



City of Brisbane

Complete Streets Safety Committee

Meeting Agenda

Wednesday, August 5, 2026 at 6:30 PM • Hybrid Meeting • 50 Park Place, Brisbane, CA

The public may observe/participate in Complete Streets Safety Committee (CSSC) meetings using remote public comment options or by attending in person. Committee Members shall attend in person unless remote participation is permitted by law. The CSSC may take action on any item listed in the agenda.

To Address the Committee

In Person:

Location: 50 Park Place, Brisbane, CA 94005, Community Meeting Room

Remote Participation:

Members of the public may observe/participate in the CSSC Meeting by logging onto the Zoom Webinar listed below. Please be advised that if there are technological difficulties, the meeting will nevertheless continue.

The agenda materials may be viewed online at brisbaneca.org at least 24 hours prior to a Special Meeting, and at least 72 hours prior to a Regular Meeting. Archived videos can be replayed on the City's website, brisbaneca.org/meetings.

Remote Public Comments:

Remote meeting participants may address the Committee members via the Zoom Webinar or Call In Number. Meeting participants are encouraged to submit public comments in writing in advance of the meeting to tsantoyo@brisbaneca.org. Emails will not be monitored during the meeting.

Join Zoom Webinar: zoom.us (please use the latest version: zoom.us/download)
brisbaneca.org/cssc-zoom

Webinar ID: 822 1307 7463

Call In Number: 1 (669) 900-9128

Note: Callers dial *9 to "raise hand" and dial *6 to mute/unmute.

Special Assistance:

If you need special assistance to participate in this meeting, please contact Tomas Santoyo at (415) 259-1107. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Committee Members

Janice Au-Young, Paul Bouscal (Chair), Cristian Cabrera, Jose Moreno, Emily Wirowek (Chair)

Call to Order

Roll Call

- A. Consider any request of a committee member to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

Adoption of the Agenda**Oral Communications****Approval of the Minutes**

- B. Minutes of June 3, 2026

Old Business

- C. None

New Business

- D. San Mateo County Office of Education School Travel Fellowship – Status Update and Discussion
- E. 2026 Work Plan – Assignments Discussion
- F. Halloween Street Closures Discussion
- G. Election of CSSC Vice Chair

Staff Updates**Chair and Committee Member Matters****Next Meeting**

September 2, 2026

Adjournment



CITY COUNCIL AGENDA REPORT

Meeting Date: August 5, 2026

From: Caroline Cheung, Assistant to the City Manager
Mario Garcia, Police Commander

Subject: 2026 Halloween Road Closures

Recommendation

Consider recommendations regarding this year's Halloween road closures and provide approval or any further direction to staff.

Background

Last year, the City hosted its first Halloween event. The event was well-received and staff has begun its planning efforts for this year's event, which formally kicked off with staff's presentation of an informational report to Council in April on last year's pilot Halloween road closures.

In April's report, over 80% of 86 survey respondents (with 57% of the respondents living within the closure area) thought the road closures contributed to a safer environment for trick-or-treaters and pedestrians, with strong support for continuing the program. Most respondents described their experience with the pilot program very positively, frequently mentioning increased safety for children and families and a more relaxed atmosphere. A few comments mentioned specific logistical issues, such as bottlenecks and heavy traffic on Alvarado, which was not closed and became congested. Survey responses from volunteers who helped monitor the 9 outer perimeter closure points mentioned that some seemed unaware that Alvarado and Visitacion were NOT closed. See Attachment 1 for a map of last year's pilot road closures on Halloween.

Staff from Public Works, Police, and the City Manager's Office met in June to discuss the community's feedback and offer suggestions for improvements to this year's event, which falls on Saturday, October 31, 2026.

Discussion

Last year, the Brisbane Police Department was able to bring in two night-shift officers an hour earlier than their regular shift, and two day-shift officers worked an hour after their shift ended in order to provide the coverage needed for the event. In light of road closures likely happening on an annual basis now for Halloween, the Brisbane Police Department feels it's prudent to begin looking at outside resources to staff the event. It may be where not all 4 scheduled officers are available to work that night. This, in turn, would reduce overtime costs associated with our officers staying on or coming in for that additional hour.

In July, staff presented a recommended Halloween street closure plan to the City Council that was scaled back to only include the side streets between Visitacion and San Bruno – Mariposa, Monterey, Mendocino, and Klamath. Please see Attachment 2. This was due to the amount of manpower needed to safely escort vehicles out of the closure area should an emergency arise, as it did last year – a motor officer needed to escort a vehicle nearly all the way up San Bruno in order for them to be able to safely exit the closure.

The Council directed staff to consider how other streets besides San Bruno, in addition to the “candy corn”, could be closed and to return to them with various options in September. They also encouraged staff to review these options with the Complete Streets Safety Committee. Please see Attachments 3-5 for three additional road closure scenarios based on the Council’s discussion.

Staff has been in contact with LAZ Parking, which provides parking and traffic enforcement services. If we utilize LAZ for event staffing, they will need to cover all closure points, including Option A, or the “candy corn”. The reason being, should a major incident occur that evening, it is crucial that LAZ maintain control of all closure points due to their training, familiarity with the event plan, and ability to communicate effectively with their entire team. The City can certainly supplement each closure point with volunteers who would like to assist that evening.

Other improvements/staff recommendations for this year that the Committee may be interested in weighing in on include:

- Using larger “W-3” barricades at each of the 8 closure points vs. “W-2’s” or “sandwich boards”. This will allow the boundaries of the closure area to be clearer to both pedestrians and motorists. “W-2’s” would be used again, however, to close off each side of the mid-block alleyways.
- Setting up temporary lighting, especially near intersections where the streetlights may be dimmer.
- Placing recycling and trash toters at each of the 8 closure points to help keep the streets clear of debris.
- Communicating with rideshare services such as Waymo, Uber, and Lyft and food delivery services such as UberEATS, Grubhub, and DoorDash about the closure, as well as informing mapping services such as Google/Waze and Apple to indicate alternate routes during the closure period.
- Producing maps for the volunteers to hand out to visitors, showing areas where they can park and where a restroom facility is located at the Community Park. Large posters listing the overflow parking locations can also be placed at the top-most and lower-situated closure points.

Fiscal Impact

- Public Works overtime: 12 hours at \$77.91/hr. or \$934.92 for Option A or the “candy corn” closure, estimated 14 hours at \$77.91/hr. or \$1,090.74 for Options B-D
- LAZ Parking assistance would mostly be their staff’s labor costs. For Option D, where there are 15 closure points, the total would be \$4,000, broken down by:
 - 15 PEOs at \$47/hr. = \$2,115
 - Project Supervisor at \$95/hr. = \$285
 - Fixed Fees (insurance, uniforms, communications, travel) = \$1,600
- Police overtime of 11 hours at \$111.08/hr. or \$1,221.88 would no longer be a factor if LAZ’s services are utilized
- Printed door hangers for residences within the closure area (~\$115)

Attachments

1. Last Year’s Pilot Halloween Road Closures
2. Option A
3. Option B
4. Option C
5. Option D

Caroline Cheung

Caroline Cheung, Assistant to the City Manager

Mario Garcia

Mario Garcia, Police Commander

Attachment 1 – Last Year’s Pilot Halloween Road Closures









