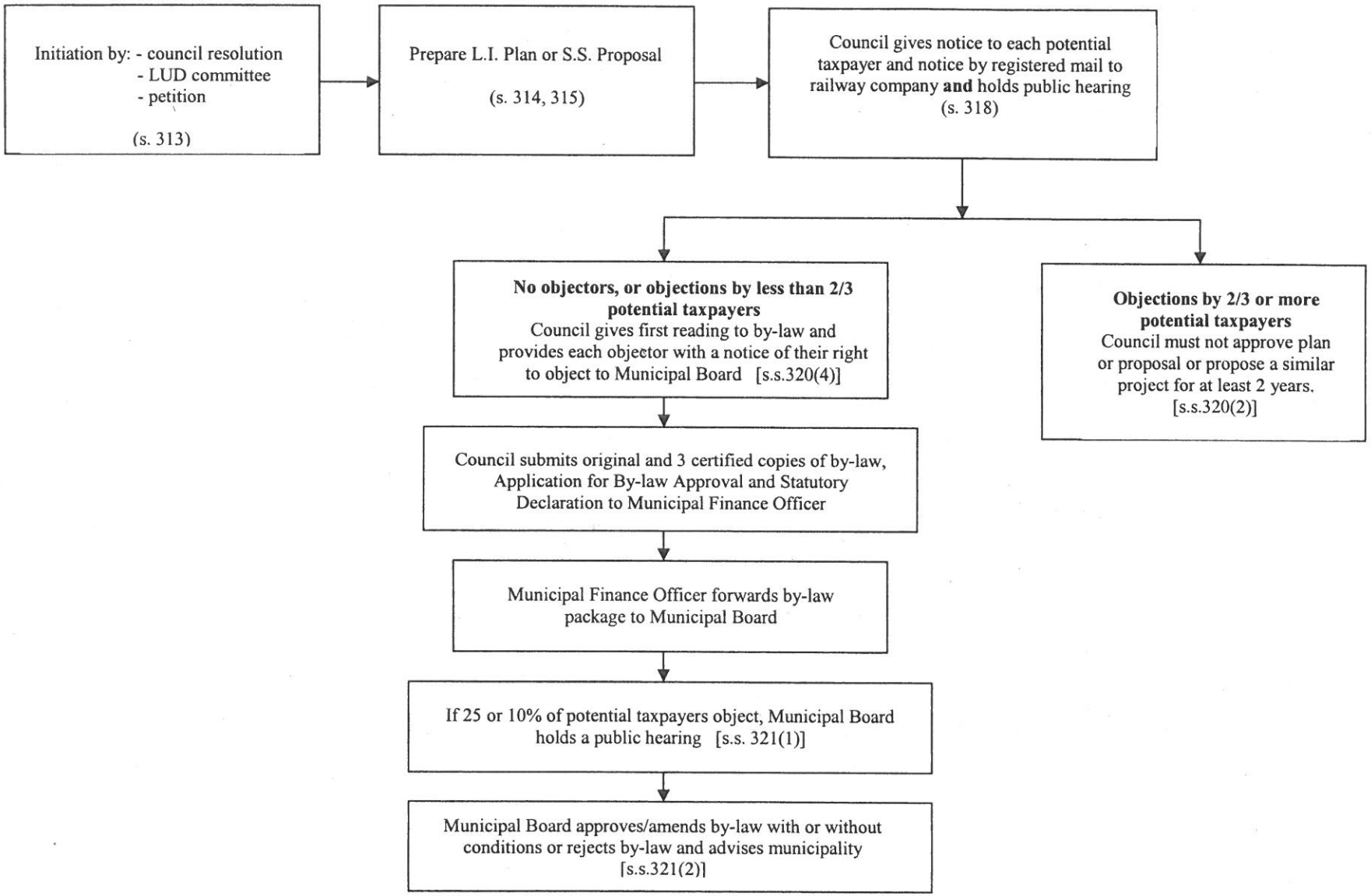Appendix 1 – Process for Local Improvements or Special Services