



**Independent Salary Commission  
Regular Meeting  
April 11, 2025 - 9:00 AM  
City Hall 2nd Floor  
Conference Room 3**

**AGENDA**

---

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC PARTICIPATION**

- A. The Independent Salary Commission Meeting scheduled for Friday, April 11, 2025, at 9:00 a.m. will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Zoom:

<https://us06web.zoom.us/j/84393516744?pwd=8BnclGUB2J42Jpmb0lh1pvqvj6YT8p.1>

Telephone: 253 205 0468

Toll Free: 877 853 5257

Meeting ID: 843 9351 6744

Passcode: 350736

**AGENDA MODIFICATIONS**

**AUDIENCE PARTICIPATION**

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Samantha Norman, Administrative Assistant

25 W Main St

Auburn, WA 98001

Please fax written comments to:

Attn: Samantha Norman, Administrative Assistant

Fax number: 253-288-4305

Email written comments to: [snorman@auburnwa.gov](mailto:snorman@auburnwa.gov)

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the Human Resources Department in person, by phone (253) 931-3040, or by email (snorman@auburnwa.gov).

## **APPROVAL OF MINUTES**

- A. April 26, 2024, Meeting Minutes

## **ACTION ITEMS**

- A. Review and Vote - Mayor's Salary
- B. Review and Vote - Councilmember's Salaries
- C. Adoption of Independent Salary Commission Rules and Procedures

## **SCHEDULING OF NEXT MEETING**

## **ADJOURNMENT**

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).



**AGENDA BILL APPROVAL FORM**

---

**Agenda Subject:**

April 26, 2024, Meeting Minutes

**Meeting Date:**

April 11, 2025

**Department:**

Human Resources and Risk  
Management

**Attachments:**

04-26-2024 Minutes

**Budget Impact:**

**Administrative Recommendation:**

**Background for Motion:**

**Background Summary:**

**Councilmember:**

**Staff:**



**INDEPENDENT COUNCIL SALARY  
COMMISSION COMMITTEE**

**April 26<sup>th</sup>, 2024**

---

**MINUTES**

**I. CALL TO ORDER**

Committee member(s) present in person included: Grantley Martelly, Judith “Judy” Anderson, Trevon Cooper, and Lisa Stirgus. Committee member(s) present via Zoom included: George Frasier.

Staff members present in person included: Director of HR & Risk Management, Candis Martinson, Assistant Director of HR, Aaron Barber, and HR Administrative Assistant, Haley Chuculate.

There was brief discussion regarding the appointment of a Committee Chair and a Committee Vice Chair. The motion to approve Anderson as Chair was approved after a motion by Stirgus and seconded by Frasier. It was voted and approved unanimously 5:0. The motion to approve Martelly as Vice Chair was approved after a motion by Cooper and seconded by Stirgus. It was voted and approved unanimously 5:0.

Chair Anderson called the meeting to order at 9:07am.

**II. APPROVAL OF MINUTES**

Anderson asked if there was any discussion on the May 25<sup>th</sup>, 2023, Independent Salary Commission meeting minutes. Having no questions or a need for a discussion, the motion to approve the May 25<sup>th</sup>, 2023, meeting minutes was approved after a motion by Martelly, and seconded by Stirgus. It was voted and approved unanimously 5:0.

**III. REVIEW OF CITY COUNCIL AND MAYOR SALARY FOR 2024/2025**

After further discussion, Anderson called for a motion to approve a four percent (4%) salary increase for the Mayor effective 1/1/2025. It was moved by Frasier and seconded by Cooper. It was voted and approved unanimously 5:0.

There was discussion and comments made by all the commissioners in attendance after reviewing the survey information provided by Human Resources. After discussion, Anderson called for a motion to approve a seven point two percent (7.2%) salary increase for City Councilmembers and Deputy Mayor, subject to filing a valid referendum petition with the City Clerk within thirty (30) days after the official filing date of the salary schedule. It was moved by Martelly and seconded by Frasier. It was voted and approved unanimously 5:0.

**IV. REQUIRED TRAINING FOR THE INDEPENDENT SALARY COMMISSION  
([2023 OPMA Training](#))**

Anderson requested committee members to confirm that all necessary training had been completed. Cooper confirmed that training had been completed. Stirgus stated that confirmation of completion will be sent via email to HR Administrative Assistant, Haley Chuculate by Monday, April 29<sup>th</sup>, 2024.

**V. SCHEDULING OF NEXT MEETING**

It was determined that the Committee will meet again on Friday, April 11<sup>th</sup>, 2025, at 9:00am PST.


**VI. PUBLIC COMMENT**

There was no public comment.

**VII. ADJOURNMENT**


There being no further business, the meeting was adjourned at 10:25am by Anderson.

APPROVED THE 2nd DAY OF May, 2024.

  
Judy Anderson (May 2, 2024 16:03 PDT)

---

Judith Anderson, Chair

  
Candis Martinson (May 2, 2024 16:49 PDT)

---

Candis Martinson, Director of HR


# Minutes042624 FINAL

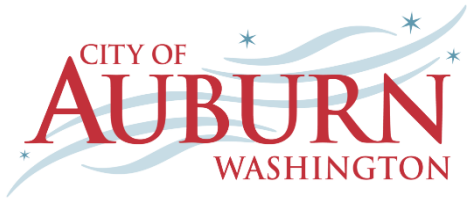
Final Audit Report

2024-05-02

Created:	2024-05-02
By:	Haley Chuculate (HChuculate@auburnwa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAX189XkiYNTSKXyDLHRk97pAIRpHQHR2S

## "Minutes042624 FINAL" History

-  Document created by Haley Chuculate (HChuculate@auburnwa.gov)  
2024-05-02 - 2:38:37 PM GMT
-  Document emailed to Judy Anderson (jander9730@aol.com) for signature  
2024-05-02 - 2:38:40 PM GMT
-  Email viewed by Judy Anderson (jander9730@aol.com)  
2024-05-02 - 4:49:14 PM GMT
-  Document e-signed by Judy Anderson (jander9730@aol.com)  
Signature Date: 2024-05-02 - 11:03:49 PM GMT - Time Source: server
-  Document emailed to Candis Martinson (cmartinson@auburnwa.gov) for signature  
2024-05-02 - 11:03:50 PM GMT
-  Email viewed by Candis Martinson (cmartinson@auburnwa.gov)  
2024-05-02 - 11:49:46 PM GMT
-  Document e-signed by Candis Martinson (cmartinson@auburnwa.gov)  
Signature Date: 2024-05-02 - 11:49:57 PM GMT - Time Source: server
-  Agreement completed.  
2024-05-02 - 11:49:57 PM GMT



**AGENDA BILL APPROVAL FORM**

---

**Agenda Subject:**

Adoption of Independent Salary Commission Rules and Procedures

**Meeting Date:**

April 11, 2025

**Department:**

Human Resources and Risk  
Management

**Attachments:**

ISC Rules and Procedures 4.25

**Budget Impact:**

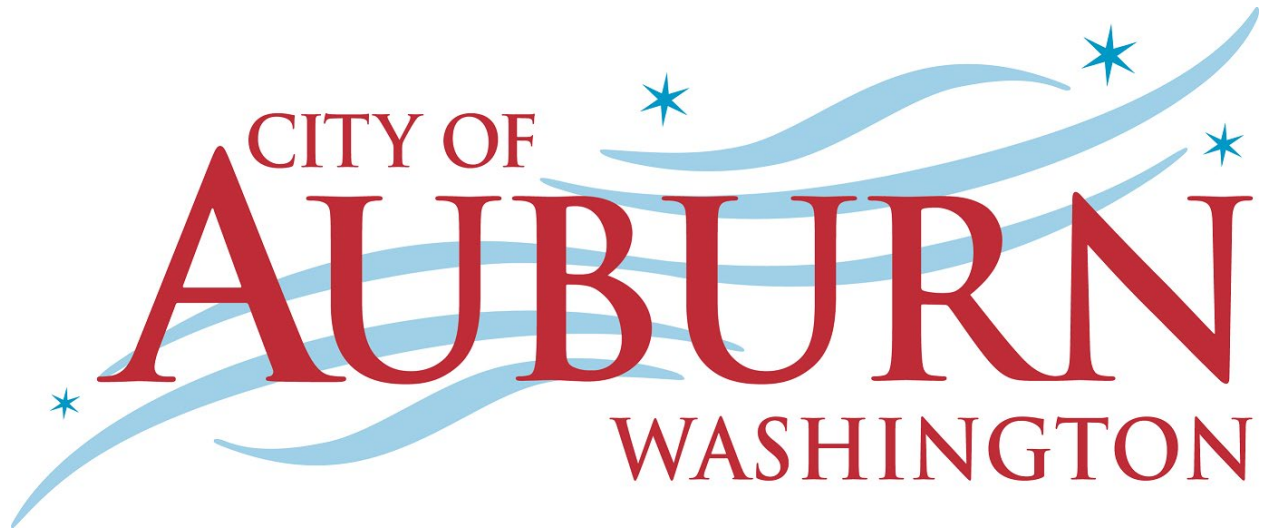
**Administrative Recommendation:**

**Background for Motion:**

**Background Summary:**

**Councilmember:**

**Staff:**



**CITY OF AUBURN  
INDEPENDENT SALARY COMMISSION (ISC)  
RULES OF PROCEDURE**

**ADOPTED \_\_\_\_\_, 2025**

# AUBURN INDEPENDENT SALARY COMMISSION (ISC) RULES OF PROCEDURE

---

*The members of the City of Auburn Independent Salary Commission hereby adopt, publish, and declare the following Rules of Procedure:*

## **RULE 1: NAME AND RULES**

- 1.1 This Commission's official name is the "Auburn Independent Salary Commission." In these rules and elsewhere, the abbreviated name "Commission" or "ISC" may be used.
- 1.2 The ISC adopts these rules pursuant to ACC 2.08.050.A. These rules may be referred to as the Rules of Procedure, or "RP."
- 1.3 Purpose of Rules. The ISC adopts these rules in furtherance of its responsibilities to establish the salaries of the City Mayor and Councilmembers (including the City's Deputy Mayor) as specified in ACC 2.08.060.
- 1.4 Effective Date of Rules. These rules and any amendments to them shall take effect upon their adoption by majority ISC vote in accordance with these rules.
- 1.5 Rule Amendments. The ISC may amend these Rules at any of its meetings by majority vote. A proposed rule amendment should be presented in writing to the ISC before the meeting where the ISC will consider it.
- 1.6 Suspension of the Rules. The ISC may suspend these rules as necessary and as authorized in Robert's Rules of Order by majority vote, unless such rule suspension would conflict with state law or city ordinance.
- 1.7 Conflicts with applicable law. Should these rules and applicable laws conflict in any way, applicable laws shall control.

## **RULE 2: ISC MEMBERS AND OFFICERS**

- 2.1 Number and terms of ISC members. The ISC shall have 5 members as required by ACC 2.08.030. Members shall serve 4-year terms, and no member may serve more than 2 terms on the ISC, whether or not those terms are held consecutively.
- 2.2 Application required. Persons seeking ISC membership must complete and submit a City application for board/commission/committee appointment.

# AUBURN INDEPENDENT SALARY COMMISSION (ISC) RULES OF PROCEDURE

---

- 2.3 Member qualifications. Each ISC member must be: (a) a U.S. Citizen; (b) a City resident for at least 1 year before their membership appointment; and (c) a registered voter in their county of residence. Pursuant to RCW 35.21.015 and ACC 2.08.040, no ISC member may be (or be an immediate family member of) a City officer, official, or employee.
- 2.4 ISC members shall be appointed by the Mayor and confirmed by a majority of the City Council.
- 2.5 Compensation. ISC members shall receive no compensation for their ISC membership or service.
- 2.6 Vacancies in ISC membership. Vacancies in ISC membership shall be filled in accordance with ACC 2.08.030. Vacancies in ISC membership shall not preclude ISC operation; provided that a quorum of at least 3 ISC members remain after the vacancy.
- 2.7 Member conflicts of interest. ISC members are subject to the following conflict of interest rules:
  - 2.7.1 ISC members with a direct and substantial financial or beneficial interest that would tend to prejudice their action or decision in an ISC matter shall recuse themselves from discussing or voting on the matter.
  - 2.7.2 No ISC member may use their membership to secure special privileges or exemptions for themselves or others.
  - 2.7.3 No ISC member may directly or indirectly give or receive or agree to receive any compensation, gift, reward, or gratuity based on their membership.
  - 2.7.4 No ISC member may disclose confidential information gained by reason of their ISC membership, nor use such information for personal gain or benefit.
- 2.8 Removal of ISC members. ISC members may only be removed during their term for incapacity, incompetence, neglect of duty, or a disqualifying residence change. A member's position is vacated if they have three consecutive unexcused absences from regularly scheduled ISC meetings.

# AUBURN INDEPENDENT SALARY COMMISSION (ISC) RULES OF PROCEDURE

---

## 2.9 ISC Officers.

2.9.1 Officer designations, election and term. By majority vote, the ISC shall elect a chair and a vice chair from among its members to serve a 2-year term.

2.9.2 Resignation of officers. If an ISC officer resigns their position before the end of their 2-year term, the ISC will elect a new officer at its next meeting. The vice chair will administer the election of a vacant Chair position.

2.9.3 Duties of ISC Chair. The Chair shall preside over ISC meetings. Unless precluded by these rules, the Chair may cast a vote in all ISC deliberations.

2.9.4 Duties of Vice Chair. The Vice Chair shall perform the Chair's duties in the Chair's absence.

2.9.5 Absence of both officers. If both the Chair and Vice Chair are absent from a meeting, any ISC member may move to appoint a provisional chair to preside over that meeting.

## 2.10 Assistance from Staff: A City staff member designated by the Mayor shall :

- Prepare ISC meeting agendas and notices;
- Keep minutes of all ISC meetings and other ISC records, which shall be retained at the City Clerk's Office;
- Provide the ISC with the salary and other information in ACC 2.08.050 for its consideration;
- Assist in facilitating ISC meeting logistics (technology, audio/video recording, making and distributing materials for ISC consideration, coordinating public comment, etc.).

## **RULE 3: ISC MEETINGS**

3.1 ISC meeting location. Unless otherwise indicated in a meeting notice or as allowed by law, ISC meetings will be held at Auburn City Hall, 25 W. Main St., Conference Room 3, Auburn, WA 98001.

3.2 ISC meeting dates and times. The ISC shall meet at least once per year, with its first yearly meeting occurring no later than April 30. If necessary, the

# AUBURN INDEPENDENT SALARY COMMISSION (ISC) RULES OF PROCEDURE

---

independent salary commission will also meet upon any other call by the chair or the mayor or by the majority vote of the city council.

3.3 Meeting notices. The City Clerk, in conjunction with the ISC's staff assistant, shall provide public notice of ISC meetings at least 24 hours before the meeting.

3.4 Meetings subject to Open Public Meetings Act (OPMA), Chapter 42.30 RCW.

3.4.1 All ISC meetings are subject to Washington's Open Public Meetings Act (OPMA), Chapter 42.30 RCW. The ISC shall hold and conduct its meetings in accordance with those requirements.

3.4.2 ISC member communications and transactions outside of meetings. ISC members shall not engage in the following communications or transactions outside of its meetings:

- Circulating e-mails or other communications among at least an ISC quorum that involve actively exchanging information or expressing member opinions, decisions or votes;
- Attending social functions or other gatherings attended by at least a quorum of ISC members where ISC action is anticipated or possible, without having first confirmed that the OPMA-required notice of such function/gathering has been made public by the City Clerk;
- Making collective promises or statements of opinion or vote outside of an open public ISC meeting;
- Participating in a series of gatherings with less than an ISC quorum that produce decisions or votes of a quorum or greater.

3.5 ISC member remote appearances at meetings. ISC members may attend ISC meetings virtually, which allows the member to participate in real-time during the meeting.

3.6 Public attendance and comment at ISC meetings. Attendance and public comment are governed by RCW 42.30.240.

3.7 City personnel at ISC meetings. ISC meetings shall be staffed by City personnel to support and assist, and to perform the role of ISC Secretary pursuant to RP 2.11.

3.8 Meeting agendas. Unless the Chair directs otherwise, City staff assisting the ISC shall prepare a meeting agenda for ISC meetings and provide it to ISC members

# AUBURN INDEPENDENT SALARY COMMISSION (ISC) RULES OF PROCEDURE

---

at least 5 days in advance of the meeting. Meeting agendas shall list the items the ISC will address at the meeting and include any corresponding materials for ISC consideration. Agenda subjects shall be determined through coordination of the Chair and City staff, but shall generally consist of the following outline:

- A. Call to order
- B. Roll Call
- C. Public Participation (Virtual meeting information)
- D. Agenda Modifications
- E. Audience Participation (Public Comment)
- F. Approval of prior meeting minutes
- G. Presentations
- H. ISC action items
- I. ISC discussion items
- J. Adjournment

3.9 Meeting minutes. City staff shall keep minutes of all ISC meetings and transmit them to the City Clerk.

3.10 Meeting Procedures:

3.10.1 Rules of Order. The most current version of Robert's Rules of Order shall govern ISC meeting procedure unless otherwise provided in these Rules.

3.10.2 Meeting interruptions. Procedures regarding interruptions shall be governed by RCW 42.30.050.

3.10.3 Member meeting quorum. Three (3) ISC members shall constitute a quorum for transacting business. If an ISC meeting lacks a quorum, the meeting must be rescheduled to a date and time at which a quorum can be achieved.

3.10.4 Voting.

3.10.4.1 Voting generally. ISC member votes shall generally be given audibly, with "yes" being an affirmative vote, and "no" a negative vote.

3.10.4.2 Roll call voting. To ensure an accurate vote record, a "roll call" or "show of hands" vote may be requested by City staff or any other ISC member.

3.10.4.3 Tie Votes. Any motion resulting in a tie vote fails.

# AUBURN INDEPENDENT SALARY COMMISSION (ISC) RULES OF PROCEDURE

---

## 3.10.5 Member voting abstentions.

3.10.5.1 All ISC members with a conflict of interest per RP 2.7 shall disclose the conflict and shall recuse themselves from discussion and voting on the issue.

3.10.5.2 A member may confer with City legal counsel to determine if recusal is required. Counsel's role in such a conference is limited to advising the member in their ISC capacity and shall not include advice or recommendations regarding the member's personal or business interests.

3.10.5.3 A member may abstain from voting or recuse themselves from discussion and voting on any matter for which the member's involvement might appear to improperly influence the ISC's decision.

3.10.6 Member meeting absences. Members must inform City staff of an anticipated meeting absence. In an emergency, the Chair can excuse a member's absence without such advance notice. Three (3) or more consecutive unexcused meeting absences shall result in a vacancy of that member's position.

3.11 Recording of meetings. The ISC shall audio record its meetings and be retained by City staff in accordance with record retention laws.

## **RULE 4: ISC OPERATION**

4.1 ISC Authority. The ISC has the authority to raise and lower salaries of the City Mayor and councilmembers (which includes the City's Deputy Mayor).

4.2 Majority vote required. Affirmative votes of at least 3 ISC members are required for the ISC to raise or lower a salary within its authority.

4.3 Information for ISC consideration.

4.3.1 Required information for ISC consideration. In determining salaries within its authority, the ISC shall consider the salaries paid to mayors and councilmembers in cities comparable to Auburn. A city is "comparable" to Auburn under this rule if:

# AUBURN INDEPENDENT SALARY COMMISSION (ISC) RULES OF PROCEDURE

---

- Its population is at least 25,000;
- it operates under the RCW 35A.12 mayor-council plan of government; and
- it is located in King, Pierce or Snohomish County.

4.3.2 Additional information for consideration. In setting salaries within its authority, the ISC can also consider additional financial information and other relevant data such as information regarding the various duties, assignments, obligations and responsibilities of the Mayor and City Councilmembers.

4.3.3 The Mayor or designee shall provide the ISC with the information referenced in this Rule as required or upon ISC request.

4.4 Salary schedule. Following its salary determination, the ISC shall file its salary schedule for the Mayor and City Councilmembers (which includes the City's Deputy Mayor) with the City clerk.

## **RULE 5: ISC RECORDS**

5.1 Unless specifically legally exempt from disclosure, ISC recordings and records are public records governed by Chapter 42.56 RCW and/or other applicable law. The City Clerk and other appropriate City staff shall maintain ISC records for public inspection and disclosure in accordance with applicable law. If any ISC records are or become the subject of a public records request, ISC members shall assist City staff as necessary in locating, gathering and producing records responsive to the request.