



## **MEMORANDUM**

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, Town Manager/Clerk

COPY: Jeff Gore, Town Attorney

DATE: May 7, 2026

RE: Request for Approval to Enter into Agreements for Event Coordination Services for FY27 Town Events

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### **BACKGROUND**

Approval is requested for authority to enter into agreements for event coordination services for the Town's FY27 special events program, specifically the 36th Harvest Festival, the Christmas Parade, and Winefest, which will be the first time this event has been held post-pandemic. Event coordination agreements typically define the scope of services, event responsibilities, and payment obligations in writing so that the parties have clear expectations for performance and administration.

The requested authority would allow the Town Manager to finalize and execute an agreement with a qualified event coordinator, subject to review the final contract terms. Securing event coordination services for FY27 will support timely planning, vendor and volunteer coordination, scheduling, logistics management, and event-day operations for the Town's major community events. Special events coordinator roles commonly include overseeing vendors and contractors, maintaining event schedules, coordinating implementation details, coordinating with public safety partners, and obtaining road-closure permits.

The three large events included in this request are cornerstone community events that require advance planning and consistent operational oversight. Authorization at this time will require staff to begin preparations early enough to support event quality, compliance, and efficient coordination across Town departments and outside partners.

### **ALTERNATIVES**

Should the Town Council not authorize contractual event coordinators, the town would forgo events for FY27.

### **DRAFT MOTION**

Move to authorize the Town Manager to enter into agreements with Ms. Shermeka Baker Latney and Ms. Lisa Stevens for event coordination services for FY27 Town events, including the 36th Harvest Festival, Christmas Parade, and Winefest, subject to legal review by the Town Attorney and the availability of FY27 budgeted funds, not to exceed \$11,500.