



City of Pensacola

City Council Regular Meeting

Agenda

City of Pensacola
222 W. Main Street
Pensacola, FL 32502

January 15, 2026, 5:30 PM

Council Chambers, 1st Floor

The meeting can be watched via live stream at cityofpensacola.com/video.

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

Council Member Charles Bare

AWARDS

FIRST LEROY BOYD FORUM

APPROVAL OF MINUTES

1. 26-140 APPROVAL OF MINUTES: REGULAR MEETING DATED DECEMBER 11, 2025

Recommendation: That City Council approve regular meeting minutes dated December 11, 2025.

Sponsors: Allison Patton, Council President

Attachments: Draft: Regular Meeting Dated 12/11/2025

APPROVAL OF AGENDA

CONSENT AGENDA

2. 26-46 APPOINTMENT: BOARD OF TRUSTEES - POLICE OFFICERS' RETIREMENT FUND

Recommendation: That City Council ratify the appointment of Rodney Randle as the fifth member of the Board of Trustees - Police Officers' Retirement Fund for a term of two years, expiring December 31, 2026.

Sponsors: DC Reeves, Mayor

Attachments: Member List - Police Officers' Retirement Fund

3. 26-47 APPOINTMENT: BOARD OF TRUSTEES - FIREFIGHTERS' RELIEF AND PENSION FUND

Recommendation: That City Council ratify the appointment of Charles Good, Jr. as the fifth member of the Board of Trustees - Firefighters' Relief and Pension Fund for a term of two years, expiring December 31, 2026.

Sponsors: DC Reeves, Mayor

Attachments: *Member List - Firefighters' Relief and Pension Fund*

4. 26-61 APPROVAL OF CHANGE ORDER PROPOSAL - WHARTON-SMITH, INC. DESIGN-BUILDER FOR HANGAR 4 AT PENSACOLA INTERNATIONAL AIRPORT

Recommendation: That City Council approve an increase to the Wharton-Smith, Inc. of Pensacola, FL, ("Wharton-Smith") agreement for Design-Builder Services for the Titan - Element 2, Hangar 4 Project at Pensacola International Airport of \$5,906,236 plus a 10% contingency of \$590,624 for a total increase of \$6,496,860 and a total contract amount of \$38,093,236 plus a 10% contingency of \$3,809,324 for a total project budget of \$41,902,560 and authorize the Mayor to take the actions necessary to finalize, execute, and administer this contract and complete the work, consistent with the bid, contracting documents, and the Mayor's Executive Powers as granted in the City Charter.

Sponsors: DC Reeves, Mayor

Attachments: *Change Order Proposal*

5. 26-51 AWARD OF BID NO. 26-003 — STORMWATER FACILITIES MAINTENANCE SERVICES

Recommendation: That City Council award Bid No. 26-003 for Stormwater Facilities Maintenance Services to Big Orange Enterprises, LLC d.b.a. Escape Landscaping and Lawn Care of Pensacola, FL, the lowest and most responsible bidder, a contract in the amount of \$118,600. Further, that City Council authorize the Mayor to take the actions necessary to execute and administer this contract and complete the work, consistent with the bid, contracting documents, and the Mayor's Executive Powers as granted in the City Charter.

Sponsors: DC Reeves, Mayor

Attachments: *Bid tabulation sheet*

6. 26-52 AWARD OF BID NO. 25-046 - WASTE COLLECTION SERVICES FOR PENSACOLA INTERNATIONAL AIRPORT

Recommendation: That City Council award Bid No. 25-046 for Waste Collection Services for Pensacola International Airport to Mark Dunning Industries, Inc., the

lowest and most responsible bidder. Further, that City Council authorize the Mayor to take the actions necessary to execute and administer this contract and complete this work, consistent with the bid, contracting documents, and the Mayor's Executive Powers as granted in the City Charter.

Sponsors: DC Reeves, Mayor

Attachments: *Draft Contract - Award of Bid No. 25-046
25-046 Bid Tabulation*

7. 26-69 AIRPORT - ESTOPPEL AGREEMENT FOR BLUE AIR TRAINING LLC

Recommendation: That City Council approve an Estoppel Agreement between the City of Pensacola and Blue Air Training LLC consenting to the collateral assignment of the Lease with Blue Air Training LLC to The Rockhill Group, Inc. Further, that City Council authorize the Mayor to take the actions necessary to execute and administer this Agreement, consistent with the terms of the agreement and the Mayor's Executive Powers as granted in the City Charter.

Sponsors: DC Reeves, Mayor

Attachments: *Airport Blue Air Training Rockhill Group Estoppel Clean Draft*

8. 26-65 AIRPORT - ESTOPPEL AGREEMENT FOR SKYWARRIOR FLIGHT TRAINING, LLC

Recommendation: That City Council approve an Estoppel Agreement between the City of Pensacola and Skywarrior Flight Training, LLC consenting to the collateral assignment of the Lease with Skywarrior Flight Training, LLC to The Rockhill Group, Inc. Further, that City Council authorize the Mayor to take the actions necessary to execute and administer this Agreement, consistent with the terms of the agreement and the Mayor's Executive Powers as granted in the City Charter.

Sponsors: DC Reeves, Mayor

Attachments: *Draft Estoppel Agreement*

9. 26-66 AIRPORT - AMENDMENT NO. 7 TO LEASE AGREEMENT WITH SKYWARRIOR FLIGHT TRAINING, LLC

Recommendation: That City Council approve Amendment No. 7 to the Lease Agreement between the City of Pensacola and Skywarrior Flight Training, LLC. Further, that City Council authorize the Mayor to take the actions necessary to execute and administer this Amendment, consistent with the terms of the amendment and the Mayor's Executive Powers as granted in the City Charter.

Sponsors: DC Reeves, Mayor

Attachments: *Draft Lease Agreement Amendment No. 7*

**10. 26-45 DISCRETIONARY FUNDING ALLOCATION - CITY COUNCIL MEMBER
TENIADE BROUGHTON - DISTRICT 5**

Recommendation: That City Council approve funding of \$300 to Keyz 2 Achieve from the City Council Discretionary Funds for District 5.

Sponsors: Teniade Broughton, Council Member

Attachments: *None*

**11. 26-91 DISCRETIONARY FUNDING ALLOCATION - CITY COUNCIL MEMBER
DELARIAN WIGGINS - DISTRICT 7**

Recommendation: That City Council approve funding of \$500 to the Southern Youth Sports Association from the City Council Discretionary Funds for District 7.

Sponsors: Delarian Wiggins, Council Member

Attachments: *None*

**12. 26-137 ADD-ON -- PARTIAL RELEASE OF EASEMENT (UTILITY) -- A PORTION
OF VACATED HILARY STREET.**

Recommendation: That City Council approve the Partial Release of Easement (Utility) — A portion of vacated Hilary Street

Sponsors: Allison Patton, Council President

Attachments: *Partial Release of Easement - Hilary Street*
Easement Survey - 21 South I Street
Recorded FPL Partial Release of Easement - 21 South I Street
dated 09.19.2025 (1)
Recorded ECUA Partial Termination of Easement - 21 South I
Street dated 09.11.2025 (1)
Ordinance No. 33-92 - Hilary Street ROW Vacation wEasement
dated 11.08.1992

REGULAR AGENDA

**13. 26-111 REVISED - PRESENTATION -- RED LIGHT CAMERA SURVEY STATE
OF FLORIDA FISCAL YEAR 2024-2025**

Recommendation: That City Council receive a presentation from Acting Chief of Police Kristin Brown regarding the Red Light Camera Survey for the State of Florida's Fiscal Year 2024-2025

Sponsors: DC Reeves, Mayor

Attachments: *Red Light Camera Survey for Fiscal Year 2024-2025 (1)*

**14. 26-63 CONSENT TO THE MAYOR'S APPOINTMENT OF TONYA BYRD AS
 PARKS & RECREATION DIRECTOR**

Recommendation: That City Council consent to the Mayor's appointment of Tonya Byrd to the position of Parks & Recreation Director.

Sponsors: DC Reeves, Mayor

Attachments: *Tonya Byrd Cover Letter*
 Tonya Byrd Resume
 Tonya Byrd Application

15. 26-68 **REVISED: PROPOSED LAND USE RESTRICTION AGREEMENT
 (LURA) TEMPLATE FOR ONGOING COMPLIANCE MONITORING OF
 PROJECTS UTILIZING LIVE LOCAL ACT (LLA)**

Recommendation: That City Council approve the proposed Land Use Restriction Agreement (LURA) template for the ongoing compliance monitoring of projects utilizing Florida's Live Local Act (LLA), and authorize the Mayor to negotiate and execute Land Use Restriction Agreements consistent with the intent and requirements of the Live Local Act and subject to review and approval by the City Attorney's Office.

Sponsors: DC Reeves, Mayor

Attachments: *Proposed Template*

**16. 26-53 FLORIDA DEPARTMENT OF TRANSPORTATION FLORIDA SEAPORT
 TRANSPORTATION AND ECONOMIC DEVELOPMENT — GRANT NO.
 4223549406 - PORT OF PENSACOLA TWIC SECURITY UPGRADES**

Recommendation: That City Council approve the acceptance of the Florida Seaport Transportation and Economic Development Grant No. 4223549406 for the use of security upgrades to the Port of Pensacola in the amount of \$44,593, with a local match in the amount of \$14,865, for a total grant value of \$59,458. Further, that City Council authorize the Mayor to take the actions necessary to execute and administer this grant, consistent with the terms of the grant and the Mayor's Executive Powers as granted in the City Charter. Finally, that City Council adopt a supplemental budget resolution appropriating the grant funds.

Sponsors: DC Reeves, Mayor

Attachments: *Grant Agreement*

**17. 26-54 SUPPLEMENTAL BUDGET RESOLUTION NO. 2025-100 - FLORIDA
 DEPARTMENT OF TRANSPORTATION FLORIDA SEAPORT
 TRANSPORTATION AND ECONOMIC DEVELOPMENT GRANT NO.
 42235439406 - PORT OF PENSACOLA TWIC SECURITY UPGRADES**

Recommendation: That City Council adopt Supplemental Budget Resolution No. 2025-100.

A RESOLUTION AUTHORIZING AND MAKING REVISIONS AND APPROPRIATIONS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2026; PROVIDING FOR AN EFFECTIVE DATE.

Sponsors: DC Reeves, Mayor

Attachments: *Supplemental Budget Resolution No. 2025-100*
Supplemental Budget Explanation No. 2025-100
Grant Agreement

- 18.** 26-55 FLORIDA DEPARTMENT OF TRANSPORTATION FLORIDA SEAPORT TRANSPORTATION AND ECONOMIC DEVELOPMENT - GRANT NO. 45397329401 - PORT OF PENSACOLA NORTHEAST QUADRANT DEVELOPMENT

Recommendation: That City Council approve the acceptance of the Florida Seaport Transportation and Economic Development Grant No.45397329401 for the purpose of aiding in the development of Port of Pensacola's northeast quadrant in the amount of \$52,329, with a local match in the amount of \$52,329, for a total grant value of \$104,658. Further, that City Council authorize the Mayor to take the actions necessary to execute and administer this grant, consistent with the terms of the grant and the Mayor's Executive Powers as granted in the City Charter. Finally, that City Council adopt a supplemental budget resolution appropriating both the grant and local match funds.

Sponsors: DC Reeves, Mayor

Attachments: *Grant Agreement*

- 19.** 26-56 SUPPLEMENTAL BUDGET RESOLUTION NO. 2025-101 - FLORIDA DEPARTMENT OF TRANSPORTATION FLORIDA SEAPORT TRANSPORTATION AND ECONOMIC DEVELOPMENT - GRANT NO. 45397329401 - PORT OF PENSACOLA NORTHEAST QUADRANT DEVELOPMENT

Recommendation: That City Council adopt Supplemental Budget Resolution No. 2025-101.

A RESOLUTION AUTHORIZING AND MAKING REVISIONS AND APPROPRIATIONS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2026; PROVIDING FOR AN EFFECTIVE DATE.

Sponsors: DC Reeves, Mayor

Attachments: *Supplemental Budget Resolution No. 2025-101*
Supplemental Budget Explanation No. 2025-101
Grant Agreement

- 20. 26-57** FLORIDA DEPARTMENT OF TRANSPORTATION FLORIDA SEAPORT TRANSPORTATION AND ECONOMIC DEVELOPMENT - GRANT NO. G3B51 - AMENDMENT OF AWARD - HIGH PERFORMANCE MARITIME CENTER OF EXCELLENCE (HPMCE) DOCK COMPLEX

Recommendation: That City Council approve the acceptance of the Amendment to Grant Award No. G3B51 to increase the previous award of \$3,525,000 (with a local match of total 1,175,000) by the amount of \$2,453,581 (with a total local match amount of \$1,992,861.00), for a total grant value of \$7,971,442. Further, that City Council authorize the Mayor to take the actions necessary to execute and administer this grant, consistent with the terms of the grant and the Mayor's Executive Powers as granted in the City Charter. Finally, that City Council adopt a supplemental budget resolution appropriating the grant funds.

Sponsors: DC Reeves, Mayor

Attachments: *Amendment to Grant Agreement No. G3B51*
Grant Agreement G3B51
Prior City Council Action
Contract G2867-original
Grant G2883 - original contract

- 21. 26-58** SUPPLEMENTAL BUDGET RESOLUTION NO. 2025-99 - FLORIDA DEPARTMENT OF TRANSPORTATION FLORIDA SEAPORT TRANSPORTATION AND ECONOMIC DEVELOPMENT - GRANT NO. G3B51 - AMENDMENT OF AWARD - HIGH PERFORMANCE MARITIME CENTER OF EXCELLENCE (HPMCE) DOCK COMPLEX

Recommendation: That City Council adopt Supplemental Budget Resolution No. 2025-99.

A RESOLUTION AUTHORIZING AND MAKING REVISIONS AND APPROPRIATIONS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2026; PROVIDING FOR AN EFFECTIVE DATE.

Sponsors: DC Reeves, Mayor

Attachments: *Supplemental Budget Resolution No. 2025-99*
Supplemental Budget Explanation No. 2025-99
Amended Agreement to Grant Agreement No. G3B51
Prior City Council Action
Grant_Agreement_G3B51
Contract G2867-original
Grant G2883 - original contract

- 22. 26-48** FY25 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM: STATE-C-JG171 MOBILE INVESTIGATIVE TECHNOLOGIES PLATFORM

Recommendation: That City Council approve the acceptance of the FY25 Edward Byrne Memorial Justice Assistance Grant (JAG) Program: State-C-JG171 Mobile Investigative Technologies Platform for a mobile surveillance camera unit in the amount of \$49,699.00. Further, that City Council ratify the Mayor's action necessary to execute and administer this grant, consistent with the terms of the grant and the Mayor's Executive Powers as granted in the City Charter. Finally, that City Council adopt a supplemental budget resolution appropriating the grant funds.

Sponsors: DC Reeves, Mayor

Attachments: *FDLE Award Agreement No. JG171*
Supplemental Budget Resolution No. 2025-95
Supplemental Budget Explanation No. 2025-95

- 23.** 26-49 SUPPLEMENTAL BUDGET RESOLUTION NO. 2025-95 - FY25 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM: STATE - C-JG171 MOBILE INVESTIGATIVE TECHNOLOGIES PLATFORM

Recommendation: That City Council adopt Supplemental Budget Resolution No. 2025-95.

A RESOLUTION AUTHORIZING AND MAKING REVISIONS AND APPROPRIATIONS FOR THE FISCAL YEAR ENDING SEPTEMBER 2026; PROVIDING FOR AN EFFECTIVE DATE.

Sponsors: DC Reeves, Mayor

Attachments: *Supplemental Budget Resolution No. 2025-95*
Supplemental Budget Explanation No. 2025-95

- 24.** 26-50 SUPPLEMENTAL BUDGET RESOLUTION NO. 2025-90 - LAW ENFORCEMENT TRUST FUND (LETF) PURCHASE FOR THE PENSACOLA POLICE DEPARTMENT (PPD) — AIRPORT DIVISION

Recommendation: That City Council adopt Supplemental Budget Resolution No. 2025-90.

A RESOLUTION AUTHORIZING AND MAKING REVISIONS AND APPROPRIATIONS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2026; PROVIDING FOR AN EFFECTIVE DATE.

Sponsors: DC Reeves, Mayor

Attachments: *Supplemental Budget Resolution No. 2025-90*
Supplemental Budget Explanation No. 2025-90
Letter of Certification

- 25.** 26-59 SUPPLEMENTAL BUDGET RESOLUTION NO. 2025-98 - FLORIDA COMMERCE COMMUNITY DEVELOPMENT BLOCK GRANT AWARD

AGREEMENT NO. H2002 - DISASTER RELIEF FUNDING FOR PORT OF PENSACOLA

Recommendation: That City Council adopt Supplemental Budget Resolution No. 2025-98.

A RESOLUTION AUTHORIZING AND MAKING REVISIONS AND APPROPRIATIONS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2026; PROVIDING FOR AN EFFECTIVE DATE.

Sponsors: DC Reeves, Mayor

Attachments: *Supplemental Budget Resolution No. 2025-98*
Supplemental Budget Explanation No. 2025-98

26. 26-60 AWARD OF BID NO. 26-001 - CONSTRUCTION SERVICES FOR PORT OF PENSACOLA COMMUNITY DEVELOPMENT BLOCK GRANT- DISASTER RECOVERY ROAD AND RAIL REHABILITATION PROJECT

Recommendation: That City Council award a contract for Bid No. 26-001 for construction activities to C.W. Roberts Contracting, Inc. of Tallahassee, Florida, the lowest and most responsible bidder with a base bid of \$10,069,512. Further, that Council award the four alternative activities subject to the approval of the reallocation of CDBG-DR funding in the amount of \$1,950,000 without further action by Council bringing the full project cost to \$12,019,512. Finally, that City Council authorize the Mayor to take the actions necessary to execute and administer this contract and complete the work, consistent with the contracting documents and the Mayor's Executive Powers as granted in the City Charter.

Sponsors: DC Reeves, Mayor

Attachments: *CDBG-DR-HS002-CWR roberts contract*

27. 26-62 RESOLUTION NO. 2025-102 - SUPPORTING AN APPLICATION FOR TRANSPORTATION ALTERNATIVES PROGRAM FUNDING

Recommendation: That City Council adopt Resolution No. 2025-102.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PENSACOLA FLORIDA; SUPPORTING AN APPLICATION TO THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) TRANSPORTATION ALTERNATIVES PROGRAM TO DESIGN AND CONSTRUCT PEDESTRIAN FACILITIES ON WEST JACKSON STREET AND PEDESTRIAN AND BICYCLE FACILITIES ON EAST MAXWELL STREET; PROVIDING FOR AN EFFECTIVE DATE.

Sponsors: DC Reeves, Mayor

Attachments: *TA Resolution No. 2025-102*
West Jackson Street TA Location Map

East Maxwell St TA Location Map

- 28.** 25-1584 PROPOSED ORDINANCE NO. 25-25 - AMENDING ORDINANCE NO. 33-14 - WESTSIDE COMMUNITY AREA REDEVELOPMENT BOARD

Recommendation: That City Council adopt Proposed Ordinance No. 25-25 on second reading:

AN ORDINANCE AMENDING ORDINANCE 33-14 WESTSIDE COMMUNITY REDEVELOPMENT AREA BOARD; MEMBERSHIP, REMOVAL FROM OFFICE, RULES OF PROCEDURE, AUTHORITY AND DUTIES OF THE BOARD; REPEALING CLAUSE; SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Sponsors: Delarian Wiggins, Council Member

Attachments: *Proposed Ordinance No. 25-25*
Proposed Ordinance No. 25-25 Business Impact Estimate

- 29.** 25-1586 PROPOSED ORDINANCE NO. 27-25 - AMENDING ORDINANCE NO. 08-20 - URBAN CORE REDEVELOPMENT BOARD

Recommendation: That City Council adopt Proposed Ordinance No. 27-25 on second reading.

AN ORDINANCE AMENDING ORDINANCE NO. 08-20 URBAN CORE REDEVELOPMENT BOARD; MEMBERSHIP, REMOVAL FROM OFFICE, RULES OF PROCEDURE, AUTHORITY AND DUTIES OF THE BOARD; REPEALING CLAUSE; SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Sponsors: Allison Patton, Council President

Attachments: *Proposed Ordinance No. 27-25*
Proposed Ordinance No. 27-25 Business Impact Estimate

- 30.** 25-1604 PROPOSED ORDINANCE NO. 28-25 - REPEALING SECTION 11-2-70, SAME - POST-TOW HEARING OF THE CITY CODE

Recommendation: That City Council adopt Proposed Ordinance No. 28-25 on second reading.

AN ORDINANCE REPEALING SECTION 11-2-70, SAME-POST-TOW HEARING OF THE CODE OF THE CITY OF PENSACOLA, FLORIDA; PROVIDING FOR SEVERABILITY; REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Sponsors: Allison Patton, Council President

Attachments: *Proposed Ordinance No. 28-25*

*Proposed Ordinance No. 28-25 Business Impact Estimate***31. 25-1606 PROPOSED ORDINANCE NO. 29-25 - AMENDING TITLE XI, TRAFFIC AND VEHICLES, PARKING AND TOWING OF THE CITY CODE**

Recommendation: That City Council adopt Proposed Ordinance No. 29-25 on second reading.

AN ORDINANCE AMENDING TITLE XI OF THE CODE OF THE CITY OF PENSACOLA, FLORIDA, AMENDING TRAFFIC AND VEHICLES, CHAPTER 11-2. TRAFFIC, ARTICLE II STOPPING, STANDING, AND PARKING, SECTION 11-2-24, PARKING FOR CERTAIN USES PROHIBITED; SEC. 11-2-35, PARKING OF MAJOR RECREATIONAL EQUIPMENT AND COMMERCIAL VEHICLES IN RESIDENTIAL AREAS RESTRICTED; SECTION 11-2-37, PARKING FINES; SECTION 11-2-66, REMOVAL AND IMPOUNDMENT FOR NUMEROUS UNPAID CITATIONS—AUTHORITY; SECTION 11-2-67, SAME—NOTICE TO OWNER; PROVIDING FOR SEVERABILITY, REPEALING CLAUSE, AND PROVIDING AN EFFECTIVE DATE.

Sponsors: Allison Patton, Council President

Attachments: *Proposed Ordinance No. 29-25*
Proposed Ordinance No. 29-25 Business Impact Estimate

COUNCIL EXECUTIVE'S REPORT**MAYOR'S COMMUNICATION****COUNCIL COMMUNICATIONS & CIVIC ANNOUNCEMENTS****SECOND LEROY BOYD FORUM****ADJOURNMENT**

Any opening invocation that is offered before the official start of the Council meeting shall be the voluntary offering of a private person, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Persons in attendance at the City Council meeting are invited to stand during the invocation and to stand and recite the Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered or to participate in the Pledge of Allegiance. You may remain seated within the City Council Chambers or exit the City Council Chambers and return upon completion of the opening invocation and/or Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance.

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.