

Agenda

Board of Commissioners Work Session

7:00 PM August 22, 2022

Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

This meeting will be live streamed on the

[Town of Hillsborough YouTube channel](#)



1. **Opening of the work session**
2. **Agenda changes and approval**
3. **Items for decision - consent agenda**
 - [A.](#) Miscellaneous budget amendments and transfers
 - [B.](#) Special Event Permit: Hillsborough Arts Council Last Fridays Street Closure (August Performance)
 - [C.](#) Special Event Permit: Historic Hillsborough Half Marathon and 5K
4. **In-depth discussion and topics**
 - [A.](#) Approval of funds to attend International LGBTQ Leaders Conference
 - [B.](#) Update from town attorney on enforcement options for non-discrimination ordinance
5. **Committee updates and reports**
6. **Adjournment**

Interpreter services or special sound equipment for compliance with the Americans with Disabilities Act is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk's Office at 919-296-9443 a minimum of one business day in advance of the meeting.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 22, 2022
Department: Administrative Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report

Summary:

To adjust budgeted revenues and expenditures, where needed, due to changes that have occurred since budget adoption.

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

FY 2022-2023

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 08/22/2022 TO 08/22/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Governing Body	10-10-4100-5300-530 DUES & SUBSCRIPTIONS To cover School of Government members	27789	08/22/2022	JFernandez	21,362.00	75.00	21,437.00
Governing Body	10-10-4100-5300-570 MISCELLANEOUS To cover School of Government members	27790	08/22/2022	JFernandez	4,500.00	-75.00	4,425.00
Water Distribution	30-80-8140-5300-583 MISC.-TAX, TAGS, ETC. To reappropriate vehicle funds for frozen	27804	08/22/2022	EBRADFORI	0.00	3,000.00	5,250.00
Water Distribution	30-80-8140-5700-740 CAPITAL - VEHICLES To cover features on new F-450 trucks.	27788	08/22/2022	JFernandez	50,000.00	480.95	50,480.95
	To reappropriate vehicle funds for frozen	27803	08/22/2022	EBRADFORI	50,000.00	75,000.00	125,480.95
WW Collection	30-80-8200-5300-351 RENTAL - EQUIPMENT To cover features on new F-450 trucks.	27787	08/22/2022	JFernandez	9,200.00	-480.95	8,719.05
W&S Contingency	30-80-9990-5300-000 CONTINGENCY To reappropriate vehicle funds for frozen	27805	08/22/2022	EBRADFORI	400,000.00	-78,000.00	317,500.00
						<u>0.00</u>	



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Aug. 22, 2022
Department:	Planning
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Evan Punch, Planning Tech
Shannan Campbell, Planning and Economic Development Manager

ITEM TO BE CONSIDERED

Subject: Special Event Permit: Hillsborough Arts Council Last Fridays Street Closure (August Performance)

Attachments:

1. Special event permit application
2. Street closure request map

Summary:

HAC is requesting town sponsorship and street closure of W. King Street from Churton St. to just before the parking lot entrance next to Cup-A-Joe from approximately 6 p.m. to 7:30 p.m. on Aug. 26 for a pop-up dance performance as part of the Last Fridays event. Traffic is suggested to be rerouted to the next block, W. Tryon St. or an alternate detour as determined by HPD.

Financial impacts:

Low; however, sponsorship is being requested for town services, so department-level costs are associated with HPD conducting the closure.

Staff recommendation and comments:

HPD would prefer a less heavily traveled street be closed, however the location is of importance to the event organizer.

Action requested:

Approve, approve with conditions, or deny the permit.



TOWN OF
HILLSBOROUGH

SPECIAL EVENT PERMIT APPLICATION

Please review the Event Policy Ordinance, Chapter 7 of the Town Code, to determine if your event requires a Special Event Permit. **The Permit Application must be received 60 days in advance of the event.**

Name of Event: Street Closure for Dance Performance at 8/26/22 Last Fridays & the Art Wal

Event Location Address: Hillsborough, NC (Downtown)

Date(s) of event: August 26, 2022

Event Set Up Time: 6:00 PM Event Hours: 6:30-7:00 PM Event Break Down: 7:15 PM

Date(s) of event: _____

Event Set Up Time: _____ Event Hours: _____ Event Break Down: _____

EVENT ORGANIZER & CONTACT INFORMATION

Name of Organization/Company: Hillsborough Arts Council (HAC) - LastFridays.org

Organization/Company mailing address: 102 N Churton Street, Hillsborough, NC 27278

Organization Status: ☐ Formal ☐ Informal ☐ For-profit ☒ Not-for-profit

Event Organizer Name: Ivana Beveridge

Event Organizer Phone: (828)337-5511

Event Organizer Email: programs@hillsborougharts

On-Site Contact(s) During the Day-of Event

Name: Mollie Thomas

Cell Phone: 859-338-4447

Name: Donn Young

Cell Phone: 504-606-4254

GENERAL EVENT INFORMATION

Type of Event:

- ☐ Private Event on Private Property
 ☒ Public Event on Public Property
☐ Private Event on Public Property
 ☐ Public Event on Private Property
☒ Street or Greenway Event (Parades, Marches, Rallies, 5Ks, Bike Races)

General Event Description (Narrative outlining event purpose and elements including food trucks, car shows, races, vendors, etc):

We are submitting this special event application as an addendum to our 2022 Last Fridays & the Art Walk full season permit.

On August 26, 2022, HAC will be working in collaboration with local artist Donn Young, Skylight Gallery, and Orange County Arts Commission to host an outdoor dance performance celebrating Mexican arts & culture.

This is only expected to last from 6:30-7pm outside of Skylight Gallery. We are requesting permission an support to close down a portion of W. King Street at the corner of Churton for the pop-up street performance

Estimated total number of people that will attend the event: 500

Estimated peak time(s) of attendance: 6:15-7:15pm

Maximum capacity of event location (number of persons, if applicable): _____

If the event is annual, the estimated attendance of the last event of this kind: _____

GENERAL EVENT QUESTIONNAIRE

Will tickets be sold or admission/fees be charged as part of the event? ☐ YES ☒ NO

Will there be alcohol sold or provided as a part of this event? ☐ YES ☐ NO

If yes, please indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales/distribution and attach a copy of the ABC permit(s) for each vendor : _____

Please note: Alcohol may only be sold by vendors with an off-premise permit or by event organizers with a special one-time ABC sales permit. Alcohol sales may be subject to the prepared food & beverage tax.

Will vendors be on-site selling goods/crafts/wares during the event? ☐ YES ☒ NO

Will vendors be on-site selling food/beverages during the event? ☐ YES ☒ NO

Please note: All vendors without a physical location in town and/or food trucks that do not have Town of Hillsborough Food Truck Permits that are selling prepared food/beverage will need to [prepay the Food & Beverage Tax](#) with the Finance Department. Please list the name(s) of the food/beverage vendors:

Will you be soliciting donations as part of the event? ☐ YES ☒ NO

If yes, for what cause or organization? _____

Will you bring additional equipment, stages, microphones, amplification, etc? ☐ YES ☒ NO

Please Explain: _____

Will any items be left at the event site overnight? ☐ YES ☒ NO

Please Explain: _____

Will signs or banners be displayed on site or around Town? ☐ YES ☒ NO

*Please note: [Special event signage](#) must be applied for and permitted separately **BEFORE** signage is placed around town.*

Will tents be erected for the event? ☐ YES ☒ NO

If yes, how many and what size? _____

Please note: Tents may require a permit and inspection by the Orange County Fire Marshal's office depending on size and number. Tents should be shown with location and dimensions on event map/layout.

Will you provide (portable) restroom facilities?

☐ YES ☒ NO

Please note: Restroom facilities are required to be provided by Special Event organizers depending on attendance numbers and duration. Local Business, Town, and County facility restrooms may compliment, but not become a substitute for, providing adequate restrooms for the event.

Will you provide (portable) handwashing facilities?

☐ YES ☒ NO

Please note: Handwashing facilities are required for events that include on site food preparation and/or sales without direct or immediate sink access.

Will the event require any street closures or change in traffic flow?

☒ YES ☐ NO

Will the event require additional trash and recycling facilities?

☐ YES ☒ NO

Will you request that the Town Board sponsor specific services

in conjunction with this event (i.e. Police Coverage, Road Closures, Traffic Control, Trash and Recycling Rollouts)?

☒ YES ☐ NO

Please note: Events requesting Town Sponsorship of events must apply at least 90 days in advance of the event to be considered. Event organizers who are able should make every necessary attempt to provide and pay for services at their events as the Town has limited staff and resources to cover the costs of event services.

EVENT MAP/LAYOUT REQUIREMENTS

With this application, you must attach a map of the area where the event is to take place and indicate the following:

- Traffic flow; including any streets requested to be closed or obstructed (locations of barriers and officers will be determined by Law Enforcement).
- If the event includes a parade, greenway closure, etc. then the route of the event should be clearly shown.
- Parking areas where event attendees will be directed that are adequate for event attendance. Please note: The Eno River deck has only 400 parking spaces.
- Pedestrian access and flow.
- The location of any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.
- The location of restroom and/or handwashing facilities.

A street map and a map of Gold Park are available on the Town's website. Google Maps is also an excellent resource and can be easily marked up. Contact Staff if you need assistance with providing an event layout or route map.

EVENT LIABILITY INSURANCE

Event organizers and/or property owners need to insure themselves from liability in case an event attendee injures themselves during the course of the event. Events occurring on Public Property (Town or County) are required to carry event liability insurance with the Public Property owner listed as 'additionally insured'.

Copy of event liability Certificate of Insurance is attached: ☒ YES ☐ NO

Name of insurance company providing liability coverage for the event:

Erie Insurance

Contact information for broker/agent providing coverage:

The Ballard Agency, 814.870.2000

EVENT PROPERTY USE PERMISSION

If the event will be located on property that is not owned/managed by the event organizer then the property owner must indicate consent for the use of their property below:

Name of Property Owner

Phone

Signature of Property Owner

Date

TOWN LIABILITY AGREEMENT

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this special event approval or park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost, damaged, or stolen, that are stored or otherwise as a result of this special event.

Mollie Thomas, Hillsborough Arts Council

07.18.2022

Applicant Signature

Date

SUBMITTAL DIRECTIONS:

Please submit electronically to: Evan.Punch@hillsboroughnc.gov

Please submit via paper copy here:

Hillsborough Planning Department
ATTN: Evan Punch
P.O. Box 429
101 E. Orange Street
Hillsborough, NC 27278

FOR OFFICE USE ONLY:

Application received by: _____

Date: _____

Fee Paid: _____

Date information emailed out: _____

Permit StatusApproved ☐ YES ☐ NO Explanation: _____

Date Permit Issued: _____

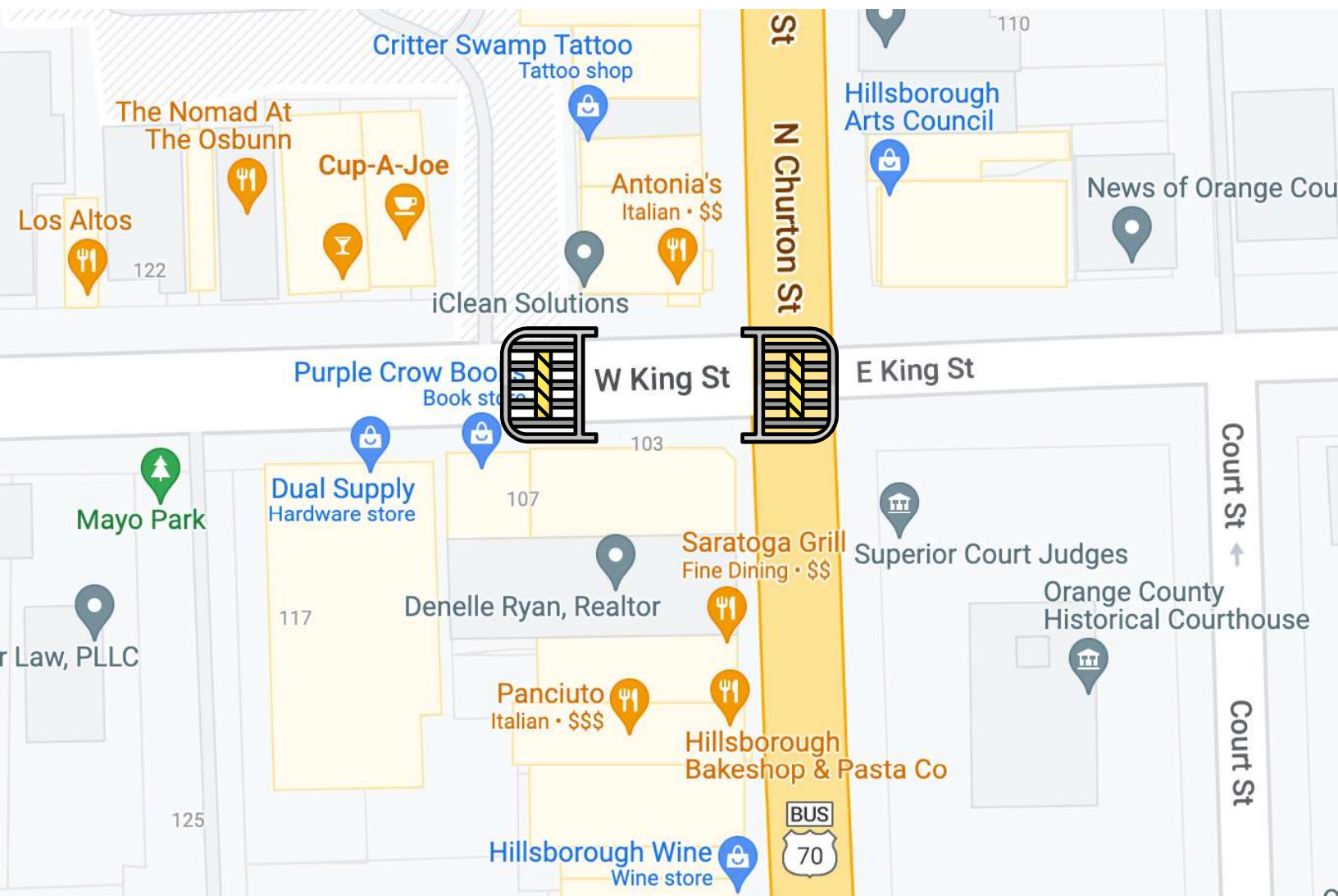
Approved with any conditions: _____

By: _____

Town Staff Member

Date: _____

Forwarded to others for review/information:☐ OC Fire Marshal: _____☐ Hillsborough Police Department: _____☐ OC Sheriff's Department: _____☐ OC Fire Department: _____☐ Hillsborough Public Works: _____☐ Hillsborough Public Space Manager: _____☐ OC DEAPR (River Park): _____☐ OC AMS (Visitors Center, Library, Old or New Courthouse): _____☐ NCDOT (DOT Road Closures): _____☐ Hillsborough Finance (Food & Beverage Tax 1 Day): _____☐ Hillsborough Public Information Office: _____



Road Closure Request
August 26, 2022 Last Fridays

6:15-7:15pm (closure time)
6:30-7:00pm (performance time)

Blockades indicate
road closure area



Home Office • 100 Erie Insurance Place • Erie, Pennsylvania 16530 • (814) 870.2000
Toll Free 1.800.458.0811 • Fax (814) 870.3126 • www.erieinsurance.com

12/14/21

Named Insured and Address:

Agency Name and Number:

HILLSBOROUGH ARTS COUNCIL *
102 N CHURTON ST
HILLSBOROUGH NC 27278-2534

THE BALLARD AGENCY

JJ1010

JJ1010

Dear Policyholder:

Proof of insurance coverage will be issued to each of the entities listed below. The applicable policy numbers are shown with each name and address. The code next to each policy number indicates the type of insurance coverage shown on the certificate. These codes mean the following:

G = General Liability
W = Workers Compensation and Employers Liability
E = Excess Liability
A = Automobile Liability

A 'Y' under the Additional Insured heading indicates additional insured status.

We would like to confirm the Certificate Holders as currently listed under your policy. Please take a few minutes to review the list below and contact your Agent with any changes.

ERIE appreciates your business and wants to continue to be Above All in Service.

Name and Address -----	Policy Number(s) & Type of Insurance Code -----	Additional Insured -----
TOWN OF HILLSBOROUGH PO BOX 429 101 E ORANGE ST HILLSBOROUGH NC 27278	Q851800607 W Q321000580 G	Y
ORANGE COUNTY DEPT PARKS & RECREATION PO BOX 8181 HILLSBOROUGH NC 27278	Q851800607 W Q321000580 G	

Name and Address -----	Policy Number(s) & Type of Insurance Code -----	Additional Insured -----
GREG J PACCHIANA AND CITY PACCHIANA 2812 NEW HOPE CHURCH RD CHAPEL HILL NC 27514	Q851800607 W Q321000580 G	Y
THE ALLIANCE FOR HISTORIC HILLSBOROUGH 150 E KING ST STE 1C HILLSBOROUGH NC 27278	Q851800607 W Q321000580 G	Y
ORANGE COUNTY PO BOX 8181 HILLSBOROUGH NC 27278	Q321000580 G Q851800607 W	Y
JOBS: RE: RIVER PARK CONCERT		
ENO RIVER DEVELOPMENT CO 437 DIMMOCKS MILL RD HILLSBOROUGH NC 27278	Q321000580 G Q851800607 W	Y

AMENDED DECLARATIONS * * EFFECTIVE 12/01/21
 ATTACH THIS TO YOUR POLICY.

REASON FOR AMENDMENT - ELIMINATED ADDITIONAL INSURED

Agent	ITEM 2. Policy Period	Policy Number
JJ1010 THE BALLARD AGENCY	08/10/21 TO 08/10/22	Q32 1000580 NC

ITEM 1. Named Insured and Address
 HILLSBOROUGH ARTS COUNCIL
 102 N CHURTON ST
 HILLSBOROUGH NC 27278-2534

ITEM 3. Other Interest

POLICY PERIOD BEGINS AND ENDS AT 12.01 A.M. STANDARD TIME AT THE STATED ADDRESS OF THE NAMED INSURED.

TYPE OF POLICY - OCCURRENCE
 COUNTY - ORANGE

BUSINESS TYPE - OTHER

THE ERIE'S LIMIT OF PROTECTION FOR EACH COVERAGE IS STATED BELOW.
 THIS IS SUBJECT TO ALL APPLICABLE TERMS OF THE POLICY AND ATTACHED FORMS.

LIMITS OF INSURANCE

EACH OCCURRENCE LIMIT	\$1,000,000	
DAMAGE TO PREMISES		
RENTED TO YOU LIMIT	\$1,000,000	ANY ONE PREMISES
MEDICAL EXPENSE LIMIT	\$ 5,000	ANY ONE PERSON
PERSONAL & ADVERTISING INJURY LIMIT	\$1,000,000	ANY ONE PERSON OR ORGANIZATION
GENERAL AGGREGATE LIMIT		\$2,000,000
PRODUCTS/COMPLETED OPERATIONS AGGREGATE LIMIT		INCL IN GENERAL AGGREGATE LIMIT

COVERAGES & PREMIUMS

PREMISES/OPERATIONS		\$ 852.
PRODUCTS/COMPLETED OPERATIONS		INCLUDED
OPTIONAL COVERAGES -		
NON-OWNED AUTOMOBILE AND HIRED AUTOMOBILE LIABILITY		\$ 168.
BODILY INJURY \$1,000,000 PER PERSON		
\$1,000,000 PER ACCIDENT		
PROPERTY DAMAGE \$1,000,000 PER ACCIDENT		
ADDITIONAL INSUREDS		\$ 35.

TOTAL DEPOSIT PREMIUM - - - - - \$ 1,055.
 NO DIFFERENCE IN PREMIUM DUE TO THE CHANGE - - - - - \$ 0.
 APPLICABLE FORMS - SEE SCHEDULE OF FORMS

AMENDED DECLARATIONS * * EFFECTIVE 12/01/21
 ATTACH THIS TO YOUR POLICY.

REASON FOR AMENDMENT - ELIMINATED ADDITIONAL INSURED

Agent	ITEM 2. Policy Period	Policy Number
JJ1010 THE BALLARD AGENCY	08/10/21 TO 08/10/22	Q32 1000580 NC

 ITEM 1. Named Insured and Address
 HILLSBOROUGH ARTS COUNCIL
 102 N CHURTON ST
 HILLSBOROUGH NC 27278-2534

ITEM 3. Other Interest

SCHEDULE OF INSURED'S OPERATIONS

 PREMISES/OPERATIONS AND PRODUCTS/COMPLETED OPERATIONS HAZARDS
 ARE INCLUDED OR EXCLUDED AS INDICATED BELOW.

LOCATION	INSURED OPERATIONS
1. 102 N CHURTON ST, HILLSBOROUGH, ORANGE CO, NC	UNFILE - RIVER PARK CONCERT - INCLUDING PRODUCTS - COMPLETED OPERATIONS
2. 437 DIMMOCKS MILL RD, HILLSBOROUGH, ORANGE CO, NC	068707A - WAREHOUSES - PRIVATE - NOT-FOR-PROFIT ONLY INCLUDING PRODUCTS - COMPLETED OPERATIONS
3. 437 DIMMOCKS MILL RD, HILLSBOROUGH, ORANGE CO, NC	061212A - ART STUDIO - RATED AS BUILDINGS OR PREMISES - BANK OR OFFICE - MERCANTILE OR MANUFACTURING (LESSOR'S RISK ONLY) - OTHER THAN NOT-FOR-PROFIT INCLUDING PRODUCTS - COMPLETED OPERATIONS

CLASS CODE	LOCATION 1	LOCATION 2	LOCATION 3
PREMIUM BASES	UNFILE	068707A	061212A
EXPOSURE	FLAT	AREA	AREA
PREMISES/OPERATIONS RATE	FLAT	600	2,970
PREMISES/OPERATIONS PREMIUM	FLAT	19.952	20.392
PRODUCTS/COMPLETED OPERATIONS RATE	300.	12.	61.
PRODUCTS/COMPLETED OPERATIONS PREMIUM	INCLUDED	INCLUDED	INCLUDED
	INCLUDED	INCLUDED	INCLUDED

AMENDED DECLARATIONS * * EFFECTIVE 12/01/21
 ATTACH THIS TO YOUR POLICY.

REASON FOR AMENDMENT - ELIMINATED ADDITIONAL INSURED

Agent	ITEM 2. Policy Period	Policy Number
JJ1010 THE BALLARD AGENCY	08/10/21 TO 08/10/22	Q32 1000580 NC

 ITEM 1. Named Insured and Address
 HILLSBOROUGH ARTS COUNCIL
 102 N CHURTON ST
 HILLSBOROUGH NC 27278-2534

ITEM 3. Other Interest

SCHEDULE OF FORMS (CONTINUED)

CG2013	04/13	ADDITIONAL INSURED - STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION - PERMITS OR AUTHORIZATIONS RELATING TO PREMISES
--------	-------	--

IMPORTANT - PLEASE READ

 YOUR RATE FOR YOUR COMMERCIAL GENERAL LIABILITY POLICY IS DETERMINED BY USING
 ONE OF THE FOLLOWING BASES OF PREMIUM -

- A) AREA - RATES ARE PER 1000 SQUARE FEET OF AREA
- B) PAYROLL - RATES ARE PER \$1000 OF PAYROLL
- C) SALES - RATES ARE PER \$1000 OF SALES
- D) ADMISSIONS - RATES ARE PER 1000 ADMISSIONS
- E) COMMISSIONS - RATES ARE PER \$1000 COMMISSIONS
- F) COST - RATES ARE PER \$1000 COST
- G) EXPENDITURES - RATES ARE PER \$1000 EXPENDITURES
- H) OTHER - SEE PREMIUM BASES



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 22, 2022
Department: Planning
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Evan Punch, Planning Tech
Shannan Campbell, Planning and Economic Development Manager

ITEM TO BE CONSIDERED

Subject: Special Event Permit: Historic Hillsborough Half Marathon and 5K

Attachments:

1. Special event permit application
2. Field layout for River Park
3. Route layouts and road closure information

Summary:

The event is expecting around 700 runners to participate in a fundraiser event. The event will have one route with Churton St, Eno Mountain Rd, and Orange Grove Rd. road closures.

Financial impacts:

Low; however, sponsorship is being requested for town services, so department-level costs are associated with public works and HPD.

Staff recommendation and comments:

NCDOT approved the road closures for the event.

Action requested:

Approve, approve with conditions, or deny the permit.



SPECIAL EVENT PERMIT APPLICATION

Please review the Event Policy Ordinance, Chapter 7 of the Town Code, to determine if your event requires a Special Event Permit. **The Permit Application must be received 60 days in advance of the event.**

Name of Event: Historic Hillsborough Half Marathon and 5K
 Event Location Address: Start/Finish: Eno River Farmers Market Pavilion
 Date(s) of event: 02OCT2022
 Event Set Up Time: 5.00AM Event Hours: 7-11AM Event Break Down: 1.00PM
 Date(s) of event: _____
 Event Set Up Time: _____ Event Hours: _____ Event Break Down: _____

EVENT ORGANIZER & CONTACT INFORMATION

Name of Organization/Company: Hillsborough Running Club
 Organization/Company mailing address: PO Box 5, Hillsborough
 Organization Status: ☐ Formal ☐ Informal ☐ For-profit ☒ Not-for-profit
 Event Organizer Name: Martin Wileman
 Event Organizer Phone: 919-536-2444 Event Organizer Email: wileman208@live.com

On-Site Contact(s) During the Day-of Event

Name: Lynda Wileman Cell Phone: 919-450-6321
 Name: Martin Wileman Cell Phone: 919-536-2444

GENERAL EVENT INFORMATION

Type of Event:

- ☐ Private Event on Private Property ☒ Public Event on Public Property
☐ Private Event on Public Property ☐ Public Event on Private Property
☒ Street or Greenway Event (Parades, Marches, Rallies, 5Ks, Bike Races)

General Event Description (Narrative outlining event purpose and elements including food trucks, car shows, races, vendors, etc):

Road race through Hillsborough, this is the 5th time holding this event. Start and finish at the Farmers Mkt Pavilion on Margaret Lane.

Race goes around town, onto the Riverwalk, then out on Dimmocks Mill and Ben Johnson Roads then returns via Riverwalk to the Speedway

track, one loop of track then finishes at the Farmers Mkt pavilion. No change in Half marathon course from past years.

Estimated total number of people that will attend the event: 700

Estimated peak time(s) of attendance: 7AM, 10AM

Maximum capacity of event location (number of persons, if applicable): 800

If the event is annual, the estimated attendance of the last event of this kind: 900

GENERAL EVENT QUESTIONNAIRE

Will tickets be sold or admission/fees be charged as part of the event? ☒ YES ☐ NO

Will there be alcohol sold or provided as a part of this event? ☒ YES ☐ NO

If yes, please indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales/distribution and attach a copy of the ABC permit(s) for each vendor: TBD alcohol not for sale. Free drink with entry.

Please note: Alcohol may only be sold by vendors with an off-premise permit or by event organizers with a special one-time ABC sales permit. Alcohol sales may be subject to the prepared food & beverage tax.

Will vendors be on-site selling goods/crafts/wares during the event? ☐ YES ☒ NO

Will vendors be on-site selling food/beverages during the event? ☐ YES ☒ NO

Please note: All vendors without a physical location in town and/or food trucks that do not have Town of Hillsborough Food Truck Permits that are selling prepared food/beverage will need to [prepay the Food & Beverage Tax](#) with the Finance Department. Please list the name(s) of the food/beverage vendors:

Will you be soliciting donations as part of the event? ☒ YES ☐ NO

If yes, for what cause or organization? Local Schools/Charities Middle/High Schools, Kiwanis, Speedway Group

Will you bring additional equipment, stages, microphones, amplification, etc? ☒ YES ☐ NO

Please Explain: Timing equipment, Music, lights, barriers/tables, tents

Will any items be left at the event site overnight? ☒ YES ☐ NO

Please Explain: barriers/cones likely to be left in UHaul Truck

Will signs or banners be displayed on site or around Town? ☒ YES ☐ NO

*Please note: [Special event signage](#) must be applied for and permitted separately **BEFORE** signage is placed around town.*

Will tents be erected for the event? ☒ YES ☐ NO

If yes, how many and what size? 5-10 (all 10x10 tents)

Please note: Tents may require a permit and inspection by the Orange County Fire Marshal's office depending on size and number. Tents should be shown with location and dimensions on event map/layout.

Will you provide (portable) restroom facilities?

☒ YES ☐ NO

Please note: Restroom facilities are required to be provided by Special Event organizers depending on attendance numbers and duration. Local Business, Town, and County facility restrooms may compliment, but not become a substitute for, providing adequate restrooms for the event.

Will you provide (portable) handwashing facilities?

☐ YES ☒ NO

Please note: Handwashing facilities are required for events that include on site food preparation and/or sales without direct or immediate sink access.

Will the event require any street closures or change in traffic flow?

☒ YES ☐ NO

Will the event require additional trash and recycling facilities?

☒ YES ☐ NO

Will you request that the Town Board sponsor specific services

in conjunction with this event (i.e. Police Coverage, Road Closures, Traffic Control, Trash and Recycling Rollouts)?

☐ YES ☒ NO

Please note: Events requesting Town Sponsorship of events must apply at least 90 days in advance of the event to be considered. Event organizers who are able should make every necessary attempt to provide and pay for services at their events as the Town has limited staff and resources to cover the costs of event services.

EVENT MAP/LAYOUT REQUIREMENTS

With this application, you must attach a map of the area where the event is to take place and indicate the following:

- Traffic flow; including any streets requested to be closed or obstructed (locations of barriers and officers will be determined by Law Enforcement).
- If the event includes a parade, greenway closure, etc. then the route of the event should be clearly shown.
- Parking areas where event attendees will be directed that are adequate for event attendance. Please note: The Eno River deck has only 400 parking spaces.
- Pedestrian access and flow.
- The location of any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.
- The location of restroom and/or handwashing facilities.

A street map and a map of Gold Park are available on the Town's website. Google Maps is also an excellent resource and can be easily marked up. Contact Staff if you need assistance with providing an event layout or route map.

EVENT LIABILITY INSURANCE

Event organizers and/or property owners need to insure themselves from liability in case an event attendee injures themselves during the course of the event. Events occurring on Public Property (Town or County) are required to carry event liability insurance with the Public Property owner listed as 'additionally insured'.

Copy of event liability Certificate of Insurance is attached: ☐ YES ☒ NO

Name of insurance company providing liability coverage for the event:

Will be Road Runners Club of America, provided a few weeks prior to the event

Contact information for broker/agent providing coverage:

EVENT PROPERTY USE PERMISSION

If the event will be located on property that is not owned/managed by the event organizer then the property owner must indicate consent for the use of their property below:

TOH / OC

Name of Property Owner

Phone

N/A

Signature of Property Owner

Date

TOWN LIABILITY AGREEMENT

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this special event approval or park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost, damaged, or stolen, that are stored or otherwise as a result of this special event.

Applicant Signature

Date

SUBMITTAL DIRECTIONS:

Please submit electronically to: Evan.Punch@hillsboroughnc.gov

Please submit via paper copy here:

Hillsborough Planning Department
ATTN: Evan Punch
P.O. Box 429
101 E. Orange Street
Hillsborough, NC 27278

FOR OFFICE USE ONLY:

Application received by: _____

Date: _____

Fee Paid: _____

Date information emailed out: _____

Permit StatusApproved ☐ YES ☐ NO Explanation: _____

Date Permit Issued: _____

Approved with any conditions: _____

By: _____

Town Staff Member

Date: _____

Forwarded to others for review/information:☐ OC Fire Marshal: _____☐ Hillsborough Police Department: _____☐ OC Sheriff's Department: _____☐ OC Fire Department: _____☐ Hillsborough Public Works: _____☐ Hillsborough Public Space Manager: _____☐ OC DEAPR (River Park): _____☐ OC AMS (Visitors Center, Library, Old or New Courthouse): _____☐ NCDOT (DOT Road Closures): _____☐ Hillsborough Finance (Food & Beverage Tax 1 Day): _____☐ Hillsborough Public Information Office: _____

4

EVENT LIABILITY INSURANCE

Event organizers and/or property owners need to insure themselves from liability in case an event attendee injures themselves during the course of the event. Events occurring on Public Property (Town or County) are required to carry event liability insurance with the Public Property owner listed as 'additionally insured'.

Copy of event liability Certificate of Insurance is attached: ☐ YES ☒ NO

Name of insurance company providing liability coverage for the event:

Will be Road Runners Club of America, provided a few weeks prior to the event

Contact information for broker/agent providing coverage:

EVENT PROPERTY USE PERMISSION

If the event will be located on property that is not owned/managed by the event organizer then the property owner must indicate consent for the use of their property below:

Name of Property Owner

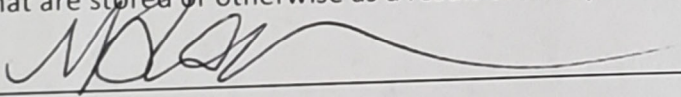
Phone

Signature of Property Owner

Date

TOWN LIABILITY AGREEMENT

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this special event approval or park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost, damaged, or stolen, that are stored or otherwise as a result of this special event.



Applicant Signature

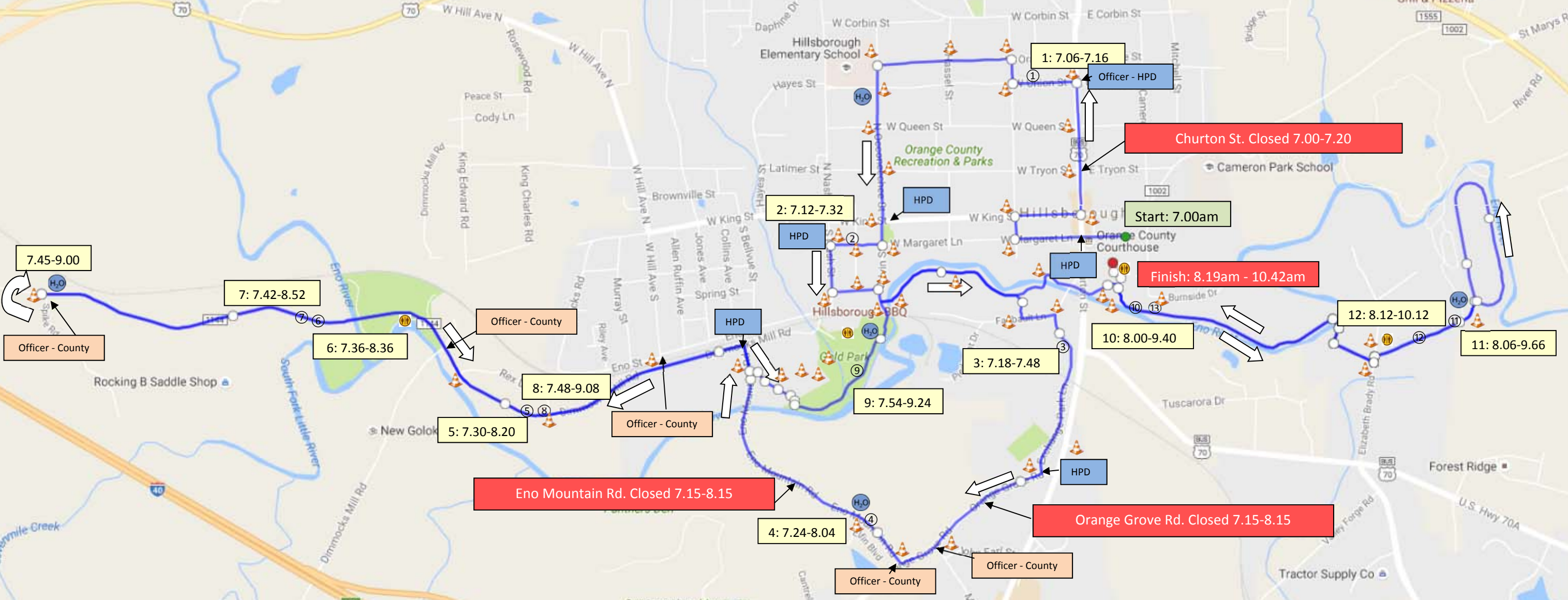
26 July 2012
Date

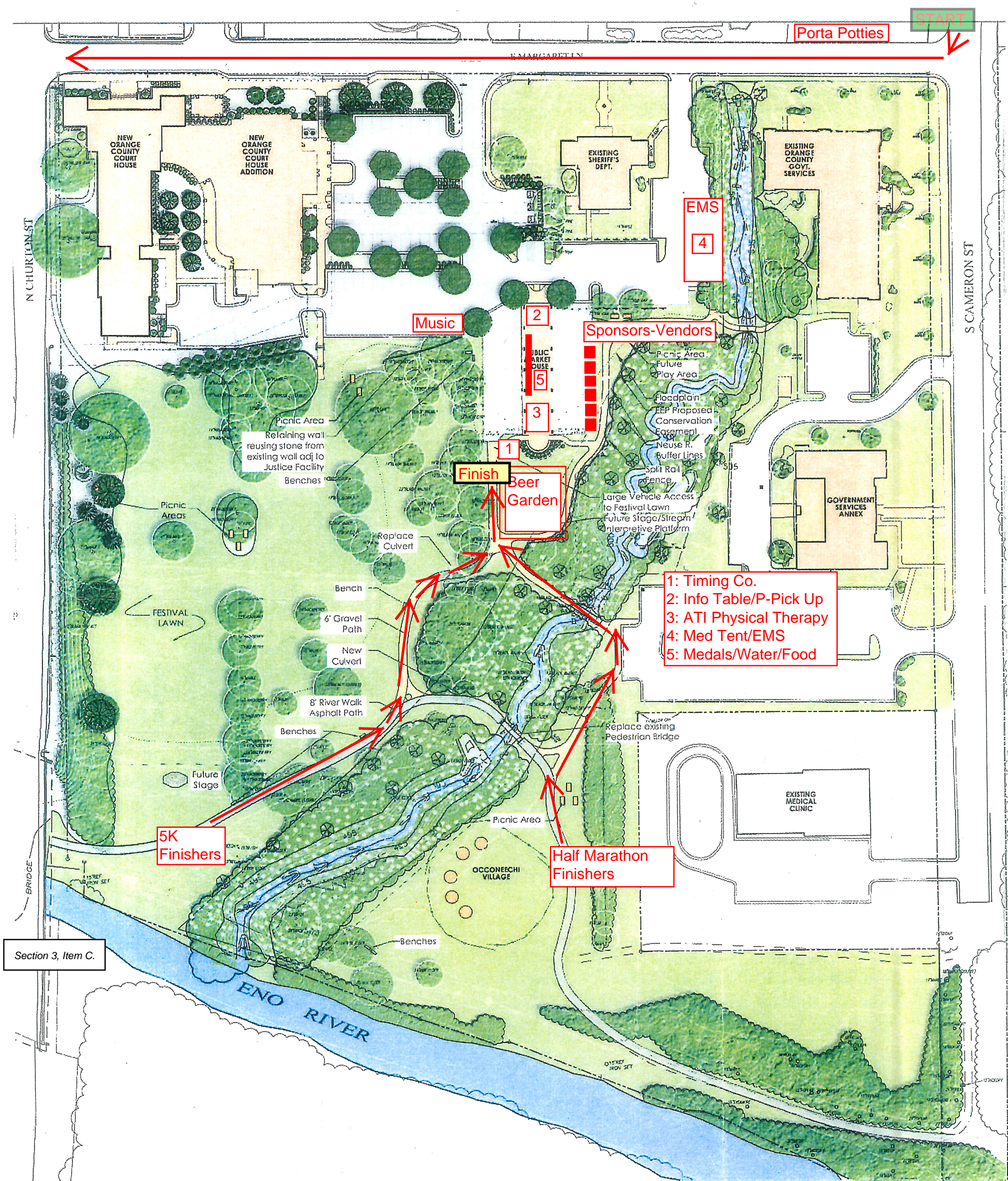
SUBMITTAL DIRECTIONS:

Please submit electronically to: Evan.Punch@hillsboroughnc.gov

Please submit via paper copy here:

Hillsborough Planning Department
ATTN: Evan Punch
P.O. Box 429
101 E. Orange Street
Hillsborough, NC 27278





Cameron Park School Lot. Enter from St. Mary's Rd

Start Line

Event/Volunteer/Vendor Parking

Finish Line

Urgent Care

Grass

Parking Deck

WSM Customers

From I85/I40, Chapel Hill/Carrboro

☒ Check ☐ Cash ☐ Credit Card

059927

1163

TOWN OF HILLSBOROUGH

\$ 55.00 Hillsborough, NC, July 26, 2022

Received of Hurd Running Club
FIFTY FIVE AND 00/100 Dollars

☐ Meter Deposit ☐ W/S Tap Fees ☒ Planning SPECIAL EVENT FEE ☐ Utility Donation
☐ Privilege License ☐ Park Rental ☐ Stormwater ☐ Connect Fee
☐ Other By SNC



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 22, 2022
Department: Governing Body
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Commissioner Matt Hughes

ITEM TO BE CONSIDERED

Subject: Approval of funds to attend International LGBTQ Leaders Conference

Attachments:

Event information

Summary:

The International LGBTQ Leaders Conference is an annual conference of LGBTQ elected officials from across the United States and around the world held by the LGBTQ Victory Institute, a non-partisan 501(c)3 organization. This year the conference will be held from Nov. 30 to Dec. 3, 2022, in Washington, DC. Commissioner Hughes has regularly attended the conference since being appointed to the Board of Commissioners in 2018. In previous years, the LGBTQ Victory Institute has provided scholarships for travel and/or Commissioner Hughes has used leftover campaign funds to pay for hotel stays. The program registration fee for Commissioner Hughes to attend the conference is already included in the budget.

Per the Board of Commissioners Travel & Professional Development Policy, development opportunities that arise during the fiscal year and exceed \$500, require board approval at an official meeting.

Financial impacts:

Governing Body has funds reserved for miscellaneous training that arises throughout the fiscal year; a budget amendment will not be necessary.

Staff recommendation and comments:

N/A

Action requested:

Approve the expenditure of no more than \$950.00 to cover hotel registration for Commissioner Hughes to attend the 2022 LGBTQ Leaders Conference in Washington, DC.



November 30 – December 3, 2022
JW Marriott | Washington, DC

This Fall, over 600 LGBTQ elected officials, leaders and advocates from across the world will come together for the 38th Annual International LGBTQ Leaders Conference in Washington, DC. The conference includes four days of networking and skills building as we strategize the year ahead in our movement for equality.

Victory Institute will be hosting the 2022 Conference once again at the JW Marriott in Washington, DC, **November 30 to December 3**.

In-person capacity pending COVID-19 restrictions in Washington, DC.

For more information about attending the International LGBTQ Leaders Conference, please contact Pooja Prabhakaran at [**pooja.prabhakaran@victoryinstitute.org**](mailto:pooja.prabhakaran@victoryinstitute.org)

Register (US Participants)

Register (International Participants)

Conference History

Sponsor the 2022 Conference

Book Hotel

Agenda

Wednesday, November 30

5 PM – 8 PM ET: Receptions

Thursday, December 1

7:30 AM – 3:45 PM ET: Elected Officials Summit
(Elected officials only)

4 PM – 8 PM ET: Opening Program

8 PM – 10 PM ET: Receptions

Friday, December 2

8 AM – 4 PM ET: Programming

7 PM – 10 PM ET: Receptions

Saturday, December 3

8 AM – 2:30 PM ET: Programming

Plenary and breakout session topics coming soon!

Reservation Summary

Check-in Wed, Nov 30, 2022

Checkout Sun, Dec 4, 2022

Rooms 1

Guests per room 1

JW MARRIOTT WASHINGTON D.C.

STANDARD GUEST ROOM - 1 KING OR 2
DOUBLES

1 adult, 4 nights

[Change rooms](#)

Subtotal **USD 796.00**

TAXES & FEES

Occupancy Tax (14.95% per night) USD 119.00

Grand Total **USD 915.00**

[Edit reservation](#)

[Next](#)



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 22, 2022
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Attorney Bob Hornik

ITEM TO BE CONSIDERED

Subject: Update from town attorney on enforcement options for non-discrimination ordinance

Attachments:

None.

Summary:

Town Attorney Bob Hornik will provide an update on establishing a potential agreement with the Orange County Department of Human Rights and Relations for handling complaints related to the town's NDO.

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

Receive update.