

ATTACHMENT A

**A RESOLUTION ACCEPTING THE REPORT ON
FOLLOW UP REPORT ON RACES AND SPECIAL EVENTS
Resolution No. 166/2009-10**

BE IT RESOLVED that the Carrboro Board of Aldermen hereby receives the report on races and special events provided by the staff.



Town of Carrboro
Public Works Department

memorandum

To: Steve Stewart, Town Manager
From: George Seiz, Public Works Director
Anita Jones-McNair, Rec. & Parks Director
Cc: Carolyn Hutchison, Police Chief
Re: Summary of Special Events
Date: April 14, 2008

Attached are two tables showing a list of special events that the Town of Carrboro either organizes or assists with. This information was compiled at the request of the Board of Aldermen who expressed an interest in the number of such events each year, the amount of Town involvement and sponsorship.

Table One is a list of annual events and the time involvement of various departments. The amount of time spent is broken down by "Preparation Hours" (time spent planning and organizing the event), and "Work Hours" (time spent actually working when the event is taking place, usually after normal hours and weekends).

There are 22 annual events running from mid March thru early December. Of these events 13 are Town sponsored, 8 are privately sponsored, and 1 is sponsored by the Town of Chapel Hill. Of the 8 privately sponsored events 2 are sponsored by a for-profit organization and 6 are sponsored by non-profit organizations. There are a total of 8 events which are characterized as "Run, Walk, Bike" events taking place in the public Right-of-Way. These events are noted on the table by a double asterisk. A summary of Department hours spent by town staff on annual events is as follows:

Annual Events	Preparation Hours	Event Hours
Police	25	536
Public Works	44	605
Recreation & Parks	<u>2412</u>	<u>764</u>
	2,481	1,905

Table Two is a list of other periodic events held by schools, businesses, private parties etc, that involve only the Police Department. Many of these events are seasonal (football games) and others are held weekly almost year round (Weaver Street Market). Those business and private parties requiring security are privately sponsored. A summary of Police Department hours for these events is as follows:

Periodic Events	Preparation Hours	Event Hours
Police	19	1,153

The amount of staff time spent on both planning and actually working these special events is considerable. Some events need only a couple of Town employees (Kidney Kare, Crop Walk) while others (Music Festival and Halloween) require 30 to 40 employees over the course of the event. With this considerable commitment of resources and a relatively small staff, it is recommended that any newly proposed events be reviewed closely in terms available staff capacity to properly support the activity.

The Board also requested information with regards to participation by Town of Carrboro residents in various running events. Table three shows the number/percentage of Carrboro residents and Carrboro-Chapel Hill residents for a few running events that the information was available.

Table One - Town of Carrboro Special Events - Annual Events

	Police Dept			Public Works			Rec & Parks			Event Date	Sponsorship	NP / P	
	Preparation Hours	Hours Worked @ Event	Total Hours Per Event	Preparation Hours	Hours Worked @ Event	Total Hours Per Event	Preparation Hours	Hours Worked @ Event	Total Hours Per Event				
1	Kidney Kare**	1	2	3	2.5	2	4.5	0	0	0	Mid March (Sat)	PS	NP
2	Crop Walk**	0.5	4	4.5	0	0	0	0	0	0	March / April	TS	NP
3	Egg Hunt (every 3 yrs)	0.5	9	9.5	0	0	0	70	42	112	Sat. before Easter	TS	NP
4	Carrboro Classic**	3	16	19	3	10	13	0	0	0	Early /Mid April	PS	P
5	Tar Heel 10 Miler **	3	60	63	5	40	45	0	0	0	Late April	PS	P
6	Sr. Games Horseshoes	0	0	0	0	0	0	8	40	48	4th week in April	TS	NP
7	Baldwin Park Fun Day	0	0	0	0	0	0	5	15	20	4th Sat. April	TS	NP
8	Carrboro Day	1	12	13	6	120	126	328	80	408	1st Sunday May	TS	NP
9	Ride of Silence**	1	2	3	1	2	3	0	0	0	Mid May	PS / TS	NP
10	Four on the 4th**	1	12	13	0	2	2	0	0	0	July 4	PS	NP
11	July 4th	1	24	25	10	115	125	547	272	819	July 4	TS	NP
12	Frangelism in the Park	1	0	1	2	24	26	0	0	0	Weekend after Labor Day	PS	NP
13	Music Festival	3	98	101	4	169	173	1410	110	1520	Late Sept. (Sun)	TS	NP
14	Carrboro 10K**	1	28	29	2	55	57	0	0	0	Early Oct (Sat)	PS	NP
15	Hispanic Tennis Carn.	0	0	0	1	4	5	5	25	30	Early Oct (Sun.)	TS	NP
16	Stories Under the Stars	0	0	0	1	4	5	5	20	25	Fri. before Halloween	TS	NP
17	Chapel Hill Halloween	3	135	138	0	0	0	0	0	0	Oct. 31	CH	NP
18	Carrboro Halloween	1	48	49	3	20	23	22	132	154	Oct. 31	TS	NP
19	Make a Difference Day	0	0	0	0	0	0	12	28	40	4th Sat. Oct.	TS	NP
20	Gallop&Gorge**	1	16	17	0.5	2	2.5	0	0	0	Thanksgiving Day	PS	NP
21	Holiday Parade	3	70	73	2	12	14	0	0	0	1st Week Dec.	TS	NP
22	Tree Lighting Ceremony	0	0	0	1	24	25	0	0	0	1st Fri. Dec.	TS	NP
Total Department Hours		25	536	561	44	605	649	2412	764	3176			

PS - Private Sponsored
TS - Town Sponsored

NP - Non Profit
P- Profit

CH - Town of Chapel Hill
** - Run, Walk, Bike Events

CHPD - Chapel Hill Police Dept.
CHCCS - Chapel Hill Carrboro City Schools

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Table Two - Town of Carrboro Special Events - Periodic Events

	Police Dept			Event Date	Sponsorship	NP / P
	Preparation Hours	Hours Worked @ Event	Total Hours Per Event			
1 Farmers Market	0	68	68	Variable	PS / TS	NP
2 Weaver Street Market	0	147	147	Variable	PS	P
3 McDougle MS			0		Paid by CHCCS	NP
4 football games	0	15	15	Variable		
5 basketball games	0	30	30	Variable		
6 dances	0	42	42	Variable		
7 Carrboro HS			0			
8 football games	0	105	105	Variable	Paid by CHCCS	NP
9 basketball games	0	36	36	Variable		
10 other events	0		0	Variable		
11 Spinx store	0	276	276	Variable	PS	P
12 Park n Ride Lot	0	48	48	Variable	CH	NP
13 Rice's Glass	0	72	72	Variable	PS	P
14 Surplus Sid's	0	24	24	Variable	PS	P
15 Cat's Cradle	2	16	18	Variable	PS	P
16 Century Center	7.5	105	112.5	Variable	PS	P
17 NCAA	9	150	159	Variable	CHPD	NP
Total Department Hours	18.5	1134	1152.5			

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Article III

STREET EVENTS

Section 7-16 Activities Covered (Amend 1/8/85)

This article applies to all street fairs, festivals, carnivals, parades, marches, rallies, demonstrations, and other activities or public events that require the temporary closing or obstruction of a street, sidewalk, or other public right-of-way or any segment thereof or that otherwise substantially hinders or prevents the normal flow of vehicular or pedestrian traffic along any street or other public right-of-way. Any such activity covered by this article shall hereafter be referred to as "the event."

Section 7-17 Permit Required

No person may run, operate, or sponsor any event in any public street or right-of-way without a permit obtained from the Board in accordance with this article.

Section 7-18 Permit Application

Applications for the permit authorized by this article shall be submitted on a form provided by the administrator and shall contain the following information:

- (1) Name, address, and telephone number of the person, organization or entity seeking to conduct or sponsor the event;
- (2) Name, address, and telephone number of the individual in charge of the event;
- (3) The proposed date and time period when the event will be conducted;
- (4) A sketch-map showing:
 - a. The area where the event is to take place.
 - b. Any streets or other rights-of-way to be closed or obstructed.
 - c. Any barriers or traffic control devices that will be erected.
 - d. The location of any concession stand, booth, platforms, benches, or bleachers.
 - e. The location of proposed fences, stands, platforms, benches, or bleachers.

- (5) The approximate number of people expected to attend the event;
- (6) When applicable, a request that the town provide specified services and/or that the town close identified streets or portions of streets for a particular period;
- (7) Sufficient proof of liability insurance in accordance with Section 7-21;
- (8) Any other information determined by the administrator to be necessary to insure compliance with this article.

Section 7-19 Notice and Public Hearing

(a) Subject to subsections (c) and (d), before issuing a permit under this article, the Board shall hold a public hearing on the permit application. This hearing may be held at any regular or special meeting. (Amend. 1/8/85)

(b) Subject to subsections (c) and (d), notice of the public hearing shall be published in a manner determined by the administrator to be reasonably calculated to inform the following persons of the date, time, and place, as well as the subject matter of the hearing:

- (1) The applicant;
- (2) All persons occupying property that abuts any street where the event is to take place; and
- (3) The general public (Amend. 1/8/85)

(c) The Board finds that the annual Christmas parade sponsored by the Chapel Hill-Carrboro Chamber of Commerce, the Fourth of July Celebration sponsored by the Town of Carrboro, the Carrboro Day celebration sponsored by the Town of Carrboro, the Carrboro Music Festival sponsored by the Town of Carrboro, the Four on the Fourth road Race, the Carrboro 10K Road Race, and the Gallop and Gorge Road Race sponsored by the Cardinal Track Club, and the Frangelism in the Park event sponsored by St. Joseph AME Church have become established traditions that are expected and anticipated by those whose properties or businesses are affected by them and that are well publicized apart from the public hearing procedures set forth in this article. Therefore, the annual Christmas parade, the Fourth of July celebration, the Carrboro Day celebration, the Carrboro music Festival, the Four on the Fourth road Race, Carrboro 10K road Race, the Gallop and Gorge Road Race, and Frangelism in the Park, and the Kidney Kare 5K are exempt from the requirements of this section. (Amend. 1/8/86, 1/9/90, 3/19/91, 4/4/95, 3/19/96, 6/6/2000, 9/6/2005, 9/2/08, 10/6/09)

(d) When the principal purpose of an event is to exercise freedom protected under the First Amendment of the United States Constitution, the Board concludes that an expedited permit approval process is warranted. Therefore, such events are exempt from the requirements of this

section and the Board shall act on the permit request as soon as an emergency meeting can reasonably be called, and in all events within six hours after the application is filed. (Amend. 1/8/85)

Section 7-20 Staff Review

Upon receipt of the permit application, the administrator shall circulate it to the police chief, the fire chief, the public works director, and other appropriate persons for their comment. The administrator may arrange to have a conference on the application with the applicant and one or more department heads.

Section 7-21 Insurance

The Board may require as a condition precedent or subsequent to issuance of the permit that the applicant obtain a comprehensive general liability insurance policy or comparable special events liability insurance policy issued by an insurance company authorized to do business in this state, with coverage that includes the entire area of the event. If such a policy is required, the town shall be named as an additional insured on the policy. The policy limits of such insurance shall be not less than the following, but the Board may require higher limits if it finds that the risks associated with the event warrant such higher limits:

Property Damage	50,000 for each occurrence
Bodily Injury or Death	\$100,000 for each person, \$300,000 for each occurrence

Section 7-22 Fees; Costs Incurred by Town

(a) A basic minimum fee sufficient to cover the cost of advertising the public hearing in accordance with subsection 7-19(b) and to provide the notification required by subsection 7-24(d) shall be paid by the applicant. The amount of this fee shall be based upon an estimate of the expenses that will actually be incurred to provide the required notices.

(b) In addition, if the town if requested to provide extra-ordinary services or equipment or the town administration otherwise determines that extraordinary services or equipment should be provided for reasons related to public health or safety, the Board shall take whatever action is necessary under the Local Government Budget and Fiscal Control Act to make available the necessary funds for the provision of such services or equipment.

(c) The Board may require the applicant to pay to the town a fee sufficient to reimburse the town for the costs of any extraordinary services or equipment provided.

Section 7-23 Standards for Issuance of Permit

(a) The Board shall issue the permit authorizing the event unless it finds that:

- (1) Conduct of the event will require the assignment of so many police officers that the remainder of the town cannot adequately be protected; or
- (2) The event will interfere with the movement of emergency vehicles to such an extent that adequate police, fire, or other emergency services cannot be provided throughout the town; or
- (3) The applicant has failed to obtain any necessary permits or licenses, including any required building permit or privilege license, or the applicant is otherwise in violation of any town ordinance; or
- (4) The event will work a severe hardship on persons occupying property adjacent to the site, location, or route of the event as a result of the denial of access to property or for other substantial reasons; or
- (5) The event, if held at the time or at the location or along the route proposed, will cause an unreasonable and unwarranted disruption to vehicular or pedestrian traffic; or
- (6) The applicant has failed to comply with any of the provisions of this article, including the payment of any fees required.

(b) If a permit is issued in accordance with subsection (a), the Board may attach to it any reasonable conditions.

(c) If the Board finds that it cannot issue the permit for reasons specified in subsection (a), it may request the applicant to modify its application to remove any objections to the issuance of the permit, and the applicant may do so without further notice or hearing.

(d) Any event conducted pursuant to a permit issued under this section shall be conducted strictly in accordance with the terms of the permit, including any conditions attached hereto.

Section 7-24 Street Closings

(a) If the Board finds that the permit should be issued and that, to conduct the event, it is necessary to close a street or to reroute traffic, it may pass a resolution authorizing this to be done. No such resolution shall be passed affecting streets that are part of the street system without the approval of the State Department of Transportation.

(b) The resolution shall identify the street or portion thereof to be affected and shall indicate the date and time when the street or portion thereof is to be closed or traffic thereon is to be limited in some way. The resolution shall also direct the manager to have appropriate traffic control devices installed to give notice of the temporary traffic controls.

(c) No person may operate any vehicle contrary to the traffic control devices installed in accordance with subsection (b).

(d) The administrator shall, by any adequate means, notify persons occupying property abutting the street where the event is to take place of the contents of any resolution passed in accordance with this section.

Section 7-25 Sponsor Responsible for Cleanup

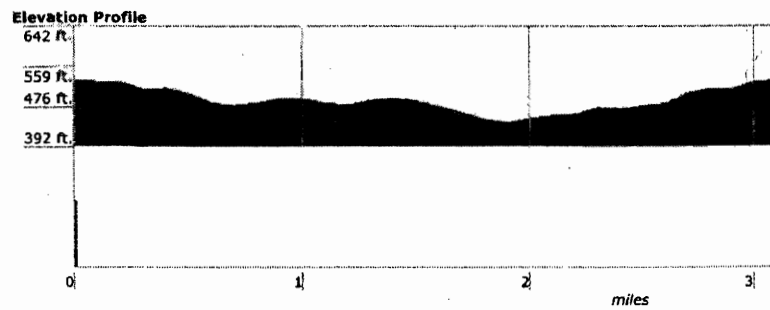
The sponsor of the event shall be responsible for cleaning up any litter caused by the event, removing all temporary obstructions, and in general returning the area where the event takes place to the condition that existed prior to the event. The Board may require the sponsor to post a bond or other sufficient security to guarantee compliance with this section.

Sections 7-26 through 7-30 Reserved



View Route

Name: Kidney Kare Run
Rating: ● based on 1 review
Distance: 3.19 miles / 5.14 km
Location: Start: McDougle Middle School
 Carrboro - Carrboro, NC, US
Attributes: loop, mostly flat, roads
Description: 5k Run and Walk to raise awareness and funding for the UNC Kidney Educational Outreach Program.



Total climb: 121 feet / 37 m
Total elevation change: 243 feet / 74 m

Added by Suzie Hosman on 10/18/2006

DISCLAIMER: USATF and the author of this route make no warranties as to the conditions, safety, distance accuracy, or suitability for running of this route. Run at your own risk!

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Four *on the* Fourth

RACE INFORMATION

Race Starts: July 4th, at 8:00 AM.

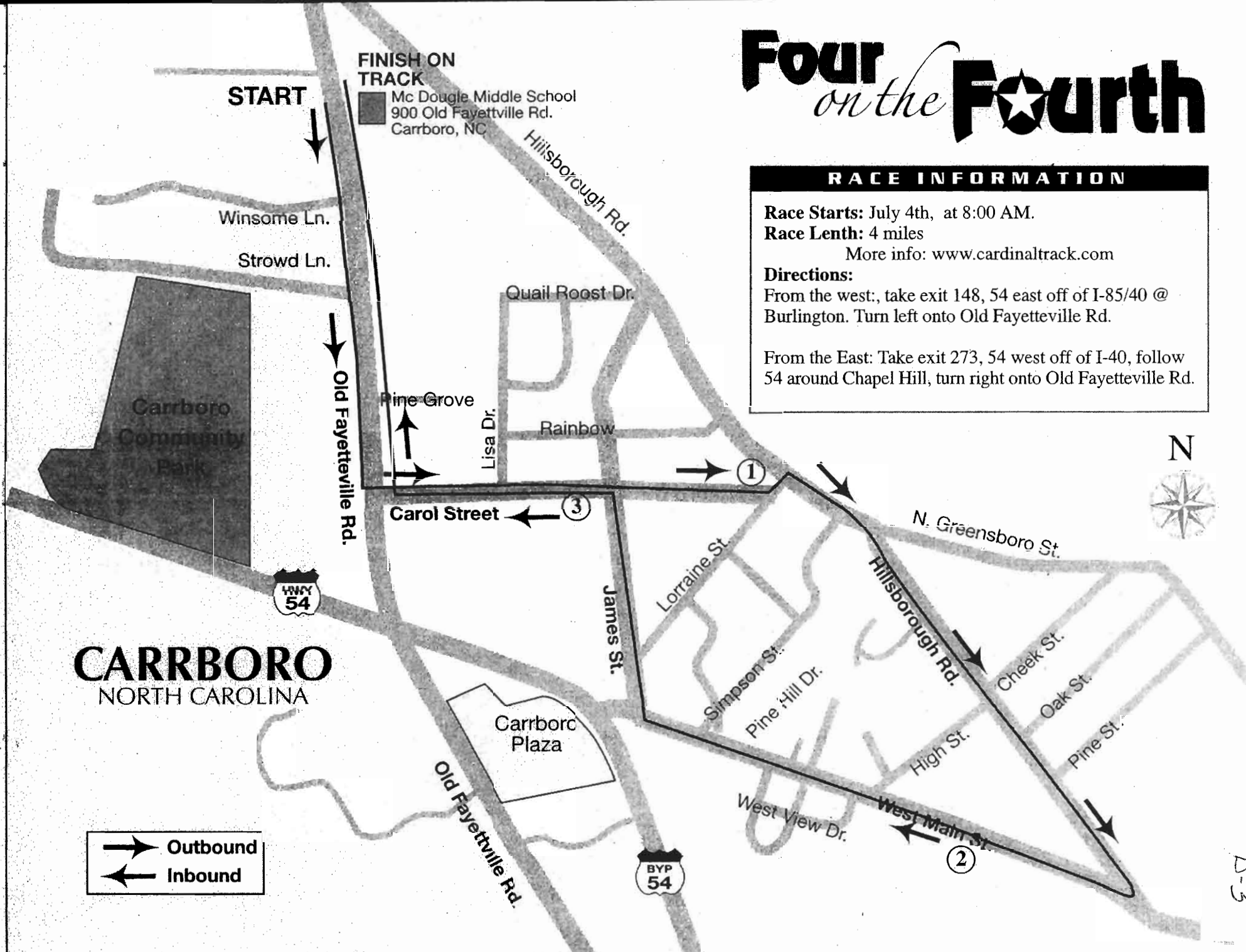
Race Lenth: 4 miles

More info: www.cardinaltrack.com

Directions:

From the west:, take exit 148, 54 east off of I-85/40 @ Burlington. Turn left onto Old Fayetteville Rd.

From the East: Take exit 273, 54 west off of I-40, follow 54 around Chapel Hill, turn right onto Old Fayetteville Rd.



FINISH ON TRACK
 Mc Dougle Middle School
 900 Old Fayetteville Rd.
 Carrboro, NC

START
 Winsome Ln.
 Strowd Ln.

CARRBORO
 NORTH CAROLINA

→ Outbound
 ← Inbound

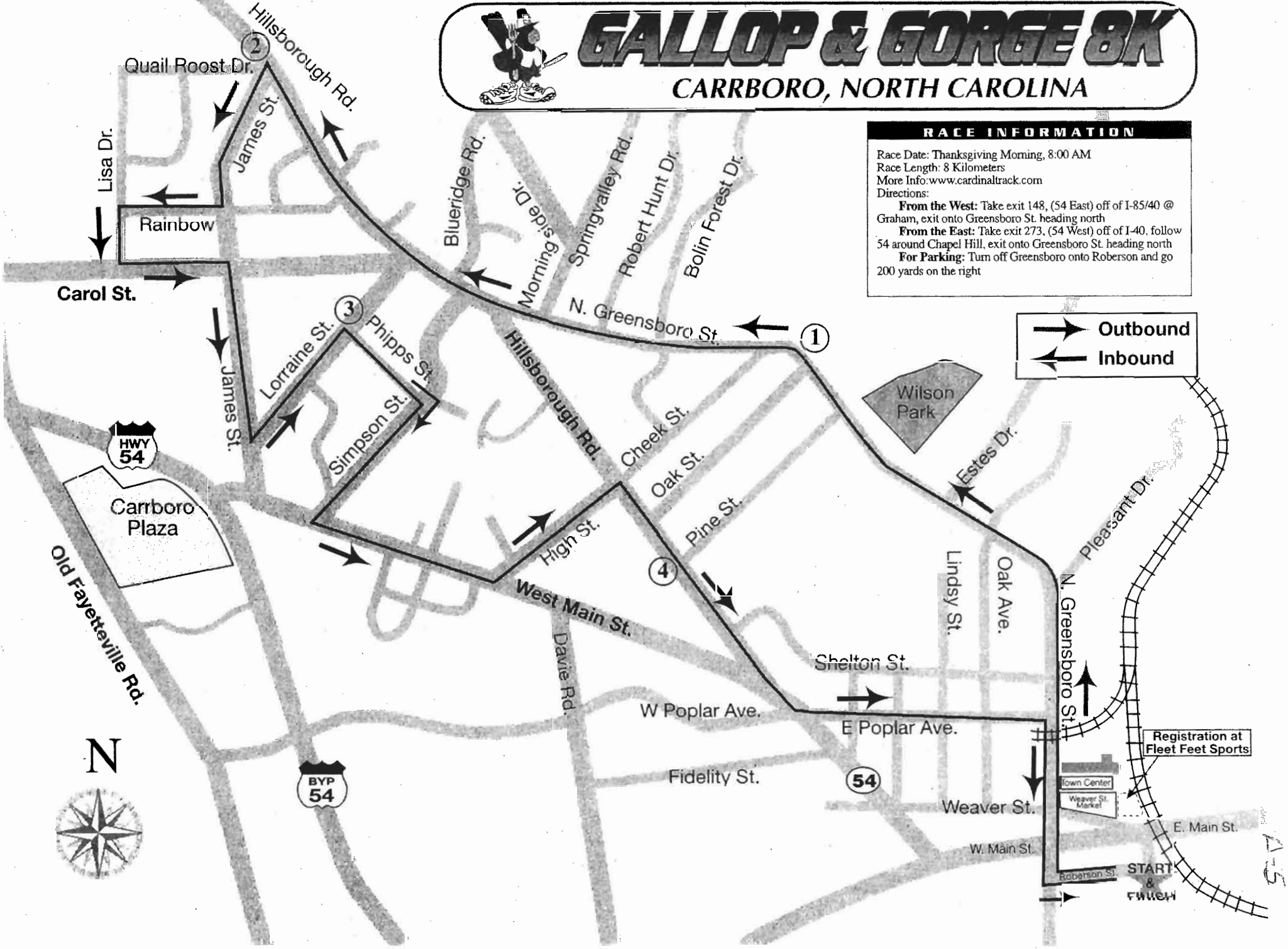
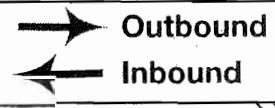


GALLOP & GORGE 8K

CARRBORO, NORTH CAROLINA

RACE INFORMATION

Race Date: Thanksgiving Morning, 8:00 AM
 Race Length: 8 Kilometers
 More Info: www.cardinaltrack.com
 Directions:
From the West: Take exit 148, (54 East) off of I-85/40 @ Graham, exit onto Greensboro St. heading north
From the East: Take exit 273, (54 West) off of I-40, follow 54 around Chapel Hill, exit onto Greensboro St. heading north
For Parking: Turn off Greensboro onto Roberson and go 200 yards on the right



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