

TO: Mayor and Board of Commissioners
FROM: Hazen Blodgett, Interim Town Manager
DATE: December 5, 2022
RE: Downtown Special Event Funds

Purpose: Approve the expenditure of Governing Body, Special Event funds

Background: Downtown Director Theresa Thompson approached me about upgrading this year's holiday season events from years past. They contacted local choirs about singing but were unsuccessful. We ended up hiring a caroling group out of Raleigh to come to Pittsboro two times.

I approved this idea. The carolers came to Pittsboro on November 26th and will be returning on December 15th. The cost for the carolers is \$1,378.

Upon further research there is no line-item for entertainment groups in the Downtown Budget. We had some internal discussion that the entertainment group is a special event sponsorship within the Governing Body's budget and as such should come back to the Town Board for approval.

Hence, we are requesting the Board approve the expenditure of \$1,378 from the Governing Body, special events line-item.

Please take note that I have already approved the agreement to hire the carolers, so this request is after the fact i.e., we need to approve.

Also, Theresa acted after she sought and received approval from me. There was no wrongdoing on her part.

Recommendation: Authorize \$1,378 from Special Events line-item to pay for these groups.

Additional info: The Pittsboro Downtown Advisory Board is considering holding a downtown Valentine's Day celebration in February. More information to follow.