



City of Tampa

Jane Castor, Mayor

Internal Audit Department
315 E. Kennedy Boulevard
Tampa, Florida 33602
Office (813) 274-7159

January 22, 2026

Honorable Jane Castor
Mayor, City of Tampa
1 City Hall Plaza
Tampa, Florida

RE: Parks and Recreation – Special Events, Audit 26-03

Dear Mayor Castor:

Attached is the Internal Audit Department's report on Parks and Recreation – Special Events. We thank management and staff for their cooperation and assistance during this audit.

Sincerely,

/s/ Christine Glover

Christine Glover
Internal Audit Director

cc: John Bennett, Chief of Staff
Ocea Wynn, Administrator of Neighborhood and Community Affairs
Dennis Rogero, Chief Financial Officer
Sal Ruggiero, Deputy Administrator of Neighborhood and Community Affairs
Ted Fowler, Director of Parks & Recreation
Lisa Grizzle, Parks & Recreation Administrative Manager
Shawnta Price, Parks & Recreation Special Events Superintendent
Justin Vaske, Senior Assistant City Attorney

**PARKS AND RECREATION DEPARTMENT
SPECIAL EVENTS
AUDIT 26-03
JANUARY 22, 2026**

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/s/ Angela Mitchell

Auditor

/s/ Vivian Walker

Lead Senior Auditor

/s/ Christine Glover

Audit Director

PARKS AND RECREATION DEPARTMENT
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BACKGROUND

The Office of Special Events is responsible for coordinating and permitting events for the City of Tampa (City). Event Coordinators work in collaboration with other City agencies to arrange necessary resources, review logistics, assess potential impacts, and determine the support and approvals needed for an event to proceed. These activities are essential to community engagement and generate significant public participation, vendor involvement, and sponsorships that contribute to overall community vitality.

STATEMENT OF OBJECTIVES

This audit was conducted in accordance with the Internal Audit Department's FY 2026 Audit Agenda. The objective of this audit was to ensure that the system of internal controls related to Special Events activities is adequate.

STATEMENT OF SCOPE

The audit period covered activities, and operations that occurred from February 2023 through November 2024. Assessments were performed to determine whether Special Events personnel were fulfilling their stated duties and responsibilities effectively and efficiently. The primary source of information reviewed was generated by Momentus and RecTrac software systems. An analysis was performed and determined that the data generated by Momentus and RecTrac is reliable. Original records, as well as copies, were used as evidence and verified through observation and physical examination.

STATEMENT OF METHODOLOGY

The following steps were taken to complete the stated objective:

- Reviewed departmental policies, procedures, city ordinances, permit requirements and issuance, special events applications, approval workflows, co-sponsorship criteria, and documentation.
- Conducted meetings with management, and Special Events Parks service team members to understand operational processes, policies and internal controls.
- Performed a risk assessment to identify key operational, compliance and reputational risks associated with permitting, coordinating, and assisting with the execution of special events.

- Examined historical event files, revenue records, permit applications, adherence to established policies, and other supporting documentation.
- Reviewed system access, authorization controls, and segregation of duties within event management software.
- Analyzed the design and operating effectiveness of controls related to the coordination of facility resources, partnering agencies, and cash handling procedures.
- Assessed permit collection methods and recordkeeping.
- Evaluated processes to ensure events meet safety standards, risk mitigation procedures, insurance requirements, and verification.
- Reviewed event after-action reports and management follow-up procedures.
- Reviewed Tampa.gov, Intranet, and researched other materials to determine if there are any relevant performance metrics related to Special Events. There are currently no relevant performance measures for Special Events.

STATEMENT OF AUDITING STANDARDS

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

AUDIT CONCLUSIONS

Based upon the assessment performed, we conclude that the system of internal controls related to Special Events is adequate.