



# City of Pensacola

## Agenda Conference

### Agenda

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Monday, December 13, 2021, 3:30 PM

Hagler-Mason Conference Room,  
2nd Floor

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**Members of the public may attend the meeting in person. City Council encourages those not fully vaccinated to wear face coverings that cover their nose and mouth.**

The meeting can be watched via live stream at [cityofpensacola.com/video](http://cityofpensacola.com/video).

#### ROLL CALL

#### PRESENTATION ITEMS

1. [21-01084](#) PRESENTATION FROM LOTUS CAMPAIGN INC.

*Recommendation:* That City Council hear a presentation from the LOTUS Campaign, Inc. (Lotus).

*Sponsors:* Grover C. Robinson, IV

*Attachments:* [Lotus Campaign Overview](#)

#### REVIEW OF CONSENT AGENDA ITEMS

2. [21-00580](#) AWARD OF CONTRACT TO QUINA GRUNDHOEFER ARCHITECTS, P.A. FOR RFQ NO. 21-015 ARCHITECTURAL AND ENGINEERING SERVICES FOR THE TIPPIN PARK COMMUNITY RESOURCE CENTER
- Recommendation:** That City Council approve the ranking of the selection committee and award a contract to Quina Grundhoefer Architects, P.A. for Phase 1 of the Request for Qualification (RFQ) No. 21-015 Architectural and Engineering Services for the construction of a Community Resource Center at Tippin Park for an agreed upon fee in the amount of \$67,303.80. Further, that Council authorize the Mayor to execute all contracts and related documents and take all related actions necessary to complete Phase 1 of the project.
- Attachments:** [Tabulation of Qualifications](#)  
[Selection Committee Oral Presentation Evaluation](#)  
[Final Vendor Reference List](#)  
[Contract with Quina Grundhoefer Architects, P.A., Phase 1](#)
3. [21-01010](#) AIRPORT - ASSIGNMENT AND ASSUMPTION OF LEASE WITH CONSENTS - EXECUTIVE CAR RENTAL, INC. TO AMERICAN RENT A CAR INC.
- Recommendation:** That City Council approve an Assignment and Assumption of a Lease with Consents of the Executive Car Rental, Inc. Rental Car Concession Agreement and Real Property Lease to American Rent A Car Inc. Further, that City Council authorize the Mayor to take all necessary actions to execute the assignment and assumption.
- Sponsors:** Grover C. Robinson, IV
- Attachments:** [Executive American Assignment and Assumption of Lease with Cons](#)
4. [21-01017](#) AIRPORT - APPROVAL OF LICENSE AGREEMENT WITH QUANTUM WIRELESS NETWORKS, LLC
- Recommendation:** That City Council approve a License Agreement with Quantum Wireless Networks, LLC at the Pensacola International Airport. Further, that City Council authorize the Mayor to take all actions necessary relating to the execution of the License Agreement.
- Sponsors:** Grover C. Robinson, IV
- Attachments:** [Quantum Wireless Networks LLC License Agreement](#)

5. [21-01016](#) AWARD OF CONTRACT RFP NO. 21-031 FOR COMPREHENSIVE PARKING MANAGEMENT SOLUTIONS
- Recommendation:** That City Council approve the ranking of the selection committee for RFP NO. 21-031 Comprehensive Parking Management Solution and award a five-year contract to Parkeon, Inc. d/b/a Flowbird, submitting the best proposal. Finally, that City Council authorize the Mayor to negotiate and execute the contract with the named firm and take all related actions necessary to engage their services, as required.
- Sponsors:** Lissa Dees
- Attachments:** [Final Tabulation](#)  
[Final Vendor Reference List](#)  
[Scoring Matrix](#)  
[Contract Between City of Pensacola and Parkeon Inc](#)
6. [21-01047](#) ADMINISTRATIVE PLAN FOR THE PENSACOLA HOUSING DEPARTMENT HOUSING CHOICE VOUCHER PROGRAM
- Recommendation:** That City Council approve the amendments to the Administrative Plan for the Pensacola Housing Department Housing Choice Voucher program.
- Sponsors:** Grover C. Robinson, IV
- Attachments:** [Administrative Plan for Pensacola Housing Department Housing Chc](#)
7. [21-01043](#) APPOINTMENTS - AFFORDABLE HOUSING ADVISORY COMMITTEE
- Recommendation:** That City Council appoint a member of the City of Pensacola Planning Board and a city resident to the Affordable Housing Advisory Committee for a term of three years, expiring December 31, 2024.
- Sponsors:** Ann Hill
- Attachments:** [Application of Interest - Paul Ritz](#)  
[Resume - Paul Ritz](#)  
[Nomination Form - Crystal Scott](#)  
[Application of Interest Crystal Scott](#)  
[Resume - Crystal Scott](#)  
[Ballot - Planning Board Member](#)  
[Ballot - City Resident](#)

8. [21-01057](#) APPOINTMENT - BOARD OF TRUSTEES-FIREMEN'S RELIEF AND PENSION FUND
- Recommendation:** That City Council appoint a city resident to the Board of Trustees - Firemen's Relief and Pension Fund for a term of two years, expiring December 31, 2023.
- Sponsors:** Ann Hill
- Attachments:** [Member List](#)  
[Application of Interest - Samuel A Horton](#)  
[Resume - Samuel A Horton](#)  
[Ballot](#)
9. [21-01091](#) APPOINTMENTS - INTERNATIONAL RELATIONS ADVISORY BOARD
- Recommendation:** That City Council appoint four individuals to the International Relations Advisory Board for a term of two years, expiring December 31, 2023.
- Sponsors:** Ann Hill
- Attachments:** [Member List](#)  
[Application of Interest - Laverne Baker](#)  
[Application of Interest - Nan Harper](#)  
[Bio - Nan Harper](#)  
[Application of Interest - Jena Melancon](#)  
[Resume - Jena Melancon](#)  
[Application of Interest - Beth Partington](#)  
[Ballot](#)
10. [21-01058](#) 2022 CITY COUNCIL MEETING SCHEDULE
- Recommendation:** That City Council adopt the 2022 City Council Meeting Schedule.
- Sponsors:** Ann Hill
- Attachments:** [Proposed 2022 City Council Meeting Schedule](#)

11. [21-01051](#) AWARD OF BID NO. 21-039 OSCEOLA POLE BARN PROJECT
- Recommendation:** That City Council award Bid No. 21-039 Osceola Pole Barn Project to J. Miller Construction, Inc., of Pensacola, Florida the lowest and most responsible bidder with a base bid of \$207,270.00 plus a 10% contingency in the amount of \$20,727.00 for a total amount of \$227,997.00. Further, that City Council authorize the Mayor to execute the contract and take all action necessary to complete the project.
- Sponsors:** Grover C. Robinson, IV
- Attachments:** [Bid Tabulation, Bid No. 21-039](#)  
[Final Vendor Reference List, Bid No. 21-039](#)

### REVIEW OF REGULAR AGENDA ITEMS (Sponsor)

12. [21-01034](#) APPOINTMENT - COMMUNITY REDEVELOPMENT AGENCY BOARD CHAIR
- Recommendation:** That City Council appoint one member of the Community Redevelopment Agency Board as Chair of the Board for a period of one year, expiring December 2022.
- Sponsors:** Ann Hill
- Attachments:** [Nomination Form - Teniade Broughton](#)  
[Ballot](#)
13. [21-01035](#) APPOINTMENT - COMMUNITY REDEVELOPMENT AGENCY BOARD VICE CHAIR
- Recommendation:** That City Council appoint one member of the Community Redevelopment Agency (CRA) Board as Vice Chair of the Board for a period of one year, expiring December 2022.
- Sponsors:** Ann Hill
- Attachments:** [Nomination Form - Casey Jones](#)  
[Ballot](#)

14. [21-00995](#) LEASE - PENSACOLA FEDERATION OF GARDEN CLUBS INC. FOR THE GARDEN CENTER
- Recommendation:** That City Council approve the Lease Agreement between the City of Pensacola and Pensacola Federation of Garden Clubs Inc. for the Garden Center located at 1850 North 9th Avenue. Further, that City Council authorize the Mayor to take all necessary actions to execute and administer the Lease Agreement.
- Sponsors:** Grover C. Robinson, IV
- Attachments:** [Garden Center Lease 2021 - draft](#)  
[Sunbiz Info - Pensacola Federation of Garden Clubs Inc](#)  
[Resolution 13-61](#)  
[Garden Center lease - 1961](#)  
[Garden Center lease renewal - 1991](#)
15. [21-01055](#) LEASE - SOUTHERN YOUTH SPORTS ASSOCIATION INC. FOR THE THEOPHALIS MAY RESOURCE CENTER AT LEGION FIELD
- Recommendation:** That City Council approve a lease with the Southern Youth Sports Association Inc. for the Theophalis May Resource Center at Legion Field. Further, that City Council authorize the Mayor to take all actions necessary to execute the lease.
- Sponsors:** Grover C. Robinson, IV
- Attachments:** [SYSA Lease Agreement - draft](#)
16. [21-01044](#) MISCELLANEOUS APPROPRIATIONS AGREEMENT BETWEEN THE CITY AND THE LOTUS CAMPAIGN, INC (LOTUS)
- Recommendation:** That City Council allocate a total of \$425,000 from the remaining \$1,403,346 in American Recue Plan Act (ARPA) dedicated for Homelessness Reduction to the Lotus Campaign Inc. Further, that City Council approve a Miscellaneous Appropriations Agreement (MAA) between the City of Pensacola and The Lotus Campaign, Inc. Finally, that City Council authorize the Mayor to take all actions necessary to transfer the necessary funding and execute the agreement.
- Sponsors:** Grover C. Robinson, IV
- Attachments:** [Miscellaneous Appropriations Agreement](#)

17. [21-00997](#) CITY OF PENSACOLA AFFORDABLE HOUSING INCENTIVE REPORT
- Recommendation:** That City Council approve the Affordable Housing Incentive report submitted by the Affordable Housing Advisory Committee (AHAC) for submission to the Florida Housing Finance Corporation and the entity providing statewide training and technical assistance for the Affordable Housing Catalyst Program in accordance with Section 420.9076, Florida Statutes.
- Sponsors:** Grover C. Robinson, IV
- Attachments:** [City of Pensacola Affordable Housing Incentive Report](#)
18. [21-01097](#) EAST PENSACOLA HEIGHTS NEIGHBORHOOD ASSOCIATION GRANT REQUEST IN ACCORDANCE WITH CITY CODE SECTION 12-6-10(C)(2).
- Recommendation:** That City Council approve the recommendation of the Environmental Advisory Board (EAB) to approve a grant request in accordance with City Code Sec. 12-6-10(c)(2) for the East Pensacola Heights Neighborhood Association. The amount recommended by the EAB is \$4,268.50.
- Sponsors:** Jared Moore
- Attachments:** [EAB Minutes 11.04.2021](#)  
[East Pensacola Heights Canopy Restoration and Community Buildin](#)  
[East Pensacola Heights Tree Canopy Restoration Project](#)  
[EPHNA EAB Presentation](#)
19. [21-01098](#) ENVIRONMENTAL ADVISORY BOARD (EAB) RECOMMENDATION BASED ON CITY COUNCIL'S REFERRAL TO - ANALYZE THE IMPACT OF LAWN MANAGEMENT PRACTICES OF CITY PROPERTY AND THE USE OF TWO-STROKE GAS LEAF BLOWERS ON GREENHOUSE GAS EMISSIONS IN THE CITY AND SUGGESTIONS FOR LOWERING ANY EMISSIONS ASSOCIATED WITH TWO-STROKE BLOWERS
- Recommendation:** That City Council follow the recommendation of the EAB and allocate funding for the purchase of two battery operated commercial leaf blowers at the choice of parks and recreation, put them on two different crews and come back to the Board [EAB] with a report and analyze the effects.
- Sponsors:** Sherri Myers
- Attachments:** [EAB Minutes 11.04.2021](#)

20. [21-01092](#) SETTING A WORKSHOP REGARDING COUNCIL RULES AND PROCEDURES AND ROBERTS RULES OF ORDER.
- Recommendation:** That City Council hold a workshop to discuss the Council Rules and Procedures as well as Roberts Rules of Order. Further, that Council retain the services of attorney Doug Sales to conduct the workshop. Finally, that City Council President work with the Council Executive in setting a date for the workshop.
- Sponsors:** Sherri Myers
- Attachments:** [Council Rules and Procedures](#)
21. [21-01093](#) REFERRAL TO PARKS AND RECREATION BOARD - PROPOSED AMENDMENT TO CITY CODE SECTION 6-3-8. INJURING TREES, BUILDINGS AND OTHER PROPERTY.
- Recommendation:** That City Council refer to the Parks and Recreation Board for review and recommendation, a proposed amendment to City Code Sec. 6-3-8. Injuring trees, buildings and other property.
- Sponsors:** Sherri Myers
- Attachments:** [Proposed Amendment Sec. 6-3-8 -- Injuring trees, buildings and othe](#)
22. [21-01096](#) REFERRAL TO PARKS AND RECREATION BOARD - ROGER SCOTT ATHLETIC COMPLEX TREE PROTECTION PLAN
- Recommendation:** That City Council refer to the Parks and Recreation Board for review, discussion and recommendation the idea of a Roger Scott Athletic Complex Tree Protection Plan Ordinance that would be similar Ordinance No. 36-20, protecting the wooded area at Hitzman Park that was passed by City Council.
- Sponsors:** Sherri Myers
- Attachments:** [Ordinance No. 36-20](#)
23. [21-01045](#) PENSACOLA INTERNATIONAL AIRPORT - AIRPORT RESCUE GRANT NO. 3-12-0063-049-2022
- Recommendation:** That City Council approve and authorize the Mayor to execute the acceptance of the Airport Rescue Grant 3-12-0063-049-2022 in the amount of \$9,544,946 to help offset reduced revenue at the Pensacola International Airport as a result of the COVID-19 Public Health Emergency. Further, that City Council authorize the Mayor to take all actions necessary relating to the finalization of the grant. Finally, that City Council adopt a Supplemental Budget Resolution to appropriate the grant funds.
- Sponsors:** Grover C. Robinson, IV
- Attachments:** [Grant Agreement No. 3-12-0063-049-2022](#)



24. [2021-107](#) SUPPLEMENTAL BUDGET RESOLUTION NO. 2021-107 - AIRPORT RESCUE GRANT NO. 3-12-0063-049-2022
- Recommendation:* That City Council adopt Supplemental Budget Resolution No. 2021-107.
- A RESOLUTION AUTHORIZING AND MAKING REVISIONS AND APPROPRIATIONS FOR FISCAL YEAR ENDING SEPTEMBER 30, 2022; PROVIDING FOR AN EFFECTIVE DATE
- Sponsors:* Grover C. Robinson, IV
- Attachments:* [Supplemental Budget Resolution No. 2021-107](#)  
[Supplemental Budget Explanation No. 2021-107](#)
25. [21-01053](#) PORT OF PENSACOLA - FLORIDA SEAPORT TRANSPORTATION ECONOMIC DEVELOPMENT (FSTED) GRANT FUNDS FOR WAREHOUSE IMPROVEMENT PROJECTS ALLOCATED BY THE REFINANCE OF FLORIDA PORTS FINANCING COMMISSION SERIES 19 BONDS
- Recommendation:* That City Council accept and authorize the Mayor to execute State of Florida, Florida Seaport Transportation Economic Development (FSTED) Grant agreement for Warehouse Improvements #413775-1-94-02 in the amount of \$400,000 comprised of \$200,000 in Florida Ports Financing Commission bond refinance funds and \$200,000 in local match provided by Streamline Boats of NW Florida. Further, that City Council authorize the Mayor to take all actions necessary to accept, execute and administer the grant. Finally, that City Council adopt a supplemental budget resolution appropriating the grant funds.
- Sponsors:* Grover C. Robinson, IV
- Attachments:* [Grant Agreement No. 413775-1-94-02](#)  
[Supplemental Budget Resolution](#)  
[Supplemental Budget Explanation](#)

26. [2021-110](#) SUPPLEMENTAL BUDGET RESOLUTION NO. 2021-110 PORT OF PENSACOLA - FLORIDA SEAPORT TRANSPORTATION ECONOMIC DEVELOPMENT (FSTED) GRANT FUNDS FOR WAREHOUSE IMPROVEMENT PROJECTS ALLOCATED BY THE REFINANCE OF FLORIDA PORTS FINANCING COMMISSION SERIES 19 BONDS

**Recommendation:** That City Council adopt Supplemental Budget Resolution No. 2021-110.

A RESOLUTION AUTHORIZING AND MAKING REVISIONS AND APPROPRIATIONS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2022; PROVIDING FOR AN EFFECTIVE DATE.

**Sponsors:** Grover C. Robinson, IV

**Attachments:** [Supplemental Budget Resolution No. 2021-110](#)  
[Supplemental Budget Explanation No. 2021-110](#)

27. [21-01065](#) PORT OF PENSACOLA - FLORIDA SEAPORT TRANSPORTATION ECONOMIC DEVELOPMENT (FSTED) GRANT #422354-3-94-03- SEAPORT SECURITY GRANT

**Recommendation:** That City Council authorize the Mayor to accept the State of Florida, Florida Seaport Transportation Economic Development (FSTED) Grant #422354-3-94-03 in the amount of \$46,240 comprised of \$34,680 in FSTED funds and \$11,560 in Port of Pensacola matching funds. Further, that City Council authorize the mayor to take all actions necessary for the acceptance of the grant. Finally, that City Council approve a supplemental budget resolution appropriating the grant funds.

**Sponsors:** Grover C. Robinson, IV

**Attachments:** [PTGA -Seaport Security Grant Program FY22](#)  
[Supplemental Budget Resolution No. 2021-109](#)  
[Supplemental Budget Explanation No. 2021-109](#)

28. [2021-109](#) SUPPLEMENTAL BUDGET RESOLUTION NO. 2021-109 - PORT OF PENSACOLA - FLORIDA SEAPORT TRANSPORTATION ECONOMIC DEVELOPMENT (FSTED) GRANT #422354-3-94-03 - SEAPORT SECURITY GRANT
- Recommendation:* That City Council adopt Supplemental Budget Resolution No. 2021-109.
- A RESOLUTION AUTHORIZING AND MAKING REVISIONS AND APPROPRIATIONS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2022; PROVIDING FOR AN EFFECTIVE DATE.
- Sponsors:* Grover C. Robinson, IV
- Attachments:* [Supplemental Budget Resolution No. 2021-109](#)  
[Supplemental Budget Explanation No. 2021-109](#)
29. [21-01099](#) ACCEPTANCE OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT
- Recommendation:* That the City Council accept a Florida Department of Economic Opportunity (DEO) Community Planning Technical Assistance Grant, on behalf of the Community Redevelopment Agency (CRA), in the amount of \$40,000, for development of the Jackson Street Transportation Master Plan. Further, that City Council approve the subsequent supplemental budget resolution.
- Sponsors:* Delarian Wiggins
- Attachments:* [Technical Assistance Grant Award Letter](#)  
[Supplemental Budget Resolution No. 2021-111](#)  
[Supplemental Budget Explanation No. 2021-111](#)
30. [2021-111](#) SUPPLEMENTAL BUDGET RESOLUTION NO. 2021-111 - COMMUNITY REDEVELOPMENT AGENCY (CRA) DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT
- Recommendation:* That City Council adopt Supplemental Budget Resolution No. 2021-111.
- A RESOLUTION AUTHORIZING AND MAKING REVISIONS AND APPROPRIATIONS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2022; PROVIDING FOR AN EFFECTIVE DATE.
- Sponsors:* Grover C. Robinson, IV
- Attachments:* [Supplemental Budget Resolution No. 2021-111](#)  
[Supplemental Budget Explanation No. 2021-111](#)



34. [50-21](#) PROPOSED ORDINANCE NO. 50-21 - AMENDING SECTION 11-4-182 OF THE CITY CODE, USE OF RIGHTS-OF-WAY BY WIRELESS COMMUNICATIONS FACILITIES
- Recommendation:* That City Council approve Proposed Ordinance No. 50-21 on first reading:
- AN ORDINANCE AMENDING SECTION 11-4-182, OF THE CODE OF THE CITY OF PENSACOLA, FLORIDA, USE OF RIGHTS-OF-WAY BY WIRELESS COMMUNICATIONS FACILITIES; PROVIDING FOR SEVERABILITY; REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.
- Sponsors:* Casey Jones
- Attachments:* [50-21 - revised 12-7](#)
35. [52-21](#) PROPOSED ORDINANCE NO. 52-21 - GENERAL PENSION & RETIREMENT PLAN ORDINANCE AMENDING TERMS OF EMPLOYEE ELECTED BOARD MEMBERS
- Recommendation:* That City Council approve Proposed Ordinance No. 52-21 on first reading.
- AN ORDINANCE AMENDING SECTION 9-4-103 OF THE CODE OF THE CITY OF PENSACOLA, FLORIDA, PENSION BOARD TO PROVIDE FOR SIX YEAR TERMS FOR EMPLOYEE ELECTED MEMBERS OF THE PENSION BOARD FOR THE GENERAL PENSION AND RETIREMENT FUND OF THE CITY; PROVIDING FOR SEVERABILITY; REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.
- Sponsors:* Grover C. Robinson, IV
- Attachments:* [Proposed Ordinance No. 52-21](#)
36. [44-21](#) PROPOSED ORDINANCE NO. 44-21 - AMENDMENT TO CITY CODE SECTION 14-2-136 - DEMOLITION
- Recommendation:* That City Council adopt Proposed Ordinance No. 44-21 on second reading:
- AN ORDINANCE AMENDING SECTION 14-2-136 OF THE CODE OF THE CITY OF PENSACOLA, FLORIDA, ENHANCING NOTICE REQUIREMENTS; PROVIDING FOR SEVERABILITY; REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.
- Sponsors:* Ann Hill
- Attachments:* [Proposed Ordinance No. 44-21](#)

- 37. [49-21](#) PROPOSED ORDINANCE NO. 49-21: PROPOSED AMENDMENTS TO THE LAND DEVELOPMENT CODE - ENGINEERING SECTIONS 12-3-121, 12-4-1, 12-4-3, 12-7, 12-8-6

*Recommendation:* That City Council adopt the Proposed Ordinance No. 49-21 on second reading:

AN ORDINANCE AMENDING TITLE XII OF THE CODE OF THE CITY OF PENSACOLA, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE SECTION 12-3-121 DESIGN STANDARDS AND GUIDELINES; SECTION 12-4-1 OFF-STREET PARKING SPACES REQUIREMENTS; SECTION 12-4-3 PARKING LOTS; CHAPTER 12-7 SUBDIVISIONS; SECTION 12-8-6 DESIGN STANDARDS FOR STORMWATER MANAGEMENT SYSTEM; PROVIDING FOR SEVERABILITY; REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

*Sponsors:* Grover C. Robinson, IV

*Attachments:* [Proposed Ordinance No. 49-21](#)  
[October 12, 2021 Planning Board Minutes - DRAFT](#)

CONSIDERATION OF ANY ADD-ON ITEMS

**FOR DISCUSSION**

- 38. [21-01090](#) AMERICAN RESCUE PLAN ACT (ARPA) FUNDING AND REPORTS FROM THE CITY AND RECEIVING AGENCY'S

*Sponsors:* Sherri Myers

*Attachments:* [Results4america.org Webpage](#)

**READING OF ITEMS FOR COUNCIL AGENDA**

**COMMUNICATIONS**

CITY ADMINISTRATOR'S COMMUNICATION

CITY ATTORNEY'S COMMUNICATION

CITY COUNCIL COMMUNICATION

**ADJOURNMENT**

*If any person decides to appeal any decision made with respect to any matter considered at such meeting, he will need a record of the proceedings, and that for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

*The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to City services, programs and activities. Please call 435-1606 (or TDD 435-1666) for further information. Request must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.*