Members: Committee Chair Darden Rice, Committee Vice-Chair Amy Foster, Council Chair Ed Montanari, and Council Member Deborah Figgs-Sanders

Alternate: Council Member Robert Blackmon

Support Staff: Jayne Ohlman - City Council Legislative Aide

1) Call to Order

2) Approval of Agenda

3) Approval of October 22, 2020 Minutes

4) New Business – January 14, 2021
   a) Selection of Committee Chair and Vice-Chair
   b) Update on Transit Shelter Installation and Maintenance Issues – Evan Mory
   c) Review Committee Referral List

Upcoming Meeting Dates & Tentative Agenda Item(s)

January 28, 2021 – Canceled

February 12, 2021
   a) TBD

February 25, 2021

General Attachments:
Minutes of the October 22, 2020 PS&I Committee Meeting
Pending and Continuing Referral List
Agenda Item Support Material
Present: Committee Members – Committee Chair Darden Rice, Committee Vice-Chair Amy Foster, Council Chair Ed Montanari, Council Member Deborah Figgs-Sanders & Council Member Robert Blackmon (Alternate)

Absent: None

Also Present: Deputy Mayor-City Administrator Dr. Kanika Tomalin, Assistant City Administrator Tom Greene, Chief Assistant City Attorney Jeannine Williams, City Chief Financial Officer Anne Fritz, Neighborhood Affairs Administrator Rob Gerdes, City Architect Raul Quintana, Todd Sweet (Sweet Sparkman Architects), and Sanitation Director Willie Joseph

Support Staff: Jayne Ohlman - City Council Legislative Aide

1. Call to Order – 9:25 AM
2. Approval of Agenda – CM Figgs-Sanders moved approval. All members voted in favor.
3. Approval of September 24, 2020 Minutes – CM Foster moved approval. All members voted in favor.
4. New Business – October 22, 2020

Presentation on the Design and Construction Plans for the New Sanitation Department Facility – Raul Quintana, Rob Gerdes, & Todd Sweet (Sweet Sparkman Architects)

Neighborhood Affairs Administrator Rob Gerdes began with an overview of the existing Sanitation Department facility and its current conditions. Mr. Gerdes explained that the new facility would replace the old facility, which currently consists of two main buildings, both of which have reached the end of their useful life. Mr. Gerdes noted that because of the Sanitation Department's unique role in the aftermath of hurricane/tropical emergencies, an adequate facility would better suit the department's role as a sub-emergency operations center ("EOC"). Mr. Gerdes emphasized that the department expects a wide range of benefits from the new facility, notably better customer service, increased overall morale, and decreased maintenance issues and costs.

City Architect Raul Quintana explained that the work done to-date has consisted of a thorough needs assessment, space program planning, site evaluation/feasibility, and concept development. Mr. Quintana explained that all of the in-depth planning and analysis on the front-end has helped develop cost estimates and plan for the project's CIP funding. Mr. Quintana introduced Todd Sweet from Sweet Sparkman Architects; the firm selected to provide planning and conceptual design services for the new Sanitation Department facility.1

Mr. Sweet provided the committee with proposed schematics of the facility's floor plans and preliminary exterior renderings. Mr. Sweet noted that the new facility's plans include sustainable features such as photovoltaic panels, and the goal is to have the new facility qualify for the gold level LEED certification.

1 July 18, 2019, Resolution 2019-366 – City Council acknowledged the selection of Sweet Sparkman Architects, Inc. as the most qualified firm to provide planning and conceptual design services for the New Sanitation Department Building Project (A/E Agreement)
Mr. Quintana presented the project's conceptual budget and emphasized that the project's total budget is an estimate. Mr. Quintana noted that the funding for design services ($1,050,000) is already allocated. Mr. Quintana also provided the estimated project schedule.²

In referencing the "green roof" depicted in the second-floor plan schematic, Chair Montanari asked Mr. Sweet and Mr. Quintana to provide further detail on the idea and explain its purpose. Mr. Sweet responded that the green roof concept includes outdoor greenspace within the building footprint to supplement the available outdoor space on the site, which is a challenge due to the parking requirements. Mr. Sweet and Mr. Quintana added that as plans move forward, the idea of a green roof will continue to be analyzed.

CM Montanari asked if Sanitation Department employees could participate in the planning process and provide input regarding the new facility. Mr. Gerdes and Sanitation Director Willie Joseph responded that staff could participate and have already provided useful feedback regarding office layout, design, and size. Mr. Joseph added that sanitation employees also provided input regarding storage capacity and parking. CM Montanari emphasized the need for shade trees at the new facility. In referencing the administrative office space's renderings, CM Montanari expressed concern with the open-air design concept and commented that the noise level might become a concern.

CM Montanari asked for confirmation that the City will name the new building in honor of the late Benjamin Shirley while the sanitation complex will continue to honor Joseph E. Savage as its namesake. Mr. Gerdes confirmed that the new facility would be known as the Benjamin F. Shirley Sr. Administration Building, located at the Joseph E. Savage Sanitation Complex.³

Council Member Figgs-Sanders inquired if the new facility would impact staffing numbers at all. Mr. Gerdes responded that they do not anticipate the new facility to affect staffing levels or service levels.

In referencing the new facility's sustainability goals, Committee Chair Rice asked Mr. Sweet to confirm that the cost of planning for and implementing green building standards (LEED) is built-in to the budget on the front-end rather than tacked-on after the fact. Mr. Sweet responded that their proposal for design services includes costs for commissioning and LEED administration. CM Rice asked if they have considered making the parking lot area a permeable surface for an environmentally friendly alternative to a traditional surface lot. Mr. Sweet responded that they have not looked into that option in detail, but they will. CM Rice emphasized the need to commit to sustainability and resiliency measures in opportunities such as this since the City only invests in new facilities every 50 years or so. CM Rice inquired if estimated operations and maintenance costs ("O&M") have been calculated for the new facility. Mr. Quintana and Mr. Gerdes responded that they do not have a projected O&M costs at the project's current level of design and schedule.

In referencing the Sanitation Department's role as a sub-EOC, CM Rice inquired if the new facility will be designed to include a generator in the event of power outages. Mr. Sweet responded that the new facility will be designed as an essential facility and include a generator.

CM Rice asked why the men's locker rooms depicted in the floor plan schematics are so much larger than the women's locker rooms. Mr. Sweet responded that the size of the locker rooms (designated for sanitation operations staff) was created with the employee data provided by the department. Still, they can take another look at the numbers and confirm that the locker rooms would provide operations staff with adequate space.

² Please see page 3 for full details of conceptual budget and estimated project schedule.
³ April 4, 2019, Ordinance 365-H: Naming the Sanitation Department Administration Building after Benjamin F. Shirley Sr. and amending City Code to reflect that naming.
CM Rice asked how the Sanitation Department is providing adequate shade and comfort for brush site employees. Mr. Gerdes responded that this is a priority for the department, and there have been recent improvements, including the brush site at Lake Maggiore; the department plans to continue similar improvements at additional sites.

CM Montanari asked for details on the project's funding source(s). The City's Chief Financial Officer Anne Fritz responded that funding for the project was programmed into the rate study to do external borrowing and repay debt issuance based on a 10 to a 15-year term. CM Montanari asked when an item related to this project will come to City Council next. Mr. Gerdes and Mr. Quintana responded that there would be an item on the November 5 consent agenda for the first amendment to the existing architect and engineering ("A/E") agreement with Sweet Sparkman Architects to commence the design phase of the project.

**Conceptual Project Budget:**

**Design Services**

- A/E Design Services $800,000
- Project Administration $150,000
- Design Contingency $100,000

**Subtotal Design Services** $1,050,000

**Construction Services**

- Construction Contract $9,000,000
- Furniture Fixtures & Equipment $650,000
- Low Voltage, Technology & A/V $200,000
- Utilities and Public Services $200,000
- Testing (Geotechnical & Permits) $150,000
- Construction Inspection $250,000
- Public Art $100,000
- Project Contingency $400,000

**Subtotal Construction Services** $10,950,000

**Total Conceptual Budget** $12,000,000

**Estimated Project Schedule:**

- Commence Design Phase November 2020
- Select Construction Manager at Risk (CMAR) December 2020
- Complete Design October 2021
- Permitting/Procurement/Award February 2022
- Commence Construction March 2022
- Complete Construction Spring/Summer 2023
Sanitation Director Willie Joseph gave a brief overview of LA Consulting's 2019 Management Evaluation and noted that the evaluation identified 48 priority recommendations. Mr. Joseph explained that the recommendations make up five categories: general, planning, organizing, directing-scheduling, and controlling-improving. Mr. Joseph provided a detailed overview of each of the five categories and listed the recommendations in the implementation process and those that are fully implemented.

4.1 - General
In Process: 40%
Establish Employee Teams (4.1.1)
Utilizing teams to develop specific goals and objectives that include effective performance measures that are linked to the vision and mission statement (4.1.2)
Implemented: 20%
Discontinue the use of redundant Fleet Management system (4.1.4)

4.2 - Planning
In Process: 57%
GIS or RFID to monitor Collections (4.2.1)
Route Optimization (4.2.2)
Survey Customer's interest in 1x weekly service (4.2.3)
Use employee teams to define work activity (4.2.4)
Use teams to update and document standards (4.2.5)
develop unavoidable overhead rate (4.2.11)
develop Performance-based work plans (4.2.13)
Use unavoidable loaded rate in Naviline (4.2.14)
Implemented: 7%
Container Placement in the field (4.2.6)

4.3 - Organizing
In Process: 50%
Senior Interface with all employees (4.3.1)
Staffing/equipment projections based on needs (4.3.4)
Re-survey departmental staff (4.3.8)
develop a Succession Plan (4.3.11)
Work Shift based on needs (4.3.12)
Brush Site employees report to the worksite (4.3.14)
Document and justify overtime expense (4.3.15)
Establish benchmarks for OT, WC, FMLA (4.3.16)
Compare CNG fuel cost to Diesel (4.3.17)
Identify actual equipment rates (4.3.19)

Cont.) 4.3 - Organizing
Implemented: 32%
Reduce Environmental Manager span of control (4.3.2)
Reduce span of control for Assistant Director (4.3.3)
Optimize temp staffing for manual programs (4.3.5)
Provide management update annually (4.3.7)
Provide work zone traffic control training (4.3.9)
Utilize City Standards for hiring and promotions (4.3.10)
Establish Alley Trimming routes with Parks (4.3.22)

4.4 - Directing & Scheduling
In Process: 50%
develop and Implement a two-week scheduling procedure related to annual work plans (4.4.2)
Deferred: 50%
System integration of data in Naviline (4.4.1)

4.5 - Controlling & Improving
In Process: 80%
All division within the department produces a monthly report in the same format (4.5.1)
All division should standardize the tracking of labor, equipment, and materials; include cost analysis (4.5.2)
Standardize reporting and account for 100% of employee time in the system (4.5.3)
Establish continuous improvement (4.5.5)
Implemented: 20%
All data verified from a single source (4.5.4)
Due to time constraints, questions raised by CM Montanari were not able to be answered during the meeting. Mr. Gerdes provided the following responses via email after the meeting.

Regarding recommendation 4.2.1 titled "GIS/RFID to monitor collections," CM Montanari inquired about the potential for infringement on customers' privacy. Mr. Gerdes responded that the technology in question, RFID and GIS/GPS tracks productivity, route efficiency, asset management and provides confirmation of the service(s) provided to the customers. Mr. Gerdes also noted that the City already utilizes RFID technology for recycling.

CM Montanari inquired about the increase in graffiti abatement practices. Mr. Gerdes responded that a second graffiti technician joined the Sanitation Department a few years ago, which has helped increase the department's ability to remedy graffiti cases.

*CM Rice adjourned the meeting at 10:43 AM.*
CITY OF ST. PETERSBURG
Transportation and Parking Management Department

MEMORANDUM

TO: Honorable Darden Rice, Chair and Members of the PS&I Committee
FROM: Evan Mory, Director
RE: Update for Transit Shelter Installation and Maintenance
DATE: PS&I Meeting of January 14, 2021

******************************************************************************
Summary:
On September 10, 2020, the Pinellas Suncoast Transit Authority (PSTA) and Transportation and Parking Management Department presented on the process for funding and installing new and replacement transit shelters depending on ridership levels at individual bus stops, shelter deployment challenges, the first phase of the shelter match program that is focused on the Skyway Marina District, and future phases of the shelter match program. At the meeting Council Member Darden Rice requested that Transportation and Parking Management provide an update on the shelter maintenance issues raised by the committee, the streamlining efforts for design and permitting of new and replacement shelters, and other relevant updates. At the January 14, 2021 meeting, Transportation and Parking Management and PSTA will provide an update on efforts to address the issues identified at the September 10, 2020 PSI meeting, as also summarized in this memorandum.

Shelter Maintenance:

PSTA has the following routine bus stop and shelter cleaning and maintenance policies:
- Trash pickup and lawn service once per week with additional trash pickup added if needed.
- Shelters are pressure washed once per quarter with additional washings added as needed.
- Formal shelter inspection and evaluations are conducted annually. Pressing issues are noted by the trash and lawn service teams.
- Repairs are made as needed based on feedback from the public, the weekly maintenance teams, PSTA supervisors, and the annual inspections/evaluations.
In addition to the above-referenced policies, and pursuant to the concerns regarding cleanliness around shelter locations, City and PSTA staff met to discuss opportunities for collaboration and improving trash removal in and around transit stops. Through discussions that have taken place since the Council Committee meeting, a new partnership has been formed wherein Codes, Neighborhood Services, and Sanitation field staff have been provided access to PSTA’s Facilities Management interface that allows them to report issues that need attention directly to PSTA and the shelter maintenance contractor. We believe the new protocol will become a permanent and successful program. This program, coupled with the future waning of the COVID-19 pandemic, is expected to result in satisfactory cleanliness to deliver a good experience for transit riders and others who view the public right-of-way.

Permitting Streamlining:
For a new shelter, PSTA previously required two permits from the City: Building permit for a shelter and a right of way permit for construction of a concrete pad and connections to the existing sidewalk. The following efficiencies have been instituted to the shelter permitting process:

- Replacing an existing shelter with a new shelter is considered maintenance and therefore no building permit will be required. A right of way permit from the Engineering and Capital Improvements Department is required only if changes are made to the concrete pad and sidewalk connection.
- New concrete pads and shelters require signed & sealed plans from a licensed engineer and a right-of-way permit from the Engineering Department to ensure ADA standards are met.
- The Construction Services and Permitting Division now only requires building permits to be submitted if they contain a connection to an external electric power source. New PSTA shelters are solar powered, so they do not need an external power source and therefore a building permit is not required.

New Shelter Installation:
Since the September 10, 2020 meeting shelters have been installed or are programmed for installation at the following stops:

- Stop 7169 – 37th Street South at Lino Way - installed
- Stop 7156 – 50th Avenue South at 34th Street South - installed
- Stop 7167 – 37th Street South at 38th Avenue South - installed
- Stop 7656 – 37th Street South at Maximo Marina - installed
- Stop 7171 – 37th Street South at 34th Avenue South - anticipated March 2021

An additional shelter in the downtown area is expected to be constructed this Spring or Summer at the Looper stop nearest the Dali Museum. Given the Penny for Pinellas Representative Projects List, we anticipate finishing the current round of shelter enhancements in FY 21 and additional shelter capital investments by the City of St. Petersburg in FY 22. Also, in FY 21 we anticipate presenting a recommended amended agreement to City Council which will reflect several of the changes explained herein and prepare for the next round of shelters.
City and PSTA staff continue to work towards expanding the number of PSTA stops with shelters in St. Petersburg. The Real Estate and Property Management Department has agreed to help with acquiring license agreements and easements with adjacent property owners. This is a function that they are equipped to accomplish efficiently due to their extensive experience, and which PSTA has stated will provide valuable assistance in streamlining the shelter construction process in certain constrained locations. Additionally, PSTA and City-staff from Engineering and Capital Improvements and Transportation and Parking Management departments have agreed to establish a technical working group to assist with site design and engineering reviews for these bus shelters to expedite permit approvals. These ongoing efforts and the new maintenance strategies will result in an even stronger partnership between PSTA & the City.
PSTA Shelter Update

Public Services and Infrastructure Committee

January 14, 2021
Updates Since September 10, 2020 PS&I Meeting

• New maintenance reporting system
• Streamlined permitting process
• Additional shelters installed
Shelter Maintenance Reporting

• Codes, Neighborhood Services, and Sanitation field staff now have direct access to PSTA’s Facilities Management digital reporting interface

• This allows City staff to directly report maintenance issues to PSTA and their shelter maintenance contractor, which should reduce response time

• Recent observations indicate improved shelter area cleanliness
Shelter Permitting Changes

• Replacement of an existing shelter:
  • Now considered maintenance, so no building permit is required
  • ROW permit will be required only if changes are made to the concrete pad and sidewalk connection
Shelter Permitting Changes

• New shelters:
  • PSTA submits signed and sealed plans and ROW permit application to Engineering and Capital Improvements Department
  • No building permit will be required now since the new shelters do not require an external power source
37th Street South at Lino Way
50th Avenue South at 34th Street
37th Street at 38th Avenue South
37th Street South at Maximo Marina
Next Steps

• Final shelter at the Dali Looper stop is planned to be installed this spring or summer.
• Anticipate completing the current phase of shelter enhancements in FY 21 and City shelter capital investments in FY 22.
• Expect to present an amended agreement between the City and PSTA for the next round of shelters in FY 21.
Questions?
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<tr>
<th>Topic</th>
<th>Return Date</th>
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<th>Notes</th>
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<tbody>
<tr>
<td>1 Update on PSTA Bus Shelters &amp; Maintenance Issues</td>
<td>1/14/21</td>
<td>9/3/20</td>
<td>9/10/20</td>
<td>Rice</td>
<td>E. Mory PSTA Staff</td>
<td>9/10/20 – CM Rice asked staff/PSTA to return to committee to update on progress in 2-3 months, specifically related to maintenance issues raised by CM Figg-Sanders &amp; CM Foster.</td>
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<td>2 Water Resources Department: Annual Update - 2017 Management Evaluation &amp; Recommendations</td>
<td>2/25/21</td>
<td>12/7/17</td>
<td>1/10/19</td>
<td>Council</td>
<td>J. Palenchar</td>
<td>12/7/17 – PS&amp;I to manage the 57 recommendations made by LA Consulting. 1/10/19 – C. Tankersley &amp; J. Palenchar updated committee on progress of implementation of the 57 recommendations 2/27/20 – Committee received updates on consent order &amp; 2017 management evaluation recommendations</td>
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<td>3 Quarterly Report on Grow Smarter Sites</td>
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<td>Foster</td>
<td>A. DeLisle</td>
<td>5/31/18 – Update on Innovation District, Police Station Site, Tropicana Field Site, and Tangerine Plaza Site 9/13/18 – A memo from A. DeLisle was distributed to the committee in lieu of a verbal update on Tangerine Plaza. See minutes of 9/13 for full memo 6/13/20 – Update on Innovation District, Former Police Station Site, &amp; Tangerine Plaza 11/7/19 – Updates: Commerce Park, 22nd St., Tangerine Plaza, Innovation District, Former PD, &amp; Port Site</td>
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| a) Port Site  
| b) Innovation District Site  
| c) 800 Block Site  
| d) Police Station Site  
| e) Tropicana Field Site  
| f) Commerce Park Site  
| g) 22nd Street Sites  
| 4 A discussion regarding the process & benefits of live streaming the City Council meetings on Facebook Live for more citizen engagement | 5/21/20 | | | Blackmon | L. Smith M. Flanagan Legal |
| 5 Update on the City’s Facility Maintenance Plan | 6/7/18 | 5/9/19 | Foster, Admin | A. Wendler L. Glover-Henderson | 9/12/20 – T. Greene indicated staff would like return to PS&I for a check-in once the plan became fully staffed |
| 6 Discussion of an ordinance that will set standards for mechanical noise, such as HVAC systems | 4/18/19 | 9/26/19 | Driscoll | L. Abernethy D. Goodwin | 9/26/19 – Committee requested staff to explore potential mechanical noise mitigation incentives & return to PS&I to present options. |
| 7 Update on Albert Whitted Airport Master Plan, potential runway expansion, & general operational improvements | 5/17/18 | 8/9/18 2/13/20 | | Staff Request | R. Lesniak C. Ballestra | 8/9/18 – R. Lesniak and C. Ballestra presented the committee with an update on the airport’s runway feasibility study, an economic impact study, and an update on the airport master plan |
2/13/20 – R. Lesniak, C. Ballestra, & D. DiCarlo (ESA) updated the committee on results from master plan working paper #1 and continued operational improvements at AWA. Staff indicated they would like to return in the Fall to provide further updates.

Fall 2020 – No update to provide this Fall due to the effect that COVID-19 had on the process.

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<th>Capital Improvement Assessment (Maintenance &amp; Hurricane/Tropical Storm Preparedness)</th>
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9/24/20 – C. Tankersley provided update on sidewalks, seawalls, bridges & their respective investment gaps. As well as introduced “CAMP” Committee asked staff to return with more info on funding for sidewalks & seawalls, as well as further guidance on the conflict between Sec. 25-191 & Resolution 96-55 related to property owner responsibilities.

9/24/20 – Please see October 22 PS&I Minutes for detailed report on progress of Sanitation Dept. Management Evaluation.


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8 | Capital Improvement Assessment (Maintenance & Hurricane/Tropical Storm Preparedness) | 2/2/17 | a. 9/24/20 | a. Tankersley |
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9 | Presentation by Sanitation Department staff on the progress of the Management Evaluation Study (2019) | Fall 2021 | Fall 2021 | Rice |
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10/22/20 – Please see October 22 PS&I Minutes for detailed report on progress of Sanitation Dept. Management Evaluation.