DeKalb County Government

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



Summary

Tuesday, March 13, 2018 9:00 AM

Manuel J. Maloof Auditorium

Board of Commissioners

Commissioner Jeff Rader, Presiding Officer, District 2 Commissioner Steve Bradshaw, Deputy Presiding Officer, District 4

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, Viviane Ernstes, Interim County Attorney

A. INSPIRATIONAL

Rev. Allysen Schaaf Associate Pastor for Youth and their Families Decatur Presbyterian Church

PLEDGE OF ALLEGIANCE

Commissioner Kathie Gannon District 6

B. PRESENTATIONS

Women's History Month- Honoring Gale Karabeika Procurement Month Love Rolls, Inc. founder, Kendall Anita Mae Robinson Department of Watershed Management

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

2017-1476

COMMISSION DISTRICT(S): All Commission districts

Amendment to Chapter 27-7.2.2, D of the DeKalb County Zoning Ordinance related to the duties and procedures for the Planning Commission to be consistent with the amended Bylaws. The amended Bylaws are in accordance with Sec. 21, *Amendments of the DeKalb County Planning Commission Bylaws*, dated July 9, 2003.

Deferred the substitute submitted from the floor, and assigned to the Planning, Economic Development & Community Services Committee (PECS), and return to the Board on March 27, 2018

Public Works - Transportation

2018-1720

Commission District(s): 2 & 6

Traffic Calming Petition - Landover Drive between N. Decatur Road & Scott

Blvd. Estimated cost \$10,530.00

E. APPEALS

NONE

F. APPOINTMENTS

ITEMS FOR RECORDING IN THE MINUTES

Board of Commissioners - District 4

2018-1745

Commission District(s): District 4

Record the Appointment of Isaac Blythers to the Citizens Oversight Committee for SPLOST Revenues and Expenditures.

Approved

2018-1760

Commission District(s): District 4

Appointment of Norman Powell to the Animal Services Advisory Board

Approved

Board of Commissioners - District 5

<u>2018-1765</u>

Commission District(s): District 5

Recording of the Appointment of Dr. Thomas Coleman to the Citizens Oversight

Committee for SPLOST Revenues and Expenditures

Approved

G. CONSENT AGENDA

Board of Commissioners - District 2

2018-1787

Commission District(s): Commission District 2

To transfer \$30,000.00 from 2001 Parks Bond District 2 Development Account

100585.80314.541200.05.600020 to Zonolite Park Account

104187.80314.541200.06.600020

Clerk to the Board of Commissioners and CEO

2018-1742

Commission District(s): All

Approval of Minutes of the Regular Meeting of January 23, 2018

Deferred and assigned to the County Operations Committee (OPS), and return to the Board on April 10, 2018

2018-1743

Commission District(s): All

Approval of Minutes of the Zoning Meeting of January 23, 2018

Deferred and assigned to the County Operations Committee (OPS), and return to the Board on April 10, 2018

H. PRELIMINARY ITEMS

Executive Assistant - Chief Operating Office

2018-1794

Commission District(s): All

Conveyance of the remaining Tucker park property to the City of Tucker and related intergovernmental agreement.

Deferred the substitute submitted from the floor and assigned to the Planning, Economic Development & Community Services Committee (PECS), and return to the Board on April 10, 2018

Purchasing & Contracting

Purchasing & Contracting - to ERPS Committee

2018-1658 Commission District(s): ALL

LB - Invitation No. 17-100902 for Uniforms for County Employees (Annual Contract with 4 Options to Renew): for use by the Departments of Public Works (Roads & Drainage, Fleet Management and Sanitation), Public Safety (Police Services, E911, and Fire Rescue Services), Watershed Management, Beautification, Code Enforcement, Solicitor General's Office, Marshal's Office, Facilities Management, Recreation, Parks and Cultural Affairs and DeKalb Peachtree Airport. Consists of the purchase of work uniforms. Recommend award to the lowest, responsive and responsible bidders: NAFECO and E.R. Partridge, Inc. Total Amount Not To Exceed: \$3,049,161.74.

Deferred and assigned to the Employee Relations & Public Safety Committee (ERPS), and return to the Board on March 27, 2018

2018-1789 Commission District(s): ALL

CA - Cooperative Agreement for Two Way Radios: for use by Fire Rescue Services (FRS). Consists of the purchase of 333 portable radios and accessories. Awarded to Motorola Solutions, Inc. Amount Not To Exceed: \$1,800,000.00.

Deferred and assigned to the Employee Relations & Public Safety Committee (ERPS), and return to the Board on March 27, 2018

Purchasing & Contracting - to OPS Committee

2018-1666 Commission District(s): ALL

REN - Installation of Voice, Data and Multi-Media Cabling (Annual Contract - 1st Renewal of 2 Options to Renew): Contract No. 1058193 for use by the Department of Innovation and Technology (IT). Consists of installing cabling in County-owned facilities. Awarded to GC&E Systems Group, Inc. Amount Not To Exceed: \$300,000.00.

Deferred and assigned to the County Operations Committee (OPS), and return to the Board on March 27, 2018

2018-1689 Commission District(s): All

CO - Change Order No. 1 to Contract No. 977669 for Keyscan Access Systems, Installation, Maintenance and Repairs: for use by the Department for Facilities Management (FM). Consists of installation, maintenance and repair services for the Aurora Keyscan Access Systems hardware. Awarded to Southeastern Security Professionals, LLC. Amount Not To Exceed: \$200,000.00.

Deferred and assigned to the County Operations Committee (OPS), and return to the Board on March 27, 2018

2018-1690 Commission District(s): ALL

CO - Change Order No. 1 to Contract No. 1024762 for Maintenance, Support, and Professional Services for Comprehensive Property Tax Billing and Collections System (iasWorld) (Sole Source): for use by the Department of Innovation and Technology (IT). Consists of updating property values and expanding the iasWorld application for data access and transparency. Awarded to Tyler Technologies, Inc. Amount Not To Exceed: \$381,705.00

Deferred and assigned to the County Operations Committee (OPS), and return to the Board on March 27, 2018

2018-1699 Commission District(s): ALL

CO - Change Order No. 1 to Contract No. 13-902635 for Outsourcing of Animal Services for DeKalb County, Georgia (Multiyear Contract): for use by Animal Services Enforcement. Consists of providing animal sheltering operations and services. Awarded to Lifeline Animal Project, Inc. Amount Not To Exceed: \$1,038,288.58.

Deferred and assigned to the County Operations Committee (OPS), and return to the Board on March 27, 2018

<u>2018-1788</u>

Commission District(s): ALL

CO - Change Order No. 1 to Contract Nos.: 1052207 and 1052210 for use by the Department of Facilities Management (FM). Consists of providing on-call HVAC services for residential, commercial and industrial properties. Awarded to Mann Mechanical Company, LLC and Galgon HVAC Mechanical Services, Inc. Total Amount Not To Exceed: \$1,000,000.00.

Deferred and assigned to the County Operations Committee (OPS), and return to the Board on March 27, 2018

Purchasing & Contracting - to PECS Committee

2018-1656

Commission District(s): 3

LB - Invitation No. 17-100904 for Sugar Creek Tennis Courts Resurfacing: for use by the Department of Recreation, Parks and Cultural Affairs (RPCA). Consists of resurfacing hard and clay tennis courts. Recommend award to the lowest, responsive and responsible bidder: McGrath Industries dba Talbot Tennis. Amount Not To Exceed: \$107,050.00.

Deferred and assigned to the Planning, Economic Development & Community Services Committee (PECS), and return to the Board on March 27, 2018

2018-1659 Commission District(s): 5

REN - Lifeguard and Pool Services at Browns Mill Family Aquatic Facility (Annual Contract - 2nd Renewal of 2 Options to Renew): Contract No. 1012065 for use by the Department of Recreation, Parks and Cultural Affairs (RPCA). Consists of providing lifeguard services. Awarded to StandGuard Aquatics, Inc. Amount Not To Exceed: \$190,000.00.

Deferred and assigned to the Planning, Economic Development & Community Services Committee (PECS), and return to the Board on March 27, 2018

2018-1664 Commission District(s): All

C - Cancellation of Contract No. 995553 for Landscape Maintenance Service for use by Recreation, Parks and Cultural Affairs (RPCA). Consists of providing landscaping and maintenance services for County public grounds and parks sites. This request is to terminate for convenience and award to MJ Lawn and Maintenance Services, Inc. and Flex Landscaping. Monthly Total Amount Not To Exceed: \$100,000.00

Deferred and assigned to the Planning, Economic Development & Community Services Committee (PECS), and return to the Board on March 27, 2018

2018-1687 Commission District(s): 3 & 6

CA - Cooperative Agreement for Picnic Pavilions at Fork Creek Mountain Park: for use by the Department of Recreation, Parks and Cultural Affairs (RPCA). Consists of purchase and installation of picnic pavilions at Fork Creek Mountain Park. Awarded to Poligon by PorterCorp. Amount Not To Exceed: \$147,675.50.

Deferred and assigned to the Planning, Economic Development & Community Services Committee (PECS), and return to the Board on March 27, 2018

Purchasing & Contracting - to PWI Committee

2017-1313 Commission District(s): All

LB - Invitation No. 17-100894 Sanitary Sewer System Easement Clearing Services

(Annual Contract with 2 Options to Renew): for use by the Department of Watershed

Management (DWM). Consists of clearing vegetation along the County Sanitary

Sewer System Easements. Recommend award to the lowest, responsive and

responsible bidders: Georgia Power Company Forestry Services and Casey Tree

Experts, Inc. Total Amount Not To Exceed: \$2,348,900.00

Deferred and assigned to the Public Works & Infrastructure Committee (PWI), and return to the Board on March 27, 2018

2017-1320 Commission District(s): All

LB - Invitation No. 17-100892 Sanitary Sewer Chemical Root Control (Annual Contract with 2 Options to Renew): for use by the Department of Watershed Management (DWM). Consists of sanitary sewer chemical root control. Recommend award to the lowest, responsive and responsible bidder: Duke's Root Control, Inc. Amount Not to Exceed: \$1,853,600.00

Deferred and assigned to the Public Works & Infrastructure Committee (PWI), and return to the Board on March 27, 2018

2017-1460 Commission District(s): All

REN - Hydrofluosilicic Acid (Annual Contract - 1st Renewal of 2 Options to Renew):

Contract No. 1054131 for use by the Department of Watershed Management (DWM).

This contract consists of the purchase of Hydrofluosilicic Acid to treat DeKalb

County's drinking water. Awarded to UNIVAR USA Inc. Amount Not To Exceed:

\$202,320.00.

Deferred and assigned to the Public Works & Infrastructure Committee (PWI), and return to the Board on March 27, 2018

2017-1468 Commission District(s): All

RFP - Request for Proposals No. 17-500456 Sanitary Sewer Evaluation Study for Ongoing Sewer Assessment and Rehabilitation Program (OSARP): for use by the Department of Watershed Management (DWM). Consists of performing an evaluation study on wastewater collection system assets as part of the Consent Decree's Ongoing Sewer Assessment Program. Recommend award to the highest scoring proposer: Compliance EnviroSystems, LLC. Amount Not To Exceed: \$6,753,291.00

Deferred and assigned to the Public Works & Infrastructure Committee (PWI), and return to the Board on March 27, 2018

2018-1530 Commission District(s): All

REN - Fence and Gate Installation and Repair (Annual Contract - 2nd Renewal of 2

Options to Renew): Contract No. 1005787 for use by the Departments of Facilities

Management (FM), Watershed Management (DWM) and Recreation Parks and

Cultural Affairs (RPCA) and Public Works - Roads & Drainage (R&D). This

contract consists of the purchase of the installation and repair of fences and gates.

Awarded to ASAP Landscape Management Group. Amount Not To Exceed:

\$2,000,000.00.

Deferred and assigned to the Public Works & Infrastructure Committee (PWI), and return to the Board on March 27, 2018

2018-1570 Commission District(s): All

REN - Ready Mix Concrete (Annual Contract - 2nd Renewal of 2 Options to

Renew): Contract No. 1009130 for use by Public Works - Roads and Drainage

(R&D) and Transportation. This contract consists of providing ready mix concrete

for road patching, curbs and sidewalks. Awarded to SiteMix, LLC. Amount Not To

Exceed: \$250,000.00.

Deferred and assigned to the Public Works & Infrastructure Committee (PWI), and return to the Board on March 27, 2018

2018-1582 Commission District(s): All

LB - Invitation No. 17-100907 Purchase of Supply, Installation and Removal of Traffic Signs: for use by Public Works - Roads & Drainage (R&D). Consists of the supply, installation and removal of traffic signs. Recommend award to the lowest, responsible and responsive bidder: Blackjack Paving, Sealing & Stripping, LLC. Amount Not To Exceed: \$265,080.00.

Deferred and assigned to the Public Works & Infrastructure Committee (PWI), and return to the Board on March 27, 2018

2018-1661 Commission District(s): All

RFP - Request for Proposals No. 17-500466 Land and Easement Acquisition Services (Annual with 3 Options to Renew): for use by the Department of Watershed Management (DWM). Consists of providing land and easement acquisition services and other related activities related to land and easement acquisition. Recommend award to highest scoring proposer: Moreland Altobelli Associates, LLC. Amount Not To Exceed: \$3,000,000.00.

Deferred and assigned to the Public Works & Infrastructure Committee (PWI), and return to the Board on March 27, 2018

2018-1684 Commission District(s): All

REN - Stone, Crushed Granite (Annual Contract - 2nd Renewal of 2 Options to

Renew): Contract Nos.: 1007554 and 1007556 for use by Public Works - Roads

and Drainage (R&D) and the Departments of Watershed Management (DWM) and

Recreation, Parks and Cultural Affairs (RPCA). These contracts consist of providing

crushed granite stone for use in various applications. Awarded to F.M. Shelton, Inc.,

and Stephens Industries, LP. Amount Not To Exceed: \$2,135,000.00.

Deferred and assigned to the Public Works & Infrastructure Committee (PWI), and return to the Board on March 27, 2018

2018-1691 Commission District(s): All

SS -Rockwell Automation Software and Services (Sole Source): Contract No. 1042136 for use by the Department of Watershed Management (DWM). Consists of providing support and services for Rockwell Automation software products currently being utilized to run Scott Candler Plant computerized control system. Awarded to McNaughton-McKay Southeast Inc. Amount Not To Exceed: \$250,000.00

Deferred and assigned to the Public Works & Infrastructure Committee (PWI), and return to the Board on March 27, 2018

Recreation, Parks and Cultural Affairs

2018-1786

Commission District(s): Districts 4 & 6 GA DOT George Luther Drive Acquisition

Deferred the substitute submitted from the floor and assigned to the Planning,

Economic Development & Community Services Committee (PECS), and return
to the Board on March 27, 2018

I. ITEMS FOR DECISION BY THE BOARD

Airport

2017-1363

Commission District(s): 1 and 6

Lease Agreement with BJS Plaza Fiesta, LLC. There is no cost to the County.

Deferred, until April 10, 2018

Board of Commissioners

2017-1294

Commission District(s): All Districts

Legislative Remedies for Blight; Residential and Commercial

Withdrawn

<u>2018-1577</u>

Commission District(s): All Districts

A Resolution Requesting that the DeKalb Delegation to the Georgia General Assembly to have incorporated areas to share in the unfunded legacy cost for employees who provided services to those areas.

Withdrawn

Board of Commissioners - District 3

2017-1367

Commission District(s): 3 & 6

Establishment of a Railroad Quiet Zone at Fayetteville Road, Constitution Road, and Henrico Road Crossings

Deferred, until April 10, 2018

Facilities Management

2017-1480

Commission District(s): All

Reallocation parking revenues

Withdrawn

Purchasing & Contracting

Purchasing & Contracting - to OPS Committee

2018-1616 Commission District(s): All

CO - Change Order No. 1 to Contract No. 1070267 for Technology Solutions with Related Equipment and Accessories: for the Department of Innovation and Technology (IT). Consists of utilizing the competitively let National Joint Powers Alliance (NJPA) cooperative agreement to purchase Apple computer hardware, tablets peripherals, printers, network gear and other approved software. Awarded to CDW Government, LLC. Amount Not To Exceed: \$750,000.00

Approved

2018-1617 Commission District(s): ALL

REN - Professional and Managed Support and Maintenance of Voice and Data Network Services (Annual Contract - 3rd Renewal of 4 Options to Renew): Contract No. 967790 for use by the Department of Innovation and Technology (IT). Consists of providing support, maintenance and repair of voice and data network services. Awarded to Layer 3 Communications, LLC. Amount Not To Exceed: \$851,128.47.

Approved

Purchasing & Contracting - to PECS Committee

2017-0997 Commission District(s): 3 and 6

CA - Cooperative Agreement Lease of Utility Vehicles for Sugar Creek Golf and Tennis Club: for use by the Department of Recreation, Parks & Cultural Affairs (RPCA). Awarded to Club Car, LLC. Amount Not To Exceed: \$243,360.00.

Deferred, until April 10, 2018

2018-1595 Commission District(s): 3 & 4

CA - Cooperative Agreement for Poured-in-Place (PIP) Surfacing for the Playgrounds at Hairston Park and Shoal Creek 1 Park: for use by the Department of Recreation, Parks and Cultural Affairs (RPCA). Consists of installation of rubber surfacing at Hairston Park and Shoal Creek I Park. Awarded to PlayPower, Inc. Amount Not To Exceed: \$146,646.00.

2018-1634 Commission District(s): 1 & 7

CA - Cooperative Agreement for Poured-in-Place (PIP) Surfacing for the Playground at Henderson Park: for use by the Department of Recreation, Parks and

Cultural Affairs (RPCA). Consists of installation of rubber surfacing at Henderson

Park. Awarded to Kompan, Inc. Amount Not To Exceed: \$102,014.37.

Approved

Recreation, Parks and Cultural Affairs

2018-1554

Commission District(s): Districts 3 and 7

Transfer of \$50,000 for Funding of Capital Improvement Project at Porter

Sanford Art Center

Approved

Tax Commissioner

2017-1004

Commission District(s): All Commission Districts

Intergovernmental Agreement (IGA) between DeKalb County, The DeKalb

County Tax Commissioner, and the Cities of Avondale Estates, Chamblee,

Clarkston, Doraville, Lithonia, Pine Lake, Stonecrest, Stone Mountain, and

Tucker for the billing and collection of taxes and fees.

Deferred, until April 10, 2018

Voter Registration & Elections

2018-1589

Commission District(s): 2,3,4,6 and 7

Adoption of Precinct Boundary Changes due to the Cities of Atlanta and Avondale Annexations.

Watershed Management

2018-1593

Commission District(s): Districts 5 and 7

Arabia Mountain National Heritage Area & Recreational Tourism

Development - Lyon Farm Restoration

Approved the substitute submitted from the floor

2018-1844 Executive Session (Convene)

Approved to convene Executive Session

2018-1845 Executive Session (Adjourn)

Approved to adjourn Executive Session

2018-1836 Add Item

Approved to add an item

2018-1837 Walk-on Item: Executive Session Item Commission District(s): ALL Settlement of lawsuits against the County and County Officials relating to the Clifton Ridge Subdivision in the Druid Hills Historic District

Approved a settlement of Carrera Homes, Inc. et al. v. DeKalb County Board of Commissioners et al., Civil Action File No. 16-CV-1196; Andrew Hutton et al. v. Lee May, et al., Civil Action File No. 16-CV-1815; and Robert H. Buckler et al. v. Jeff Rader and Kathie Gannon, Civil Action File No. 14CV11336, by agreeing to pay Robert Buckler the total sum of \$639,000 and agreeing to enact an Ordinance to remove the Clifton Ridge Subdivision from the Druid Hills Historic District, in return for Buckler, Hutton, and Carrera Homes' execution of a Settlement Agreement and Full and Final Release of Claims that requires them to dismiss with prejudice all claims in the aforementioned lawsuits and sign a waiver and release of claims acceptable to the County Attorney. The Ordinance to remove Clifton Ridge Subdivision from the Druid Hills Historic District will be considered by separate action today and that Ordinance will become effective only after its final adoption and approval by the DeKalb County Governing Authority and upon filing of a Consent Order, signed by Superior Court Judge Asha Jackson, that ratifies the Ordinance as a necessary component of this settlement. The County Attorney is authorized to sign the Settlement Agreement, which includes a waiver of certain claims by the County, and to allow the Clerk to provide the Court with certified copies of the actions being taken today, without having formally adopted and ratified the Minutes

2018-1834 Add Item

Approved to add an item

2018-1835 Walk-on Item: Executive Session Item Commission District(s): ALL: Adopt an Ordinance to amend the Code of DeKalb County, Ga, as Revised, 1988, Section 13.5-7, related to the Druid Hills Historic District

Approved the Ordinance to amend the Code of DeKalb County, Ga as revised, 1988, Section 13.5-7, as authorized under State law, to remove the 4 acres belonging to Mr. Buckler and what is commonly called the Clifton Ridge Subdivision, from the Druid Hills Historic District.

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.