

**Independent Salary Commission
Special Meeting
July 16, 2026 - 10:00 AM
City Hall 2nd Floor
Conference Room 3**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Special Independent Salary Commission Meeting scheduled for Thursday, July 16, 2026, at 10:00 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:

Telephone: 253 215 8782

Toll Free: 305 224 4968

Meeting ID: 889 8366 0315

Zoom: <https://us06web.zoom.us/j/88983660315>

ROLL CALL

PUBLIC COMMENT

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- 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, Human Resources Assistant

25 W Main St

Auburn, WA 98001

Please fax written comments to:

Attn: Samantha Norman, Human Resources Assistant

Fax number: 253-288-4305

Email written comments to: 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. Approval of the April 17, 2026, Meeting Minutes

DISCUSSION ITEMS

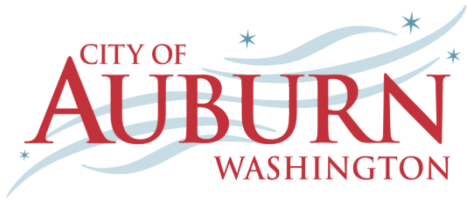
- A. Discussion of the Commission's philosophy for determining salary adjustments

ACTION ITEMS

- A. Review and possible amendment of the criteria for identifying comparable jurisdictions in accordance with ACC 2.08.050, Section I, and ISC Rules of Procedure, Section 4.3

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:

Approval of the April 17, 2026, Meeting Minutes

Meeting Date:

July 16, 2026

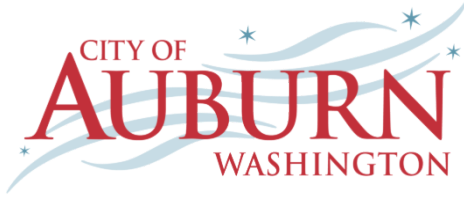
Department:

Human Resources and Risk
Management

Attachments:

041726 ISC Minutes

Budget Impact:**Administrative Recommendation:****Background for Motion:****Background Summary:****Councilmember:****Staff:**



**Independent Salary Commission
Regular Meeting
April 17, 2026 - 9:00 AM
City Hall 2nd Floor
Conference Room 3**

MINUTES

CALL TO ORDER

Chair Anderson called the meeting to order at 9:00 AM.

PUBLIC PARTICIPATION

The meeting was held in person and virtually.

ROLL CALL

Committee member(s) present in person included: Chair Judith "Judy" Anderson, Vice Chair Grantley Martelly, Trevon Cooper, George Frasier, and Aaron Schuler.

Staff members present in person included: Director of HR & Risk Management Candis Martinson, Assistant Director of HR Aaron Barber, HR Administrative Assistant Samantha Norman, City Attorney Jason Whalen, and City Clerk Shawn Campbell.

AGENDA MODIFICATIONS

There were no agenda modifications.

PUBLIC COMMENT

No correspondence was received from the public for this meeting, and no one came forward to speak.

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

- A. Open Public Meetings Act (OPMA) and Public Records Act (PRA) Training
City Clerk Shawn Campbell conducted training regarding the Open Public Meetings Act (OPMA) and Public Records Act (PRA).

APPROVAL OF MINUTES

- A. Approval of the May 5, 2025, Meeting Minutes
Commissioner Cooper moved to approve the minutes as published. The

motion was seconded by Commissioner Martelly.

MOTION PASSED UNANIMOUSLY. 5-0.

ACTION ITEMS

A. Election of Commission Chair

To serve a two-year term effective January 1, 2026, through December 31, 2027, in accordance with ACC 2.08.050.

Chair Anderson opened the floor to nominations for the position of Chair. Commissioner Frasier inquired whether Chair Anderson wished to continue serving. Chair Anderson stated that she would serve only in the absence of other nominations. Commissioner Cooper then nominated himself for the position. Chair Anderson thereupon withdrew her conditional willingness to serve.

There being no further nominations, nominations were declared closed. The Commission proceeded to the next item of business on the agenda.

B. Election of Commission Vice Chair

To serve a two-year term effective January 1, 2026, through December 31, 2027, in accordance with ACC 2.08.050.

Vice Chair Martelly was nominated to continue serving in his current role and accepted the nomination.

There being no further nominations, nominations were declared closed. Chair Anderson then called for a vote to approve the nominations of Trevon Cooper as Chair and Grantley Martelly as Vice Chair.

MOTION PASSED UNANIMOUSLY. 5-0.

At 9:25 AM, former Chair Anderson turned the meeting over to Chair Cooper, who presided over the remainder of the meeting.

DISCUSSION ITEMS

A. Legal review of ISC roles and responsibilities under Auburn City Code Chapter 2.08 and RCW 35.21.015

City Attorney Jason Whalen reviewed Auburn City Code Chapter 2.08 and RCW 35.21.015, outlining the roles and responsibilities of the Independent Salary Commission and its members.

UNFINISHED BUSINESS

NEW BUSINESS

A. Review and vote to adjust the Mayor's salary

There was discussion and comments made by all the commissioners in attendance after reviewing the survey information provided by Human Resources. Commissioner Schuler moved to increase the Mayor's salary to seventeen thousand three hundred and fifty dollars (\$17,350.00) per month. The motion was seconded by Commissioner Frasier.

MOTION PASSED UNANIMOUSLY. 5-0.

B. Review and vote to adjust the Deputy Mayor's salary

The Commission proceeded to New Business Item C and subsequently returned to this agenda item.

There was discussion and comments made by all the commissioners in attendance after reviewing the survey information provided by Human Resources. Commissioner Frasier moved to increase the Deputy Mayor's salary to two thousand five hundred thirty-three dollars (\$2,533.00) per month and to increase the meeting incentive to seventy-five dollars (\$75.00) per eligible meeting, up to a maximum of three hundred dollars (\$300.00) per month. The motion was seconded by Commissioner Anderson.

MOTION PASSED UNANIMOUSLY. 5-0.

C. Review and vote to adjust the Councilmembers' salaries

There was discussion and comments made by all the commissioners in attendance after reviewing the survey information provided by Human Resources. Commissioner Schuler moved to increase the councilmembers' meeting incentive to seventy-five dollars (\$75.00) per eligible meeting, up to a maximum of three hundred dollars (\$300.00) per month. As there was no second, the motion was withdrawn.

Following further discussion, Commissioner Schuler moved to increase the councilmember salary to one thousand nine hundred dollars (\$1,900.00) per month and to increase the meeting incentive to seventy-five dollars (\$75.00) per eligible meeting, up to a maximum of three hundred dollars (\$300.00) per month. The motion was seconded by Vice Chair Martelly.

MOTION PASSED UNANIMOUSLY. 5-0.

Following the conclusion of this item, the Commission returned to New Business Item B.

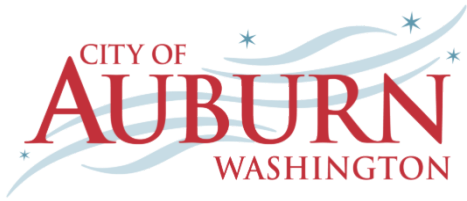
SCHEDULING OF NEXT MEETING

Commissioner Frasier requested that the Commission reconvene prior to the regular 2027 ISC meeting to address housekeeping matters.

It was determined that the Commission will meet again on Thursday, July 16th, 2026, at 10:00 AM PDT.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:45 AM by Chair Cooper.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Review and possible amendment of the criteria for identifying comparable jurisdictions in accordance with ACC 2.08.050, Section I, and ISC Rules of Procedure, Section 4.3

Meeting Date:

July 16, 2026

Department:

Human Resources and Risk Management

Attachments:

Chapter 2.08 ACC, RULES OF PROCEDURE EFF 4.11.25

Budget Impact:**Administrative Recommendation:****Background for Motion:****Background Summary:****Councilmember:****Staff:**

Chapter 2.08

INDEPENDENT SALARY COMMISSION

Sections:

- 2.08.010 Commission established.**
- 2.08.020 Purpose of independent salary commission – Establishment of uniform salaries.**
- 2.08.030 Membership.**
- 2.08.040 Qualifications.**
- 2.08.050 Operation.**
- 2.08.060 Responsibilities.**
- 2.08.070 Effective date – Salaries.**
- 2.08.080 Salary schedule subject to referendum petition.**

2.08.010 Commission established.

A salary commission is hereby established pursuant to RCW [35.21.015](#), hereinafter referred to as the city of Auburn independent salary commission. (Ord. 6681 § 1, 2018; Ord. 6504 § 1, 2014.)

2.08.020 Purpose of independent salary commission – Establishment of uniform salaries.

A. *Purpose of Independent Salary Commission.* The purpose of the independent salary commission shall be to review and establish the salaries of the city's councilmembers and mayor. For the purposes of this chapter, "salary" means all monetary compensation that may be paid to or received by councilmembers or the mayor, but does not include city employment benefits or leave (including payout of leave, if any) described in this title or in city policy.

B. *Establishment of Uniform Councilmember Salaries – Exception.* The independent salary commission shall establish uniform city councilmember salaries, except that the commission may set a different salary for the councilmember selected as the deputy mayor due to the additional duties of that position. (Ord. 6906 § 1 (Exh. A), 2023; Ord. 6681 § 1, 2018; Ord. 6504 § 1, 2014.)

2.08.030 Membership.

A. The independent salary commission shall consist of five members who shall be registered voters and residents of the city of Auburn, appointed by the mayor and confirmed by the city council; provided, that no

person shall be appointed to a position on the independent salary commission unless that person has completed and submitted to the city an application for appointment to citizen boards, commissions and committees, on the form provided by the city.

- B. The members of the independent salary commission shall serve without compensation.
- C. Each member of the independent salary commission shall serve a term of four years, except that the first five commission members shall be appointed for different terms, as follows: one member to serve for a period of one year, one member to serve for a period of two years, one member to serve for a period of three years, and two members to serve for a period of four years. The mayor, with the approval/confirmation of the city council, may appoint alternate independent salary commission members as the need arises. Prior to the expiration of the terms of office of any members of the independent salary commission, the mayor shall reappoint or appoint, subject to approval/confirmation by the city council, returning or new members to fill the expiring terms on the independent salary commission.
- D. No member may be appointed to more than two terms on the independent salary commission, whether or not those terms are held consecutively.
- E. If, for any reason, a vacancy occurs during the term of an independent salary commission member, the mayor shall appoint, with the approval/confirmation of the city council, a new member to fill the unexpired term of that member.
- F. The mayor and city council may remove an independent salary commission member at any time for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, or for a disqualifying change of residence, or for three consecutive unexcused absences of regularly scheduled meetings of the independent salary commission.
- G. All members of the independent salary commission shall serve until their successors are duly appointed by the mayor and confirmed by the city council. (Ord. 6681 § 1, 2018; Ord. 6649 § 1, 2017; Ord. 6504 § 1, 2014.)

2.08.040 Qualifications.

- A. No person shall be appointed to serve as a member or alternate member of the independent salary commission unless that person is a citizen of the United States, a resident of the city for at least one year immediately preceding such appointment, and an elector of the county in which the member resides.
- B. No city officer, official or employee of the city or an immediate family member of a city officer, official or employee may serve on the commission. "Immediate family member," as used in this section, means the parents, spouse, siblings, children, or dependent relatives of the officer, official, or employee, whether or not living in the household of the officer, official or employee. (Ord. 6681 § 1, 2018; Ord. 6504 § 1, 2014.)

2.08.050 Operation.

- A. The independent salary commission shall elect a chair and vice chair from among its voting members. Other than for those members initially appointed for a one-year term, such officers shall hold office for two years. The independent salary commission may from time to time establish and publish rules of procedure for the efficient and fair conduct of its business, consistent with state law and city ordinance.
- B. The mayor shall appoint appropriate staff to assist the independent salary commission in preparation of its reports and records, and conducting its meetings, as may be necessary for the proper operation of the commission.
- C. The meetings of the independent salary commission shall be subject to the Open Public Meetings Act pursuant to Chapter [42.30](#) RCW, and audio recordings shall be made of all meetings.
- D. The independent salary commission, with the assistance of appointed staff, shall keep a written record of its proceedings, which shall be a public record all in accordance with state law.
- E. The independent salary commission shall have the authority to raise and lower salaries of the city council and the mayor. A city council or mayoral salary increase or decrease shall occur only if three members of the commission vote in favor of the increase or decrease. Three members of the commission shall constitute a quorum, and the votes of such quorum shall be sufficient for the decision of all matters and the transaction of all business to be decided or transacted by the independent salary commission.
- F. The independent salary commission shall meet at least once each year to consider whether or not to review and/or adjust existing salaries for the city council and the mayor. The initial meeting of the independent salary commission shall take place within 30 days after the initial members of the independent salary commission have been appointed and confirmed. Thereafter, the initial annual meeting of the independent salary commission shall occur no later than April 30th, in any given year.
- G. Prior to a vote of the independent salary commission to raise or lower salaries, residents of the city shall have an opportunity to comment or submit comments in writing. An opportunity for comments shall be conducted in a manner that is consistent with the procedure used at regularly scheduled meetings of the city council for public comment.
- H. Prior to a vote of the independent salary commission to raise or lower salaries, the commission may request, from the mayor or designee, additional financial information and other relevant data, other than that information provided in subsection [I](#) of this section, including but not limited to information related to the various duties, assignments, responsibilities, obligations and meetings of city council members.
- I. The mayor or designee shall provide the independent salary commission with, and the commission shall consider, information regarding salaries paid to members of city councils and mayors from comparable cities. Such comparable cities shall be comprised of cities having a population of at least 25,000 and located in King, Pierce or Snohomish County, and, for the purposes of the mayor, comparable cities shall be cities organized and operating under the mayor-council plan of government, pursuant to Chapter [35A.12](#) RCW or RCW Title [35](#).

J. In its meeting(s), the independent salary commission shall review and, if it so determines, amend and file its schedule of salaries for the city council and the mayor no later than May 31st of each year. If necessary, the 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. (Ord. 6906 § 2 (Exh. B), 2023; Ord. 6681 § 1, 2018; Ord. 6504 § 1, 2014.)

2.08.060 Responsibilities.

The independent salary commission shall have the following responsibilities:

- A. To study the relationship of salaries to the duties of the city council members and the mayor and those of comparable cities, as defined hereinabove, and to establish a salary for the mayor and a uniform salary for all council members, as described hereinabove, by either increasing or decreasing the existing salaries for the city council and the mayor by an affirmative vote of not less than three members;
- B. To review salary schedules and file its amending salary schedules, if any, not later than May 31st of every year; provided, that this does not preclude the independent salary commission from reviewing and amending salary schedules more often than once per year if circumstances warrant;
- C. To submit each amended salary schedule to the city clerk, who will publish the complete schedule two times, at least one week apart, in the official newspaper of the city. The second publication date will be the official filing date. The schedule will become effective 30 days after this date. (Ord. 6681 § 1, 2018; Ord. 6504 § 1, 2014.)

2.08.070 Effective date – Salaries.

The independent salary commission's established or amended salary schedule will become effective in the amounts, at the times, and under the conditions established in the schedule. Once filed, the schedule shall be incorporated into the city budget without further action of the city council or the independent salary commission. Salary increases established by the independent salary commission shall be effective as to all city council members and the mayor regardless of their terms of office. Salary decreases established by the commission shall become effective as to incumbents at the commencement of their next subsequent terms of office. Existing salaries for council members and the mayor established by prior action of the independent salary commission, by prior city ordinance and/or through prior city budget, shall remain in effect unless and until changed in accordance with the provisions of this chapter. The terms and conditions of the commission's adopted salary schedule will remain in effect until amended under the terms and conditions of a new salary schedule filed in accordance with this chapter. (Ord. 6681 § 1, 2018; Ord. 6504 § 1, 2014.)

2.08.080 Salary schedule subject to referendum petition.

- A. The independent salary commission's adopted salary schedule shall be subject to referendum petition by the people of the city upon filing of a valid referendum petition with the city clerk within 30 days after the official filing

date of the salary schedule. The number of registered voters needed to sign such a petition for referendum shall be 15 percent of the total number of names of persons listed as registered voters within the city on the day of the last preceding city general election. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by vote of the people.

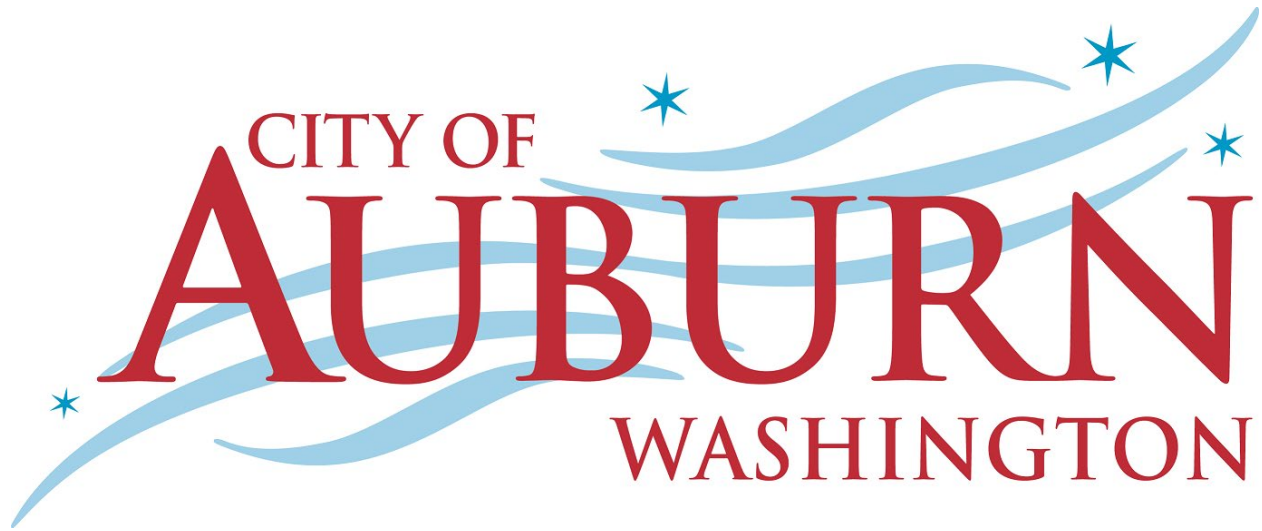
B. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring 30 days or more after the petition is filed and shall be otherwise governed by the provisions of the State Constitution, RCW [35A.11.100](#) and other laws generally applicable to referendum measures. (Ord. 6681 § 1, 2018; Ord. 6504 § 1, 2014.)

The Auburn City Code is current through Ordinance 7022, passed May 4, 2026.

Disclaimer: The city clerk's office has the official version of the Auburn City Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.auburnwa.gov](http://www.auburnwa.gov)

[Hosted by General Code.](#)



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

ADOPTED APRIL 11, 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 within a 50-mile radius of the City of Auburn City Hall.

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.