



DeKalb County Government

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

Agenda

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 Lorraine Cochran-Johnson, Super District 7

Tuesday, January 14, 2020

9:00 AM

Manuel J. Maloof Auditorium

A. INSPIRATIONAL

Dr. Joseph M. Ripley
The Body of Christ Church International, U.S.A.

PLEDGE OF ALLEGIANCE

Commissioner Larry Johnson
District 3

B. PRESENTATIONS

Watershed 2020 Calendar Art Contest Winners
Central DeKalb Jaguars –Youth National Football Champions
PATH 20 Year Anniversary

C. COMMENTS FROM THE PUBLIC

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. Cards turned in to the clerk from the time the general meeting is convened (generally 9 A.M.) and by the beginning of public comment portion generally following presentations on the agenda. The clerk will accept cards on a first-come, first-served basis. Prior to the clerk's call for public comment, 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, yelling, standing or laying in the aisles to show support for or opposition to a speaker will not be permitted, but a show of hands or quietly standing in place 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 present 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, a speaker shall complete a speaker card and present it when approaching the podium. If a speaker has any documents for the commissioners, the speaker shall 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. In all zoning ordinance and traffic calming cases, staff shall make their recommendation for action to the Commission first followed by applicants or citizens speaking in favor of the item. 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. For all other items placed on the public hearing agenda, applicants or citizens speaking in favor of the item shall speak first followed by opponents of the item. 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. Speakers should always talk directly into the microphone and begin by stating their name, address and the name of any organization they represent. Abusive, profane or derogatory language will not be permitted. Holding up signs, clapping, yelling, standing or laying in the aisles to show support for or opposition to a speaker will not be permitted, but a show of hands or quietly standing in place will be permitted to show support for or opposition to a speaker's position.

“DECISION ONLY” ITEMS – NO PUBLIC HEARING

Watershed Management

[2019-4216](#)

Commission District(s): 1 and 7

A Resolution Authorizing the Exercise of the DeKalb County Powers of Eminent Domain in the Acquisition of Certain Interests in Property Situated in DeKalb County, Georgia for Water and Sewerage Purposes

(9/17/19 Committee of the Whole: Accepted to the BOC agenda – Preliminary)

(9/24/19 Board of Commissioners: deferred to the next meeting to the PWI-Public Works & Infrastructure Committee)

(10/8/19 Board of Commissioners: deferred substitute to the PWI-Public Works & Infrastructure Committee)

(10/15/19 PWI-Public Works & Infrastructure Committee: recommended for approval upon receipt of additional information to the Board of Commissioners)

(10/22/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

(11/12/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

(11/19/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

(12/10/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

(12/17/19 Board of Commissioners: deferred to the next meeting to the PWI-Public Works & Infrastructure Committee)

(1/7/20 PWI-Public Works & Infrastructure Committee: recommended for approval. to the Board of Commissioners)

E. APPEALS

NONE

F. APPOINTMENTS

Chief Executive Office

[2019-4554](#)

Commission District(s): All

Reappointment to the Fulton - DeKalb Hospital Authority (Grady) - Pamela S. Stephenson

(11/19/19 Board of Commissioners: deferred to the next meeting to the PECS-Planning, Economic Development & Community Services Committee)

(12/10/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

(12/17/19 Board of Commissioners: deferred to the next meeting to the PECS-Planning, Economic Development & Community Services Committee)

[2019-4555](#)

Commission District(s): All

Reappointment to the Fulton - DeKalb Hospital Authority (Grady) - Sharon Bent - Harley, M.D.

(11/19/19 Board of Commissioners: deferred to the next meeting to the PECS-Planning, Economic Development & Community Services Committee)

(12/10/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

(12/17/19 Board of Commissioners: deferred to the next meeting to the PECS-Planning, Economic Development & Community Services Committee)

ITEMS FOR RECORDING IN THE MINUTES

Board of Commissioners - District 2

[2020-0057](#)

Commission District(s): All Districts

To Record Appointment of Doug Miller as District 2 Representative to Airport Advisory Board

(1/7/20 Committee of the Whole: accepted to BOC agenda - Appointment)

[2020-0059](#)

Commission District(s): All Districts

To Record Appointment of Richard Hanson as District 2 Representative to the Watershed Capital Improvement Program Advisory Group

(1/7/20 Committee of the Whole: accepted to BOC agenda - Appointment)

G. CONSENT AGENDA

Board of Commissioners

[2020-0004](#) Commission District(s): All Districts
Nomination of a Presiding Officer
(1/7/20 Committee of the Whole: Accepted to the BOC agenda - Consent)

[2020-0005](#) Commission District(s): All Districts
Nomination of a Deputy Presiding Officer
(1/7/20 Committee of the Whole: Accepted to the BOC agenda - Consent)

Clerk to the Board of Commissioners and CEO

[2020-0031](#) Commission District(s): All
Approval of Minutes of the Legislative Retreat of December 13, 2019
(1/7/20 Committee of the Whole: Accepted to the BOC agenda - Consent)

Juvenile Court

[2019-4739](#) Commission District(s): All Commission Districts Will Be Impacted
Approval to Accept the Criminal Justice Coordinating Council (CJCC)
-Supplemental Award Accountability Court Grant for Juvenile Court's
Journey Mental Health Court Program in the amount of \$6,000.
(1/7/20 Committee of the Whole: Accepted to the BOC agenda - Consent)

Voter Registration & Elections

[2019-4827](#) Commission District(s): All Districts
Establishing Qualifying Fees for Public Office
(1/7/20 Committee of the Whole: Accepted to the BOC agenda - Consent)

WorkSource DeKalb

[2019-4558](#) Commission District(s): All Districts
Request for Approval to transfer \$321,000 FY2019 Dislocated Worker
funds to FY 2019 Adult programs.
(1/7/20 Committee of the Whole: Accepted to the BOC agenda - Consent)

- [2019-4683](#) Commission District(s): All Districts
Request for Approval to transfer \$800,000 from FY2020 Dislocated Worker Funds to FY2020 Adult programs
(1/7/20 Committee of the Whole: Accepted to the BOC agenda - Consent)

H. PRELIMINARY ITEMS

Fire & Rescue

- [2019-4828](#) Commission District(s): All
Acceptance of the Medical Director Agreement between DeKalb County, Georgia, a political subdivision of the State of Georgia, and The Emory Clinic, Inc., a Georgia non-profit corporation Not to Exceed \$99,500.00
(1/7/20 Committee of the Whole: Accepted to the BOC agenda and assigned to the ERPS-Employee Relations & Public Safety Committee)
(1/7/20 ERPS-Employee Relations & Public Safety Committee: recommended for approval. to the Board of Commissioners)

Purchasing & Contracting

Purchasing & Contracting - to FAB Committee

- [2019-4651](#) Commission District(s): ALL
RFP - Request for Proposals No. 19-500520 Development of Cost Allocation Plans for DeKalb County (Annual Contract with 4 Options to Renew): for use by the Office of Management & Budget (OMB). Consists of providing professional services for overhead and administrative cost studies for all County programs. Recommend award to the highest scoring proposer: MGT Consulting Group. Amount Not To Exceed: \$117,000.00.
(1/7/20 Committee of the Whole: Accepted to the BOC agenda and assigned to the FAB-Finance, Audit & Budget Committee)
(1/7/20 FAB-Finance, Audit & Budget Committee: recommended for approval. to the Board of Commissioners)

Purchasing & Contracting - to PECS Committee

[2019-4585](#) Commission District(s): ALL
CO - Change Order No. 1 to Contract No. 1174324 for Architectural and Engineering Services for Recreation, Parks and Cultural Affairs: for us by the Department of Recreations, Parks and Cultural Affairs (RPCA). This contract consists of providing on-call, comprehensive architectural and engineering services. Awarded to Lose & Associates, Inc. dba Lose Design. Amount Not To Exceed: \$250,000.00.

(1/7/20 Committee of the Whole: Accepted to the BOC agenda and assigned to the PECS-Planning, Economic Development & Community Services Committee)

Purchasing & Contracting - to PWI Committee

[2019-4633](#) Commission District(s): All
CO - Change Order No. 1 to Contract Nos.: 1047686, 1047705, 1047757, 1047784 and 1047790 for Rental of Various Heavy Equipment: for use by the Departments of Watershed Management (DWM), Recreation, Parks and Cultural Affairs (RPCA), and Public Works - Roads & Drainage (R&D), Beautification, and Sanitation. These contracts consist of the rental of heavy equipment. Awarded to: Sunbelt Rentals, Inc., Cowin Equipment Company, Inc., Flint Equipment Company, Yancey Brothers Company and L & M Equipment. Total Amount Not To Exceed: \$440,000.00.

(1/7/20 Committee of the Whole: Accepted to the BOC agenda and assigned to the PWI-Public Works & Infrastructure Committee)

(1/7/20 PWI-Public Works & Infrastructure Committee: recommended for approval. to the Board of Commissioners)

[2019-4636](#) Commission District(s): All
LB - Invitation No. 19-101075 Stone Crushed Granite (Annual Contract with 2 Options to Renew): for use by the Departments of Watershed Management (DWM), Recreation, Parks and Cultural Affairs (RPCA), and Public Works - Roads & Drainage (R&D) and Sanitation. Consists of providing stone crushed granite for use in various applications. Recommend award to the sole bidders who are responsive and responsible: F.M Shelton, Inc. and Green Dream International, LLC. Total Amount Not To Exceed: \$4,410,298.50.

(1/7/20 Committee of the Whole: Accepted to the BOC agenda and assigned to the PWI-Public Works & Infrastructure Committee)

(1/7/20 PWI-Public Works & Infrastructure Committee: recommended holding in committee to the Board of Commissioners)

[2019-4680](#) Commission District(s): All
CO - Change Order No. 1 for Contract No. 1070455 Compressed Natural Gas (CNG) - Fuel Purchase (Annual Contract with 2 Options to Renew): for use by Public Works-Sanitation. This contract consists of the purchase of compressed natural gas for the County's vehicles on an as needed basis. Awarded to AFS DeKalb GA, LLC. Amount Not To Exceed: \$290,000.00.

(1/7/20 Committee of the Whole: Accepted to the BOC agenda and assigned to the PWI-Public Works & Infrastructure Committee)

(1/7/20 PWI-Public Works & Infrastructure Committee: recommended for approval. to the Board of Commissioners)

[2020-0021](#) Commission District(s): 2
CA - Cooperative Agreement for the Renovation of the Maloof Building Lobby Area: for use by Facilities Management (FM). Consists of piggybacking off the competitively let Statewide Contract (SWC) No.: 99999-SPD- S20160216 for the renovation of the Maloof Building Lobby area. Awarded to F.H. Paschen, S. N. Nielsen & Associates, LLC. Amount Not To Exceed: \$785,589.00.

(1/7/20 Committee of the Whole: Accepted to the BOC agenda and assigned to the PWI-Public Works & Infrastructure Committee)

(1/7/20 PWI-Public Works & Infrastructure Committee: recommended for approval. to the Board of Commissioners)

I. ITEMS FOR DECISION BY THE BOARD

Board of Commissioners

[2019-3360](#) Commission District(s): All Districts
DeKalb County Financial Disclosure Policy

(2/19/19 FAB-Finance, Audit & Budget Committee: recommended holding in committee to the Board of Commissioners)

(2/19/19 Committee of the Whole: Accepted to the BOC agenda and assigned to the FAB-Finance, Audit & Budget Committee)

(2/26/19 Board of Commissioners: deferred for 30 days to the Board of Commissioners)

(3/5/19 FAB-Finance, Audit & Budget Committee: recommended holding in committee to the Board of Commissioners)

(3/19/19 FAB-Finance, Audit & Budget Committee: recommended holding in committee to the Board of Commissioners)

(3/26/19 Board of Commissioners: deferred for 30 days to the Board of Commissioners)

(4/23/19 Board of Commissioners: deferred for 30 days to the Board of Commissioners)

(5/7/19 FAB-Finance, Audit & Budget Committee: recommended holding in committee to the Board of Commissioners)

(5/21/19 FAB-Finance, Audit & Budget Committee: recommended for deferral to the Board of Commissioners)

(5/28/19 Board of Commissioners: deferred to the Board of Commissioners)

(11/19/19 FAB-Finance, Audit & Budget Committee: recommended holding in committee to the Board of Commissioners)

(12/10/19 Board of Commissioners: deferred to the Board of Commissioners)

[2019-4814](#)

Commission District(s): All Districts

A Resolution Of The Governing Authority Of DeKalb County, Georgia To The DeKalb County Delegation Of The General Assembly Relating To the Acceptance Of The NACo 2020 National Legislatives Priorities

(12/17/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

Board of Commissioners - District 2

[2019-3848](#)

Commission District(s): Districts 2 & 7

To Approve the Submission of a HUD Section 108 Loan Application in the Amount of \$4.5 Million Dollars for Inland Fresh Seafood Corporation of America, Inc. to Expand its Location at 1651 Montreal Road, Tucker Georgia

(6/4/19 Committee of the Whole: Accepted to the BOC agenda and assigned to the PECS-Planning, Economic Development & Community Services Committee)

(6/11/19 Board of Commissioners: deferred to the next meeting to the PECS-Planning, Economic Development & Community Services Committee)

(6/20/19 PECS-Planning, Economic Development & Community Services Committee: recommended for deferral to the Board of Commissioners)

(6/25/19 Board of Commissioners: deferred for 30 days to the Board of Commissioners)

(7/11/19 PECS-Planning, Economic Development & Community Services Committee: recommended holding in committee to the Board of Commissioners)

(7/23/19 Board of Commissioners: deferred to the Board of Commissioners)

(9/24/19 Board of Commissioners: deferred for 30 days to the Board of Commissioners)

(10/22/19 Board of Commissioners: deferred to the PECS-Planning, Economic Development & Community Services Committee)

(11/19/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

(11/21/19 PECS-Planning, Economic Development & Community Services Committee: recommended holding in committee to the Board of Commissioners)

(12/10/19 Board of Commissioners: deferred to the Board of Commissioners)

(12/12/19 PECS-Planning, Economic Development & Community Services Committee: recommended for withdrawal to the Board of Commissioners)

Board of Commissioners - District 6

[2019-4831](#) Commission District(s): All
A Resolution of the Board of Commissioners to the DeKalb Delegation of the Georgia General Assembly Proposing to Re-adopt the Current Ethics Code with Only One Substantive Change to Correct the Appointment Process

(12/17/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

Clerk to the Board of Commissioners and CEO

[2019-4759](#) Commission District(s): All
Approval of Minutes of the Zoning Meeting of November 21, 2019

(12/17/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

Executive Assistant - Chief Operating Office

[2019-4812](#) Commission District(s): All
Intergovernmental Agreement for the use of facilities for community meetings between DeKalb County, Georgia and the DeKalb County School District, Georgia.

(12/17/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

GIS Department

[2019-4543](#) Commission District(s): 3 & 7
A Resolution Authorizing the Sale of an Unredeemed and Unforeclosed Interest in Property at 2126 Seavey Drive, Decatur, GA 30032.

(12/17/19 Board of Commissioners: deferred to the next meeting to the OPS-County Operations Committee)

[2019-4592](#) Commission District(s): 5 & 7
A Resolution Authorizing the Sale of an Unredeemed and Unforeclosed Interest in Property at 1162 Porter Road, Decatur, GA 30032.

(12/17/19 Board of Commissioners: deferred to the next meeting to the OPS-County Operations Committee)

[2019-4684](#) Commission District(s): 3 & 7
A Resolution Authorizing the Sale of an Unredeemed and Unforeclosed Interest in Property at 1381 Alverado Way, Decatur, GA 30032.

(12/17/19 Board of Commissioners: deferred to the next meeting to the OPS-County Operations Committee)

[2019-4685](#) Commission District(s): 3 & 6
A Resolution Authorizing the Sale of an Unredeemed and Unforeclosed Interest in Property at 2917 Meadowview Drive, Atlanta, GA 30316.

(12/17/19 Board of Commissioners: deferred to the next meeting to the OPS-County Operations Committee)

[2019-4687](#) Commission District(s): 3 & 6
A Resolution Authorizing the Sale of an Unredeemed and Unforeclosed Interest in Property at 2697 Flagstone Drive, Atlanta, GA 30316.

(12/17/19 Board of Commissioners: deferred to the next meeting to the OPS-County Operations Committee)

[2019-4691](#) Commission District(s): 1 & 6
A Resolution to Declare County Real Property as Surplus and Authorize its Sale - 2849 Oakcliff Road, Doraville, GA, 30360, Parcel Identification Number 18-340-02-005.

(12/17/19 Board of Commissioners: deferred to the next meeting to the OPS-County Operations Committee)

Purchasing & Contracting

Purchasing & Contracting - to ERPS Committee

[2019-4131](#) Commission District(s): District 4
CO - Change Order No. 2 to Contract No. 12-902427 for Rental Agreement for Office Space at 2156 Flintstone Drive, Tucker, GA (Multi-Year): for use by Police Services (PS). This request is for Consent to Assignment to transfer remaining funds and contract term to BREIT Stone Mountain Owner LLC. Amount Not To Exceed: \$173,687.36.

(12/17/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

(12/17/19 ERPS-Employee Relations & Public Safety Committee: recommended for approval. to the Board of Commissioners)

[2019-4645](#) Commission District(s): All
RFP - Request for Proposal No. 19-500524 for DeKalb County Fire Rescue Captain's Promotional Exam (Multi-year Contract): for use by Fire Rescue Services. Consists of providing promotional testing services for the rank of Fire Captain. Recommend award to the highest scoring proposer: Morris & McDaniel, Inc. Amount Not To Exceed: \$262,050.00.

(12/17/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

(12/17/19 ERPS-Employee Relations & Public Safety Committee: recommended for approval. to the Board of Commissioners)

[2019-4681](#) Commission District(s): ALL
CO - Change Order No. 3 to Contract No. 1010560 for Computer Aided Dispatch (CAD) System (Multiyear Contract): for use by Police Services (PS). This contract consists of providing an enhanced CAD system for receiving and responding to the County's emergency 911 calls. Awarded to TriTech Software Systems. Amount Not To Exceed \$155,393.00.

(12/17/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

(12/17/19 ERPS-Employee Relations & Public Safety Committee: recommended for approval. to the Board of Commissioners)

[2019-4723](#)

Commission District(s): ALL

SS - Virtual Partner Suite (Sole Source): for use by Police Services. This contract consists of a cloud-based Electronic Citation Software System utilized to deliver eCitations. Awarded to Advanced Public Safety (APS). Amount Not To Exceed: \$106,880.00.

(12/17/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

(12/17/19 ERPS-Employee Relations & Public Safety Committee: recommended for approval. to the Board of Commissioners)

Purchasing & Contracting - to FAB Committee

[2019-4686](#)

Commission District(s): ALL

REN - Title Research Services (Annual Contract - 2nd Renewal of 3 Options to Renew): Contract No. 1094844 for use by the Tax Commissioner's Office. This contract consists of title research services. Awarded to Standard Title & Abstract Co. Amount Not To Exceed: \$200,000.00.

(12/17/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

(1/7/20 FAB-Finance, Audit & Budget Committee: recommended for approval. to the Board of Commissioners)

Purchasing & Contracting - to OPS Committee

[2019-4511](#)

Commission District(s): All

CO - Change Order No. 2 to Contract Nos.: 1115899, 1118591 and 1118593 for use by the Departments of Watershed Management (DWM), Facilities Management (FM), Public Works - Roads and Drainage (R&D) and Recreation, Parks and Cultural Affairs (RPCA). These contracts consist of completing paving repairs. Awarded to A&S Paving, Inc., Greenway One, Inc. and HEH Paving, Inc. Total Amount Not To Exceed: \$9,433,946.11.

(11/19/19 Board of Commissioners: deferred to the next meeting to the Board of Commissioners)

(12/10/19 OPS-County Operations Committee: recommended for approval upon receipt of additional information to the Board of Commissioners)

(12/10/19 Board of Commissioners: deferred to the next meeting to the OPS-County Operations Committee)

(12/17/19 Board of Commissioners: deferred to the next meeting to the OPS-County Operations Committee)

Voter Registration & Elections

2019-4644

Commission District(s): 2 and 6

Adoption of Precinct Boundary Changes to evenly distribute voters between the Fernbank Elementary Precinct and the Druid Hills Precinct due to the Emory Road Precinct no longer being able to accommodate our office.

(12/3/19 Committee of the Whole: Accepted to the BOC agenda and assigned to the OPS-County Operations Committee)

(12/10/19 OPS-County Operations Committee: No recommendation to the Board of Commissioners)

(12/10/19 Board of Commissioners: deferred to the OPS-County Operations Committee)

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.