

MINUTES OF THE REGULAR MEETING FOR THE APALACHICOLA CITY COMMISSION TUESDAY, SEPTEMBER 6, 2022, 4:00 PM APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Brenda Ash
Commissioner Anita Grove
Commissioner Despina George
Commissioner Adriane Elliott
ABSENT: Commissioner Donna Duncan

Travis Wade, City Manager
Deborah Guillotte, City Clerk
Dan Hartman, Attorney

CALL TO ORDER

Mayor Brenda Ash called the meeting to order and gave the Invocation, followed by the Pledge of Allegiance.

AGENDA ADOPTION

Commissioner Anita Grove made a motion to adopt the agenda with amendments adding to Unfinished Business, Item 4 - Engineer Continuing Services Contract and New Business, Item 2, Florida Seafood Festival Road Closure. Commissioner Adriane Elliott seconded, and the motion carried 4-0.

PUBLIC COMMENT

Public comments consisted of the following: 1) concerns about fill (dirt/gravel) fees and asking to remove from the fee schedule; 2) post the fee schedule online; and 3) Keep American Beautiful presentation will be at Holy Family Center on September 28th at 5pm.

PRESENTATION: ASHLEY TEAT MEMORIAL PLAQUE

Commissioner Grove presented to Wanda Teat, a plaque in honor of Ashley Ryan Teat, firefighter, and the Chaplain from 1996 through 2022 for the Apalachicola Fire Department. Ashley bravely served the citizens and visitors of Apalachicola with a deep dedication, and commitment. Ashley wore his badge well.

UNFINISHED BUSINESS

1. NOISE ORDINANCE FIRST READING – ATTORNEY HARTMAN

Attorney Hartman read Ordinance 2022 by title:

AN ORDINANCE OF THE CITY OF APALACHICOLA, FLORIDA AMENDING ORDINANCE NO. 2015-01 REGULATING AND PROHIBITING THE EMISSION OF HARMFUL NOISE; DECLARING SAID NOISES TO BE DETRIMENTAL TO THE PUBLIC HEALTH, COMFORT, CONVENIENCE, SAFETY, WELFARE AND PROSPERITY OF THE RESIDENTS OF SAID CITY; ESTABLISHING AND DEFINING CERTAIN TERMS; ESTABLISHING AND PROVIDING FOR CERTAIN EXCEPTIONS; PROHIBITING THE MAKING, CAUSING OR ALLOWING OF SAID

NOISES WHICH CAUSE A NOISE DISTURBANCE OR EXCEED CERTAIN SOUND LEVELS; PROVIDING FOR TECHNIQUES TO BE USED IN MEASURING LEVELS OF SAID NOISE AND THE ESTABLISHMENT OF SAID LIMITS; PROVIDING FOR PENALTIES; PROVIDING FOR ADDITIONAL CIVIL REMEDIES AND CITATIONS; PROVIDING FOR THE REPEAL OF ANY ORDINANCE OR PARTS THEREFROM IN CONFLICT HEREWITH; PROVIDING FOR SPECIAL PERMITS; PROVIDING FOR APPEALS OF SPECIAL PERMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Grove made a motion to approve first reading of the Noise Ordinance revisions and proceed with the adoption process. Commissioner Despina George seconded, and the motion carried 3-1. Opposed: Commissioner Adrian Elliott

UNFINISHED BUSINESS
2. WELL #5 EXPENDITURE APPROVAL – MANAGER WADE

Manager Travis Wade requested approval for expenditure of Water Well #5 for repairs in the amount of \$28,336.

Commissioner Elliott made a motion to approve the expenditure in the amount of \$28,336 for Well #5. Commissioner Grove seconded and the motion carried 4-0.

UNFINISHED BUSINESS
**3. REQUEST FOR APPROVAL OF WATER SETTLEMENT
CASE AGREEMENTS – ATTORNEY HARTMAN**

1) Attorney Hartman is requesting approval for settlement Agreement in Case #2018 CA 233.

Rob Bennett, and Olivia Monod spoke on behalf of the St. Patrick’s Catholic Church and the flood issues.

In response to a question by Mayor Ash, Attorney Hartman stated that he had just learned of the St. Patrick’s Catholic Church having stormwater issues for the first time tonight. Commissioners George, Grove and Elliott agree to table for further research. Commissioner Elliott suggests having a special meeting on Wednesday, September 14th at 4pm, before the Public Hearing and Special Meeting.

Commissioner George made a motion to table the City of Apalachicola vs Michael Hale Smith, and Richard Hall vs City of Apalachicola until September 14th, at 4pm. Commissioner Grove seconded and the motion carried 4-0.

2) Attorney Hartman reviewed three separate water case agreements from 2014CA00298; 2015CA00015; and 2016CA00246, and requests approval for settlement.

Commissioner George made a motion to approve settlement agreements for cases 2014CA00298; 2015CA00015; and 2016CA00246. Commissioner Grove seconded and the motion carried 4-0.

UNFINISHED BUSINESS

4. ENGINEERING CONTINUING SERVICES CONTRACT

Manager Wade requested approval for the procurement of Engineering Continuing Services Contract. Mayor Ash reviewed the firms and ratings as follows: Baskerville (296); Urban Catalyst (293); Halff (290); CDG (268); Kimley-Horn (264) and Dewberry (264). These top six will be who the city is entering into contract with for their services.

Commissioner Grove made a motion to accept the above-mentioned Engineers for a continuing engineering service agreement. Commissioner George seconded and the motion carried 4-0.

1. RESILIENT FLORIDA PLANNING GRANT – COMMISSIONER GROVE

Commissioner Grove recommended the approval to apply for and to approve a letter of intent for a Resilient Florida Planning grant through the Department of Resilience of Coastal Protection and Resilient Florida Implementation grant for a total of \$300,000. There is no match to these grants.

Commissioner Elliott made a motion to approve staff to apply for the Resilient Florida Planning Grant and Resilient Florida Implementation Grant, for a total of \$300,000. Commissioner Elliott for staff to apply for Grant. Commissioner George seconded and the motion carried 4-0.

UNFINISHED BUSINESS

2. FLORIDA SEAFOOD FESTIVAL ROAD CLOSURE

Attorney Hartman read Resolution 2022-05 in its entirety.

A RESOLUTION BY THE CITY OF APALACHICOLA REQUESTING U.S. HIGHWAY 98 BE CLOSED DURING THE PERIOD OF THE FLORIDA SEAFOOD FESTIVAL PARADE ON THE 1st SATURDAY OF NOVEMBER AND AGREE TO ASSIST IN TRAFFIC CONTROL DURING SUCH PERIOD OF RE-ROUTING.

Commissioner George made a motion to adopt Resolution 2022-05. Commissioner Grove seconded and the motion carried 4-0.

VI. MAYOR AND COMMISSIONER COMMENTS

Commission comments consisted of the following: 1) Thanks to Marie Marshall for the lights at Lafayette Park, the Watt's for the name plates and TDC for their partnership in repairs to the gazebo; 2) fill on the fee schedule needs to be resolved; 3) new website should be up and going soon; 4) ACSC work plan – the RFP was executed this month and Southern Group is scheduled to be at the October meeting to talk about the legislative acts and talk on where we go next; 5) Mayor Ash reviewed meetings with DEP, Lisa with Dewberry and EPA about consent orders, violations and reports; 6) get fee schedule up to date using staffs professional recommendations and ICC schedule; 7) thanks to Elinor Mount-Simmons and Mike Cates for cemetery work to have power ran to the pavillion.

VII. CITY MANAGER COMMUNICATIONS

Travis Wade – See Attachment “A”

VIII. GRANTS COORDINATOR COMMUNICATIONS

Bree Robinson - See Attachment “B”

In response to a question by Commissioner Elliott, Mr. Wade stated that we are waiting on an Agreement from Department of Transportation for the repairs to Leslie Street to move forward.

IX. FINANCE DIRECTOR COMMUNICATIONS

Mark Gerspacher – See Attachment “C”

X. ATTORNEY COMMUNICATIONS

Attorney Dan Hartman – See Attachment “D”

X. CONSENT AGENDA

- A. Meeting Minutes Adoption – July 26, 2022, Workshop; August 2, 2022, Special Meeting; August 2, 2022, Workshop; and August 2, 2022, Regular Meeting Minutes
- B. Planning & Zoning Minutes Confirmation – August 8, 2022

Commissioner Elliott made a motion to adopt the Consent Agenda. Commissioner George seconded and the motion carried 5-0.

XI. DEPARTMENT REPORTS

XII. ADJOURNMENT

Commissioner Elliott made a motion to adjourn. Commissioner George seconded and the motion carried 4-0.

Brenda Ash, Mayor

Deborah Guillotte, Clerk

City Manager Updates

September 6, 2022

Florida League of Cities Annual Conference: I attended the 2022 Annual Conference August 11 – 13. In addition to sitting through many informative sessions during the conference, I was honored to be a speaker during the “Doing More With Less: Solutions For Small Cities” session. We had an attendance of 166 people and I received some great feedback and made several connections with staff from other cities that I have already reached out to for assistance. Also I was asked to be a speaker at next year’s conference, and was contacted on August 29 and asked to speak at the Florida City and County Manager’s Association’s Winter Institute in February, 2023.

Laffayette Park: The lighting has been completed and the repairs to the pier and the pavilion at the end of the pier have been completed as well. A special THANK YOU should go out to Mrs. Marie Marshall and her organization for funding the repairs and replacement of the lights in the park, as well as the Franklin County Tourist Development Council, who funded the repairs to the pavilion. The lights are scheduled to turn on at dark and turn off at 11pm. They are also scheduled to turn on again at 5:30am.

Magnolia Cemetery: A light pole and meter were installed at the pavilion to power a receptacle for use during funerals (pa systems). Cates Electric volunteered their labor for the project. Special THANK YOU to Elinor Mount-Simmons, who spearheaded this project.

Battery Park: The kiosk for the boat ramp has been delivered and will be installed very soon. Port St. Joe and Mexico Beach have the same kiosk and reported an increase in their revenues from its use. Enforcement of the requirements in the Battery Park Marina Ordinance related to boat ramp fees will begin at the beginning of the 2022-2023 fiscal year. Notifications will be published soon to notify the public of the effective date.

Water/Sewer Field Crew Positions: We have filled the three vacant field crew positions recently.

Grant Updates – Bree Robinson

City Commission Meeting – Tuesday, September 6, 2022

1. Florida Department of Transportation – SCOP Grant Application – Leslie Street

City Commission passed Resolution 2022-01 on 2/23/22 for the City of Apalachicola to apply for funding for Leslie Street. Application was submitted electronically on 3/4/22. The City requested \$610,169.30 to remedy the underground issues, resurfacing the entire street length, and for new road signs based off engineer's estimate and recommendations.

AWARDED! – City was awarded the full amount for Leslie Street! This funding window begins July 1, 2023, and ends June 30, 2024. We will take steps to make sure this work can be completed ASAP.

2. DEO Rural Infrastructure Fund – Drainage Basin Analysis Phase II + Camera Work of Stormwater Lines

An application requesting \$300,000 with no local match from the DEO Rural Infrastructure Fund was submitted on 8/31/22. The application was for the Phase II of a Drainage Basin Analysis that began in 2018. This \$300,000 grant proposal would fund an analysis of the drainage basins that border Apalachicola River and Bay. The proposal also includes funding to begin camera-work of the stormwater lines in the phase I, as recommended in that report. (We have to survey the damage before we can move forward on repairs.) The grant asks for \$110,000 for the analysis and mapping (per engineer estimate), \$5,000 for public education (grantors like to see we are promoting our message/work), \$24,000 in admin, and \$161,000 in camera-work for the phase I drainage basin area. This is a total of \$300,000 and there is no required local match.

Basins 11 and 3 were covered by the 2018 grant. This grant application would address the following basins: 1, 2, 4, 5, 6, 7, 8, 9, 10, 12-19. (MAP ATTACHED!) - **APPLIED**

3. Firehouse Subs Public Safety Foundation – Hurst Rescue Tools "Jaws of Life"

An application requesting \$34,065.00 for Jaws of Life rescue tools for the Apalachicola Volunteer Fire Department was submitted online 4/7/22. These tools were a request from the VPD and will aid them in their efforts. If funded – the grant program will handle ordering, etc. No match required. **DENIED & REAPPLIED 7/7** in the amount of \$36,795.00, as cost of materials went up. - Waiting for updates, have been advised that most projects are funded by Firehouse Subs after 3 complete applications. Will keep submitting.

4. *Water Treatment Plant Improvements - Rural Infrastructure Fund – DEO FY 21/22*

FUNDED! Application submitted electronically on 5/26/22 to the RIF program through DEO for fiscal year 21/22. City applied for \$150,000 for engineering services that are going to be needed as we navigate the Potable Water Consent Order and will set us up to apply for more funding down the line. City was FUNDED for \$147k.

Funded:

- Evaluation of Existing Conditions
- Enhanced Sampling Plan, Hydraulic Modeling, and Treatability Studies
- Alternatives Analysis
- Facilities Plan Report

Continuing Services Agreements with Engineers are in the works and advertised. Will award project after this process.

5. *Library Improvements – Signs/Little Libraries - Florida League of Mayors 2022 City Catalyst Grants*

Application submitted electronically 6/2/22 on behalf of the Apalachicola Margaret Key Public library. Requested the max ask of \$2,500 to purchase two lockable display billboards and two "Free Little Library" setups. The lockable displays are to be placed on the façade of the library. These displays will be used to post public events, library programs, etc. The little library setups will be used for the library to join the Free Little Library program, as the goal is to place these the greenspaces/parks around Apalachicola. – **FUNDED!** Waiting to receive funds.

6. *City of Apalachicola Old City Hall Structural Repair – Special Categories DOS*

Application submitted electronically 5/31/22 for structural repairs for the Old City Hall building. (Middlebrook Building) Amount requested was \$395,000 with an in-kind match of \$98,750 for a total project budget of \$493,750. The goal of this application is to secure funding to complete the Old City Hall Renovation and support the ongoing repairs funded through the NPS grant. The purpose is to stabilize the building, by proposing to install an interior rigid steel frame to provide the structural integrity of the building exterior masonry and support the historic second floor wood frame. – **Applied - Waiting for updates.**

7. *CPTA Community Planning Technical Assistance Grant Program – DEO*

Application submitted 4/1/22 for updates to our local comprehensive plan as well as complete Phase 2 of the Apalachicola Areas of Critical State Concern Work Plan. If granted, grantee shall analyze the City of Apalachicola's current local comprehensive

plan and present required and recommended update to the City Commission considering resiliency. These ideas will be vetted through community engagement and based on feedback received from the community and City Commission, final amendments to the local comprehensive plan will be prepared for public hearing and subsequent transmission to DEO. The City will also undertake Phase 2 of the Areas of Critical State Concern Work Plan by updating the infrastructure project list and conducting project scoping and economic analysis for priority projects in preparation for the funding available through the Bipartisan Infrastructure Act as well as other state and federal grant opportunities. - **AWARDED!!!** Waiting for agreement. Have been answering questions on scope for agreement.

8. Florida Fish and Wildlife Conservation Commission – Florida Boating Improvement Program – Bay Avenue Seawall Construction

Full application submitted to FWC on 4/1/22 requesting \$257,267 with a \$28,000 (budgeted) City contribution to complete the Bay Avenue Seawall project. The Bay Avenue Seawall has large cracks and structural damage. The City of Apalachicola previously worked with Dewberry Engineers to create engineered construction plans for the project (2017) – with these plans in hand we applied for the construction phase of the Bay Avenue Seawall project.

- Attended a panel on 6/28 to go over any final questions with the FWC panelist. We are in the running to be funded, but there are several other large projects also in the running. Past year awards seem to award one large project and then a number of smaller projects.
- **NOT FUNDED! I spoke with the FWC FBIP Program Manager and while we were a contender, we did not make the cut off for funding. There was a large project that swallowed up the majority of the FBIP funding. We were advised to re-submit next year for the same project and that is the City's intent, unless another funding source for repairs comes available.**

9. Department of Historical Resources African American Cultural and Historical Grants – Apalachicola African-American History Museum

Awarded \$1million with a \$250k match from the City for a new construction museum next to Holy Family.

- Due to rising construction costs, the project scope has been changed from a 2-level, 2,500SQF footprint building to a 1-level 2,000SQF building with elevated ceilings. Priorities include:
 - High Security
 - Storage Room
 - Office Space
 - Breezeway to Holy Family
 - Greeting Station/Small Gift Shop Area

- ADA Accessible Bathrooms
- Controlled Lighting for Exhibits
- Building with Room for Add-On at later date
- **FUNDED!** Have submitted the project work plan and budget for the agreement draft from DOS. 8/25

10. HMGP – Backup Generator for Vacuum Station (108 Avenue F)

Grant application was submitted for \$170,000 for a new backup generator. (Current in use is too small for need.) Had to apply for a portable generator instead of stationary, as they will not fund for a stationary one in a flood zone. Multiple RFIs (requests for information) were received and answered. **Still waiting for updates.**

11. Leslie Street - FEMA

APPEAL DENIED!

Will be covered by FDOT SCOP project.

12. National Park Service Hurricane Michael Repair/Mitigation - Grants for Repair and Restoration of the Montgomery Cotton Warehouse (Old City Hall) and the Harrison-Raney Cotton Warehouse (HCA)

Old City Hall – RFP's for contract work being drafted and will be issued soon.

HCA –RFP's for contract work being drafted and will be issued soon.

\$ First deliverables have been met and are in the process of being reimbursed! \$

13. Grants Update -

- a. **FDOT City Landscaping** – City was reimbursed for \$193k landscaping costs after FDOT inspection and reimbursement package sent in. Landscaping and maintenance have been "completed."
 - i. There were issues with the grass drying out during the maintenance period, Gaskin to extend maintenance and re-plant as necessary per our contract and their warranty. **Re-plant happening soon – Dan is in contact.**
- b. **CDBG-DR Infrastructure** – Avenues Stormwater Repair Project is moving forward. Engineer Procurement and design will need to be secured and created along with environmental review and clearance, then we are

- scheduled to bid out and begin construction in November. ALL policies needed have been completed!
- c. **CDBG-DR Hometown Revitalization** –Riverfront Revitalization and Hill Community Revitalization projects: City in environmental exemption process on administrative and engineering services. ALL policies needed have been completed!
- Hill Community (M0033): CENST approval memo was issued by DEO on July 14, 2022. The city is currently working on the RFQ for engineering procurement. Once an engineer is on board, we'll be able to confirm scope of work and begin environmental review.
 - Riverfront (M0034): CENST approval memo was issued by DEO on July 14, 2022. The city is currently working on the RFQ for engineering procurement. Once an engineer is on board, we'll be able to confirm scope of work and begin environmental review.
- d. **HMGP Emergency Generators** – Received and signed Release of Funds forms for CDBG-DR DEO match – HMGP has funded the generators and agreement signed. HMGP admin bidding was advertised and has closed. Advertised in The Democrat per MSA paper standards from DEO.
- e. **HMGP Market Street Vacuum Station** - Received and signed Release of Funds forms for CDBG-DR match – HMGP has funded the generators and agreement signed. HMGP admin was advertised and has closed. Advertised in The Democrat per MSA paper standards from DEO.
- f. **Michael FEMA Projects Updates**
- i. **Bodiford** - BODIFORD PLANS COMPLETE! Waiting for exemption for permits from FEMA to be reviewed.
 - ii. **Scipio** – Designs from Dewberry draft complete – waiting for full. Waiting for scope verification from FEMA to bid out.
 - iii. **Alleyway Repairs** – Alleyway: 3, 7, 9, 8, 10, 11, 6, 2, 5, 12, 4 Crushed Shells to be replaced. Extensions requested for all FEMA projects – extension granted.
 - iv. **Old City Hall and HCA Contents loss** – Ordering replacement items from loss. (Funding already received – just needs to be ordered and receipts turned in.) Partially ordered – postponing ordering of remaining items until back room flooring of City Hall complete to place items in.
 - v. **Lafayette Park** – Boardwalk work and lighting donation have been COMPLETED! It appears that we were supposed to be exempt from permits for this work per engineer opinion, since there was no in-water repairs, but we are waiting for USACE and DEP to confirm this with FEMA before this project can close out and Bodiford and Scipio can begin.

- vi. **Hurricane Sally** – Almost all Sally projects are completed and finalized. Uploading receipts to finish.
- g. **DEP – WWTP Tank Cleaning** –WORK COMPLETED! Filed for reimbursement of funds, \$116k, on 7/24/22.
- h. **Department of Historical Resources 2023 Small Matching Grant – Black History Trail. FUNDED!** Docs for agreement in progress.

14. DEP Applications – Resilient Florida + Water Restoration Assistance - WWTP & Vulnerability Study

WWTP-

Grant #2 is an application for the WWTP totaling \$14 million - the City of Apalachicola was approved for the full \$14 million for new equipment and relocation. DEP contacted us and let us know we had 2 duplicated grant efforts both submitted to them. Both are for the WWTP – and combined could cover the entire WWTP Project costs, headworks and all. DEP has agreed, with some preliminary efforts to ensure the scope and pricing are as they should be.

- Scope of works for both efforts are in progress! Cost breakdown below:
- DEP requested several documents to send out agreements – documents supplied. Still ongoing.
- Have been notified that Continuing Services Agreements can be use for both efforts if correct for CFR Compliance – Waiting for bids to close for Engineering. **(Due 8/5, Finance Director is handling this procurement.)**

COST: The Total Estimated Cost of this Project is \$18,927,391. The anticipated funding breakdown is for FDEP to fund approximately \$5,551,875, and FDEP-SRF to fund \$13,375,516.

Vulnerability Study-

Grant #1 Vulnerability Study – FUNDED! Documents requested for agreement to be drafted – in progress.

15. USDA Water Street Sidewalk and Lighting--

Staff review from USDA is complete! Pre-construction meeting took place 8/16 and all requested documents were provided. Construction by CWR Contracting, Inc. is in progress!

16. Coronavirus State and Local Fiscal Recovery Funds (SLFRF) – American Rescue Plan

The City formerly made application to the SLFRF program and received an award of \$1,179,010.00. The City has received half of this allocated amount and will receive the second half after spending the first deposit. City has elected to receive "standard allowance" for government services.

Dates:

- » Funds must be obligated by December 31, 2024
- » All expenditures must be complete by December 31, 2026

American Rescue Plan Info:

- Electing the "standard allowance" to spend on government services
 - Government Services generally include any service traditionally provided by government unless Treasury has stated otherwise. Here are some examples:
 - Construction of schools and hospitals
 - Road building and maintenance and other infrastructure
 - Health Services
 - General Government administration, staff, and admin facilities
 - Environmental remediation
 - Provision of police, fire, and other public safety services, including purchase of vehicles
 - **However, these funds may not be used for a project that conflicts with or contravenes the purpose of the American Rescue Plan Act statute (uses of funds that undermine COVID-19 mitigation practices in line with CDC guidance and recommendations)**
 - All projects MUST follow 2CFR procurement.
 - No construction of the following:
 - New correctional facilities as a response to an increase in rate of crime. New congregate facilities to decrease the spread of COVID 19 in the facility. Convention centers, stadiums or other large capital projects intended for general economic development or to aid impacted industries.
- Funds cannot be used for payments for debt services or replenishing rainy day funds.

All information included in this report is accurate as of August 31, 2022 at 3:00pm. After that time, information is subject to change. If you have any questions, please send them to brobinson@cityofapalachicola.com!

Finance Director – Mark Gerspacher

City Commission Meeting –September 6, 2022 –
4:00pm

1. *Budget Hearings*

The budget hearings have been rescheduled for the 2022-2023 Budget. We will have a final workshop September 7 at 4:00 PM. The first hearing will now be September 14 at 5:01. We will schedule the second hearing at the budget workshop.

ATTORNEY REPORT

TO: City Commission, City of Apalachicola
FROM: Daniel W. Hartman, Esq.
DATE: September 2022
SUBJ: City Attorney Report for Commission Meeting

1. **Litigation – Hall/Smith/Nall – 7th Street (Case No.: 2018 CA 233)**

Both pending cases have been consolidated into 2018 CA 233, the original City case. We attended mediation on August 3, 2022. Resulting from the mediation was the conceptual settlement agreement attached to the related agenda request item. The agreement is consistent with settlement discussions over the past months. The settlement agreement is contingent upon review and approval by the Commission.

2. **Litigation – Butler, Cameron, Hall**

The City has been sued in three related cases - two wrongful death and one personal injury cases. Case No.(s): 2014 CA 298 – Estate of Cameron; 2015 CA 15 - Estate of Hall and 2016 CA 246 - Butler. Along with the City's insurance defense counsel (Steven Cozart, Esq.) we have reached the conceptual settlement agreement attached to the related agenda request item. The settlement agreement is contingent upon review and approval by the Commission.

3. **City Leases – City Hall Space and History Museum**

The parties have received and are reviewing their respective lease agreements. I expect comments and questions from the parties which will be addressed. The final version of the History Museum lease will come before the Commission for approval.

4. **Supplement to Procurement Policy**

We have a working draft finalized for consideration at the October 2022 regular Commission meeting.

5. **Encroachment Policy/Grace Period**

We continue to receive input on this potential policy and will have an Agenda item prepared on it for the October 2022 regular Commission meeting.