DeKalb County Government

Manuel J. Maloof Center 1300 Commerce Drive Decatur, Georgia 30030



Summary

Tuesday, November 14, 2017 9:00 AM

Manuel J. Maloof Auditorium

Board of Commissioners

Commissioner Kathie Gannon, Presiding Officer, Super District 6 Commissioner Jeff Rader, Deputy Presiding Officer, District 2

Commissioner Nancy Jester, District 1
Commissioner Jeff Rader, District 2
Commissioner Larry Johnson, District 3
Commissioner Steve Bradshaw, District 4
Commissioner Mereda Davis Johnson, District 5
Commissioner Kathie Gannon, Super District 6
Commissioner Gregory Adams, Super District 7

Staff Present: Zachary Williams, Executive Assistant/Chief Operating Officer, Barbara Sanders-Norwood, County Clerk, O.V. Brantley, County Attorney, Viviane Ernstes, Deputy County Attorney

A. INSPIRATIONAL

A Soulful Christmas Presentation

PLEDGE OF ALLEGIANCE

Commissioner Mereda Davis Johnson District 5

B. PRESENTATIONS

America Recycles Day Eastlake Residents and Community Support Organization World Diabetes Day

C. COMMENTS FROM THE PUBLIC

The Public Comments portion of this meeting is reserved exclusively for comments from the public, and not for immediate reply. Statements made during the Public Comments portion do not necessarily reflect the Opinions of the Board or the Administration of DeKalb County Government.

The purpose of public comment is to allow the public to voice county-related requests, concerns or opinions during the Commission meeting. Speakers will only have the opportunity for one public comment per meeting. Each speaker must complete a speaker card and present it to the clerk before the beginning of the public comment portion of the meeting. The clerk will accept cards on a first-come, first-served basis. Speakers who are residents of DeKalb County shall be allowed to speak before residents of other counties are allowed to speak. Once the public comment portion of the meeting begins, speaker cards will no longer be accepted.

Speakers will be allowed to speak for three minutes each and public comment shall not exceed 30 minutes in length. When the buzzer sounds to indicate that time has run out, the speaker will be expected to immediately cease speaking and to yield the podium. Those who submitted speaker cards but did not speak because of the time allotment will be allowed to speak first at the next regularly scheduled Commission meeting without regard to residence. Speakers should always talk directly into the microphone and begin by stating their name, full address and the name of any organization they represent. Abusive, profane or derogatory language, holding up signs, clapping and yelling will not be permitted. A show of hands or quietly standing will be permitted to show support for or opposition to a speaker's position

D. 10:00 A.M. PUBLIC HEARING

Citizens may speak for or against an item that is considered by law to be a zoning ordinance and each side will have ten minutes to presents its case. Citizens may also speak for or against an item that is placed on the public hearing agenda but is not a zoning ordinance. In that case, each side will have five minutes to present its case. In the event there is more than one speaker per side, speakers must divide their time in order to complete their full presentation within the ten-minute time allotment, or the five-minute time allotment. When the buzzer sounds to indicate that time has run out, the speaker will be expected to immediately cease speaking and to leave the podium area. Prior to speaking, please complete a speaker card and present it when approaching the podium. If you have any documents for the Commissioners, please provide 10 copies when approaching the podium. Seven copies are for the Commissioners and the remaining copies are for the planning director, the county attorney and the clerk. Applicants or citizens speaking in favor of an item shall speak first and applicants in zoning ordinance cases shall have the right to reserve time for rebuttal. Opponents of a zoning ordinance item shall have no right of rebuttal. Once the citizens have finished speaking, staff shall make a recommendation for action to the commission. At this point, citizens are no longer allowed to speak unless called to the podium by an individual commissioner to answer questions or provide information. When speaking, always talk directly into the microphone and begin by stating your name, address and the name of any organization you represent. Abusive, profane or derogatory language will not be permitted. Holding up signs, clapping and yelling to show support for or opposition to a speaker will not be permitted, but a show of hands or quietly standing will be permitted to show support for or opposition to a speaker's position.

Planning & Sustainability

2017-0813

Commission District(s): 2 and 6

Initiate a Zoning Modification of CZ-85101, 2696 N. Druid Hills Road, Viera

Briarcliff Apartments

Tabled until the evening Zoning meeting and deferred until March 2018 Zoning evening meeting for Public Hearing

2017-1121

Commission District(s): 2 & 6

Waiver of right-of-way per DeKalb County Code 14-191, Improvements,

Right-of-Way Dedication, at 1574 North Decatur Road, parcel 18-053-02-001.

Deferred until December 5, 2017 for Decision Only

2017-0903

Special Land Use Permit, SLUP-17-21707 Vanessa Charles.

Tabled until the evening Zoning meeting and approved per 7 staff conditions

Commission District(s): Districts 5 & 7

Text amendment to the DeKalb County Zoning Ordinance, Chapter 27- 3.5.15,

Stonecrest Overlay, Tier 3

Deferred full cycle until January 23, 2018 evening Zoning meeting

Watershed Management

2017-0774

Commission District(s): 4 and 6

Resolution, Order and Declaration of Taking - Installation of 13,200 LF of 30-inch ductile iron pipe (DIP) from Maple Street to South Columbia Drive for constructing a new transmission main for the "Waterline Replacement Scott

Boulevard - Phase III" project. Cost to the County: \$159,400

Deferred until January 9, 2018

"DECISION ONLY" ITEMS - NO PUBLIC HEARING

Economic Development

2017-0079

Commission District(s): All

An Ordinance to Amend the County Code of Ordinances for Purposes of Regulating Hotels, Motels, and Extended-Stay Hotels

Approved the substitute submitted from the floor dated November 7, 2017

E. APPEALS

NONE

F. APPOINTMENTS

Board of Commissioners - District 2

2017-1265

Commission District(s): District 2

Appointment of Frank Lee to serve on District 2 Community Council

Approved

Chief Executive Office

2017-1194

Commission District(s): All

Reappointment to the DeKalb County Board of Assessors - Mrs. Vivian R.

Ingersoll

Approved

<u>2017-1197</u>

Commission District(s): All

Reappointment to the DeKalb County Board of Assessors - Mr. Robert

Burroughs

Approved

ITEMS FOR RECORDING IN THE MINUTES

Board of Commissioners - District 4

2017-1182

Commission District(s): Recording the appointment of Richard Rose to the

District 4 Community Council.

Approved

G. CONSENT AGENDA

Clerk to the Board of Commissioners and CEO

2017-1246

Commission District(s): All

Approval of Minutes of the Special Called Meeting of October 3, 2017

Commission District(s): All

Approval of Minutes of the Regular Meeting of October 10, 2017

Approved

District Attorney

2017-1257

Commission District(s): All

Grant Acceptance - United States Department of Justice, Federal Fiscal Year 2017 Justice Assistance Grant (JAG)

Approved

Solicitor - State Court

2017-1234

Commission District(s): All

Victims of Crime Act Grant to Solicitor-General's Office

Approved

H. PRELIMINARY ITEMS

Board of Commissioners - District 2

2017-1264

Commission District(s): District 2

Transfer of \$8,000.00 from 2001 Parks Bond District 2 account 100585.80314.541200.06.600020 to fund a Park Pride grant match for

Briarlake Forest Park

Approved

2017-1333 Add An Item

Walk on Item: Commission District(s): District 7

To Transfer \$30,000.00 from 2001 Parks Bond District 7 Account 100173.80314.541200.06.600309 to Setup a Chapel Hill Park Account

Approved

Fire & Rescue Services

2017-1167

Commission District(s): All

Acceptance of Georgia Department of Homeland Security (DHS) grant awarded by the Georgia Emergency Management Agency and Homeland Security Agency (GEMHSA) to DeKalb County Fire Rescue Department to assist with improvement and implementation of the National Preparedness systems by supporting the building, sustainment and delivery of core capabilities essential to achieving preparedness.

Approved

Purchasing & Contracting

Purchasing & Contracting - to OPS Committee

2017-1117 Commission District(s): 3, 6 & 7

LB - Invitation No. 17-100870 Candler Road Parking Lot Construction: for the

Department of Facilities Management (FM) to be used by Community Development.

Recommend award to the lowest, responsive and responsible bidder: Barfield Holt

Construction, LLC. Amount Not To Exceed: \$218,000.00.

Deferred and assigned to the County Operations Committee (OPS), and return to the Board on December 5, 2017

I. ITEMS FOR DECISION BY THE BOARD

Airport

2017-1148

Commission District(s): 1 & 6

Sale of Airport Property to SS I Chamblee, LLC. There is no cost to the

County.

Approved

Board of Commissioners

2017-1285

Commission District(s): All Commission Districts

Ordinance to Change the Hours of Operation for Establishments which Provide

for On-Premises Consumption of Alcoholic Beverages

Deferred the substitute submitted from the floor, with a friendly amendment that the CEO's Administration be directed to suspend the acceptance or issuance of 2018 alcohol licenses for on-premises consumption of beer, wine or distilled spirits until a date no earlier than one day after the date to which this ordinance is deferred

Public Works

<u>2017-1142</u>

Commission District(s): Districts 1 and 6

Intergovernmental Agreement between the County and the City of Chamblee for

Joint Infrastructure and Public Works Projects

Approved

2017-1143

Commission District(s): Districts 1 and 6

Intergovernmental Agreement between the County and the City of Dunwoody for

Joint Infrastructure and Public Works Projects

Public Works - Sanitation

2017-0795

Commission District(s): Commission Districts 3 & 6

Lease Agreement with Conyers Renewable Power, LLC. Cost To County:

Revenue Generating

Approved substitute submitted from the floor

2017-0899

Commission District(s): 3 & 6

Cancellation of Operation & Maintenance Services for Renewable Fuels Facility.

Cost to the County: \$53,250.00

Approved

Purchasing & Contracting

Purchasing & Contracting - to ERPS Committee

2017-0944 Commission District(s): ALL

RFP - Request for Proposals No. 17-500437 Insurance Broker Services

(Multi-Year Contract): for use by the Department of Finance - Risk Management.

Recommend award to the highest scoring proposer: Wells Fargo Insurance Services

USA, Inc. Amount Not To Exceed: \$890,000.00.

Deferred and assigned to the Employee Relations & Public Safety Committee (ERPS), and return to the Board on December 12, 2017

2017-1335 Add An Item

2017-1342 Commission District(s): ALL

CO - Change Order No. 3 to Contract No. 12-902554 for Broker Services for

Property & Casualty Insurance (Multiyear Contract): for use by the Department of

Finance-Risk Management. Consists of providing broker fees and consultation for

property and casualty insurance coverages. Awarded to Resurgens Risk

Management, Inc. and Willis Insurance of Georgia, Inc., a Joint Venture Company.

Amount Not To Exceed: \$178,000.00.

Approved the month to month Contract No.12-902554 for Broker Services for Property & Casualty Insurance for use by the Department of Finance-Risk Management

2017-0968 Commission District(s): All

REN - Ammunition (Annual Contract - 2nd Renewal of 2 Options to Renew): Contract Nos.:1000076, 1000071, 1000056, 1000053, 1000077 and 1000072 for use by the Departments of District Attorney, Marshal Office, Police Services and Sheriff's Office. Awarded to Dana Safety Supply, Ed's Public Safety, GT Distributors, Inc., Gulf States Distributors, Precision Delta Corporation and Specialty Cartridge Inc. dba Atlanta Arms. Total Amount Not To Exceed: \$241,484.66.

Approved

2017-1091 Commission District(s): All

RFP - Request for Proposals No. 17-500442 Medical Examiner Services (Annual Contract with 5 Options to Renew): for use by the Medical Examiner's Office (ME) to provide a comprehensive medico-legal investigative system. Recommend award to the sole proposer, who is responsive and responsible: Forensic Medicine Associates, Inc. Amount Not to Exceed: \$1,200,000.00.

Deferred until December 12, 2017

2017-1099 Commission District(s): ALL

REN - Fire Hoses (Annual Contract - 2nd Renewal of 2 Options to Renew): Contract No. 996973 for use by Fire Rescue Services. Awarded to Ten 8 Fire and Safety Equipment of Georgia. Amount Not To Exceed: \$100,000.00.

2017-1100 Commission District(s): All

REN - Purchase, Inspection, Service and Repair of Fire Extinguishers (Annual Contract - 2nd Renewal of 2 Options to Renew): Contract No. 995821 for use by the Department of Facilities Management (FM). Awarded to Pye Barker Fire & Safety, Inc. Amount Not To Exceed: \$84,655.00

Approved

2017-1105 Commission District(s): ALL

CA - Cooperative Agreement for the Employee Assistance Program (EAP): for use by the Department of Human Resources and Merit System (HRMS). Awarded to EAP Consultants, LLC dba. Espyr. Amount Not To Exceed: \$231,840.00.

Approved

Purchasing & Contracting - to FAB Committee

2017-0967 Commission District(s): All

RFP - Request for Proposals No. 17-500467 Auditing Services (Multiyear

Contract): for use by the Department of Finance. Consists of auditing services of the

County's financial statements. Recommend award to the highest scoring proposer:

Mauldin & Jenkins, LLC. Amount Not To Exceed: \$1,290,000.00.

Approved

Purchasing & Contracting - to PWI Committee

2017-0556 Commission District(s): All

CO - Change Order No. 3 to Contract No. 14-902882 for Professional Engineering Services: for use by the Department of Watershed Management (DWM). Awarded to McGee Partners, Inc. (acquired by VHB, Inc.). CONTRACT TIME AND TERM EXTENSION ONLY.

2017-0765 Commission District(s): 1 and 6

RFP - Request for Proposals No. 17-500434 Design Build Services Roof Replacement and Painting of Steel Ground Storage Tanks at Scott Candler Water Treatment Plant (Multiyear Contract): for use by the Department of Watershed Management (DWM). Recommend award to the highest scoring proposer: Reeves Young, LLC. Amount Not To Exceed: \$7,241,636.00.

Approved

2017-0949 Commission District(s): 3 & 6

REN - Environmental Monitoring and Gas Collection and Control System (GCCS) and Operations and Maintenance Services (Annual Contract 1st Renewal of 3 Options to Renew): Contract No.1040979 for use by Public Works - Sanitation.

Awarded to Oasis Consulting Services, Inc. Total Amount Not To Exceed: \$1,227,575.00.

Approved

2017-0953 Commission District(s): All

REN - Granite Rubble Stone (Annual Contract - 1st Renewal of 2 Options to Renew): Contract No. 1027614 for use by Public Works - Roads and Drainage (R&D) and the Departments of Watershed Management (DWM) and Recreation, Parks and Cultural Affairs (RPCA). Awarded to Bedrock Granite Company, Inc. Amount Not To Exceed: \$370,000.00.

Approved

2017-0994 Commission District(s): All

AP- Additional Purchase for Invitation No. 16-100731 Conventional Truck Cab and Chassis with 20 ft. Flatbed Dump and Hydraulic Crane with Grapple CNG Engine Driven: for Public Works - Fleet Management to be used by Public Works - Sanitation. Awarded to MHC Kenworth, Inc. Amount Not To Exceed: \$1,155,036.00.

2017-1007 Commission District(s): 4 & 7

CO - Change Order No. 1 to Contract No. 1078293 for American Fare Lift Station Abandonment: for use by the Department of Watershed Management (DWM). Awarded to Site Engineering, Inc. CONTRACT TERM EXTENSION ONLY.

Approved

2017-1012 Commission District(s): All

CO - Change Order No. 2 to Contract Nos.: 949813 and 953092 for Paving Repairs, Asphaltic Concrete (Annual Contract with 2 Options to Renew): for use by the Departments of Watershed Management (DWM) and Facilities Management (FM) and Public Works - Roads & Drainage (R&D). Awarded to HEH Paving and Greenway One Inc. Total Amount Not To Exceed: \$2,200,000.00.

Approved

2017-1026 Commission District(s): All

REN - Small Domestic Brass Fittings and Gate Valves (Annual Contract - 2nd Renewal of 2 Options to Renew): Contract No. 990810 for use by the Department of Watershed Management (DWM). Awarded to Delta Municipal Supply Company, Inc. Amount Not To Exceed: \$3,487,000.00.

Approved

2017-1029 Commission District(s): All

REN - Valve and Wet Tap Installation Services (Annual Contract - 1st Renewal of 2 Options to Renew): Contract No. 1042303: for use by the Department of Watershed Management (DWM). Awarded to Layne Inliner, LLC. Amount Not To Exceed: \$1,000,000.00

2017-1031 Commission District(s): All

REN - Parts for Vehicles and Off Road Equipment (Annual Contract-2nd Renewal of 2 Options to Renew): Contract Nos.: 990868, 990902, 990944, 990964, 990948, 990914, 990952, 990984, 991009, 991002, 990974, 990951, 990913, 990917, 991057, 991001, 991047, 990871, 990929, 991003, 991000, 990933, 990967, 990988, 990946, 990983, 990928, 990994, 990905, 991006, 990956, 990991, 990932, 990999, 991119, 991121, 990921, 990976, 991132, 990957, 990912, 990990, 990978, 991035, 990904, 990910, 990954, 991010, 990938, 990947, 990996, 990960, 990876, 990866, 990920, 991120, 991007, 991011, 991122, 990997, 991004, 990935, 990925, 990982, 990970, 991123, 991005, 990972 and 990969 for use by Public Works - Fleet Management, Police Services (PS) and the Department of Watershed Management (DWM). Awarded to seventy (70) Vendors. (Vendors listed under Recommendation). Total Amount Not To Exceed: \$4,825,000.00.

Approved

2017-1040 Commission District(s): 4 & 7

CO - Change Order No. 1 to Contract No. 1060647 for Rockbridge Road Asbestos Cement (AC) Water Main Replacement (Multiyear Contract): for use by the Department of Watershed Management (DWM). Awarded to Reeves Young, LLC. CONTRACT TERM EXTENSION ONLY.

Approved

2017-1044 Commission District(s): All

REN - Delivery, Installation, Maintenance and Repair of Propane Fuel Tanks (Annual Contract - 2nd Renewal of 2 Options to Renew): Contract No. 998939 for use by Public Works - Fleet Management. Awarded to Blossman Gas Inc. Amount Not To Exceed: \$120,000.00.

Approved

2017-1048 Commission District(s): All

REN - Oracle Technical Support and Software Licensing (Annual Maintenance Renewal): Contract No. 10-902074 for use by the Departments of Innovation and Technology (IT) and Watershed Management (DWM). Awarded to Oracle America, Inc. Amount Not To Exceed: \$1,864,900.43.

2017-1058 Commission District(s): 4 & 7

CO - Change Order No. 7 to Contract Nos.: 12-902565 and 12-902566 Geographical Location and Inventory of the Wastewater Collection System: for use by the Department of Watershed Management (DWM). Awarded to Brown and Caldwell Inc. and Arcadis US, Inc. Total Amount Not To Exceed: \$720,000.00.

Approved

2017-1064 Commission District(s): All

REN - Engine and Generator Maintenance and Repair Services (Annual Contract - 1st Renewal of 2 Options to Renew): Contract No. 1038376 for use by the Departments of Watershed Management (DWM) and Facilities Management (FM). Awarded to Power and Energy Services. Amount Not To Exceed: \$483,545.00.

Approved

2017-1065 Commission District(s): All

REN - Pump Repair Services (1st Renewal of 2 Options to Renew): Contract Nos.: 1038335 and 1038336 for use by the Department of Watershed Management (DWM). Awarded to Cole Technology, Inc. and Pete Kelly, Inc. dba Motor and Gear Engineering. Total Amount Not To Exceed: \$1,500,000.00.

Approved

2017-1067 Commission District(s): 3

CO - Change Order No. 1 to Contract No. 1040815 for Key Road and Constitution Road Bridge Rehabilitation, PI0012613: for use by Public Works - Transportation. Awarded to Georgia Bridge and Concrete, LLC. Contract Term Extension Only.

2017-1071 Commission District(s): All

REN - Hot Mix Asphaltic Concrete (1st Renewal of 2 Options to Renew): Contract Nos.: 1043443, 1043444, 1043445 and 1043446 for use by Public Works - Roads and Drainage (R&D). Awarded to C.W. Matthews Contracting Company, Inc., Dykes Paving & Construction Company, Inc., Metro Materials, Inc., and Pittman Construction Company. Total Amount Not To Exceed: \$1,500,000.00.

Approved

2017-1095 Commission District(s): All

CO - Change Order No. 2 to Contract Nos.: 984946, 984949 and 984950 for Priority Areas Sewer Assessment and Rehabilitation Program (PASARP) Sewer Assessment Group Nos. 1, 2 and 3: for use by the Department of Watershed Management (DWM). Awarded to Metals and Materials Engineers, LLC, Camken Consulting, Inc., and Woolpert, Inc. CONTRACT TIME AND TERM EXTENSION ONLY.

Approved

2017-1096 Commission District(s): All

CO - Change Order No. 3 to Contract No. 982904 for Stormwater Pipe Repairs Using Chemical Liner (Multiyear Contract): for use by Public Works - Roads and Drainage (R&D). Awarded to Inland Pipe Rehabilitation Southeast Region d/b/a IPR Southeast, LLC. Amount Not To Exceed: \$705,000.00.

Approved

2017-1101 Commission District(s): All

REN - Disaster Recovery & Sewage Cleaning Services (Annual Contract - 1st

Renewal of 2 Options to Renew): Contract No. 1048832: for use by the

Departments of Watershed Management (DWM) and Facilities Management (FM).

Awarded to Bell Restoration Services Inc., dba Servpro of Stone

Mountain/Clarkston. Amount Not To Exceed: \$665,000.00.

2017-1103 Commission District(s): 5

CO - Change Order No. 1 to Contract No. 14-902866 for Sludge Dewatering and Hauling at Pole Bridge Advanced Wastewater Treatment Facility (Multiyear Contract): for use by the Department of Watershed Management (DWM). Awarded to Denali Water Solutions, LLC (formerly Terra Renewal, LLC). Amount Not To Exceed: \$1,000,000.00.

Approved

2017-1104 Commission District(s): 2 & 6

CO - Change Order No. 1 to Contract No. 1063826 for Fairoaks Road Water Main Replacement: for use by the Department of Watershed Management (DWM). Awarded to Layne Inliner, LLC. CONTRACT TERM EXTENSION ONLY.

Approved

2017-1110 Commission District(s): All

REN - Conventional Grass Seeding Service (Annual Contract - 2nd Renewal of 2 Options to Renew): Contract Nos.: 993446 and 993447 for use by Public Works - Sanitation. Awarded to Brown Management Services Enterprises, Inc. and Capital Contracting Services. Total Amount Not To Exceed: \$250,000.00

Approved

2017-1283 Commission District(s): All

CA - Water Meter Installations and Service Renewals: for use by Department of Watershed Management (DWM). Consists of the purchase of water meter installation services. Awarded to Mack Jones Enterprises, Inc. Amount Not To

Approved

Exceed: \$1,000,000.00

Watershed	Management

Commission District(s): All

An Ordinance to amend the Code of DeKalb County, as revised 1988, Chapter

25 related to the Special Septic Tank to Sewer Conversion Tax District for

Existing Developments, and for other purposes.

Approved substitute submitted from the floor

2017-1326 Convene an Executive Session

Approved

2017-1343 Adjourn an Executive Session

Approved

Walk on Item: Executive Session Item Proposed settlement of discrimination and 2017-1327 retaliation lawsuit filed by Nakina Lowery against DeKalb County and Dover Staffing

Approved

Walk on Item: Executive Session Item Proposed settlement of lawsuit filed by DeJuan 2017-1328

Washington against two Sheriff's employees in the amount of \$50,000

Approved

Walk on Item: Executive Session Item Proposed revised settlement in the case of 2017-1329 Robert Edward Johnson, Howard Krinsky, and Kenneth Young v. DeKalb County,

Georgia, Civil Action File No. 07-CV-12468 in the Superior Court of DeKalb County,

in the amount of \$115,000

Approved

Walk on Item: Executive Session Item Proposed settlement of claims asserted by Neil 2017-1330

Engineering, Inc. related to the replacement of water main along Fair Oaks Road pursuant to Agreement No. 13-902688 and Agreement No. 14-902920 between Neil Engineering

and the County, in the amount of \$203,077.40

J. COMMENTS FROM THE BOARD

POLICY OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY IN COUNTY SERVICES.

DeKalb County Government does not discriminate against qualified individuals with disabilities or exclude them from participating in or receiving benefits of its services, programs, or activities, based on disability. Janet Essix, DeKalb County Government's Employee Relations Manager and ADA Coordinator, is designated to coordinate the County's compliance with Part 35 of the Department of Justice regulations regarding the Americans with Disabilities Act. Janet Essix may be contacted at 1300 Commerce Drive, 1st Floor, Decatur, GA 30030, 404.371.2309, to request information about access for persons with disabilities to County services, programs and activities, or to discuss a grievance regarding an impediment to such access. Ten days' notice is requested for special accommodations.