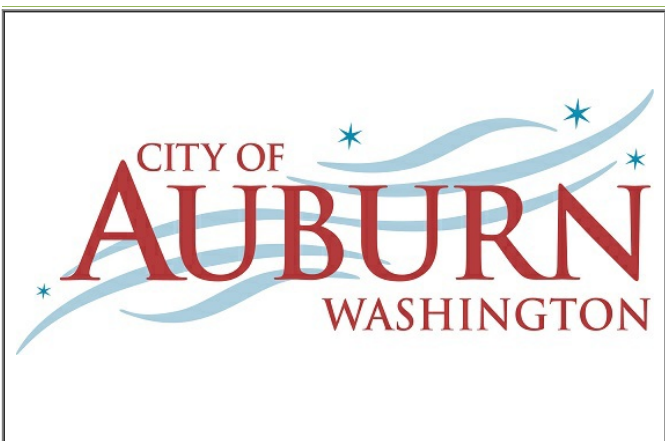


	City Council Study Session Finance, Technology and Economic Development Special Focus Area January 27, 2020 - 5:30 PM City Hall Council Chambers AGENDA Watch the meeting LIVE! Watch the meeting video Meeting videos are not available until 72 hours after the meeting has concluded.
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- I. CALL TO ORDER
 - A. Roll Call
- II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS
- III. AGENDA ITEMS FOR COUNCIL DISCUSSION
 - A. City Organizational Overview - Public Works (Gaub)(30 Minutes)
 - B. Facility Needs Assessment and Master Plan Briefing (Gaub)(30 Minutes)
 - C. 2019 State of Our Streets Summary (Gaub)(15 Minutes)
 - D. Public Records Policy (Comeau)(10 Minutes)
- IV. OTHER DISCUSSION ITEMS
- V. NEW BUSINESS
- VI. ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office, on the City website (<http://www.auburnwa.gov>), and via e-mail. Complete agenda packets are available for review at the City Clerk's Office.



AGENDA BILL APPROVAL FORM

Agenda Subject:

City Organizational Overview - Public Works (Gaub)(30 Minutes)

Date:

January 22, 2020

Department:

Public Works

Attachments:

[Statistics at A Glance](#)

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:

For discussion only.

Background Summary:

The Public Works Department will provide a brief overview of what public works is and the various programs and divisions within the Department. A brief summary of the departments statistics is attached for information.

For additional background, the Department manages several areas of the City's public infrastructure including water, sanitary sewer, storm drainage, streets and the Auburn Municipal Airport. Council, if desired, may review the comprehensive and master plans for these programs at the following locations on the City's website:

[Water Comprehensive Plan](#)

[Sewer Comprehensive Plan](#)

[Storm Drainage Comprehensive Plan](#)

[Transportation Comprehensive Plan](#)

[Transportation Improvement Plan](#)

[Airport Master Plan](#)

Copies of these plans have not been provided as printed material in the packet due to the size of these plans.

Reviewed by Council Committees:**Councilmember:****Staff:**

Gaub

Meeting Date: January 27, 2020

Item Number:

CITY OF AUBURN PUBLIC WORKS | STATISTICS AT A GLANCE

WATER	SEWER	STORM
<i>Number of Staff: 23 Maintenance, 3 Engineering</i>	<i>Number of Staff: 10 Maintenance, 2 Engineering</i>	<i>Number of Staff: 11 Maintenance, 4 Engineering</i>
STATISTICS: • 300 miles of pipes • 6,100 valves • 3,000 fire hydrants • 2 springs • 6 active wells • 8 pump stations • 8 reservoirs (15 million gallons) • Braunwood area with its own well, pump station, and storage reservoir • Produce 2.5 billion gallons of water per year KEEPING YOUR WATER SAFE: • Take over 1,000 samples per year • Treat and disinfect with chlorine • Replace aging infrastructure • Report annually to customers • Routinely flush water mains • Monitor constantly through our SCADA system	STATISTICS: • 200 miles of pipe • 16 pump stations • 5,600 manholes • Treatment by King County KEEPING THE “BUSINESS” FLOWING: • Inspect pump stations daily • Inspect and clean sewer system • Replace aging infrastructure • Fats, oils, and grease (FOG) can clog sewer system • So called “flushable” wipes DO clog sewer system • Monitor constantly through our SCADA system	STATISTICS: • 230 miles of pipes • 40 miles of ditches • 9,900 catch basins • 2,800 manholes • 120 outfalls to the Green and White Rivers and Mill Creek • 7 pump stations • 160 stormwater ponds PROTECTING THE ENVIRONMENT: • Inspect public and private storm facilities annually • Clean and repair public systems as needed, enforce maintenance of private systems • Control mosquitoes in public systems • Investigate spills and illegal discharges • Conduct school education programs • Monitor construction activities • Prepare annual report to Ecology • Monitor constantly through our SCADA system

CITY OF AUBURN PUBLIC WORKS | STATISTICS AT A GLANCE

TRANSPORTATION ENGINEERING	STREETS/VEGETATION MANAGEMENT	FLEET/CENTRAL STORES
<i>Number of Staff: 7 Engineering, 3 Maintenance</i>	<i>Number of Staff: 9 Maintenance</i>	<i>Number of Staff: 8 Maintenance</i>
STATISTICS: • Traffic Operations: 95 traffic signals, 48 school zone flashing signs, 2 message signs, 10 pedestrian crossings with flashing lights, 1 railroad crossing, 15 radar feedback signs, 59 CCTV cameras, inspection and maintenance of 16 bridges. • Traffic Engineering: Support of 150 to 200 Land Use and Development permit applications per year, Develop and update Transportation Improvement Program (TIP) and traffic impact fee program, apply for grants which yield an average \$3.5 Million annually of funding. • Transportation Planning: Develops and updates Transportation Comprehensive Plan, manages street delay and paybacks, coordinates with transit agencies and regional planning groups, conducts 40 speed studies per year, manages parking issues, assesses traffic impact fees for 300 to 400 new building permits and 800 new business licenses per year, addresses 40 to 50 resident requests per year. • Right of way (ROW) management – street vacations (5 to 10 per year), ROW permits (50 to 100 per year), utility franchise management (18 Active franchise utilities), Adopt-a-street program, vehicular counts and accident data management.	STATISTICS: • 629 equivalent lane miles for street sweeping (246 miles of streets) • 7,000 street lights • 11,000 traffic signs • 200 properties to mow KEEPING THE CITY NEAT AND CLEAN: • Sweep streets 7 times per year on schedule • Respond to customer requests for mowing and maintenance (1,240 in 2018) • Repair street and traffic signs (470 in 2018) • Repair potholes and install street patches (250 tons of hot mix in 2018) • Mow each property 3 times per year • Control invasive and noxious weeds in right-of-way and ponds • Inclement Weather Response – De-icing, snow plowing, fallen tree removal, landslide cleanup, etc. <i>Note: A Lane Mile is considered a 12 foot width of paved surface within a roadway.</i>	STATISTICS: Fleet • 300 vehicles/equipment • 35 Patrol Vehicles, 13 Heavy Duty Trucks • 2,100 repairs annually Central Stores • 2,000 categories stocked • 19,000 individual items total \$380,000 per year • Three 10,000 gallon fuel tanks • 185,000 gallons of fuel/year TAKING CARE OF CITY FLEET AND INVENTORY: • Purchase and surplus fleet equipment • Perform all necessary repairs both scheduled and unscheduled to the fleet • Ensure enough supplies for one year of consumption • Purchase specialized non-inventory items for all city departments

CITY OF AUBURN PUBLIC WORKS | STATISTICS AT A GLANCE

AIRPORT	SURVEY	CAPITAL & CONSTRUCTION
<i>Number of Staff: 3 Airport</i>	<i>Number of Staff: 5 Engineering</i>	<i>Number of Staff: 21 Engineering</i>
STATISTICS: • 142,000 Take Off and Landings per year • Runway Length = 3400 feet...soon to be 3841 feet • 330 Based Aircraft • 8 Commercial Business Tenants KEEPING AIR TRAFFIC MOVING: • Oversee safe airport operations • Efficiently budget and plan to keep the facility sustainable into the future • Manage and maintain 110 acres of airport property which includes pavement, vegetation areas, airfield lighting, aircraft hangars and commercial buildings • Manage the Aviation Fuel concession • Protect the airport and community from surrounding incompatible land uses REGIONAL IMPACTS: • Supports 232 jobs • Generates \$43.1 M in Economic Impact	STATISTICS: • Supports 5 City departments • Control database of 2700+ survey points • Innovative & state of the art technology (Robotic Total Station, GPS/GNSS equipment, 3D Laser Scanner & Photo-imager, sUAV systems) PROVIDING THE FOUNDATION FOR NEW INFRASTRUCTURE: • Research, analyze & interpret legal, title and record documents • Conduct Right of Way and Topographic surveys for Capital Improvement Projects • Perform Construction Staking and Layout • Prepare legal descriptions, depiction exhibits and records of survey • Review land use applications and design plans	STATISTICS: • \$30 million of street, water, sanitary sewer, and storm utility improvements constructed each year, on average • Capital Projects Management (12-15 Capital Projects designed and constructed each year) • Development Project Construction Administration and Inspection (20 projects per year, on average) • Administration of consultant, service and construction agreements (80 contracts per year, on average) • Inspection of storm, utility and other permits for work in the public right of way (500 permits per year) IMPROVING OUR CITY: • Use 6-year Capital Facilities Plan to design and build projects at the time they are needed and when funding is available • Manage grant funding to greatest extent possible to make most efficient use of local funds • Design and inspect construction of utilities and street public works projects • Strive to complete projects on time and within budget



AGENDA BILL APPROVAL FORM

Agenda Subject:

Facility Needs Assessment and Master Plan Briefing (Gaub)(30 Minutes)

Date:

January 21, 2020

Department:

Public Works

Attachments:

No Attachments Available

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:

For discussion only.

Background Summary:

The purpose of this discussion is to brief Council on the Draft Needs Assessment that is being prepared as part of the Facility Needs Assessment and Master Plan project.

The Facilities Master Plan project is conducting a planning level effort to identify and develop conceptual solutions and alternatives for future City facility needs. The evaluation includes an analysis of the potential land usage and building needs for the next 20 years, through a joint collaborative effort with several City departments.

The Needs Assessment briefing is the second of five Council Checkpoints scheduled as part of this project. This briefing will cover progress since the project introductory briefing to Council held on September 9, 2019, including sharing information that was attained through facility tours, staff interviews, a visioning workshop, and the draft Needs Assessment memo that is being prepared for the project.

Reviewed by Council Committees:**Councilmember:****Staff:**

Gaub

Meeting Date: January 27, 2020

Item Number:



AGENDA BILL APPROVAL FORM

Agenda Subject:

2019 State of Our Streets Summary (Gaub)(15 Minutes)

Department:

Public Works

Attachments:

[2019 State of Our Streets Dashboard](#)

Date:

January 21, 2020

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:

For discussion only.

Background Summary:

This is a 2019 year end summary of the City's Arterial/Collector and Local Street Pavement Preservation Programs. This year's summary is presented in a dashboard format that will also be incorporated into the City's webpage. This dashboard provides the public with a quick look at the overall condition of the City's roadways and preservation program activities. It also gives City policymakers a quick executive overview in order to help facilitate policy and funding decisions. Additional information is also available on the City's website ([Pavement Preservation](#)) that provides a more in depth explanation of the City's street preservation programs including program history, projects, funding, and technical considerations.

Reviewed by Council Committees:**Councilmember:****Staff:**

Gaub

Meeting Date: January 27, 2020

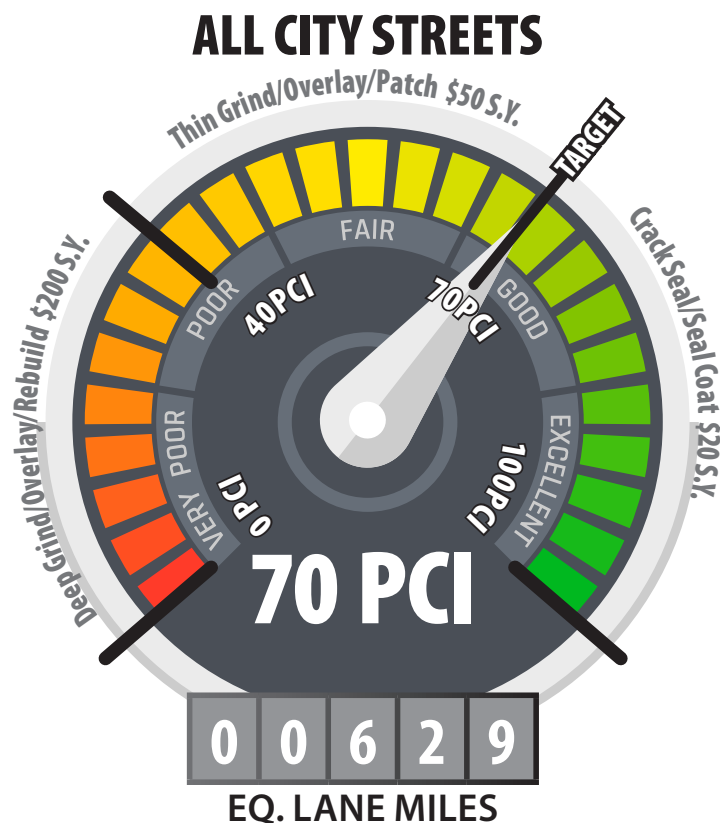
Item Number:

2019 STATE OF OUR STREETS DASHBOARD

This dashboard provides the public with a quick look at the overall condition of the City's roadways and preservation program activities. It also gives City elected officials a quick executive overview in order to help facilitate policy and funding decisions. Additional information is also available on the City's website that provides a more in depth explanation of the City's street preservation programs including program history, projects, funding, and technical considerations:

<https://www.auburnwa.gov/cms/one.aspx?portalId=11470638&pageId=12523154>

Overall Assessment: The overall condition of City maintained streets has improved slightly with the overall pavement condition index (PCI) increasing from 68 in 2018 to 70 in 2019. Reaching the City's overall target PCI of 70 is an important milestone for the City's street preservation programs as it suggests that the average City street is in good condition and that the City is maximizing pavement service life and minimizing pavement preservation and maintenance costs. However, a more detailed look at PCI data reveals that there is a significant disparity of pavement conditions between different classifications, or types, of roadways: Local roads with an overall PCI of 77, Collector roads with an overall PCI of 68, and Arterial roads with an overall PCI of 62. This comparison shows that even though the City's overall target PCI of 70 has been met, collector and arterial roads are still below the City's target.



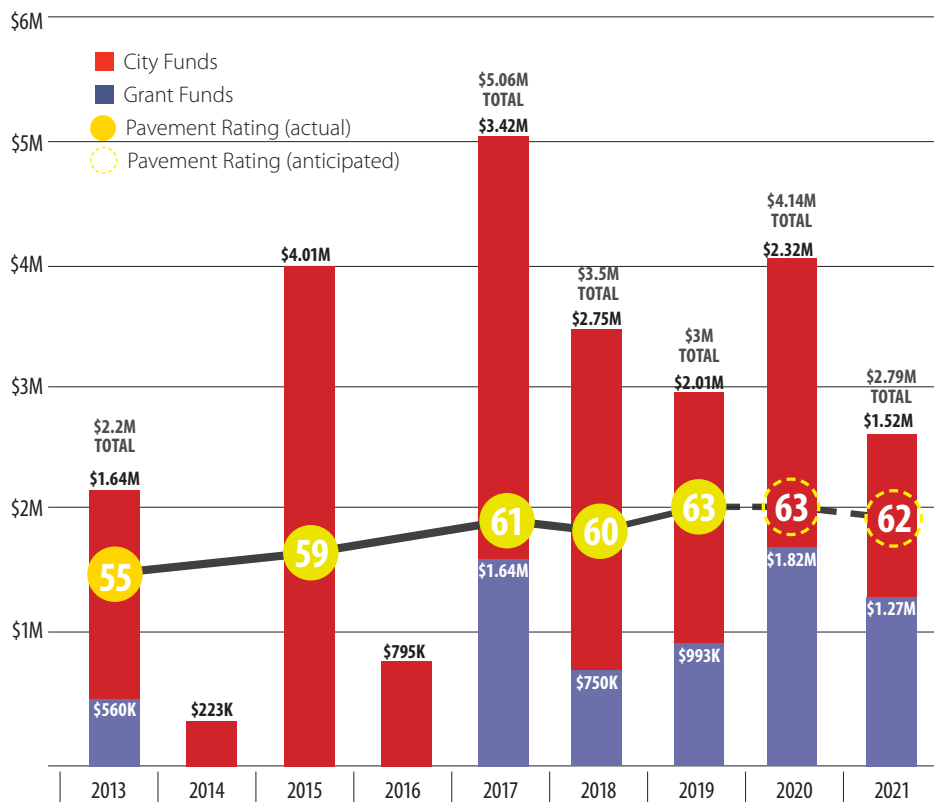
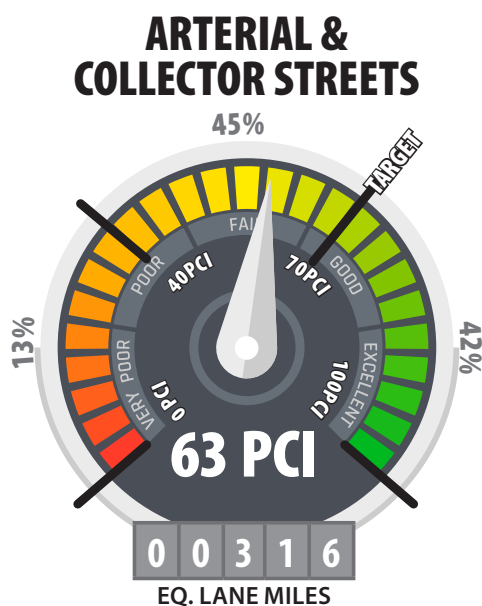
2019 STATE OF OUR STREETS DASHBOARD

Arterial and Collector Streets

Arterial and collector streets make up just over half of the total equivalent lane miles of roadways throughout the City. There are approximately 92 lane miles of collector streets that together have an overall average PCI of 68 (compared to 64 in 2018). There are roughly 224 lane miles of arterial streets that together have an overall average PCI of 62 (compared to 59 in 2018). The average condition rating for arterial and collector streets combined is 63 (compared to 60 in 2018). Since 2013, the overall average PCI for collectors and arterials has increased from 55, indicating that prior and present re-building and preservation efforts have improved overall conditions. However, the 70 PCI target has not yet been reached, and will not be reached without increased sustainable funding. Simulations indicate that approximately \$7 million per year for 10 years would be required to bring the overall average PCI for arterials and collectors up to 70 PCI.

Funding Note: The arterial and collector preservation programs rely heavily on grant funding. No grant funding has currently been secured beyond 2021. Additionally, arterial streets are further classified as either principal or minor arterials. Typically, principal arterials are much more competitive in grant competitions than minor arterials. As a result of this, principal arterials are in overall better condition (64 PCI) than minor arterials (60 PCI).

Arterials & Collectors

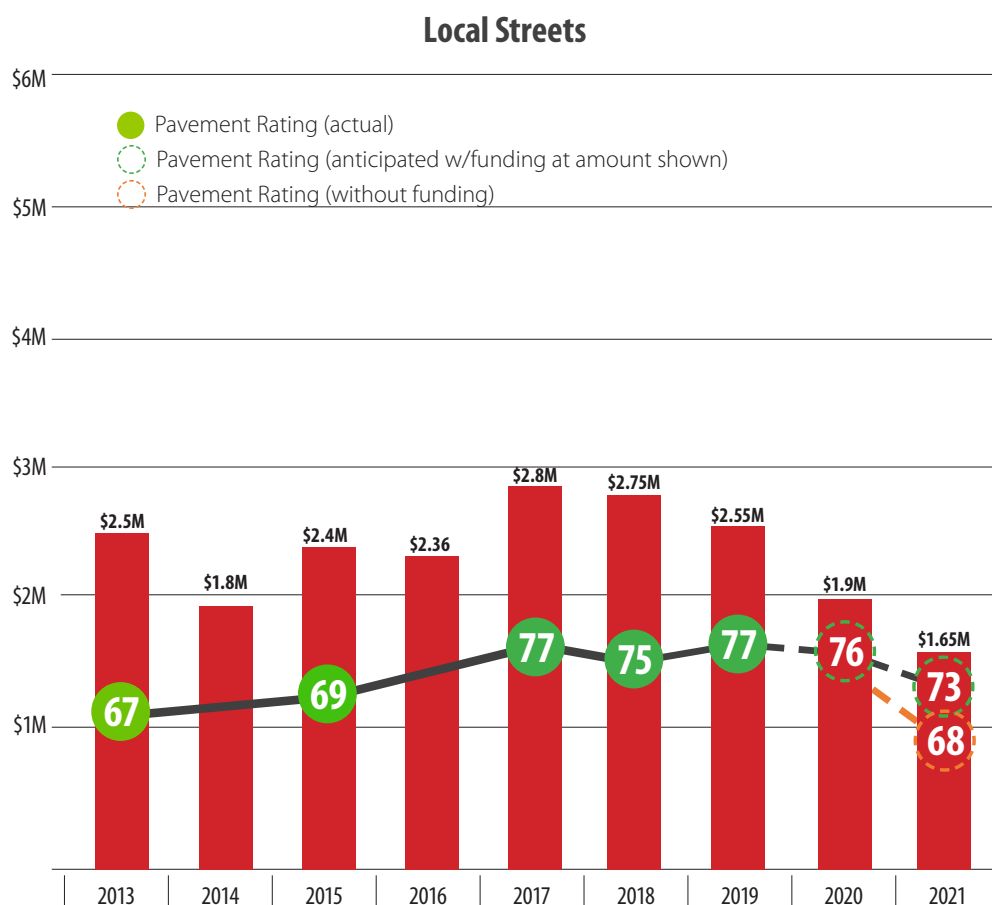
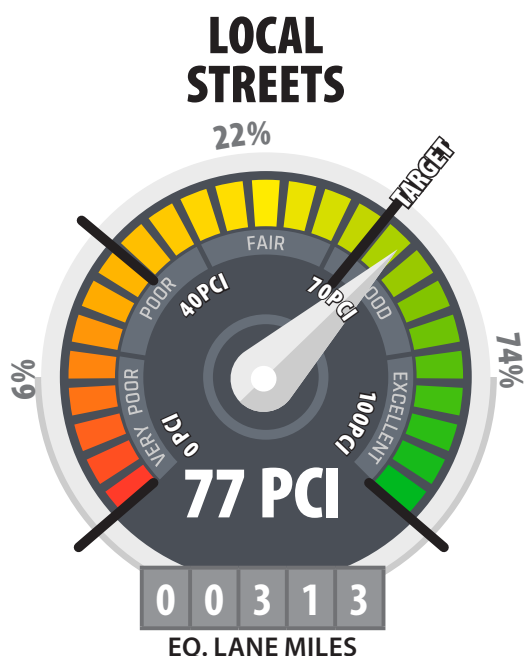


2019 STATE OF OUR STREETS DASHBOARD

Local Streets

There are currently approximately 313 equivalent lane miles of local streets in the City which is 2 more lane miles than 2018 due to new roads being constructed by development activity. Local streets have an overall average PCI of 77 (compared to 75 in 2018). Despite the City's target of 70 PCI being achieved there are still many local roads in need of repair and replacement. Roughly 74% of local roads are in good condition, 22% are in fair condition, and 4% are in need of a full re-build. Since 2013, the overall average PCI for local streets has increased from 67, caused by the City's preservation and re-building projects and by the addition of new local roads with development activity.

Funding Note: From 2013 to 2019, the local streets program was funded by new construction sales tax. In 2019 and 2020, the program is spending down the program fund balance with some supplemental funding from Real Estate Excise Tax (REET) funds. Funding source(s) for the program in 2021 and beyond have not yet been identified. Simulations predict that not funding the preservation and re-construction of local streets for even a single year would result in a drop of the overall PCI from 77 to 68, below the City's target PCI of 70.



2019 STATE OF OUR STREETS DASHBOARD

PCI Further Explained -

Pavement Condition Index (PCI) is a 0 to 100 score that reflects the overall condition of roadway pavement and what types and degrees of maintenance and repair (or preservation activities) are needed to maximize the pavement's overall service life. A PCI of 100 is brand new pavement and a PCI of 0 is a roadway where the pavement has turned into gravel and dirt. The most efficient approach towards prolonging the life of a roadway is to keep the PCI at 70 or above (considered to be "good condition") for as long as possible. This is achieved through good pavement design and periodic light maintenance activities like patching and crack sealing. Once the PCI of a roadway has dropped below 70 (or from "good condition" to "fair condition"), additional patching and replacement of the top layer of pavement (overlay or grind and overlay) is needed to bring the pavement back into "good condition" and extend the life of the pavement. Without these pavement preservation efforts, the PCI continues to decrease and the costs to bring the pavement back into "good condition" increases. Additionally, as the PCI decreases, more and more potholes form on the roadway which requires more and more temporary and permanent pothole repairs (by the City's Maintenance and Operations Street crew). Eventually, without preservation activities, the PCI will drop below 40 and the roadway is considered to be in "poor condition" and in need of a very expensive full re-build. With these considerations, the City targets an overall PCI of 70 in order to maximize pavement life and minimize maintenance and preservation costs.

Periodically, the City performs citywide inspections to determine the pavement condition index (PCI) for each roadway it maintains. The PCI inspections were completed in 2013, 2017, and most recently in the summer of 2019. The PCI inspection data is used to plan pavement preservation activities and as a gauge to measure how overall roadway conditions have, and will, respond to different funding levels and other factors that impact roadway conditions such as new development, City and non-City utility work in roadways, truck traffic, pavement design (past and present), and weather conditions.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Public Records Policy (Comeau)(10 Minutes)

Department:

Legal

Attachments:

[Public Records Policy](#)

Date:

January 21, 2020

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:

For Council Discussion

Background Summary:

The City Attorney's Office has prepared a Public Records Policy that governs City-wide practices as well as the Clerk's official procedures in accordance with RCW 42.56.070(1). This policy will formalize our internal practices and procedures and it will be required to be acknowledged by all employees. There will be no legislation accompanying this policy.

Reviewed by Council Committees:**Councilmember:**

Meeting Date: January 27, 2020

Staff:

Comeau

Item Number:

**City of Auburn
Public Records Request Policy
Adopted February 2020**

Section 1. Authority and purpose.

(1) RCW 42.56.070(1) requires each agency to make available for inspection and copying nonexempt "public records" in accordance with published rules. The act defines "public record" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency.

(2) RCW 42.56.070(2) requires each agency to set forth "for informational purposes" every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency. The City adopts by reference the list of exemptions found in Appendix C of the Public Records Act for Washington Cities, Counties, and Special Purpose Districts published by Municipal Research & Services Center, last update March, 2019, as that list may be amended.

(3) In accordance with RCW 42.56.070(4)(a), the City finds that the City is comprised of multiple departments, which maintain separate databases and document management systems. The City further concludes that because of the multiple locations, formats, and storage systems, it is unduly burdensome to maintain an all-inclusive index of public records. Therefore, the City does not maintain an all-inclusive index of public records.

(4) The purpose of these rules is to establish the procedures the City of Auburn ("City") will follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of the City and establish processes for both requestors and the City staff.

Section 2 Contact information—Public records officer.

(1) The City's central office is located at 25 West Main Street, Auburn, Washington 98001.

(2) Any person wishing to request access to public records of the City or seeking assistance in making a request should contact the public records officer of the City:

City Clerk
25 West Main Street
Auburn WA, 98001
253-931-3039 (phone)
253-804-3116 (fax)
Recordrequests@auburnwa.gov
Information is also available at the City's web site at www.auburnwa.gov

(3) The public records officer will oversee compliance with the Act but another City staff member may process the request. Where these rules refer to the public records officer it means the City Clerk or the Clerk's designee.

Section 3. Availability of public records.

(1) Hours for inspection of records. Public records are available for inspection and copying during normal business hours of the City: Monday through Friday, 8:00 a.m. to 5:00 p.m. (excluding legal holidays). Records must be inspected at the City offices.

(2) A requestor shall not take City records from the City without the permission of the public records officer.

Section 4. Making a request for public records.

Many records are available on the City web site at www.auburnwa.gov. Requestors are encouraged to view the documents available on the web site before submitting a request.

(1) Any person wishing to inspect or copy public records of the City should make the request in writing on the City's request portal located at www.auburnwa.gov, or by letter, fax, or e-mail addressed to the public records officer and including the following information:

- (a) Name of requestor;
- (b) Address of requestor;
- (c) Other contact information, including telephone number and any email address;
- (d) Identification of the public records adequate for the public records officer or designee to locate the records; and
- (e) The date and time of day of the request.

(2) If the requestor wishes to have copies of the records made instead of simply inspecting them, they should note this on their request. The Clerk's office will contact the requestor to make arrangements to pay for copies of the records or a deposit.

(3) Requests for public records may be made by telephone or in person. The request should contain the information in subsection 1. The public records officer will confirm receipt of the information and the substance of the request in writing.

Section 5. Processing of public records requests--general.

(1) **Processing Requests.** The public records officer will process requests in the order allowing the most requests to be processed in the most efficient manner. To prevent excessive interference with other essential functions of the City, and to allow

the Public Records Officer and other designated City staff members to perform their other assigned duties, the Public Records Officer will direct staff to spend an appropriate amount of time depending on the complexity and volume of the request.

(2) Acknowledging receipt of request. Within five business days of receipt of the request, the public records officer will do one or more of the following:

- (a) Make the records available for inspection or copying;
- (b) Provide a link to the City's web page where the requested records are posted;
- (c) Acknowledge that the request has been received and provide a reasonable estimate of when records will be available;
- (d) If the request is unclear or does not sufficiently identify the requested records, the Public Records Officer will acknowledge receipt of the request, request clarification from the requestor and provide a reasonable estimate of time it will take to respond to the request if it is not clarified. Such clarification may be requested and provided by telephone; or
- (e) Deny the request.

(3) Consequences of failure to respond. If the City does not respond in writing within five business days of receipt of the request for disclosure, the requestor should contact the public records officer to determine the reason for the failure to respond.

(4) Protecting rights of others. If the requested records contain information that may affect rights of others and may be exempt from disclosure, the public records officer may, before providing the records, give notice to those persons. The notice will give those persons a reasonable time to seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include the relevant text of the request and the name of the requestor.

(5) Records exempt from disclosure. Some records are exempt from disclosure, in whole or in part. If the City believes that a record is exempt from disclosure and should be withheld, the public records officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requestor why portions of the record are being redacted. See Section 12 for further information on exempted records.

Section 6. Inspection of records.

(1) Consistent with other demands, the City shall provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents they want the City to copy.

(2) The requestor must claim or review the assembled records or installment within fifteen days of the City's notification to them that the records are available for inspection or copying. The agency will notify the requestor in writing of this requirement and inform the requestor that they should contact the agency to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails claim or review the records within the fifteen-day period or make other arrangements, the City may close the request and re-file the assembled records. Subsequent requests by the same person for the same or almost identical records will be processed as a new request.

Section 7. Providing copies of records. After inspection is complete, the public records officer shall make the requested copies or arrange for copying.

Section 8. Providing records in installments. The City may provide the records in installments. If the Public Records Officer elects to provide the records in installments, the City may suspend processing future installments and may resume processing the request once the current installment is reviewed. If the current installment is not reviewed by the requestor within fifteen days of the City's notification to them that the records are available for inspection or copying, the City may close the request and re-file the assembled records.

Section 9. Completion of inspection. When all requested copies are provided (other than records exempt from disclosure), the public records officer will indicate that the City has completed a diligent search for the requested records and made any located non-exempt records available for inspection.

Section 10. Closing withdrawn or abandoned request. When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the public records officer will close the request.

Section 11. Later discovered documents. If, after the City has informed the requestor that it has provided all available records, the City becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

Section 12. Exemptions

(1) The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statute" exempts or prohibits disclosure. Requestors should be aware of the following exemptions, outside the Public Records Act, that restrict the availability of some documents held by the City for inspection and copying. Please see attachment "Exemption and Prohibition Statutes Not Listed in Chapter 42.56 RCW" (Schedule C, Public Records Act, Report No. 61, Municipal Research and Services Center).

(2) The City is prohibited by statute from disclosing lists of individuals for commercial purposes (RCW 42.46.070(9)).

Section 13. Costs of providing copies of public records.

(1) **Costs for paper copies.** There is no fee for inspecting public records. Fees will be waived if made by a state or local agency. Please refer to separate fee schedule for other charges.

(2) **Deposit and Payment.** Before beginning to make the copies, the public records officer may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor. The public records officer may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The City will not charge sales tax when it makes copies of public records.

(3) **Costs of mailing.** The City may also charge actual costs of mailing, including the cost of the shipping container.

(4) **Type of Payment.** Payment may be made by cash, check or money order to the City of Auburn or Visa or MasterCard (a 3% transaction fee will be charged for credit cards).

(5) **Other Costs.** Please refer to "Public Records Fee Schedule" posted on line and available at the City Clerk's office.

Section 14. Review of denials of public records.

(1) **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer denying the request.

(2) **Consideration of petition for review.** The records clerk or the Public Records Officer shall promptly provide the petition and any other relevant information to the supervisor, City Attorney, or designee, to conduct the review. That person will immediately consider the petition and either affirm or reverse the denial within two business days following the City's receipt of the petition, or within such other time as the City and the requestor mutually agree to.

(3) **Judicial review.** Any person may obtain court review of denials of public records request pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.