



# Agenda Item Summary Report

**Meeting Date:**  
October 21, 2024

**Submitted by:**  
Michelle Bailey Hedgepeth, Town Administrator

**Item Title:** Town Events | 2025: A discussion and overview of Town Events for Calendar Year 2025.

Town Events | 2025: A discussion and overview of Town Events for Calendar Year 2025.

**Work Session Item [ ]**  
**Council Meeting Item [ X]**

**Documentation Attached:**

1. PowerPoint
2. Draft Event Form
3. Community Events from Admin
4. Community Events from Police Department

**Recommended Possible Action:**

Some of the possible Council actions:

1. Provide directions to staff on overall direction for the town events
2. Provide specific directions on the remaining FY 2025 Events
3. Provide direction on calendar year 2025 Events as outlined by staff
4. Direct staff to research and bring back more information
5. Other, Council provides thoughts and direction on any related matter

**Item Summary:**

On September 12, 2024, Council Retreat, the Council agreed to meet quarterly to discuss current community events in the town. Some of those events are hosted by the Administration Department and the others by the Police Department.

Some of the questions asked were:

1. What events do we currently host?
2. How to improve what we currently have?
3. How to make sure events are not duplicated?

The Council also agreed to hold an after-action meeting to review the events and gather feedback to help prepare for next year.

Attach please find a list of events

**Budgeted Item:** Yes [ ] No [ ] NA  
**Budgeted Amount:**  
**One-Time Cost:** NA  
**Ongoing Cost:** NA

**Continued Date:**

**Council Priority:** Yes [ ] No [ ]

**Approved Date:**