



# MEMORANDUM

Engineering Department

**DATE:** June 13, 2022

**TO:** Mayor and Councilmembers

**THROUGH:** Steve McHarris, City Manager

A blue ink signature of Steve McHarris.

**FROM:** Steve Erickson, Engineering Director/City Engineer  
Jared Hernandez, Chief of Police  
Steve Chan, Transportation and Traffic Manager

**SUBJECT:** Crossing Guard Program Update

At the April 5, 2022 City Council meeting Vice Mayor Montano requested that Crossing Guards be posted at McCandless and Montague Expressway and that the salaries for Crossing Guards be reviewed. This memorandum provides an update to the forthcoming crossing guards needs assessment, results of a preliminary salary study and the current efforts to recruit crossing guards for the upcoming school year.

## Crossing Guards Needs Assessment

The Milpitas City Council adopted a crossing guard program in 2006 with the purpose of providing crossing guards assistance to children and pedestrians at intersections along school routes. The City has a total of 32 intersections, which are typically staffed with one or two crossing guards depending on the complexity of the intersection, that have met the crossing guard establishment criteria. As highlighted in the second half of this memorandum, the Milpitas Police Department, which oversees the crossing guard program, is undergoing a comprehensive effort to achieve full staffing levels prior to the next school year.

As shown in the table below, crossing guards are posted primarily at intersections with high volumes of school-age pedestrians and vehicles during any one-hour period in a day and other factors consistent with the State of California Manual of Traffic Control Devices (CAMUTCD). Other factors include vehicle sight distance obstructions, traffic accident history, complex roadway geometry design, safety, City Council support, and Chief of Police support.

Intersection Control Type	Minimum Hourly Vehicle Volume	Minimum Hourly School-Age Pedestrian Volume*	Minimum No. of Hours Criteria Should be Met	Special Factors to be Considered
Traffic Signal	300**	40	1	As Appropriate
Stop Control	500	40	1	As Appropriate
Uncontrolled	350	40	1	As Appropriate

\*School Pedestrian Volume – All students in Grades K-12

\*\*Traffic Signal – Conflicting Movements Only

Due to the significant population growth in recent years including the opening of the Mabel Mattos Elementary School, school-age pedestrian travel volumes and travel routes have increased and changed. Therefore, staff initiated a crossing guards' needs assessment consistent with applicable rules, regulations and/or guidance at 34 intersections (see attached). A school-age pedestrian crossing count data collection by a traffic data consultant is planned for the fall of 2022 when Milpitas schools

return to session. The data collection and program assessment are anticipated to be completed by October/November of 2022. After the crossing guard assessment is completed, staff will present the findings to the Transportation Subcommittee for discussion.

### **Crossing Guard Compensation and Staffing**

The Crossing Guard Program is managed by the Milpitas Police Department and is funded by the General Fund. For FY22-23, \$513,444 is budgeted for the program which includes \$511,444 for staff costs and \$2,000 for equipment and supplies.

Crossing Guards are part-time unbefited employees with an hourly pay range between \$15.65 to \$18.46. As of January 1, 2022, crossing guards have been hired at \$18.46 per hour to remain somewhat competitive with surrounding cities. The lowest hourly pay in our region is offered by the City of Gilroy at \$15.00 followed by the City of Santa Clara at \$17.21. The second highest hourly pay is offered by the City of Mountain View at \$27.61 and is topped by the City of Cupertino at \$32.00. The Crossing Guard program is supervised by one (1) Crossing Guard Supervisor position with a pay range between \$17.71 to \$21.21 per hour.

In 2019, the program was staffed with one (1) Supervisor and thirty-six (36) Crossing Guards. Over the past two years, several guards resigned from the program. Current staffing is one (1) Crossing Guard Supervisor and twenty-six (26) Crossing Guards. The Crossing Guard Supervisor has submitted a resignation effective July 2022. If the City is not successful in filling the vacant positions by the beginning of the next school year, the police department employees, including sworn personnel, may need to be reassigned to staff intersections and supervise the program.

### **Crossing Guard Retention and Recruitment**

To encourage retention of our current guards and remain as competitive as possible with surrounding agencies, all guards were elevated to the top of the pay range. The police department recently held a Crossing Guard Appreciation luncheon and recognized staff for their contributions to the program. Employee recognition is an important component of employee retention.

The Police Department has initiated an aggressive recruitment campaign which has included word of-mouth recruitment, the placement of hard media advertisements in City facilities and cooperating businesses, digital advertisements on sites such as NeoGov, social media sites and websites, advertisement at community events and meetings, and advertisement through volunteer organizations and community groups. The Police Department is currently producing a recruitment video for release on social media expected to be released prior to July 1<sup>st</sup>.

If the recruitment effort is not successful in comparison to other agencies, staff will analyze the underlying reasons and may bring forward recommendations for a robust crossing guards program for Council consideration in late summer/early fall.

Attachment:  
School Sites Crossing Guards Needs Assessment

**Intersections by School Site to be Studied  
as Part of the Crossing Guards Needs Assessment**

<b>Burnett Elementary School</b>	
1	Kennedy Dr & Fanyon St
2	Kennedy Dr & N Park Victoria Dr
3	Kennedy Dr & Simas Dr
<b>Curtner Elementary School</b>	
4	Jacklin Rd & Milpitas Blvd
5	Redwood Av & Lexington
<b>Pomeroy School &amp; Russell Middle School</b>	
6	Arizona Av & Rose Dr
7	Escuela Pkwy & Milpitas High School
8	Escuela Pkwy & Washington Dr
9	Escuela Pkwy & Jacklin
<b>Randall Elementary School</b>	
10	Edsel Dr & S Park Victoria Dr
<b>Rose Elementary School</b>	
11	Calaveras Blvd & Gadsen Dr
12	Calaveras Blvd & Temple Dr
13	Canton Dr & Roswell Dr
14	Canton Dr & Temple Dr
<b>Russell Middle School and Milpitas High School</b>	
15	Jacklin Rd Mid-Block Crossing
16	Escuela Pkwy & Russell Ln
<b>Sinnott Elementary School &amp; Rancho Middle School</b>	
17	Mt Shasta Av & S Park Victoria Dr
18	Yellowstone Dr & Sequoia Dr
19	Yellowstone Dr & Westridge Dr
20	Yellowstone Ave/Murphy Park
<b>Spangler Elementary School</b>	
21	Abbott Av & Rudyard Dr
22	Abbott Av & Marilynn Dr
23	Calaveras Blvd & Serra Blvd
24	Rudyard Dr & Barker St
<b>Weller Elementary School</b>	
25	Arizona Av & Dixon Rd
26	Arizona Av & Boulder St
27	Conway & Dixon Rd
28	Dixon Landing Rd/Milmont Dr
29	Dixon Landing Rd/Milpitas Blvd

**Intersections by School Site to be Studied  
as Part of the Crossing Guards Needs Assessment**

<b>Zanker Elementary School</b>	
30	Abel St & Great Mall Pkwy
31	Fallen Leaf Dr & Cedar Wy
32	Fallen Leaf Dr & Greenwood Wy
<b>Mabel Mattos Elementary School</b>	
33	McCandless Dr/Delong Ln*
34	McCandless Dr/Montague Expwy*

\*New Intersection