

# City of Brisbane

## Agenda Report

To: Honorable Mayor and City Council  
From: Clay Holstine, City Manager  
Date: Meeting of February 5, 2015  
Subject: Applications for Event Co-Sponsorship

### **RECOMMENDATION:**

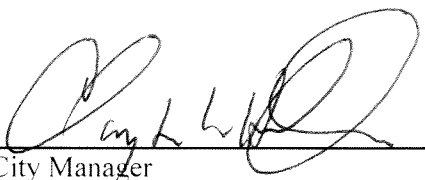
Consider approval of Co-Sponsorship for 5K Fun Run - "Reach for the Stars" to benefit Brisbane Youth activities at Brisbane Elementary School District.

### **BACKGROUND:**

As in past year the Excelsior Running Club will sponsor a 5 K race to benefit Brisbane Youth. The race will be held on Sunday, March 22, 2015 from 7:30 am to 10:30 am. The course will be focused around Sierra Point Parkway streets, parking lots and bay trail. Assistance with security for the race is being requested.

### **FISCAL IMPACT/FINANCING ISSUES:**

The fiscal impact would be for four Public Works Crew members working 3 hours on overtime status.



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: 580-219-0293

Evening Phone: None

Address: 111 Humboldt

City of Residence: Brisbane

Zip: 94005

## 2. FACILITY

Facility Requested: Senior Pool Running Studio  
Packaging & Bay Team

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: March 2nd Day of Week: Sunday # of Co-sponsored events this year: 1

Starting Time of Event: 7:30am Ending Time of Event: 10:30am

\_\_\_\_\_ Non Profit for Charity \_\_\_\_\_ For Profit  Fundraiser for Organization Use

\_\_\_\_\_ Number attending under 18 years old: 1 18 - 20 years: \_\_\_\_\_ 21+ years: \_\_\_\_\_

\_\_\_\_\_ Requesting Promotional Support

What is purpose of event: Fundraiser event for Athletics at Brisbane  
Secondary

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

Security - PW: Staff - 4 Staff members to run security  
for Race

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? \_\_\_\_\_

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.

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

Will there be an admission fee or booth fee?: Yes  No  Amount of Fee: \_\_\_\_\_

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

*Cliff Kentz*

Date

*1.26.14*



**ENCROACHMENT PERMIT (TRAFFIC)**  
 DEPARTMENT OF PUBLIC WORKS  
 80 PARK PLACE  
 BRISBANE, Q. 4000  
 PHONE: (07) 325 2111  
 FAX: (07) 325 2117

DATE: 1/31/15  
 PROJECT LOCATION: St Ann's Place

**ENCROACHMENT PERMIT APPLICATION (TRAFFIC)**  
 BRISBANE MUNICIPAL CODE SECTION 12.0  
 FOR APPLICATION FOR KEY PERMITS

THIS PERMIT IS NOT VALID UNTIL SIGNED BY THE CITY OF BRISBANE.

APPLICANT NAME <u>C.R.F. Co. Pty</u>	CONTRACTOR NAME <u>N/A</u>
COMPANY	COMPANY
ADDRESS	ADDRESS
TELEPHONE	TELEPHONE
OWNER NAME AND ADDRESS	CONTRACTOR'S LICENSE NO.
VEHICLE	CITY BRISBANE LICENSE NO.
	MOBILE TELEPHONE

Project related to current building permit:  YES  NO      If YES, Building permit No. \_\_\_\_\_  
 Project related to current planning application:  YES  NO      If YES, Planning App. No. \_\_\_\_\_  
 Project related to current encroachment permit:  YES  NO      If YES, Permit Date: \_\_\_\_\_

APPLICATOR TO BE MADE TO:  
 WORK IN:  STREET     SIDEWALK     PLANTER STRIP     MANHOLE     OTHER - DESCRIBE BELOW

PERMITS:  BLOCK PARKING     BLOCK SIDEWALK     PLACE TRAMPETER     CLOSE / USE OF TRAFFIC

I HAVE SAN FRANCISCO AVENUE NEAR PARK PLACE AND WARE HOUSING (REQUIRES P & R CLEARANCE)  
 I WILL HOLD ANY PORTION OF SHARED USE PARKING AT STARK POINT OR QUEEN'S HARBOR MASTER CLEARANCE.  
 AND OTHERWISE ENCROACH BY:

PERMITS:  PLANS     DIAGRAM

ESTIMATED START DATE: 3/20/15    ESTIMATED COMPLETION DATE: 3/20/15    WORKING HOURS REQUIRED: 10:00 - 1:00 PM  
18:00 - 19:00

I HEREBY AGREE TO ACCEPT AND ABIDE BY THE GENERAL ENCROACHMENT PERMIT PROVISIONS, THE CONDITIONS OF APPROVAL LISTED ON THIS PERMIT AND CHAPTER 12.04 OF THE BRISBANE MUNICIPAL CODE.

PERMIT FOR: St Ann's Place    DATE: 1/31/15    0600-1900  
+ 1800-1900

DATE: \_\_\_\_\_    COMPANY: \_\_\_\_\_  
 I HAVE A PROPOSITION TO VARIATE FOR SAN FRANCISCO AVENUE / SIDEWALK BY  APPROVED     DENIED  
 MARINA / SHARED USE PARKING AS VARIATION BY  APPROVED     DENIED

THIS PERMIT IS TO BE STRICTLY CONSIDERED AND NO WORK OTHER THAN THAT SPECIFICALLY MENTIONED ABOVE IS AUTHORIZED. HEREBY, PERMIT EXPIRES 90 CALENDAR DAYS IF WORK IS NOT STARTED.

DATE GRANTED: \_\_\_\_\_    BY: \_\_\_\_\_  
 DATE EXPIRES: \_\_\_\_\_    DATE EXTENSION: \_\_\_\_\_

DATE WORK COMPLETED: \_\_\_\_\_    DATE EXTENSION: \_\_\_\_\_  
 INITIAL INSPECTOR: \_\_\_\_\_    DATE: \_\_\_\_\_    INSPECTED BY: \_\_\_\_\_

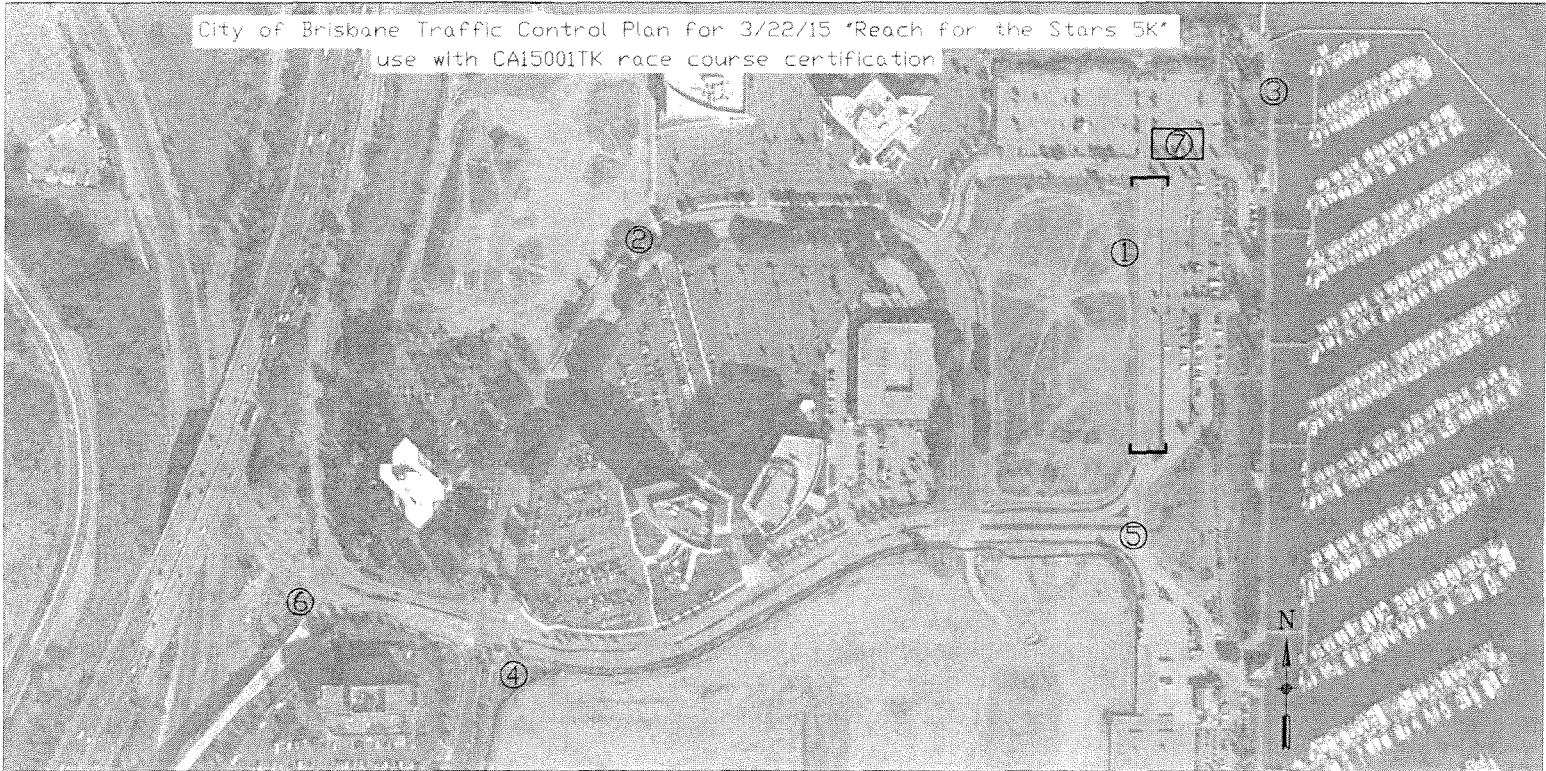
GENERAL TRAFFIC PERMIT PROVISIONS

1. All work shall be done in conformance with the approved plans.
2. This letter shall be kept on the premises at all times.
3. No work shall be performed during hours other than normal working hours which are Monday through Friday 8:00 a.m. to 5:00 p.m.. For working hours other than specified, a special request in writing must be submitted for approval and the appropriate fees will be collected.
4. No work shall be done on the weekend without a special weekend permit issued by the Director of Public Works/City Engineer.
5. No work, traffic control, lane closures or traffic detours will be allowed within traffic lanes of Bayshore Boulevard, Guadalupe Canyon Parkway, Valley Drive, North Hill Drive, Tunnel Avenue, Lagoon Road, and Sierra Point Parkway before 9:00 a.m. or after 4:00 p.m. Monday through Friday, except between 7:00 p.m. and 6:00 a.m.
6. Construction noise limitations shall be as specified in BMC 8.28 60 A and 8.28 60 B.
7. All Contractors and subcontractors shall obtain a City of Brisbane business license prior to performing any work within the City.
8. All traffic control measures shall be per the plan submitted and approved by City prior to start of operations. City reserves the right to adjust or require additional traffic control measures if in the City Engineer's sole judgment such adjustment or additional measures are necessary.
9. Staging, including the storage of equipment and stockpiling of materials, shall not be allowed within the public right-of-way. Upon demand of City, Permittee shall provide written proof of permission to utilize private property within City limits for staging.
10. Construction equipment will be allowed to transit the public right-of-way with proper traffic control, including flagging, in order to access the jobsite. Permittee shall provide proper safety measures at all times.
11. Trucks delivering materials shall not block public traffic at any time.

CONDITIONS OF APPROVAL

See attached Traffic Control Plan

City of Brisbane Traffic Control Plan for 3/22/15 'Reach for the Stars 5K'  
 use with CA15001TK race course certification



- 1. DPW to provide four W-2's to block roadway 30 minutes prior/after race.
- 2. Manned (DPW/PD) traffic control to accommodate NorthBound crossing of Marina Blvd.
- 3. Marina to post notices advising time of race using promenade walkway. Race Organizers to provide flaggers on promenade.
- 4. Race Organizers to provide flaggers at R turn Shoreline Ct -> Sierra Point Parkway.

- 5. Manned (DPW/PD) traffic control to accommodate left(north) turn off Sierra Point Parkway to finish.
- 6. Locate CMS 72 hours prior to event:
 

ROAD	SUN 3/22
RACE	800 AM
CAUTION	1030 AM
- 7. DPW to place W-2's NLT 3/19/15:
  - 'No Parking
  - 3/22/15
  - Race Registration'

# Reach For The Stars SK

CA15001TK 5 km BRISBANE, CA

EFFECTIVE

1-07-2015

TO

12-31-2025

WHOLE ROAD SPR & WHOLE REEF SPR  
MEASURED EXCEPT WHERE SHOWN

START/FINISH: On the Main Entrance/Exit Road to the Large North Parking Area for the Brisbane Marine 15.308 Meters South of #100 on line with the center of lamp post # 26 on the east side of the Road. Also 10.455 meters north of being in line with the center of lamp post # 15 which is also on the east side of the Road

1 NAIL: 0.3 meters north of being in line with the North West Building for #100 & #11 also 1.100 meters south of being in line with the center of the large lamp post on line with the center of the road north of #100 # 1

2 NAIL: 15 meters west of being in line with the corner of the doors to the south side of the #1000 "Bicycle Club" building off to the north side of the road with also in line with the first light on the building. West of the south entry way

3 NAIL: In line with the center of lamp post # 20 which is across the road and in line with the center of the large door leading west from the main entry way from the large north parking lot area for the Brisbane Marine

Small Bush Stay to Right of #1  
Large Trees Stay to Right of #1  
Off Road Right Trail

