

**MEETING SUMMARY
CITY OF CARROLLTON
TRAFFIC ADVISORY COMMITTEE
May 8, 2023**

Committee Members Present

Charles Douglas
Anika Chowdhury
Carlie Moe
Anand Gandhi
James Day
Dave Yarbrough

Committee Members Absent

Casey McElroy
Austin Waugh
Jae Seong Cho
Debbie Hughey

Staff Members and City Officials

Carmella Flemming – Engineering
John Romberger – Engineering
Roger Wheeler - Engineering
Sgt. Michael Harding - Carrollton Police Department
Richard Fleming - Councilmember

1. **Call to Order**—Carlie Moe called the meeting to order at 7:00 P.M.
2. **Approval of minutes for February 13, 2023(Carlie Moe)**
The meeting Summary of the **February 13, 2023** TAC meeting was reviewed by Committee members. A motion to approve the Meeting Summary as written was made by James Day. Anand Gandhi seconded the motion. All in favor. Vote was unanimous.
3. **Spring 2023 School Crossing Guard Summary (Roger Wheeler)**
Roger Wheeler explained that the crossing guard summary is completed twice a year, once during the Spring and once during Fall semester. The evaluation provides an opportunity to assess the current school crossing guard locations and determine if they still meet minimum requirements. In addition, traffic volume counts have been updated and site visits by Engineering Department staff determine if any substantial changes in operational conditions have occurred. This information is evaluated, and the school crossing guard index (SCGI) value is determined, which is one of the criteria necessary to retain a school crossing guard.

Roger reported that the pedestrian surveys for the existing school crossing guard locations were conducted during the week of March 27 – 31, 2023. Roger completed a review of the School Crossing Guard Index and explained that the majority of rankings have not changed drastically from Fall 2022. Changes in the SCGI rankings are due to an increase or decrease in the number of children crossing, and updates to the traffic volumes. The minimum SCGI threshold, per department policy, to merit a crossing guard is seven (7). In addition, each location must average a minimum of ten (10) crossings daily.

All twenty-seven (27) locations met the minimum SCGI value, however the pedestrian crossing at Josey and Branch Hollow did not meet the required minimum crossings per day.

Roger discussed the Crossing Guard probation and removal policy, explaining that prior to removal a location is required to fail to meet minimum standards for both the fall and spring semester within the same school year, and the removal process is only completed in the summer months when school is not in session. He also explained the notification process to the school and parents when a school crossing guard location is placed on probation.

Twenty-six (26) of the Twenty-seven (27) current locations meet the criteria for assignment of school crossing guards. The crossing of Josey at Branch Hollow did not meet the minimum crossing requirement. Therefore, staff recommended that the crossing of Josey at Branch Hollow be placed on Probationary Status. The remaining 26 current locations are recommended to remain on active status.

Discussion by the committee included, the evaluation process and changes in demographics of neighborhoods and the overall effect on school crossing guard counts. In addition, they discussed the removal policy, notification to schools prior to removal of School Crossing Guards, and policy and procedures for the reestablishment of a School Crossing Guard at a previously removed location.

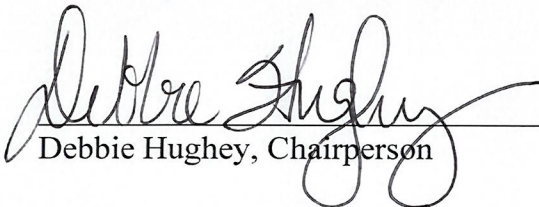
James Day made a motion to accept staff recommendations that the crossing of Josey at Branch Hollow be placed on Probationary Status. The remaining 26 current locations are recommended to remain on active status. Anika Chowdhury seconded the motion. All in favor. Vote was unanimous.

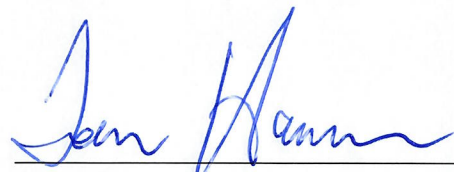
4. Other Business (Carlie Moe)

John Romberger updated the Traffic Advisory Committee on two locations the committee had previously approved for signalization, reporting that the signal at Luna Road and Capital Parkway went into operation April 25, 2023, and our Public Works Department will start construction of the signal at Plano Parkway and Dozier Road in June 2023. Mr. Romberger advised the committee that we will have a meeting in June for Signal Prioritization and additional information on the Residential Street Light Prioritization.

Anand Gandhi made a motion to adjourn. Anika Chowdhury seconded the motion. All in favor. Vote was unanimous.

5. Adjourned – Meeting adjourned at 7:40 PM


Debbie Hughey, Chairperson


Tom Hammons
Transportation Engineer
Division Manager