

Special Events Office

Mission Statement

To provide an efficient, customer-based application and permitting process for Special Events

Description of Operations

The Special Events Office processes permit applications for Special Events that take place within the limits of the City of Sarasota including outdoor demonstrations, film shoots, public park events, events with amplified sound, weddings, marathons, parades, street festivals, and other events that require special event permitting to ensure compliance with established City Ordinances, Rules and Regulations. Permit processing can include coordinating multi-department/agency approvals and other logistical issues (including the City Manager, the City Attorney, the Building Service division, the Code Compliance division, the City Engineer, the Risk Management division, the Parks and Recreation division of Public Works, the Sarasota Police Department, and the Sarasota County Fire Rescue and Fire Marshall), as well as preparing estimates for the cost of Public Works services as they relate to Special Events (for example, refuse services and/or staffing). Staff reviews and recommends event permitting fee schedules, and submits periodic revisions and updates to the City Commission for their consideration.

CITYWIDE PRIORITIES

PRIORITY - Operational Focus

Strategy

Administer the permitting process for Special Events taking place within the City of Sarasota.

Objective

Process Special Event applications and permits in a timely manner while meeting all City codes, rules and regulations.

PERFORMANCE MEASURES

Description	Unit	FY 2012	FY 2013	FY 2014	FY 2015
Output Measure					
Special Events & Wedding Permits	each	98	99	109	111
Parade Permits	each	4	4	4	5
Sound & Park Permits	each	244	193	169	175
Demonstration Permits	days	n/a	n/a	219	240

Cost Center Expenditures By Category

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
Personnel	63,188	93,345	112,540	0	112,540
Operating Expenditures	1,986	2,550	2,550	0	2,550
Capital Expenditures	0	6,000	0	0	0
Totals	65,174	101,895	115,090	0	115,090

Personnel Summary

Actual Positions	0.80	0.80	0.00	0.80
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Revenue Summary

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
Charges for Services	67,279	75,925	85,142	0	85,142
Other Miscellaneous Revenues	184	0	0	0	0
	67,463	75,925	85,142	0	85,142