production.

Estimated Costs		Time Amount
Locate, retrieve, organize, review, redact as necessary, and prepare approximately 185 pages of responsive police records for electronic production		30.0 hours \$450.00
Labor Subtotal		30.0 hours \$450.00
Overhead (20% of labor)		\$90.00
Total Estimated Cost Police Reports		\$540.00

SUMMARY OF ESTIMATED COSTS

Category	Estimated Cost
Body-worn and in-car video records	\$684.00
Police report documents	\$540.00
Combined Total Estimated Cost	\$1,224.00

Because the estimated charges exceed the amount authorized by Section 552.263 of the Texas Government Code for a governmental body with fewer than sixteen (16) full-time employees, the City requires **prepayment of the full estimated charges** before processing the applicable portion of your request.

If you wish the City to proceed with both portions of your request, please remit payment in the amount of **\$1,224.00**. If you wish to proceed with only one portion, the estimated prepayment is **\$684.00 for the video records** or **\$540.00 for the police report documents**.

Upon receipt of the applicable payment, the City will continue processing that portion of your request and prepare the responsive information for electronic production in accordance with the Texas Public Information Act. If the actual allowable cost is less than the amount prepaid, the City will refund the difference. If the actual allowable cost exceeds the estimate, any additional charges will be handled in accordance with Chapter 552 of the Texas Government Code and the Office of the Attorney General Cost Rules.

If you wish to reduce the estimated cost, you may submit a written request narrowing the scope of your request.

If the City does not receive your written acceptance of the applicable estimate and required prepayment within the time prescribed by Section 552.263(e) of the Texas Government Code, the applicable portion of your request will be considered withdrawn. Additionally, pursuant to Section 552.2615 of the Texas Government Code, if the City does not receive your written response to this cost estimate within **10 business days**, your request will be considered withdrawn by operation of law.

The City's provision of this cost estimate does not constitute a determination that every responsive record or portion of a record is subject to public disclosure. Information that is confidential by law or otherwise subject to an applicable exception will be handled in accordance with the Texas Public Information Act and other applicable law.

If you have any questions regarding this estimate, please contact **me**.



Hawk Cove City Secretary

(P) (903)-447-5330

<https://calendly.com/thecityofhawkcove>

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