

**MEETING SUMMARY
CITY OF CARROLLTON
TRAFFIC ADVISORY COMMITTEE
May 14, 2018**

Committee Members Present

Jason Carpenter
Howard Saltzman
Fawaz Anwar
Michael Stapp
Peter Sharrow

Committee Members Absent

Sam Courtney
Toby Knighton
Alejandro Arrieta
Cheri Buckingham

Staff Members and City Officials

Tom Hammons – Engineering
Roger Wheeler – Engineering
Kentesha High – Engineering
Sandra Quiros – Engineering
Sgt. Charles Monroe – Carrollton Police Department
James Lawrence – Councilman
Sunil Sundaran – Planning and Zoning Commission

1. **Call to Order** – Jason Carpenter called the meeting to order at 7:00 P.M.
2. **Approval of minutes for April 9, 2018.** The meeting Summary of the **April 9, 2018** TAC meeting was reviewed by Committee members. A motion to approve the Meeting Summary as amended to include Susan Keller, Assistant City Attorney as attending the meeting, was made by Howard Saltzman. Seconded by Fawaz Anwar. All in favor. Vote was unanimous.
3. **Spring 2018 Crossing Guard Summary and Locations (Roger Wheeler)**

Roger Wheeler explained that the crossing guard index summary is completed twice a year, once during the fall and once during spring 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 counts and site visits by Engineering Department staff determine if any substantial changes in operational conditions have occurred. This information is evaluated and a school crossing guard index (SCGI) value is determined which is one of the criteria necessary to retain the school crossing guard and school zone, the other being a total of ten students crossing per day.

Roger reiterated that last fall the Traffic Advisory Committee asked staff to look at the School Crossing Guard Index (SCGI) exposure factor as some locations did not seem reflective of crossing conditions. In order to address this concern, the SCGI value calculations were re-evaluated. The evaluation revealed that the exposure factor was being assigned to each street at the intersection, doubling the effect of the exposure factors for all locations that were not midblock crossings.

Roger updated the committee, indicating the Exposure Factor values were assigned to the intersection as a whole instead of each direction of travel, and site distances were updated for every crossing guard location. In addition, he provided a review of the School Crossing Guard Index, based on the adjusted values.

Mr. Wheeler explained the minimum School Crossing Guard Index threshold, based on Engineering Department Policy, to merit a crossing guard is seven (7). In addition to meeting the SCGI threshold, each location must average a minimum of ten (10) crossings during the AM and PM crossing periods, combined. If the crossings do not meet the minimum SCGI value or the ten students crossing, the location will be placed on probation for a minimum of one school year (2 semesters), before it would be subject to removal.

Twenty-six (26) of the twenty-seven (27) current locations meet the criteria for assignment of school crossing guards. The Spurwood at Greenview crossing only had 5.2 crossings per day which is significantly below the minimum requirements. This location has not met the minimum requirements for two consecutive semesters in the same school year. Staff recommended that the crossing of Spurwood at Greenview be Scheduled for Removal at the end of the active school year. The remaining 26 locations were recommended to remain in active status.

Discussion amongst the committee members included, changes to the School Crossing Guard Index based on the revised exposure factors values, factors that cause a reduction in student crossings as in the case of Spurwood at Greenview, and School Crossing Guard Index policy for charter schools. Staff explained that generally student crossings decline at a location due to aging demographics in the neighborhood, and that charter school crossings are handled the same way as public schools however, most children are currently dropped off at charter schools.

Fawaz Anwar made a motion to approve staff's recommendation that the crossing guard location at Spurwood at Greenview be scheduled for removal at the end of the school year, and the remaining 26 crossing guard locations remain on active status. Peter Sharrow seconded the motion. The committee voted 4-0 (Stapp abstained, Arrieta, Buckingham, Courtney, Knighton absent) in favor.

4. Other Business (Jason Carpenter)

Tom Hammons indicated to the committee that generally TAC meetings are not held during the summer months. He also spoke to available funding, and prioritization of arterial street light projects in the fall using LED lights, and updated the committee on the approved arterial street light project on Josey Lane north of Hebron.

Fawaz Anwar made a motion to adjourn. Peter Sharrow seconded the motion. All in favor. Vote was unanimous.

5. Adjourned – Meeting adjourned at 7:25.



Jason Carpenter, Chairperson



Tom Hammons
Transportation Engineering
Division Manager