

City Council Meeting Schedule April 2022

The City broadcasts all City Council meetings on the City's website https://www.go2kennewick.com/CouncilMeetingBroadcasts.

April 5, 2022

Tuesday, 6:30 p.m. REGULAR COUNCIL MEETING

April 12, 2022

Tuesday, 6:30 p.m. WORKSHOP MEETING

Regional Pavement Cut Policy
 Workplace Safety Update

3. Benton Franklin Transit Sales Tax Discussion

Tuesday, 7:30 p.m.* COUNCIL SPECIAL MEETING (*Meeting will commence

immediately following the end of the workshop above.)

NEW BUSINESS

3.a. Benton Franklin Sales Tax Reduction

April 19, 2022

Tuesday, 6:30 p.m. REGULAR COUNCIL MEETING

April 26, 2022

Tuesday, 5:45 p.m. Closed Session - RCW 42.30.140(4)(b) Collective

Bargaining held before workshop

Tuesday, 6:30 p.m. WORKSHOP MEETING

1. Animal Control Update

2. Legislative Update

3. Fire Department Strategic Final Plan

4. 2021 Year-End Financial Review

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.

Council Works	shop	Agenda Item Number	1.	Meeting Date	04/12/202	22	Info Only		
Covershee	et	Agenda Item Type	Presentation			Policy Review	X		
		Subject	Regional Pavement Cut Policy				Tolloy Neview		
		Ordinance/Reso #	5978	Contract	#		Policy DevMnt		
		Project #		Permit :	#		Other		
KENNEW	SK	Department	Public Wo	orks					
Summary	Summary								
partnering with the consistency within t	cities of the regio	ation on a proposed Re Richland, Pasco and W on for the development of commendation with Cou	est Richlar community.	nd in development	t of a pave	ement cut policy	to ensure		
	-	of Kennewick develope		•					
		Il not come back for cou have input form the de				wed in the deve	eloper forum on Ma	ay	
Through		John Co	-						
Through		Apr 04, 15:56:49 G		022	Attachments:	Ordinance Presentation			
Dept Head Approval		Cary F Apr 04, 15:58:23 0		022					
· · [Apr 04, 15:58:23 C		.022]				
City Mgr Approval		Apr 08, 09:17:48 (-	2022					

CITY OF KENNEWICK ORDINANCE NO. 5978

AN ORDINANCE RELATING TO PUBLIC WORKS CONSTRUCTION STANDARDS AND ADDING NEW SECTION 5.56.215 TO THE KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS FOLLOWS:

<u>Section 1</u>. There is hereby added a new section 5.56.215 to the Kennewick Municipal Code, to read as follows:

5.56.215: - Pavement Cut Requirements

To protect the city's investment in its infrastructure, to preserve the life of its streets, and to provide an improved driving surface, all construction work on paved streets resulting in cutting or excavation within the street shall be restored per public works standards and as required in this section.

- (1) For streets with a Pavement Condition Index (PCI) equal to or greater than 75, or that have been resurfaced with a slurry seal, chip seal, cape seal or similar treatment less than one (1) inch thick within the calendar year in which the construction permit was issued, no cutting or excavation is permitted, except for the following situations and at the discretion of the director:
 - (a) Emergencies that endanger life, property, or public health and safety.
 - (b) Interruption of essential utility service.
 - (c) Work mandated by city, state, or federal legislation.(d) New service to a specific location cannot be reasonably provided by another route or using trenchless technology methods.(e) Minor core drilling or potholing (maximum 8-inch bell hole) to locate utilities.
 - (f) Other situations deemed by the Public Works Director to be in the interested of the public.
- (2) If construction work is authorized by the city for the reasons identified in subsections (a)-(f) above, pavement patches shall meet the following requirements:
 - (a) Lateral cuts perpendicular to the flow of traffic shall be have the pavement removed and replaced a minimum of 25 feet wide, centered on the trench cut, to include the full width of each travel lane or shoulder disturbed by the cut or excavation. Removal shall be by grinding pavement a minimum of 1.75 inches deep, or by saw cutting and excavation. Paving shall be accomplished with a paving machine.
 - (b) Longitudinal cuts parallel with the flow of traffic shall have the pavement removed and replaced to include the full width of each travel lane or

- shoulder disturbed by the cut or excavation. The minimum longitudinal patch length shall be 25 feet. Removal shall be by grinding pavement a minimum of 1.75 inches deep, or by saw cutting and excavation. Paving shall be accomplished with a paving machine.
- (c) For lateral patches less than 25 feet apart from edge-of-patch to edge-of-patch, work shall be incorporated into a single patch. For longitudinal patches, if the outside travel lane is patched, the adjacent paved shoulder shall also be replaced if less than four (4) feet of width remains.
- (d) All patches shall be at least as thick as the adjacent road section or shall meet the public works standards' minimum road section thickness for the classification of the street, whichever is thicker.
- (e) Minor core-drilled holes and potholes shall be backfilled with control density fill (CDF), or as approved by the director.
- (f) All patches shall have the perimeter joints of the patch crack-sealed.
- (g) Disturbed traffic markings and striping shall be restored with approved inkind materials.
- (3) Streets with a PCI of less than 75 that have not been resurfaced with any pavement treatment within the calendar year in which the construction permit was issued may be cut or excavated if utility work cannot reasonably utilize another route or trenchless technology. If construction work is authorized by the city under this subsection, pavement patches shall meet the following requirements:
 - (a) Lateral cuts perpendicular to the flow of traffic shall be have the pavement removed and replaced a minimum of six (6) feet wide, centered on the trench cut, to include one-half width or all of each travel lane disturbed by the cut (to prevent a joint in the wheel path). There shall be a minimum of one (1) foot of patch width beyond each side of the trench cut.
 - (b) Longitudinal cuts parallel with the flow of traffic shall have the pavement removed and replaced to include one-half width or all of each travel lane disturbed by the cut or excavation (to prevent a joint in the wheel path). There shall be a minimum of one (1) foot of patch width beyond each side of the trench cut. Minimum length of the patch in a travel lane shall be six (6) feet.
 - (c) For lateral patches less than 25 feet apart from edge-of-patch to edge-of-patch, work shall be incorporated into a single patch. For longitudinal patches, if the outside travel lane is patched, the adjacent paved shoulder shall also be replaced if less than four (4) feet of width remains.
 - (d) All patches shall be at least as thick as the adjacent road section or shall meet the public works standards' minimum road section thickness for the classification of the street, whichever is thicker.

- (e) Minor core-drilled holes and potholes shall be backfilled with control density fill (CDF), or as approved by the director.
- (f) All patches shall have the perimeter joints of the patch crack-sealed.
- (g) Disturbed traffic markings and striping shall be restored with approved inkind materials.
- (4) The completed surface of the pavement shall not vary more than one-fourth (1/4) inch from the lower edge of a ten-foot straightedge placed parallel with the flow of traffic.
- (5) The contractor shall be responsible for the continued performance of the patched asphalt to conform to this section and the public works standards for two (2) years after the permit is closed by the city's acceptance of the patch.

(Ord. 5978 Sec. 1, 2022)

<u>Section 2</u>. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 12th day of April, 2022, and signed in authentication of its passage this 12th day of April, 2022.

Attest:	W.D. MCKAY, Mayor
TERRI L. WRIGHT, City Clerk Approved as to Form:	ORDINANCE NO. 5978 filed and recorded in the office of the City Clerk of the City of Kennewick, Washington this 13 th day of April, 2022.
LISA BEATON, City Attorney	TERRI L. WRIGHT, City Clerk
DATE OF PUBLICATION	

Council Workshop – April 12, 2022 John A. Cowling, PE, Deputy Public Works Director



- Background
 - City un-written policy has been to enforce a five year moratorium on cutting of newly paved asphalt surfaces
 - This often conflicts with new development, infill and new utility services located along new roads and/or recent overlays
 - Excavation and backfill for utilities, cutting, removing, and patching pavement reduces the effective service life
 - The cities of Kennewick, Richland, Pasco, and West Richland have worked together to establish standards to mitigate damage caused by removing pavement on public streets and create consistent requirements in the region







- Proposed Requirements
 - Under the proposed policy pavement restoration requirements would be based on Pavement Condition Index (PCI) rather than five years
 - For streets with a PCI equal to or greater than 75, or that have been resurfaced with a slurry seal, chip seal, cape seal or similar treatment less than one (1) inch thick within the calendar year in which the construction permit was issued, no cutting or excavation is permitted, except for the following situations and at the discretion of the director:
 - 1. Emergencies that endanger life, property, or public health and safety.
 - 2. Interruption of essential utility service.
 - 3. Work mandated by city, state, or federal legislation.
 - 4. New service to a specific location cannot be reasonably provided by another route or using trenchless technology methods.
 - 5. Minor core drilling or potholing (maximum 8-inch bell hole) to locate utilities.

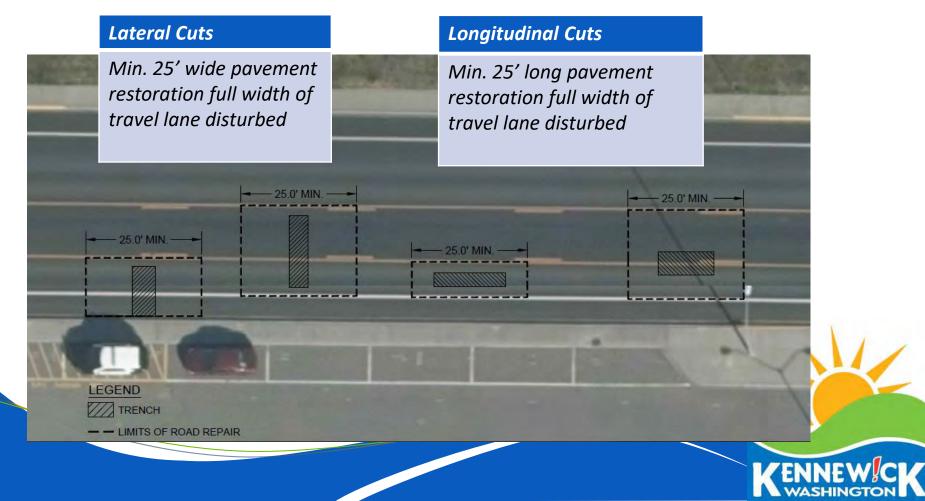




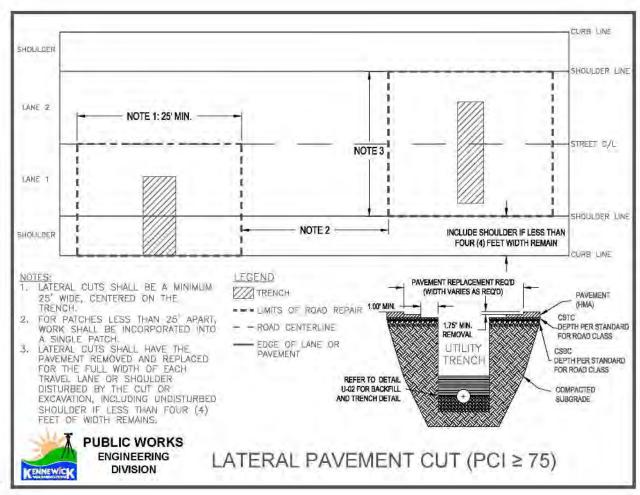
PCI Examples



- Proposed Requirements
 - If construction work is authorized for a street with a PCI <u>greater</u> than 75 or resurfaced in the calendar year, roadway restoration would have the following requirements:

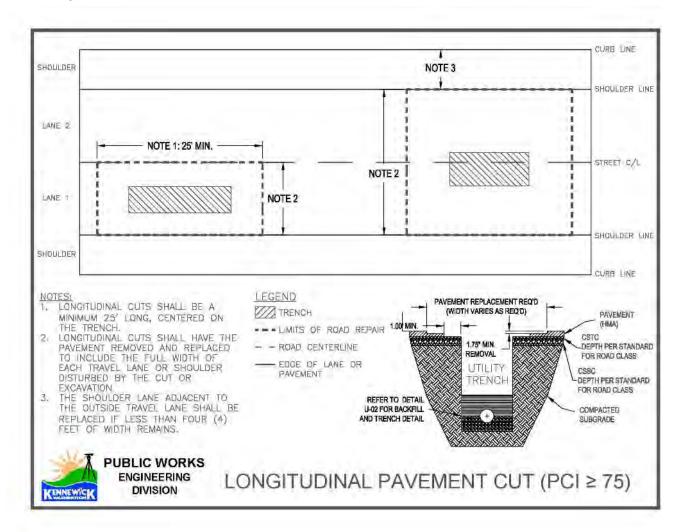


Proposed Requirements

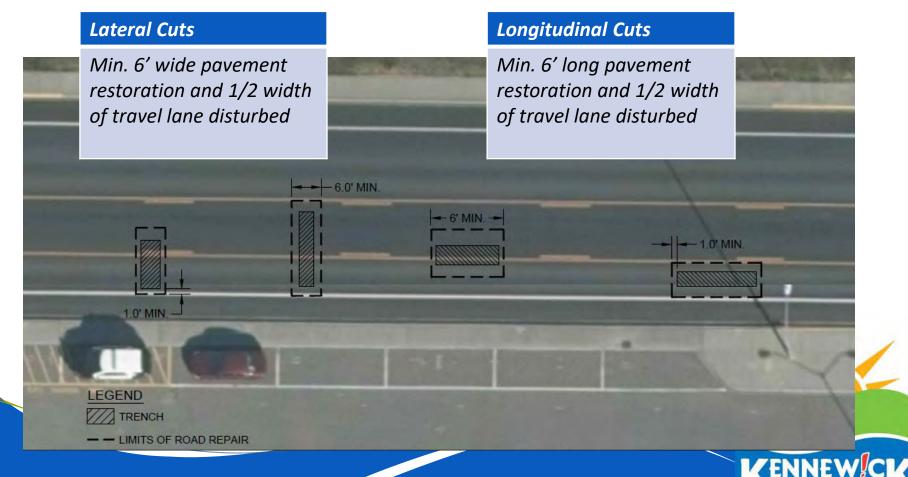




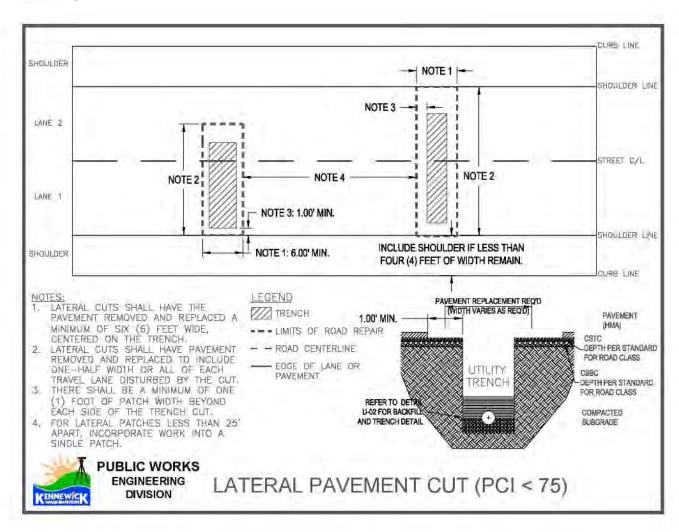
Proposed Requirements



- Proposed Requirements
 - If construction work is authorized for a street with a PCI <u>less</u> than 75 and have not been resurfaced in the calendar year, roadway restoration would have the following requirements:

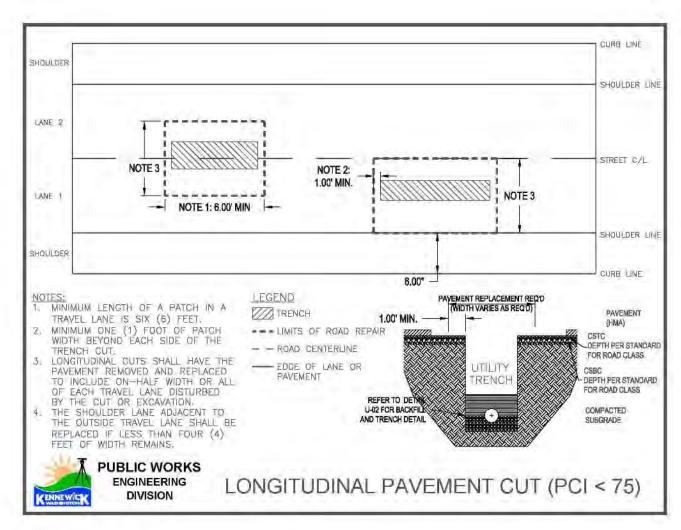


Proposed Requirements





Proposed Requirements



- Proposed Requirements
 - Proposed Ordinance 5978 creates a new section to the Kennewick Municipal Code adopting the same language adopted by other cities in the region.
 - Policy adopted:
 - Richland March 01, 2022
 - Pasco April 05, 2022
 - West Richland TBD

Questions?





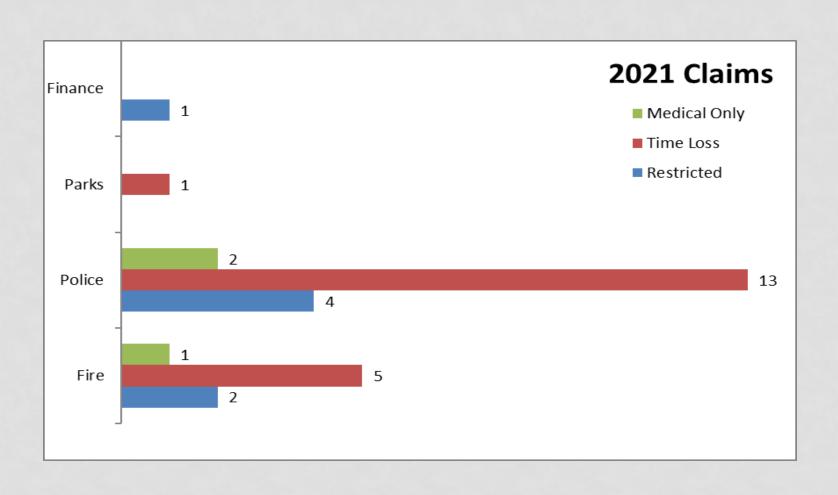
Council Workshop Agenda Item Number 2. Meeting Date 04/12/2022 Info Only	X
Coversheet Agenda Item Type Presentation Policy Review	
Subject Workplace Safety Update	
Ordinance/Reso # Contract # Policy DevMnt	
Project # Permit # Other	
KENNEWICK Department Finance	
Summary	
Safety Coordinator Dan Lemieux and Human Resources Director Corey Osborn will provide an update on the City's	
workplace safety program. This report will include information regarding:	
The number and nature of workplace injuries;	
The amount of lost and restricted time due to workplace injuries;	
2021 safety accomplishments; and	
2022 safety goals and objectives.	
Corey Osborn Through Apr 07, 09:27:37 GMT-0700 2022	
Apr 07, 09:27:37 GMT-0700 2022 Attachments: Presentation	
Dept Head Approval	
City Mgr Approval Apr 08, 09:21:35 GMT-0700 2022	

CITY OF KENNEWICK

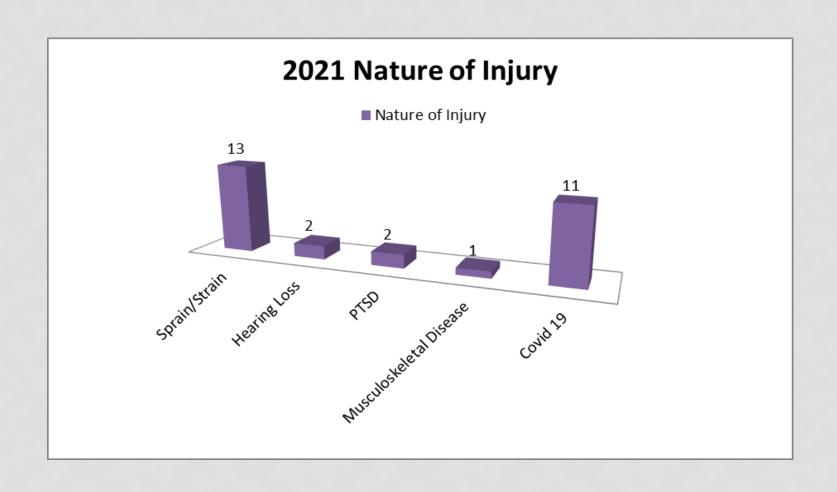
OCCUPATIONAL SAFETY & HEALTH

City Council Workshop April 12, 2022

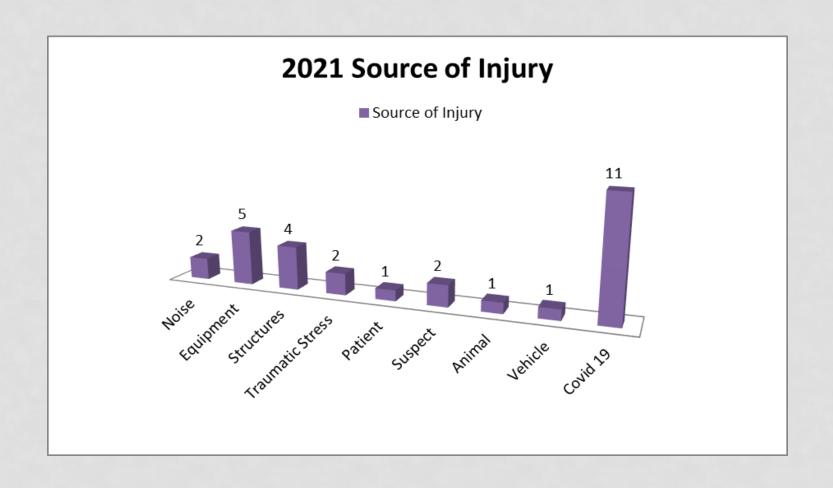
2021 FULL YEAR



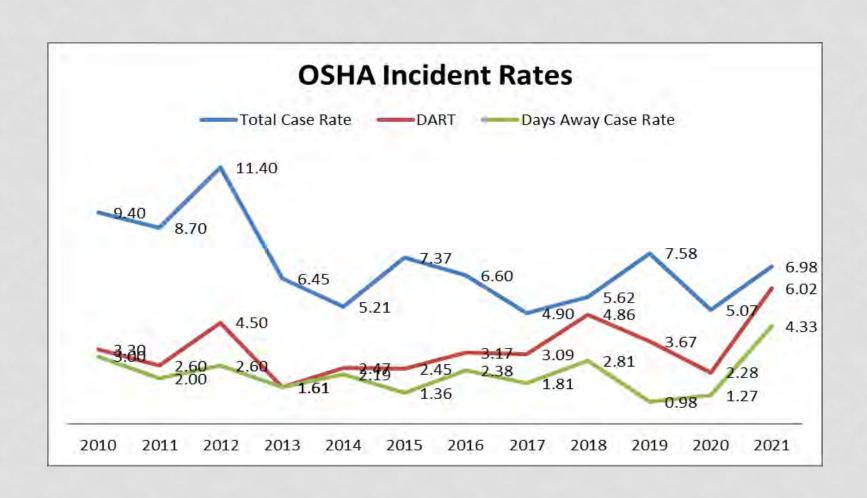
2021 FULL YEAR



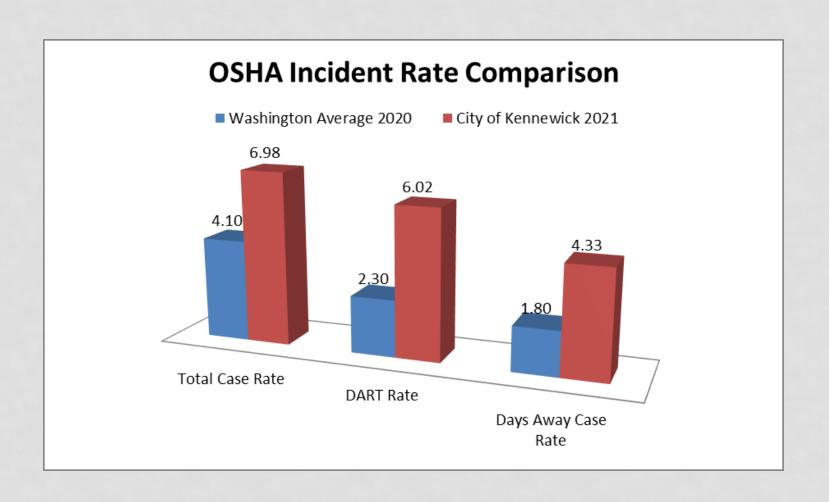
2021 FULL YEAR



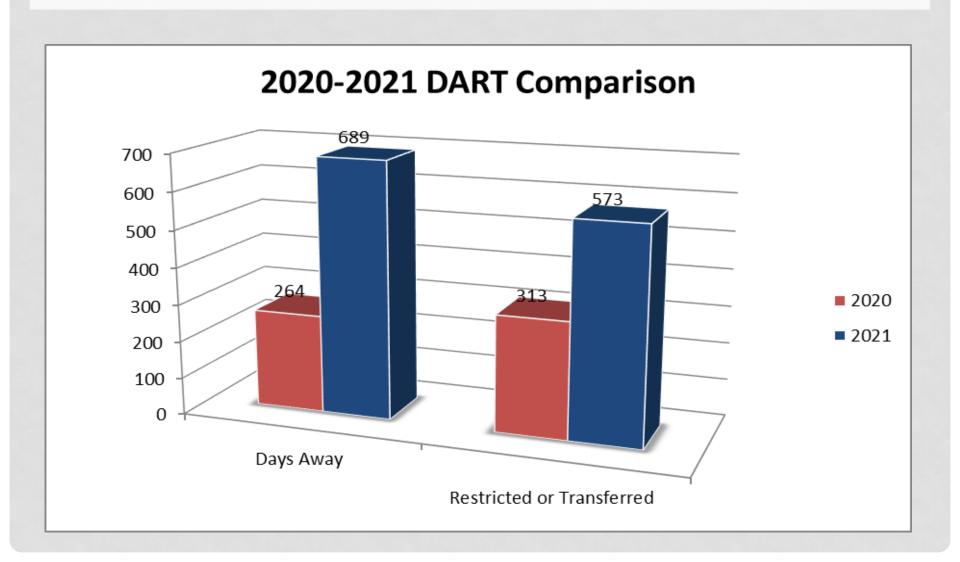
OSHA INCIDENT RATES 2010 THROUGH 2021



OSHA INCIDENT RATES LOCAL GOVERNMENT VS. KENNEWICK



DAYS AWAY, RESTRICTED, TRANSFERRED



2021 FULL YEAR PERFORMANCE MEASURES

2021 Leading Indicators of Safety Performance					
Safety Training Hours Provided	1087				
Safety Inspections Completed	59				
Hazards Recognized and Mitigated	7				
Safety Meetings Conducted	124				

2021 SUCCESS STORIES

- Received \$27,171 through the Stay at Work Program
- On track to maintain WorkSafe Employer for 4th year
 - Kennewick is still the only City
 - Kennewick was a model for new leadership requirements
 - City Council Resolution
 - Regular City Council Reporting
- Partnered with a local audiologist to address hearing loss early

2022 OPPORTUNITIES

- Providing L&I Return to Work Education to reduce time loss claims
- Participating in the Firefighter Injury and Illness Reduction (FIIRE) Program through L&I
 - Evaluate current fire department practices
 - Similar to AWC WorkSafe Employer Program process
- Working collaboratively with Police and Fire Departments to develop a Peer Support Program

Council Works	-	Agenda Item Number		04/12/2022	Info Only		
Covershee	t	Agenda Item Type	Boards and Commissions	Policy Review			
		Subject	Benton Franklin Transit Sa	lles Tax Discussion			
		Ordinance/Reso #	Contract	#	Policy DevMnt		
		Project #	Permit	#	Other		
KENNEW	K	Department	City Manager				
Summary During the Council meeting on April 5th, a request was made to include an item for discussion on the sales tax reduction that is being considered by the Benton Franklin Transit (BFT) Board, at the Council workshop on April 12th. The intent of the workshop is to discuss and to provide feedback to the City of Kennewick BFT board representative, Councilmember Beauchamp and alternate Councilmember Trumbo. At the conclusion of the workshop, a special meeting will be held to determine the City of Kennewick Council position on whether or not the BFT sales tax should be reduced and provide direction to the City's board representative for the BFT board meeting on April 14th. Included in this packet is an updated presentation that was previously provided to Council on July 27, 2021. The presentation provides an update on funding sources, financial status and impacts of a .1% sales tax reduction for BFT. Also, since the presentation and discussion last year, a new program at the State has been implemented "Move Ahead Washington" that provides \$75M to Benton Franklin Transit over 16 years. A summary of this program and the requirements associated with the program are also attached. One of the criteria in order to be eligible for the \$75M in funding, is to "maintain or increase the sales tax authority which was established effective January 1, 2022". Interim General Manager, Ed Frost will be in attendance at the workshop on April 12th to answer any question that Council may have regarding the information provided in the packet. This information will be shared with the BFT board for discussion at their April 14th board meeting. Below is a link to the press release from BFT on this topic: https://www.bft.org/press-release-bft-board-to-discuss-reduction-in-sales-tax-collection-in-april-board-meeting/							
Through				Attachments: Presentation Summary			
Dept Head Approval							
City Mgr Approval		Marie M Apr 07, 15:21:08 (-				



Impact of Sales Tax Revenue Reduction
April 14, 2022



Presentation Overview

- BFT Timeline
- Funding Sources History
- Financial Status History
- Impact of Sales Tax Reduction
 - Service
 - Capital Program
 - Service/Capital Program

Rearview Mirror



- May 1981- 0.3% Sales Tax Voter Approved
 - Matched \$ for \$ with motor vehicle tax (=0.06%)
 - Fixed Route Service Initiated
- 1997 Benton City and Prosser Operations added by voter approval
- 1999 Initiative 695 (Motor Vehicle Excise Tax Repealed)
 - Lost equivalent of 0.3%
- March 2002 -Sales Tax 0.3% Voter Approved (Replaced lost Motor Vehicle Tax)
- 2005 Finley Operations added by voter approval



Rearview Mirror (continued)

- 2010 Due to population growth, BFT reclassified from a Small Urban Transit to Large Urban Transit (2012)
- 2012 Additional Federal Administrative Requirements
- 2015 Board Adopts Strategic Plan
- 2015 Comprehensive Service Plan Study (10 Year Plan)
- 2017 Comprehensive Service Plan Implementation



"We're Going Places"

- 2022 Capital Program
 - Queensgate Transit Hub Construction Start
 - Land acquired in 2021
 - Operations Building Construction Start
 - West Pasco Transit Hub Land Acquisition & Design
 - Land identified, working to acquire
 - Downtown Pasco Transit Hub Design & Construction
 - Property acquired March 2022



Funding Profile



Funding Profile

Local:

Fares, Misc. (2022B = \$2.1M) Sales Tax – Voter Approved $6/10^{th}$ of 1.0% (2022B = \$48M)

State:

Regional Mobility – Formula Based/Competitive (varies each year. \$2M for past 4 years)

Special Needs – Formula Based (2022B = \$2.4M)

Vanpool Investment Program – Vanpool Vehicles Only (2022B = \$0; varies each State Biennium)

Federal:

5307 – Formula Funding (Population x Population Density x Fixed Route Revenue Miles) (2022B = \$6.8M)

5310 - Enhanced Mobility of Seniors/Individuals with

Disabilities (\$200K)

5339 – Bus and Bus Facilities (\$800K)

CRRSAA/ARP – One time funding grant to cover lost fare revenue and increased operating expenses



Funding Profile

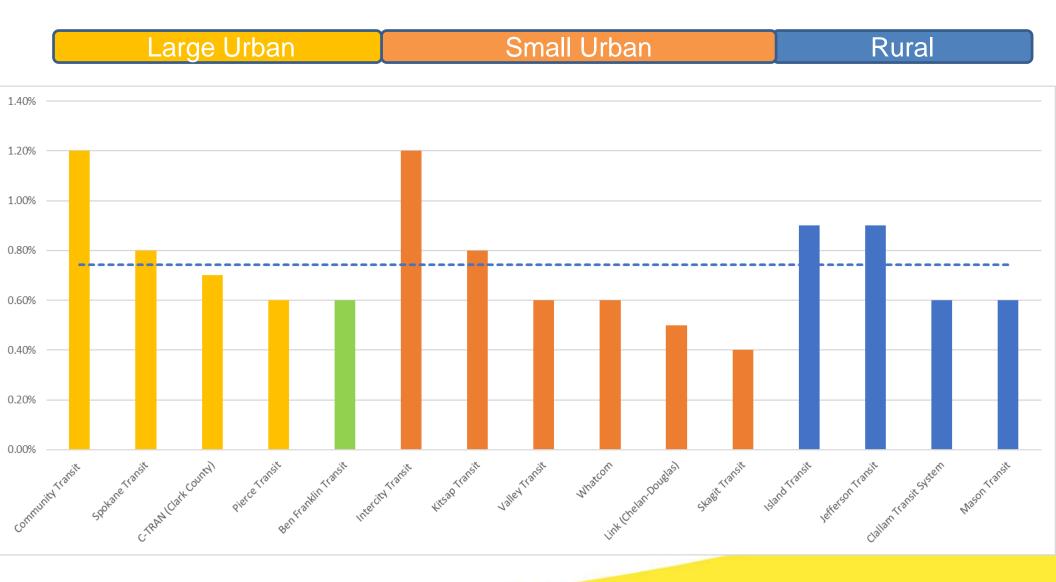
Local Funding Sources

	Sales Tax		Fares/	Misc	Total		
FFY	Amount	inc / drc	Amount	inc / drc	Amount	inc / drc	
2021	48,271,512	22.29%	2,572,972	63.69%	50,844,484	23.9%	
2020	39,473,663	0.41%	1,571,895	-63.72%	41,045,558	-6.0%	
2019	39,311,911	7.87%	4,332,973	-5.61%	43,644,884	11.0%	
2018	36,442,238	6.51%	4,590,269	-10.40%	41,032,507	4.3%	
2017	34,214,086	3.00%	5,122,944	7.39%	39,337,030	9.1%	



Sales Tax Rates by Agency

Sales Tax Rates by Selected WA State Agencies





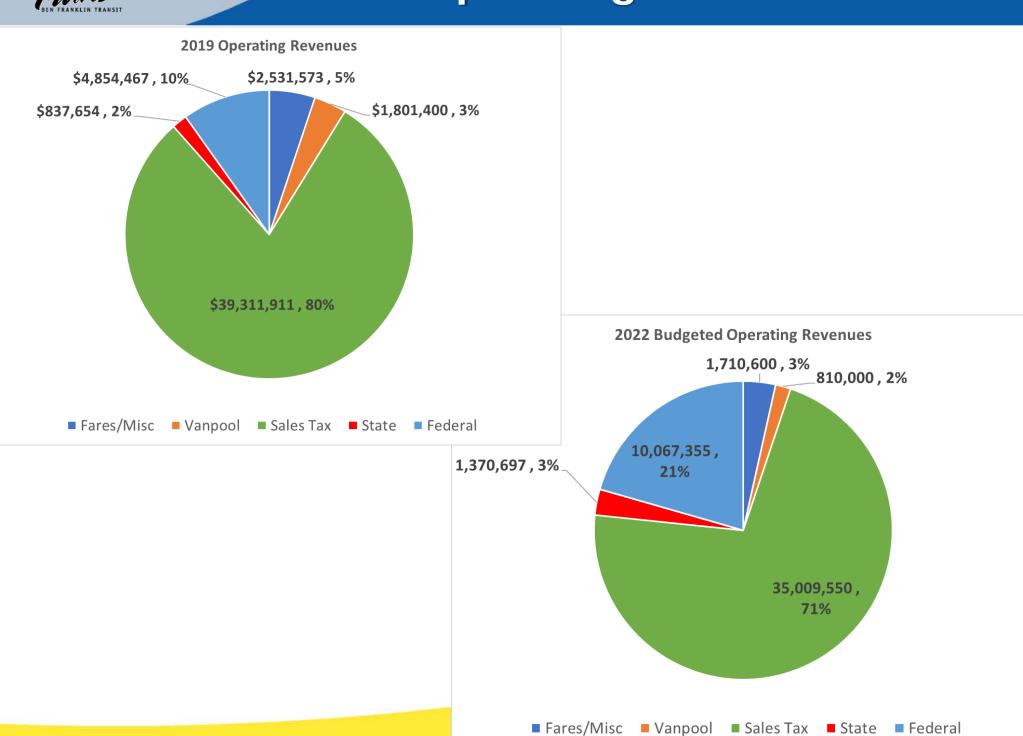
Funding Profile

BFT Federal Funding

	5307		5339		5310		
FFY	Amount	inc / drc	Amount	inc / drc	Amount	inc / drc	Total Funding
2021	6,704,521	0.22%	811,954	-7.74%	203,019	5.35%	7,719,494
2020	6,689,922	3.37%	880,036	5.34%	192,711	5.00%	7,762,669
2019	6,471,622	-0.68%	835,405	-10.65%	183,530	3.73%	7,490,557
2018	6,515,735	-2.86%	934,952	29.33%	176,938	5.47%	7,627,625
2017	6,707,844	-0.07%	722,914	0.35%	167,765	2.39%	7,598,523
2016	6,712,779	-2.17%	720,399	-11.62%	163,844	4.06%	7,597,022
2015	6,861,792	-12.15%	815,141	-12.42%	157,452	-0.18%	7,834,385
2014	7,810,514	-9.56%	930,686	-9.83%	157,731	3.70%	8,898,931
2013	8,636,438	208.47%	1,032,162		152,110		9,820,710
2012	2,799,802	0.61%					2,799,802
2011	2,782,958	-4.54%					2,782,958
2010	2,915,306	2.37%					2,915,306



Operating Revenues





Funding Profile

One-Time Funding – Received in 2020 & 2021

	Awarded						
	2020	2021	2020	2021	2022	2023	2024
CARES	18,973,077		8,905,722	10,067,355			
CRRSAA - 5307	8,460,568				8,460,568		
CRRSAA - 5310	33,438					33,438	
ARP - 5307		20,849,570			10,424,785	10,424,785	
ARP - 5310		33,439				33,439	
Grant Totals	27,467,083	20,883,009	8,905,722	10,067,355	18,885,353	10,491,662	0



Financial Status



Financial Status

Capital Funding – Bringing it all Together

BFT's Capital Improvement Plan is Funded on a

Pay-As-You-Go Basis

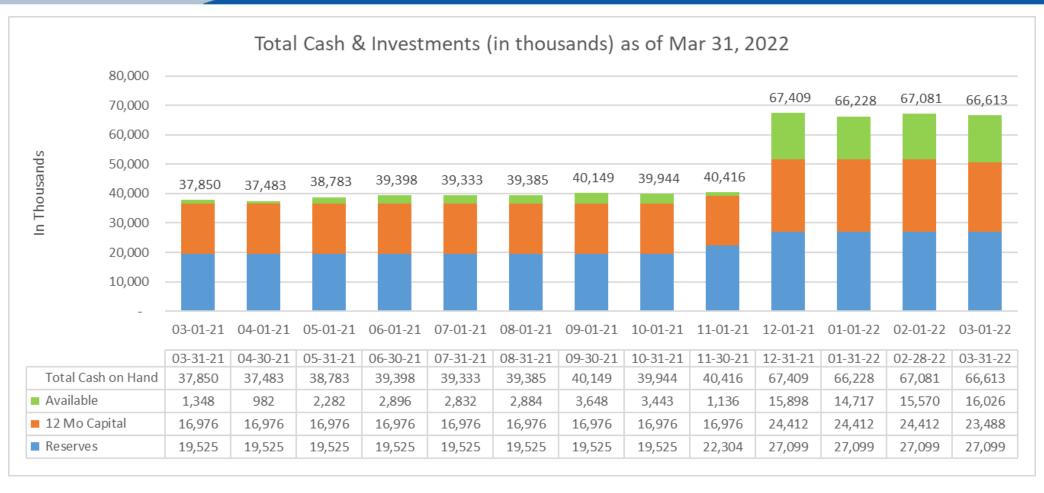
No Bonding, No Borrowing

Federal & State Grants REQUIRE Local Funding Match

 Current Reserves and CARES Related Funding Enables a Funded Capital Improvement Plan for Existing Projects over the Next 3.5 Years



Treasurer's Report – Mar 31, 2022



Capital Funds represent current approved budget for items in Capital Improvement Plan expected to be spent over next 12 months.

\$20M budgeted for future periods.



Impact - Sales Tax Reduction



Impact Summary

Sales Tax and Federal/State Grant Reductions

	Annual Taxes at 0.600%	Annual Taxes at 0.500%	Sales Tax Reduction (16.7%)	Transit Support Grants	Total Reduction	Total % Revenue Reduction
2026F	57,886,678	48,238,899	(9,647,780)	(4,600,000)	(14,587,217)	-26.1%
2025F	55,929,158	46,607,632	(9,321,526)	(4,600,000)	(14,260,117)	-24.0%
2024F	53,778,036	44,815,030	(8,963,006)	(4,600,000)	(13,900,753)	-24.3%
2023F	51,959,456	43,299,546	(8,659,909)	(4,600,000)	(13,596,814)	-25.9%
2022F	49,961,015	41,634,179	(8,326,836)	(3,400,000)	(12,062,900)	-23.3%

An additional reduction of approximately \$350K to Federal grants included in the Total Reduction



Impact – Sales Tax Reduction

- Scenario #1 Service Reduction Only
- Scenario #2 Capital Improvement Plan Reduction Only
- Scenario #3 Blend of Service and Capital Improvement Plan Reduction



Thank You

Questions?

Move Ahead Washington Overview

Move Ahead Washington is a transformational 16-year package that creates a sustainable, achievable future for the transportation sector. The legislation addresses concerns raised throughout the state of Washington and reflects a focus on meeting the needs of every community.

\$17B in Investments Over 16 years

- o \$11.5B: New projects, maintenance and preservations, ferries, and local programs
- o \$5.4B: Climate Commitment Act: Active transportation/transit electrification

There are two primary elements to the transit-specific awards:

- 1. Project awards
 - a. BFT is scheduled to be awarded \$23.3M
- 2. Annual grants
 - a. The 16-year estimated award to BFT is approximately \$75M

Transit Specific: \$3B over 16 years

- \$1.45B New Transit Support Grants (See more details below)
- o \$600M Plus-up of Special Needs Grants
 - o Agencies should see a doubling of their local grant funding
- o \$300M New Bus and Bus Facility Grant program (mirrors federal program)
- o \$300M Plus-up of Green Transit Grants
- o \$244M Plus-up of Transit Projects
 - o Includes \$23.2M for 3 BFT projects
 - Fleet electrification \$10.6M
 - Long-range service corridor improvements \$4.3M
 - Hubs in Benton City, Prosser, and south Kennewick \$8.4M
- o \$80M New Tribal Transit Grants

Transit Support Grant Details

New section in the law that establishes "Transit Support Grants" which allow for agencies to receive an annual grant which allows them to utilize funds for operating or capital expenses. This is becoming known as the 18 and Under Zero Fare Grant.

Grant Eligibility

- Transit agencies only
- Agencies must have a policy established by October 1, 2022, that provides riders 18 years of age and younger zero fare on ALL modes.
- Agencies must maintain or increase their sales tax authority which was established effective January 1, 2022.
- Must meet specific criteria which support overburdened communities; criteria to be determined by WSDOT.

<u>Summary of Potential Benefits to Ben Franklin Transit</u>

- Annual estimate of formula allocation of Transit Support Grants is \$3.5M in 2022-2023 and then \$4.6M for the next 15 years for a total of approximately \$75M.
- Eligibility for future funding of grants including Regional Mobility, Green Transit, Bus and Bus Facility, and Special Needs Grants.
- LEAP Transportation 2022-NL-3 Approval of three grant applications for the following projects submitted in FY2021:
 - \$10.56M for Fleet Electrification Electric bus replacements for existing diesel fleet (12), bus-charging equipment (bus base), and bus-charging equipment (transit hubs)
 - \$4.25M for Long-Range Service Corridor Redesign frequent bus routes and services currently using existing diesel vehicles; upgrade accessible bus stops with shelters and seating; install bus stop improvements, including land acquisitions in local jurisdictions by BFT where additional right-of-way is needed for sidewalks and bus stops that are compliant with the Americans with Disabilities Act (ADA).
 - \$8.4M for Mobility Hubs Benton City, Prosser, and south Kennewick; land acquisition, parking, bus shelters, electric bus charging



City Council Meeting Schedule May 2022

City Council temporarily designated the location for regular, special and study session meetings to a virtual location until termination of the state of emergency or until rescinded. The City broadcasts City Council meetings on the City's website https://www.go2kennewick.com/CouncilMeetingBroadcasts.

May 3, 2022

Tuesday, 6:30 p.m. REGULAR COUNCIL MEETING

May 10 2022

Tuesday, 6:30 p.m.

WORKSHOP MEETING

- 1. Economic Development & Port of Kennewick Partnership
- 2. Regional and Neighborhood Parks
- 3. Fire Department Update: Biennium Goals & Priorities
- 4. Police Department Update: Biennium Goals & Priorities

May 17, 2022

Tuesday, 6:30 p.m. REGULAR COUNCIL MEETING

May 24, 2022

Tuesday, 6:30 p.m.

WORKSHOP MEETING

- 1. KPFD & VenuWorks
- 2. Entertainment District Partnership Update (A-1 Pearl)
- 3. Planning & Public Works Development Process
- 4. Fourth of July Safety Measures

May 31, 2022

Tuesday, 6:30 p.m. NO MEETING SCHEDULED

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.