

**MEETING SUMMARY
CITY OF CARROLLTON
TRAFFIC ADVISORY COMMITTEE
OCTOBER 9, 2023**

Committee Members Present

Debbie Hughey
Anika Chowdhury
Austin Waugh
Dave Yarbrough

Committee Members Absent

James Day
Carlie Moe
Casey McElroy
Amand Gandhi

Staff Members and City Officials

Tom Hammons – Engineering
Carmella Flemming – Engineering
Roger Wheeler - Engineering

1. **Call to Order**—Debbie Hughey called the meeting to order at 7:12P.M.
Due to the absence of a quorum for the October 9, 2023 Traffic Advisory Committee meeting, the scheduled agenda items will be presented for informational purposes only, and brought back for consideration at the next Traffic Advisory Committee meeting.
2. **Approval of minutes for September 11, 2023 (Debbie Hughey)**
No Action was taken due to the absence of a committee quorum.
3. **Fall 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.

Mr. Wheeler reported that the pedestrian surveys for the existing school crossing guard locations were conducted during the week of September 11 – 15, 2023. Roger completed a review of the School Crossing Guard Index and explained that the majority of rankings have not changed drastically from Spring of 2023. 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. During the Fall count all twenty-seven (27) locations met the minimum SCGI value, however the pedestrian crossing at N. Denton Drive and Keller Springs Road/Whitlock Lane did not meet the required minimum crossings per day.

Mr. Wheeler 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.

Mr. Wheeler explained that Twenty-six (26) of the Twenty-seven (27) current locations meet the criteria for assignment of school crossing guards. The crossing of N. Denton Drive and Keller Springs Road/Whitlock Lane did not meet the minimum crossing requirement. Therefore, staff will recommend that the crossing of N. Denton Drive and Keller Springs Road/Whitlock Lane be placed on Probationary Status. This location serves the Good Elementary School Crossings. A letter was sent to Principal Agueda Paredes notifying the school of the results of the Fall 2023 School Crossing Guard Summary, and informing them that staff will be recommending the location be placed on probation during the Traffic Advisory Committee on October 9, 2023 at 7:00PM. The remaining 26 current locations are recommended to remain on active status.

In addition, Mr. Wheeler provided an update on last semesters School Crossing Guard evaluation. The intersection of Josey Lane at Branch Hollow was placed on probationary status due to having a combined average of 4.0 pedestrians crossing per day. However, this semester they had a average of 10.8 meeting the minimum of ten (10) crossings daily.

Mr. Wheeler explained that at the next Traffic Advisory Committee meeting, staff will recommend the intersection of Denton at Keller Springs/Whitlock be placed on Probationary Status, while the intersection of Josey at Branch Hollow is recommended to return to Non-Probationary (Active) Status.

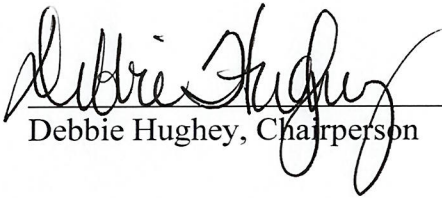
Discussion amongst the committee included, the removal policy, notification to schools prior to removal of School Crossing Guards, policy and procedures for the reestablishment of a School Crossing Guard at a previously removed location, and the procedure for a newly requested School Crossing Guard location. In addition, the committee discussed the cost factor related to the annual salary of a Crossing Guard.

No Action was taken due to the absence of a quorum.


4. Other Business (Debbie Hughey)

Tom Hammons advised the committee that the Plano Parkway Arterial Street Light project has been completed, and staff is currently working to pull nighttime accident data for the completion of the Arterial Street Light prioritization list, announcing it would be presented at the next TAC meeting for selection of the next project for design and construction. In addition, staff will bring back the Fall 2023 School Crossing Guard Summary as an action item.

5. **Adjourned** - Chairperson Debbie Hughey adjourned the meeting at 7:30PM.
No Action was taken due to the absence of a committee quorum.



Debbie Hughey, Chairperson



Tom Hammons
Transportation Engineer
Division Manager