



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** October 6, 2022

**From:** Noreen Leek, Parks & Recreation Director

**Subject:** Application for Event Cosponsorship

### Community Goal/Result

Community Building

### Purpose

Offer the community a regional sporting event as both spectators and participants. Encourage local nonprofit organization participation in the event as a fundraiser.

### Recommendation

Approve Excelsior Running Club's fourth annual Star City San Bruno Mountain Half Marathon as a cosponsored event.

### Background

The Excelsior Running Club 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 and written description attached) on October 22, 2022. The run will begin on Visitacion Avenue at 9:00am. It is anticipated that the fastest runners should be done by 10:30am and last of the runners will be done by approximately 1:00pm.

### Discussion

The City will need to partially close a number of streets at the beginning of the event. These include 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). The registration will take place on Old Quarry Road which should avoid the need to close any streets for the registration portion of the event.

The Club is 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 on Huckleberry. The Club is also requesting to borrow tables and chairs from the P&R department.

The staffing needs of the City are for one public works person 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 be approximately 4 hours. We will need 2 police officers from 7:00am when the set-up starts until 10:00am when the traffic lanes are reopened.

The City will also need to inform the community of the street closures and the impact the event will have on travel within the community. It would be prudent to advertise to the whole City and not just those who are along the race route. We will publish this information on a various social media sites.

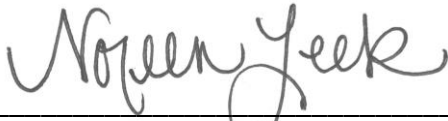
### **Fiscal Impact**

The cost to the City for the cosponsorship would be 1 Public Works staff person for 4 hours (\$52.50/hour) on overtime, and 2 police officers for 3 hours on overtime (\$81.56/hour). The total cost to the City would be \$699.36 in overtime costs.

If this event grows as the club anticipates, future costs may increase, and the City may elect to negotiate with the Club to increase the level of reimbursement.

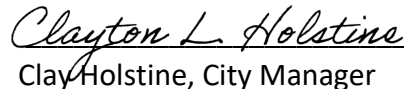
### **Attachments**

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



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Noreen Leek, Parks & Recreation Director



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Clay Holstine, City Manager

# CO-SPONSORSHIP EVENT APPLICATION

CITY OF BRISBANE, 50 Park Place, Brisbane, CA 94005  
415 - 657-4320

## 1. ORGANIZATION INFORMATION

Organization: Excelsior Running Club

Contact Person: Cliff Lentz

Day Phone: 650-219-0293

Evening Phone: 415-467-7041

Address: 611 Humboldt Rd

City of Residence: Brisbane

Zip: 94005

## 2. FACILITY

Facility Requested: \_\_\_\_\_

If Mission Blue Center, specify room (s)

Costanos Room (Dance Floor) \_\_\_\_\_

Buckeye Room (Carpeted Room): \_\_\_\_\_

Lupine Room (Conference Room): \_\_\_\_\_

Date and Time Requesting to Enter Facility: \_\_\_\_\_

Date and Time Requesting to Leave Facility: \_\_\_\_\_

## 3. Event Information

Date: Oct 22 Day of Week: Sat # of Co-sponsored events this year 0

Starting Time of Event: 9 AM Ending Time of Event: 1 PM

Non Profit for Charity  For Profit  Fundraiser for Organization Use

Number attending under 18 years old: 0 18 - 20 years: ? 21+ years: 80

Requesting Promotional Support

What is purpose of event: Half marathon through the streets of Brisbane and San Bruno Mt.

Will you need special sitting, tables, chairs, risers, etc.? Yes or No (please circle) Please explain if yes. \_\_\_\_\_

Will event require sound equipment? no

Sound Technician? no

Will event require theatrical lighting equipment? no

Lighting Technician? no

Will event require promotional support?  Yes  No If Yes, what is requested? City

publications and social media

5. **ALCOHOLIC BEVERAGES\***

Will alcoholic beverages be served? Yes  No  Sold? Yes  No   
If selling alcohol, your group must obtain an Alcoholic Beverage Permit.

Please attach a copy of the permit.

ABC permits may be obtained from:

The State of California Alcoholic Beverage Control Department  
185 Berry Street  
San Francisco, CA 94107  
415 / 557 - 3660

\*Full Liquor Liability: If liquor, 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.

6. **ADMISSION FEES AND SALES\***

Will there be an admission fee or booth fee?: Yes  No  Amount of Fee: \$70 - \$110

Will there be sales of novelties or goods?: Yes  No


Will there be sales of food?: Yes  No

(If yes, a Permit To Operate is required by the California Health and Safety Code. Applications can be obtained from the Brisbane Parks & Recreation Department 415 / 467-6330)

Does your group have a City of Brisbane License?: Yes  No

\* Additional insurance is required for exhibitors, non-food sales concessionaires and food sales concessionaires.

I have read and understand the Policy and Procedures for Event Sponsorship and hereby agree to comply with its content. I understand that failure to observe these regulations or City, State or Federal law will result in cancellation of my event and co-sponsorship status for future events.

Applicant's Signature 

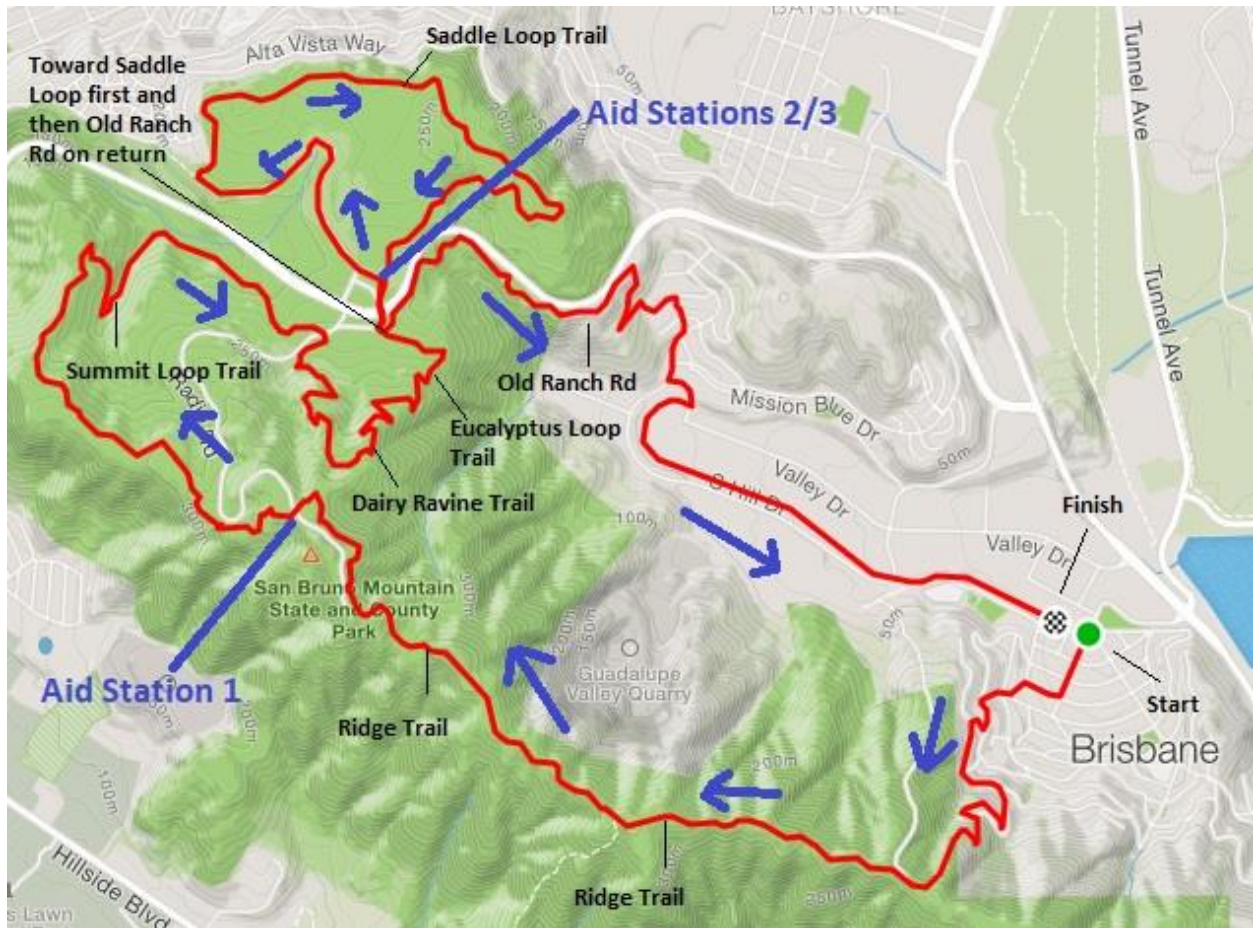
Date 9/18/22

# STAR CITY SAN BRUNO MTN. HALF MARATHON SATURDAY, OCTOBER 22ND, 9AM

REGISTER: [STARCITYHALFMARATHON.WORDPRESS.COM](http://STARCITYHALFMARATHON.WORDPRESS.COM)



*Registration includes a t-shirt, finishers medal, and a BBQ lunch in the Brisbane Community Park! Proceeds help fund the Brisbane Lions Scholarship Fund, San Mateo County Parks, and the El Camino High School Cross Country Team!*



## 2022 Star City San Bruno Mountain Half Marathon

### Additional Requests:

1. Place American flags on Visitacion Ave
2. No parking signs for October 22nd from 6AM-3PM in front of both stairway entrances at Huckleberry Ct.
3. Borrow 6 tables, 12 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 and 5K course 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 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 runners 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 both race courses: <https://starcityhalfmarathon.wordpress.com/course/>

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

# CERTIFICATE OF INSURANCE

PRINT DATE: 6/29/2022

CERTIFICATE NUMBER: 20220629899203

**AGENCY:**

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.

**NAMED INSURED:**

USA Track & Field, Inc.                      Excelsior Running Club  
130 East Washington Street, Suite 800  
Indianapolis IN 46204

**INSURERS AFFORDING COVERAGE:**

INSURER A: Accredited Surety and Casualty Company, Inc. NAIC# 26379  
INSURER B: Allied World National Assurance Company NAIC# 19489

**EVENT INFORMATION:**

Star City San Bruno Mountain Half Marathon and 5K (10/23/2022 - 10/23/2022)

**POLICY/COVERAGE INFORMATION:**

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.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	1-TPM-IN-17-01268997	11/1/2021 12:01 AM	11/1/2022 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-TPM-IN-17-01268998	11/1/2021 12:01 AM	11/1/2022 12:01 AM	EACH OCCURRENCE                      \$3,000,000
					AGGREGATE                      \$3,000,000
B	OTHER				
	<input checked="" type="checkbox"/> EXCESS LIABILITY	0313-1301	11/1/2021 12:01 AM	11/1/2022 12:01 AM	EACH OCCURRENCE                      \$7,000,000
					AGGREGATE                      \$7,000,000

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:**

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.

**CERTIFICATE HOLDER:**

City of Brisbane  
50 Park Place  
Brisbane CA 94005

**NOTICE OF CANCELLATION:**

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

**AUTHORIZED REPRESENTATIVE:**

