

**TO:** Traffic and Transportation Advisory Commission  
**FROM:** Nader Heydari, Deputy Public Works Director  
**DATE:** July 24, 2023  
**SUBJECT: Revisions to Agenda Items 6A and 6B of July 26, 2023 TTAC Packet**

Please see the following two updates for the meeting packet on Agenda Items 6A and 6B for the July 26, 2023, Traffic and Transportation Advisory Commission meeting.

**A. Item 6A Annual Crossing Guard Program Vehicle and Pedestrian Count Results (School Year 2022-23)(INFORMATION ITEM)**

Final version of the staff report is attached. An early version of this was inadvertently included in the agenda packet.

**B. Item 6B Hillcrest Drive at Rancho Road Pedestrian Crosswalk Warning System Upgrade (INFORMATION ITEM)**

Under the Discussion section of the Staff Report, change the referenced date of presentation to the Traffic and Transportation Advisory Commission meeting from June 28, 2023 to the actual meeting date of July 26, 2023.



Nader Heydari, PE, CCM, LEED AP  
Deputy Public Works Director

Attachment: Final Staff Report for Annual Crossing Guard Program (Item 6A)

**TO:** Traffic and Transportation Advisory Commission

**FROM:** Clifford G. Finley, Public Works Director

**DATE:** July 26, 2023

**SUBJECT:** Annual Crossing Guard Program Vehicle and Pedestrian Count Results (School Year 2022-23)

**RECOMMENDATION:**

Receive report.

**BACKGROUND:**

The City of Thousand Oaks funds and staffs a school Crossing Guard Program for area elementary and middle schools. The City has been sponsoring the program since 1964 and there are currently 24 City Council-approved crossing locations, supporting 20 schools.

In June 2022, staff presented its annual report on the Crossing Guard Program to City Council and was directed to present a comprehensive overview of the program to City Council at a later council date. After receiving the overview in August 2022, City Council directed staff to work with the Traffic and Transportation Advisory Commission (TTAC) to establish updated standards and policies for the program.

Work began in October 2022, and based on recommendations of the TTAC, City Council adopted new Standards and Policies for the School Crossing Guard Program in February 2023 (Attachment #1). The new policies were intended to clarify and bring consistency to the standards used to make determinations as to which locations are qualified for crossing guards. The new policies also provide four alternative considerations that can be employed to address unique crossing situations.

Pursuant to the updated policy, annual counts were conducted in Spring 2023 for all crossed locations currently approved. Counts were conducted by a professional engineering firm between March 7th and May 9th, 2023, and the results were provided to the Public Works Director on May 15, 2023. Once the Public Works Director finalizes his or her decision, it is then presented to the TTAC within 60 days to notify the TTAC and provide the public an opportunity to provide testimony.

**School Crossing Guard Program Standards and Policies**  
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No requests for additional crossing guard locations were received by staff as of the completion of these counts.

**DISCUSSION/ANALYSIS:**

Based on the Spring 2023 counts, 13 of the 24 existing locations (Attachment #2) did not meet the minimum criteria for crossing guard placement. Nine of the 13 locations did not meet standards due to single-digit pedestrian counts, which disqualifies a location automatically. The remaining four locations that did not meet the minimum standards (Kimber at Havenside (Cypress), Whitechapel at Sandhurst (Lang Ranch 1), Gainsborough at Dover (Acacia/Redwood), and Gainsborough at Camino Manzanitas (Redwood)), each did not meet at least one of the four mandatory minimum counts for pedestrians or vehicles. These four locations also did not qualify under any alternative.

These results are generally consistent with prior counts. All ten locations that did not meet the minimum standards under the prior policy also did not meet the more accommodating standards of the new policy. Most notable this year was that both locations supporting Redwood Middle School did not meet the minimum standards. This has not occurred in counts in recent years suggesting a shift in how children are arriving at this school compared to prior years.

These counts are for information only, as the new policies and standards do not take effect until the start of the 2023-24 school year. As such, no changes to any of the 24 currently approved locations will take place for either the 2023-24 or 2024-25 school years. It will not be until the 2025-26 school year that a location may be closed, and then only if it does not meet counts for both the 2023-24 and 2024-25 school years, which will be taken in Spring 2024 and Spring 2025 respectively.

Staff are working with interested stakeholders including Thousand Oaks Police Department to promote pedestrian and bicycle safety, as well as to encourage walking to school to bolster pedestrian counts at area schools.

**PREPARED BY:** Mike Houser, Transit Program Manager

Attachments:

Attachment #1 – Resolution 2023-004

Attachment #2 – Spring 2023 Count Matrix