



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** 9/7/2023

**From:** Sara Nahass, Recreation Coordinator  
Noreen Leek, Parks & Recreation Director

**Subject:** Application for Event Cosponsorship

### **Community Goal/Result**

Community Building & Fundraising

### **Purpose**

Promote cultural and social events that encourage community engagement and provide assistance to local non-profit organizations.

### **Recommendation**

Approve Excelsior Running Club's 5<sup>th</sup> Annual Star City San Bruno Mountain Half Marathon as a cosponsored event.

### **Background**

The Excelsior Running Club has promoted health & wellness in Brisbane through running since 2013. Their organization has received a permit from the County to use San Bruno Mountain trails for the majority of its Star City San Bruno Mountain Half Marathon (course map included as Attachment 3) on October 7<sup>th</sup>, 2023 between 7:00am and 2:00pm. The run will begin on Visitacion Avenue at 9:00am and will conclude on Quarry Road Trail near the park. It is anticipated that the fastest runners should be done by 10:30am and last of the runners will be done by approximately 2:00pm. Registration for the event is \$90/runner. A portion of the registration fee will support the San Mateo County Parks Department and San Bruno Mountain Watch.

### **Discussion**

The City will need to partially close a number of streets at the beginning of the event. This includes all of Visitacion Avenue from San Francisco to Mariposa (8:45am-9:15am), then the westbound lane only to Mendocino, Mendocino from Visitacion Avenue to Solano (8:45am-9:15am), from the top of the stairway at Humboldt turning left to San Mateo, then right on San Mateo, then left on Kings, right on Margaret, and right on Paul to the trailhead (9:00am-9:30am). Staff time from the Public Works team will be necessary to place public notices onsite prior and to conduct the closure itself on the day of the event. A permit for doing so will be routed by City staff in accordance with the City's policies for traffic encroachment permits. Event registration will take place on Old Quarry Road. The Club is also requesting support from the Public Works Department to place the American flags along Visitacion Avenue before the start of the race, and for "No Parking" signs to be placed in front of both stairway entrances at Huckleberry Ct. Finally, the Club is requesting to borrow tables and chairs from the P&R department.

The staffing needs of the City are for one Public Works employee to oversee the set-up of the lane closures, set-up American flags, and then oversee taking down the lane closures and removing the

American flags. This will require approximately 6 hours of labor. 2 police officers will also be needed in the area from 7:00am when the set-up starts until 10:00am when the traffic lanes are reopened.

Finally, the City will need to post public notices informing the community of the street closures and the impact the event will have on travel within the community. Given that this event will be taking place at the same time as the annual Day in the Park and Derby, City staff intend to advertise to the entire City and not just those who are located along the race route. This information will be shared on the City’s social media accounts and in printed materials where possible.

**Fiscal Impact**

Excelsior Running Club is requesting support from the City as summarized in the table below.

FINANCIAL IMPACT SUMMARY BASED ON APPLICATION		
Public Works Staff OT for set up/take down of flags on Visitation & street closures	Approximately 6 hours on OT @ \$52.50/hour = \$315	Requesting to be waived
Police Department support	2 police officers for 3 hours on OT @ \$81.56/hour = \$489.36	Requesting to be waived
Borrowing City Equipment (7 tables, 14 chairs)	Requesting to be waived	
Event Insurance	Already provided by Non-profit organization	
Promotional and Marketing Support	Waived	

**Attachments**

1. Cosponsorship event application
2. Event Flyer
3. Course Map & written description – street monitoring
4. Insurance certificate

*Sara Nahass*  
 Sara Nahass, Recreation Coordinator

*Noreen Leek*  
 Noreen Leek, Parks & Recreation Director

*Clay Holstine*  
 Clay Holstine, City Manager



# CITY OF BRISBANE COSPONSORSHIP APPLICATION

This application must be submitted to the Parks & Recreation Department at least (90) working days prior to the requested event.  
Phone: (415) 508-2140 | Email: brisbanerec@brisbaneca.org | Office: 50 Park Place, Brisbane, CA 94005

## APPLICANT INFORMATION

Name of Contact Person: Cliff Lentz Phone: 650-219-0293  
Email: cliff.lentz@gmail.com  
Name of Organization: Excelsior Running Club Organization Website: \_\_\_\_\_  
Organization Address or P.O. Box: 311 Lexington Way, Brisbane, CA 94010

Circle ONE of the following descriptions below that best describes your organization:

- a. Brisbane Non-Profit Organization
- b. Non-resident, Non-Profit Organization (Outside of Brisbane)
- c. School District, School, or School Affiliated Group (ex. PTO)
- d. Private Group, Club, or Organization

What year did your organization begin serving the Brisbane community? 2013

How has your organization added value to the Brisbane community in the past?  
contributed financially to Brisbane organizations such as SB Mt. Watch and Brisbane Lions Club - promoted health and wellness through our races in the community

What is your organization's mission and/or purpose?  
to inspire people to be active through running

## EVENT DETAILS

(If you are requesting multiple days & times, please attach those details on a separate sheet of paper.)

Name of Event: Staw City San Bruno Mt. Half Marathon Event Set-up Start Time: 7 AM  
Event Date (mm/dd/yy): 10/7/23 Event Start Time: 9 AM  
Event Day of Week: Sat Event End Time: 1 PM  
Event Location: Quarry Rd

Describe what can be expected at this event? (ex. Performance, Dinner, Activities, etc.)  
people running in Brisbane and on SB Mt

Will there be any fundraising at this event?  If yes, what will the funds raised be used for? El Caminos, Brisbane Lions  
Are there any admission fees for this event?  If yes, please list them here: \$90.00

If this event is NOT open to the general public, what are the restrictions for who may attend? (ex. age, membership, residency, etc.)  
the event is open to the public

# INDOOR FACILITY ACCESS REQUEST

City Staff must be present to accommodate the use of any indoor facilities. The below requested times will be used to ensure staff will be available when you need to access the facility. (If you are not requesting indoor facility use, you may skip to the next section.)

Date of Facility Access (mm/dd/yy): \_\_\_\_\_ Opening Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_  
Date of Facility Access (mm/dd/yy): \_\_\_\_\_ Opening Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_  
Date of Facility Access (mm/dd/yy): \_\_\_\_\_ Opening Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_

# EQUIPMENT USE REQUEST

If you would like to request any equipment for an outdoor event, please include those details below. (If your event is at one of our indoor facilities, you may indicate your equipment needs on the rental layout.)

Quantity:	Item:
<u>7</u>	6ft Long Rectangle Tables
<u>14</u>	Chairs
_____	10ft x 10ft Canopy/Pop-up Tent
_____	Weighted Sandbags

## Mission Blue Center ONLY

If your event will be at the Mission Blue Center, please indicate if you wish to request any of the equipment listed below.

Bluetooth Speaker? \_\_\_\_\_ with Microphone? \_\_\_\_\_  
Projector & Screen? \_\_\_\_\_  
\*Theatrical Lighting? \_\_\_\_\_ with \*Lighting Technician? \_\_\_\_\_  
\*Theater Risers? \_\_\_\_\_

\*Any additional fees associated with reservation of special equipment will be the responsibility of the applicant, and may require additional planning time.

# PERMITS

## Alcoholic Beverage Permit

Will alcoholic beverages (beer/wine) be sold at your event? no If yes, you must attach a copy of an Alcoholic Beverage Permit

\*Full Liquor Liability: If beer or wine is available for consumption and money is transacted in any form (i.e. for donation, for a ticket, for a meal, for entry to the event, for the beverage) then full liquor liability premiums are necessary.

## Food & Beverage Permits - Outdoor Events Only

Will any food or non-alcoholic beverages be sold at your event? no If yes, this permit is required smchealth.org/food-program

## Traffic Permits

Will this event require any street or parking closures?  If yes, you must obtain a Brisbane Encroachment Permit

## Amplified Sound Permits - Outdoor Events Only

Do you wish to use amplified sound at this event? no If yes, you must submit an Brisbane Amplified Sound Permit Application

## Brisbane Business License

Do you intend to sell goods of any kind at your event? no If yes, you must have a valid Brisbane Business License

# ADDITIONAL SUPPORT

To request promotional support, please circle the specific areas you would like support with. (Please note: promotional support is not guaranteed. Any graphics or content for your event are expected to be provided by the applicant.)

a. Brisbane Signboards   b. Social Media   c. City Website   d. City Publications   Other: \_\_\_\_\_

# USE AGREEMENT & LIABILITY RELEASE

To the fullest extent allowed by law, I agree to indemnify and defend the City of Brisbane, its directors, officers, agents, employees and volunteers and hold them harmless from and against any and all loss, liability, expense, claims, costs, suits, and damages, including attorneys' fees, arising out of the use or occupancy described in this application. I agree to waive all rights of subrogation against the City, its elected or appointed officers, officials, agents and employees for losses paid under the terms of any policy which arise from the use or occupancy described in this application.

Applicant Signature \_\_\_\_\_

Date 8/25/23

# ADMINISTRATIVE SECTION

Facility/Application#: \_\_\_\_\_ Permit#: \_\_\_\_\_ (BC Report Due) \_\_\_\_\_ (CC Meeting Date) \_\_\_\_\_ Page 2/2



# SMILES AND MILES



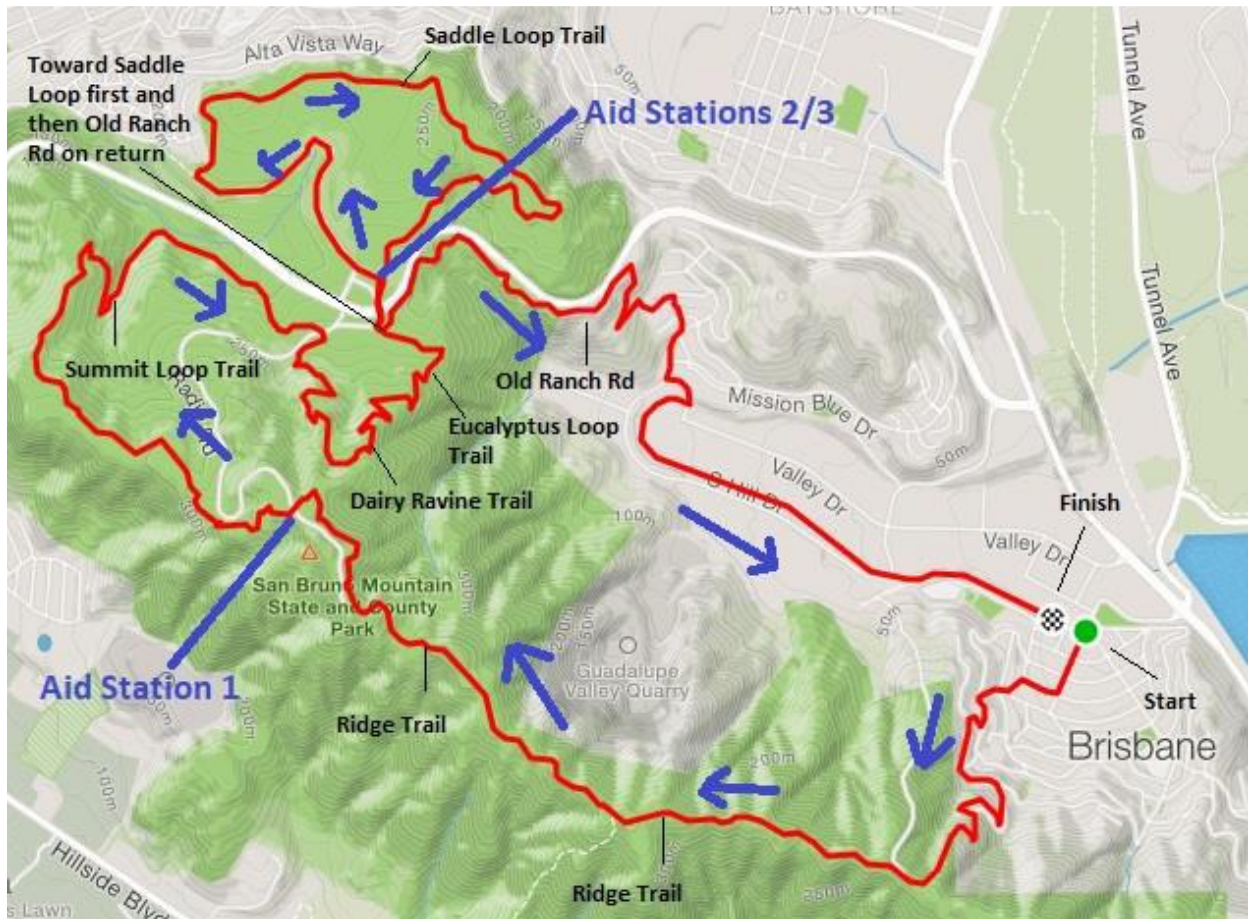
**10.07.23**

**9AM**



# STAR CITY SAN BRUNO MT HALF MARATHON

## Course map & written description – street monitoring



## 2023 Star City San Bruno Mountain Half Marathon

### Additional Requests:

1. Place American flags on Visitacion Ave
2. No parking signs for October 7<sup>th</sup>, 6AM-3PM in front of both stairway entrances at Huckleberry Ct.
3. Borrow 7 tables, 14 chairs from P&R for race registration near Quarry Park.

### Street Monitoring

- Race Central opens at 7:00 AM at open area below Quarry Road
- Course Monitor Captains (TBD) to get cones, flags and safety vests for volunteers.
- Lay out cones on right side of Mendocino, Humboldt, Kings at 7:30 AM.
- Lay out cones on right side of Mariposa, Solano and road to Lipman, next to Lipman, walkway down to Quarry Rd and over to ramp.
- At 8:30 AM take volunteers to half marathon monitoring locations, laying out cones on right side of Visitacion from Mariposa.
  - o 7 Flaggers at half marathon locations: Visitacion and Mariposa, Visitacion and Mendocino, Mendocino and Solano, Sierra Pt at stairway, Humboldt at stairway, Trinity and Kings, Kings and Margaret.

- Half Marathon starts at 9:00 AM. Just prior to the start, cones will be laid down on Visitacion, angled to the right side of the street and the line of cones starting at Mariposa.
- After the last half marathon runner turns on to stairway, cones will be removed on Mendocino and Solano. Course monitor at stairway will walk to Solano and Mariposa.
- Around 9:30 AM, dispatch course monitor volunteers to the Ridge
  - o 4 Flaggers at the following locations: roadway crossing at Huckleberry stairway, top of stairway at Golden Aster, sidewalk on Golden Aster at trail, Old Ranch Road Trail and utility road junction.
- Approximately at 2 PM, the last half marathon runner should be on the Crocker Park Trail and heading towards the finish line.
- Once the last half marathon racer has been determined, course monitors will be relieved of duties when that runner passes their location. The course monitors will take away ribbons and cones in their area.

At the link, you will find a map and written description of the race course:

<https://starcityhalfmarathon.wordpress.com/course/>

For questions, please contact Cliff Lentz 650-219-0291 or Chikara Omine 415-269-1022.

<b>CERTIFICATE OF INSURANCE</b>		<b>PRINT DATE:</b> 11/23/2022			
		<b>CERTIFICATE NUMBER:</b> 20221123943432			
<b>AGENCY:</b>					
Edgewood Partners Insurance Center 5909 Peachtree Dunwoody Road, Suite 800 Atlanta, GA 30328 678-324-3300 (Phone), 678-324-3303 (Fax)		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
<b>NAMED INSURED:</b>		<b>INSURERS AFFORDING COVERAGE:</b>			
USA Track & Field, Inc.                      Excelsior Running Club 130 East Washington Street, Suite 800 Indianapolis IN 46204		INSURER A: Accredited Surety and Casualty Company, Inc. NAIC# 26379 INSURER B: Allied World National Assurance Company NAIC# 19489			
<b>EVENT INFORMATION:</b>					
Star City San Bruno Mountain Half Marathon (10/7/2023 - 10/7/2023)					
<b>POLICY/COVERAGE INFORMATION:</b>					
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
<b>INS</b>	<b>TYPE OF INSURANCE:</b>	<b>POLICY NUMBER(S):</b>	<b>EFFECTIVE:</b>	<b>EXPIRES:</b>	<b>LIMITS:</b>
A	GENERAL LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	1-TRE-IN-17-01338542-00	11/1/2022 12:01 AM	11/1/2023 12:01 AM	GENERAL AGGREGATE (Applies Per Event)                      \$4,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				EACH OCCURRENCE                      \$2,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.)                      \$2,000,000
					MEDICAL EXPENSE (Any one person)                      EXCLUDED
					PERSONAL & ADV INJURY                      \$2,000,000
					PRODUCTS-COMP/OP AGG                      \$2,000,000
A	UMBRELLA/EXCESS LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	1-TRE-IN-17-01338543-00	11/1/2022 12:01 AM	11/1/2023 12:01 AM	EACH OCCURRENCE                      \$3,000,000
					AGGREGATE                      \$3,000,000
B	OTHER				
	<input checked="" type="checkbox"/> EXCESS LIABILITY	0313-1301	11/1/2022 12:01 AM	11/1/2023 12:01 AM	EACH OCCURRENCE                      \$7,000,000
					AGGREGATE                      \$7,000,000
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:</b>					
Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.					
The certificate holder is an additional insured per the following endorsement: Blanket Additional Insured (RSCG 03 03)					
The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 20 01)					
The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).					
Excess policy follows form of underlying General Liability.					
<b>CERTIFICATE HOLDER:</b>			<b>NOTICE OF CANCELLATION:</b>		
City of Brisbane 50 Park Place Brisbane CA 94005			Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.		
			<b>AUTHORIZED REPRESENTATIVE:</b>		
					