



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

Tues., June 19, 2018 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Pledge of Allegiance & Roll Call

2. COUNCIL BUSINESS

A. Review/Discussion – Planning Commission Reappointment/Interviews

B. Guest – Salary Commissioner to discuss the 5/3 Salary Commission meeting

C. Review/Discussion – Ordinance – Budget Amendment No. 3

D. Review/Discussion – 60-day Strategy with milestones/Economic Development

3. OTHER COUNCIL ITEMS

4. ADJOURN

Study Sessions are meetings for Council to review upcoming and pertinent business of the City, no action is taken by the City Council. Study Sessions are open to the public, but public input is reserved for the regular Council meetings

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (253) 952.3299, 24 hours in advance.



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Interviews for Planning Commission to fill four terms that are ending on June 30, 2018.		Agenda Item #: 2A	
		For Agenda of: June 19, 2018	
		Department: Comm. Dev.	
		Prepared by: Darren Groth	
ATTACHMENTS (list): 1) PC Membership Roster			
Review of Materials:			
Mayor, Daryl Eidinger	☐	Expenditure Required:	\$0
Asst. City Administrator, Dave Gray	☐	Amount Budgeted:	\$0
City Attorney, Carol Morris	☐	Appropriation Required:	\$0
City Clerk, Rachel Pitzel	☐	Timeline: N/A	
Community Development Director, Darren Groth	☒		
Public Works, Jeremy Metzler	☐	BARS:	
Fiscal Note/Consideration: N/A			
SUMMARY STATEMENT: In accordance with Section 2.30.020 of the Edgewood Municipal Code (EMC), appointment and reappointment to the Planning Commission shall follow the City Council Rules of Procedures. The Rules of Procedures require applications and interviews for each applicant. The City Council shall interview candidates in a panel format, with all candidates participating in the interview session concurrently. The Mayor shall call on each Council Member to ask questions. Upon completing the interviews, each Council Member will announce their candidate rankings and the City Clerk shall tally the rankings. The rankings shall be provided to the Council and shall be used by the Mayor for consideration in the appointment process. At the Mayor's discretion, the appointment process may take place at a regularly scheduled Council meeting or a special Council meeting following the interview session. The Mayor shall appoint or reappoint and the Council shall confirm or deny the appointments proposed by the Mayor. In addition to the interview process, the City Council may choose to consider the Planning Commission's membership positions. In 2003, City Council adopted Ordinance 03-207 revising the Planning Commission membership level down from nine (9) to seven (7). The initial terms for Positions 1 through 3 were scheduled to expire on June 30, 2006 and the terms for Positions 4-7 were scheduled to expire on June 30, 2005. All seven positions were planned for two-year terms running continually from those dates. Over time, however, the City has not repeatedly followed those position terms and is currently expiring Positions 2, 3, 6, and 7. To get the City back in line with EMC Section 2.30.010, City Council could realign the members to appoint the current Commissioners serving Positions 1, 4, and 5 into Positions 5-7. The next step would require the four posted openings to garner appointments for Positions 1-4, with Position 4 being appointed for a one-year term instead of a two-year term.			
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A			
RECOMMENDED ACTION: Receive a briefing, hold a discussion, conduct interviews, and make a recommendation to the Mayor regarding the candidates seeking (re)appointment to Planning Commission (PC) Positions 2, 3, 6, and 7.			
ALTERNATIVES TO RECOMMENDED ACTION: 1) Discuss need to fill the PC at current membership; or 2) Realign the PC positions and appointments to coincide with Ordinance 03-207.			



**CITY OF EDGEWOOD
PLANNING COMMISSION ROSTER**

Revised 03/01/2018

Allison Pincas

Position 1 – *Term ending June 30, 2019*

JoAnn Overfield

Position 2 - *Term ending June 30, 2018*

Lucy Lowry

Position 3 - *Term ending June 30, 2018*

Chair – *Term ending June 30, 2018*

Carrie Streepy

Position 4 - *Term ending June 30, 2019*

Sigmund Brudevold

Position 5 - *Term ending June 30, 2019*

Andrew Loe, Vice Chair

Position 6 - *Term ending June 30, 2018*

Vice Chair – *Term ending June 30, 2018*

Jamie Hamilton

Position 7 - *Term ending June 30, 2018*



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Salary Commission 2019 Salary Schedule Recommendation.		Agenda Item #:		2B
		For Agenda of:		June 19, 2018
		Prepared by:		Dave Gray
ATTACHMENTS (list): 1) Salary Schedule Recommendation				
Approval of Materials:				
Mayor, Daryl Eidinger	☒	Expenditure Required:	<u>N/A</u>	
Asst. City Administrator, Dave Gray	☐	Amount Budgeted:	<u>\$0</u>	
City Attorney, Carol Morris	☐	Appropriation Required:	<u>\$0</u>	
City Clerk, Rachel Pitzel	☐	Timeline: First Step in the Annual Labor Model Budget Process.		
Community Development Director, Darren Groth	☐			
Public Works, Jeremy Metzler	☐	BARS: N/A		
Fiscal Note/Consideration: <i>None</i>				
SUMMARY STATEMENT: <i>Ordinance 2.10.050 calls for the Salary Commission to meet annually in May to determine the actual elected official's salaries, thereby removing the legislated body from having to evaluate and set their own salary. In addition, the Commission is charged with making a recommendation to Council as to what will keep the City Staff Salary Schedule competitive in the coming year. This process by design is segregated from the budget process. This is to help the Council evaluate an independent assessment of what may help attract and retain staff with high competencies in a "many hats" organization, against the reality of budgetary constraints. (Need vs. ability to pay for the need).</i>				
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: <i>State when item went to what committee/commission and their recommendation.</i>				
RECOMMENDED ACTION: N/A: the process is to consider the Salary Commission recommendation in the budget process and adopt the 2019 Salary Schedule as an Exhibit to the Budget Ordinance. ALTERNATIVES TO RECOMMENDED ACTION: 1) Do not adopt 2) Forward to Study Session for further review				

2018								
CITY OF EDGEWOOD								
SALARY RANGE PLAN								
2018 Wage Rates vs. AWC Comparables								
2017 AWC adjusted up by 2.5% for 2018 Salary Schedule							2.3%	
FULL TIME CLASSIFICATIONS:						SalCom	SalCom	
2018 Current Monthly Wage Range						Recommended	CPI	
	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5		
FT-19-01	Administrative Assistant	\$4,122	\$4,263	\$4,403	\$4,544	\$4,684	\$4,579	\$105
FT-19-02	Communications Coordinator/Deputy Clerk	\$4,739	\$4,900	\$5,062	\$5,224	\$5,385	\$5,264	\$121
FT-19-02	Permit Coordinator	\$4,739	\$4,900	\$5,062	\$5,224	\$5,385	\$5,264	\$121
FT-19-02	Public Works Maintenance Tech	\$4,739	\$4,900	\$5,062	\$5,224	\$5,385	\$5,264	\$121
FT-19-02	Accounting Tech	\$4,739	\$4,900	\$5,062	\$5,224	\$5,385	\$5,264	\$121
FT-19-03	Public Works Maintenance Tech II	\$4,941	\$5,109	\$5,277	\$5,446	\$5,614	\$5,488	\$126
FT-19-04	Planning Technician	\$5,171	\$5,347	\$5,524	\$5,700	\$5,876	\$5,744	\$132
FT-19-05	ROW Inspector	\$5,171	\$5,347	\$5,524	\$5,700	\$5,876	\$5,744	\$132
FT-19-06	Engineering Tech	\$5,611	\$5,802	\$5,994	\$6,185	\$6,376	\$6,233	\$143
FT-19-07	Associate Planner	\$5,780	\$5,978	\$6,175	\$6,372	\$6,569	\$6,421	\$148
FT-19-07	Code Enforcement	\$5,780	\$5,978	\$6,175	\$6,372	\$6,569	\$6,421	\$148
FT-19-08	Combination Inspector	\$6,238	\$6,450	\$6,663	\$6,876	\$7,088	\$6,929	\$159
FT-19-09	Accounting Manager	\$6,729	\$6,959	\$7,188	\$7,418	\$7,647	\$7,475	\$172
FT-19-09	Building Inspector/Plans Examiner	\$6,729	\$6,959	\$7,188	\$7,418	\$7,647	\$7,475	\$172
FT-19-10	Senior Planner	\$6,974	\$7,212	\$7,450	\$7,687	\$7,925	\$7,747	\$178
FT-19-11	Building Official	\$7,783	\$8,048	\$8,313	\$8,579	\$8,844	\$8,645	\$199
FT-19-12	Senior Engineer	\$7,916	\$8,186	\$8,456	\$8,725	\$8,995	\$8,793	\$202
FT-19-13	Public Works Superintendent	\$8,109	\$8,386	\$8,662	\$8,939	\$9,215	\$9,008	\$207
FT-19-14	City Clerk/ HR Director	\$8,764	\$9,063	\$9,361	\$9,660	\$9,959	\$9,735	\$224
FT-19-14	Public Works Director, PE	\$8,764	\$9,063	\$9,361	\$9,660	\$9,959	\$9,735	\$224
FT-19-14	Community Development Director	\$8,764	\$9,063	\$9,361	\$9,660	\$9,959	\$9,735	\$224
FT-19-14	Finance Director	\$8,764	\$9,063	\$9,361	\$9,660	\$9,959	\$9,735	\$224
FT-19-15	Assistant City Administrator	\$9,523	\$9,847	\$10,172	\$10,497	\$10,821	\$10,578	\$243
All Steps are 3% lower than the higher step. All Comparables are at step 5 (AWC averages are step 5).								
All Hourly Compensation Rates are based upon the Monthly Rate Divided by 173.33 Hours.								



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Adoption of an Ordinance amending Ordinance 17-0516; the 2018 Budget, Amendment No 3		Agenda Item #:		2C
		For Agenda of:		June 19, 2018
		Department:		
		Prepared by:		Dave Gray
ATTACHMENTS (list): 1) Proposed Ordinance 2) Exhibits A,B,C and D				
Approval of Materials:				
Mayor, Daryl Eidinger	☒	Expenditure Required:	<u>\$217,676.00</u>	
Asst. City Administrator, Dave Gray	☐	Amount Budgeted:	<u>\$0</u>	
City Attorney, Carol Morris	☐	Appropriation Required:	<u>\$217,676.00</u>	
City Clerk, Rachel Pitzel	☐	Timeline: enter a timeline if applicable		
Community Development Director, Darren Groth	☐			
Public Works, Jeremy Metzler	☐	BARS: Detail on Exhibit C, Ordinance 18-XXXX		
Fiscal Note/Consideration: Exhibit A: 2018 Budget Amendment No 3 increases the labor cost by \$4,982 for raising the pay of the Building Official. This raise is based upon information used by the Salary Commission to determine competitive wages for staff for the 2019 budget preparation, and is being instituted mid-year due to adding a new Plans Examiner/Building Inspector position at the same salary schedule, also evident in the Salary Comparison. The increase in the 2018 Budget for the first floor kitchen and parking lot expansion, as contemplated by the lease with the Fire District, will be funded by General Fund Existing Fund Balance. The budget request is for \$210,000 to cover a yet to be determined actual cost for the construction of the parking lot and kitchen, which current staff estimate is about \$167,382.04. This estimate is extremely rough and may be revised by Gray & Osborne, the City's on-call engineers, when they assume management of the project. Exhibit B & C: The Surface Water Fund Budget increase is to transfer \$47,723.02 that was unspent in the 2017 Budget and an additional \$2,694 which is over the 2018 budget of \$15,000 for a total additional ask of \$17,694 for completion of the Surface Water Management Plan update. Total cost of the Plan will be \$200,044.				
SUMMARY STATEMENT: Budget Amendment No 3 to Ordinance No. 17-0516, addresses an increase to pay for the Building Official salary, cost of completing kitchen and parking lot improvements, mostly recovered by the East Pierce Fire & Rescue lease, and the need to move 2017 budgeted monies to the 2018 budget for the completion of the Surface Water Management Plan being produced by staff & Herrera Environmental Consultants.				
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: <i>This Budget Amendment was reviewed and discussed by Council in the June 19th Study Session and recommended for placement on the June 26, RCM Consent Agenda for Council consideration and action.</i>				
RECOMMENDED ACTION: MOTION to adopt Ordinance 18-XXXX thereby approving the 2018 Budget Amendment No 3, amending Ordinance No. 17-0516, increasing fund expenditures for labor, City Hall construction improvements and the completion of the Surface Water Management Plan. ALTERNATIVES TO RECOMMENDED ACTION: 1) Do not adopt 2) Forward to Study Session for further review				

ORDINANCE NO. 18-0xxx

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AMENDING ORDINANCE NO. 17-0516, THE BUDGET FOR THE 2018 FISCAL YEAR, PROVIDING UPDATES TO THE APPROVED GENERAL FUND BUDGET, TO ADDRESS INCREASES IN COSTS RELATING TO THE PUBLIC WORKS SURFACE WATER MANAGEMENT PLAN, THE 2018 SALARY SCHEDULE AND A NEW CITY HALL FACILITIES IMPROVEMENT PROJECT, PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, State law, Chapter 35A.33 RCW, requires the City of Edgewood adopt an annual budget and provides procedures for such; and

WHEREAS, the City of Edgewood established its 2018 Budget in Ordinance No. 17-04570516; and

WHEREAS, the City Council desires to amend the 2018 Budget to reflect updated labor expenditure estimates for the City Building Official staff position in the Salary Schedule (Ex. A) to amend expenditures in the General Government Capital Expenditures fund to address certain capital improvements to City Hall (Ex. C); and to address increases in the cost of the Surface Water Management Plan (Ex. B); and

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Amending the 2018 Salary Schedule. The 2018 Salary Schedule approved with Ordinance 17-0516 is amended to increase FT17-09 Step 5 for the Building Official staff position due to compression from the new Plans Examiner/Inspection position, all as shown in the attached Exhibit A.

Section 2. Amending General Government Capital Expenditure Budget. The 2018 Budget is increased to include the cost of the construction of a kitchen in the first floor of the City Hall, and parking lot improvements, as contemplated by the East Pierce Fire & Rescue Lease approved by Council at the May 22, 2018 Regular Council Meeting, as shown in the attached Exhibit D.

Section 2. Amending the 2018 General Fund, Specifically Public Works Surface Water Fund Budget Expenditures. The 2017 Surface Water Budget contemplated an expenditure of \$182,350 to complete the Surface Water Management Plan. The plan was not completed in 2017 and this Budget Amendment moves \$47,723.20 unspent in 2017 to the 2018 Budget and adds \$2,694 to the 2018 Budgeted Expenditure, to complete the plan in 2018, attached as Exhibit B.

Section 3. Direction to Staff: Staff is hereby authorized and instructed to make the necessary changes to the printed form of the 2018 Budget and Exhibit A Salary Schedule to

reflect the above amendments and to make all necessary and appropriate line item entries and adjustments in order to reflect said amendments, attached as Exhibit C.

Section 5. Transmittal. The City Clerk is hereby authorized and directed to transmit a certified copy of this ordinance to the Association of Washington Cities, the Auditor of the State of Washington, and Municipal Research Services Center.

Section 6. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 7. Effective Date. A summary of this ordinance shall be published in the official newspaper of the City and this ordinance shall take effect and be in full force five (5) days after the date of publication.

Section 8. Approval. Pursuant to RCW 35A.33.120, the City Council finds that this Ordinance is in the best interest of the City and has approved this Ordinance by a majority plus one of all members of Council.

Presented to Council for first reading and adoption on June 26, 2018.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF EDGEWOOD THIS 26TH DAY OF JUNE, 2018.

Mayor, Daryl Eidinger

Attest/Authenticated:

City Clerk, Rachel Pitzel, CMC

Approved As To Form:

City Attorney Carol Morris

Date of Publication: *June XX, 2018*

Effective Date: *June XX, 2018*

City of Edgewood
Surface Water Management Plan
Contract Cost Recap

EXHIBIT B

Herrera Environmental Consultants

	Awarded	Spent	Contract Need Remaining	Budgeted	Budget t Amendment Needed	
2017 Contract Executed	\$182,350.00	\$134,626.98	\$47,723.02	\$182,350.00	\$47,723.02	
2018 Contract Need (to be executed)	\$17,694.00	\$0.00	\$17,694.00	\$15,000.00	\$2,694.00	
Total Contract Award Needed to Complete	\$200,044.00		\$65,417.02	\$197,350.00	\$50,417.02	\$15,000.00 crosscheck

This worksheet ignores any \$ spent but not under contract in 2018

EXHIBIT A

2018

CITY OF EDGEWOOD

SALARY RANGE PLAN**2018 Budget Amendment No. 3 - ORDINANCE NO. 18-0XXX***Adusting the Building Official Step 5 up \$500 per Month due to Compression & Salary Survey*

FULL TIME CLASSIFICATIONS:

		2018 Monthly Wage Range				
	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
FT-17-01	Administrative Assistant	\$3,503	\$3,762	\$4,020	\$4,278	\$4,536
FT-17-02	Communications Coordinator	\$3,957	\$4,257	\$4,556	\$4,856	\$5,155
FT-17-02	Permit Coordinator	\$3,957	\$4,257	\$4,556	\$4,856	\$5,155
FT-17-02	Public Works Maintenance Tech	\$3,957	\$4,257	\$4,556	\$4,856	\$5,155
FT-17-02	Accounting Tech	\$3,957	\$4,257	\$4,556	\$4,856	\$5,155
FT-17-03	Public Works Maintenance Tech II	\$4,039	\$4,301	\$4,563	\$4,824	\$5,197
FT-17-05	Planning Technician	\$4,265	\$4,563	\$4,862	\$5,160	\$5,459
FT-17-06	Combination Inspector	\$4,701	\$4,976	\$5,251	\$5,526	\$6,266
FT-17-07	Engineering Tech	\$4,735	\$5,031	\$5,326	\$5,622	\$5,918
FT-17-08	Accounting Manager	\$4,844	\$5,234	\$5,623	\$6,013	\$6,403
FT-17-08	Associate Planner/Code Enforcement	\$4,844	\$5,234	\$5,623	\$6,013	\$6,403
FT-17-09	Building Inspector/Plans Examiner	\$5,404	\$5,863	\$6,322	\$6,781	\$7,376
FT-17-09	Building Official	\$5,404	\$5,863	\$6,322	\$6,781	\$7,876
FT-17-10	City Clerk	\$5,487	\$5,913	\$6,338	\$6,764	\$7,190
FT-17-11	Senior Planner	\$5,704	\$6,052	\$6,400	\$6,747	\$7,095
FT-17-12	Senior Engineer	\$6,499	\$6,857	\$7,216	\$7,575	\$7,933
FT-17-13	Public Works Superintendent	\$7,279	\$7,711	\$8,143	\$8,576	\$9,008
FT-17-14	Public Works Director, PE	\$7,737	\$8,121	\$8,505	\$8,889	\$9,273
FT-17-14	Community Development Director	\$7,737	\$8,121	\$8,505	\$8,889	\$9,273
FT-17-15	Assistant City Administrator	\$8,170	\$8,598	\$9,025	\$9,454	\$9,881

All Hourly Compensation Rates are based upon the Monthly Rate Divided by 173.33 Hours.

EXHIBIT C

6/26/2018

FISCAL YEAR FUND IMPACT STATEMENT

June 2018

Fund Name/Department	Fund Number	Original Budget	Original Line Item	Description of Request	Line Item Added	Line Item Deleted	Amended Budget	Fund Balance Impact
General Fund Expenditures: Building Dept	001-058	\$799,779.86	\$359,467.38	Increase Building Official Wage	\$4,982.00	\$0.00	\$364,449.38	\$4,982.00
General Fund Tenant Improvement	001-019	\$484,882.86	\$0.00	Parking Lot & Kitchen EPFR Lease	\$210,000.00	\$0.00	\$694,882.86	\$210,000.00
Surface Water Fund-Public Works	401	\$945,145.49	\$0.00	Herrera 2017 SWP work to 2018	\$47,723.02	\$0.00	\$992,868.51	\$0.00
Surface Water Fund-Public Works	401	\$945,145.49	\$0.00	Herrera 2018 Budget Addition	\$2,694.00	\$0.00	\$995,562.51	\$2,694.00
Total Fund Balance Impact to the 2018 Budget								\$217,676.00



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: 60-Day Economic Development Strategy		Agenda Item #:		2D
		For Agenda of:		June 19, 2018
		Department:		Comm. Dev.
		Prepared by:		Darren Groth
ATTACHMENTS (list): 1) Proposed Timeline Outline				
Review of Materials:				
Mayor, Daryl Eiding	☐	Expenditure Required:	<u> \$0 </u>	
Asst. City Administrator, Dave Gray	☐	Amount Budgeted:	<u> \$0 </u>	
City Attorney, Carol Morris	☐	Appropriation Required:	<u> \$0 </u>	
City Clerk, Rachel Pitzel	☐	Timeline: N/A		
Community Development Director, Darren Groth	☒			
Public Works, Jeremy Metzler	☐	BARS:		
Fiscal Note/Consideration: N/A				
SUMMARY STATEMENT:				
The Buxton agreement is vital for staff to carry out the City Council's objective of implementing the 2016 Community Attributes, Inc. (CAI) economic development strategy. This charge has been a lingering goal for the Mayor and staff since the report's publication in September 2016. Due to several factors, but mainly contributable to staffing changes, the implementation of the CAI study has not come to fruition. Buxton augments staff's experience and knowledge to proactively attract, recruit, and retain the mix of jobs and businesses that were envisioned when the City adopted revised commercial design guidelines for the Town Center and Meridian Corridor zoning districts in 2014. As such, the outline included as Exhibit 1 shows the proposed course of action to implement a sound economic development strategy for the City of Edgewood.				
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A				
RECOMMENDED ACTION: Receive a briefing and hold a discussion regarding the proposed strategy to finalize the agreement with the Buxton Company; implement the tools necessary for staff to carrying out the City Council's objective of implementing the 2016 Community Attributes, Inc. (CAI) economic development strategy; and recruit, interview, and reorganize the City's Economic Development Advisory Board (EDAB).				
ALTERNATIVES TO RECOMMENDED ACTION: 1) No action; 2) Finalize Buxton Agreement without new EDAB; or 3) Reorganize EDAB without finalizing Buxton agreement.				



City Of Edgewood – Exhibit 1
Outline of 60-day Timeline
For Implementation of Edgewood’s
Economic Development Strategy

1. June 19, 2018 – City Council study session discussion regarding Buxton agreement and economic development 60-day strategy.
 2. June 26, 2018 – City Council meeting to adopt resolution and agreement partnering with Buxton.
 3. June 27, 2018 – reach out to the six Economic Development Advisory Board (EDAB) applicants to gauge their continued level of interest in serving on the EDAB. In addition, continue recruitment efforts to find a seventh applicant to complete the prospective membership as required per Edgewood Municipal Code (EMC) Section 2.32.010.
 4. July 3, 2018 – City Council study session to discuss EDAB membership. Update full council on status of each applicant and brief whether a seventh application was remitted to the City. If seven candidates cannot be confirmed, then City Council could either propose a code amendment to revise EMC Section 2.32.010 by reducing the required number of members or appoint any number of applicants to serve as members assuming additional recruitment would garner a seventh member or the EDAB will meet under a quorum without full membership.
 5. July 10, 2018 – Buxton will enable the City of Edgewood’s SCOUT access.
 6. July 17, 2018 – City Council study session to conduct interviews for the EDAB membership.
 7. July 18, 2018 – Mayor assigns City staff, as necessary, in support of the EDAB.
 8. July 19, 2018 – Assigned City staff coordinates with incoming EDAB members to ensure each member understands EMC Chapter 2.32 and is able to attend required Open Government Training within 90 days.
 9. August 13, 2018 – First EDAB meeting to be held at 5:30 p.m. before the 6 p.m. Planning Commission meeting.
 10. August 19, 2018 – Full access to Buxton’s retail match lists and marketing packages.
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