

**AMENDMENT NO. 2  
TO THE AGREEMENT FOR SERVICES  
BETWEEN THE  
CITY OF SANTA CLARA, CALIFORNIA,  
AND  
SAFE MOVES, INC.**

**PREAMBLE**

This agreement ("Amendment No. 2") is entered into between the City of Santa Clara, California, a chartered California municipal corporation (City) and Safe Moves, Inc., a California corporation, (Consultant). City and Consultant may be referred to individually as a "Party" or collectively as the "Parties" or the "Parties to this Agreement."

**RECITALS**

- A. The Parties previously entered into an agreement entitled "Agreement for Services Between the City of Santa Clara, California, and Safe Moves, Inc.", dated November 11, 2022 (Agreement);
- B. The Agreement was previously amended by Amendment No. 1, dated October 17, 2023, and is again amended by this Amendment No. 2. The Agreement and all previous amendments are collectively referred to herein as the "Agreement as Amended"; and
- C. The Parties entered into the Agreement as Amended for the purpose of having Consultant provide professional services to organize, facilitate, promote events, and activities relating to the City's Safe Routes to School program and facilities in the program, and the Parties now wish to amend the Agreement as Amended to increase compensation by \$69,050 for a revised total not-to-exceed maximum compensation of \$714,250.

NOW, THEREFORE, the Parties agree as follows:

**AMENDMENT TERMS AND CONDITIONS**

1. Section 6 of the Agreement as Amended, entitled "COMPENSATION AND PAYMENT" is amended to read as follows:

"In consideration for Consultant's complete performance of Services, City shall pay Consultant for all materials provided and Services rendered by Consultant in accordance with Second Revised Exhibit B1, entitled "SCHEDULE OF FEES." The maximum compensation of this Agreement is **Seven Hundred Fourteen Thousand Two Hundred Fifty Dollars (\$714,250)**, subject to budget appropriations, which includes all payments that may be authorized for Services

and for expenses, supplies, materials and equipment required to perform the Services. All work performed or materials provided in excess of the maximum compensation shall be at Consultant's expense. Consultant shall not be entitled to any payment above the maximum compensation under any circumstance."

2. Revised Exhibit B1 of the Agreement, entitled "SCHEDULE OF FEES" is hereby amended to read as show in Second Revised Exhibit B1, attached herein.
3. Revised Exhibit B2 of the Agreement, entitled "FEES BY TASK AND YEAR" is hereby amendment to read as shown in Second Revised Exhibit B2, attached herein.
4. Except as set forth herein, all other terms and conditions of the Agreement as Amended shall remain in full force and effect. In case of a conflict in the terms of the Agreement as Amended and this Amendment No. 2, the provisions of this Amendment No. 2 shall control.

**SIGNATURES ON NEXT PAGE**

The Parties acknowledge and accept the terms and conditions of this Amendment No. 2 as evidenced by the following signatures of their duly authorized representatives.

**CITY OF SANTA CLARA, CALIFORNIA**  
a chartered California municipal corporation

Approved as to Form:  
Digitally signed by Daniel  
Ballin  
Date: 2024.10.01  
15:22:16 -07'00'

Daniel Ballin  
GLEN R. GOOGINS  
City Attorney

Dated: 10/2/24

  
JOVAN D. GROGAN  
City Manager  
City of Santa Clara  
1500 Warburton Avenue  
Santa Clara, CA 95050  
Telephone: (408) 615-2210  
Fax: (408) 241-6771

"CITY"

**SAFE MOVES, INC.**  
a California corporation

Dated: 8/26/2024  
By (Signature): Pat Hines  
Name: Pat Hines  
Title: Founder/Executive Director  
Principal Place of Business Address: 15500 Erwin Street, #2457  
Van Nuys, CA 91411  
Email Address: phinesafety@aol.com  
Telephone: (408) 374-8991  
Fax: N/A

"CONSULTANT"

## SECOND REVISED EXHIBIT B1 SCHEDULE OF FEES

### 1. MAXIMUM COMPENSATION

- 1.1. The maximum amount payable for all services provided under this Agreement shall not exceed **Seven Hundred Fourteen Thousand Two Hundred Fifty Dollars (\$714,250)**, during the three-year initial term of the Agreement. No additional services will be performed unless both Parties execute an amendment outlining the services requested and the compensation agreed for such services.
- 1.2. All payments are based upon City's acceptance of Consultant's performance of services specified in Exhibit A, Scope of Services. City shall have no obligation to pay unless Consultant has successfully completed the work for which payment is due.
- 1.3. The compensation amount is specified below:

**Table B1: Total Compensation**

Description	Total
Total for All Tasks for Three Program Years (See Second Revised Exhibit B2 for Task Cost Breakdown by Year)	\$568,384.75
Contingency (Shall be used only for additional scope.)	\$31,615.25
<b>ORIGINAL TOTAL MAXIMUM COMPENSATION NOT-TO-EXCEED</b>	<b>\$600,000.00</b>
Amendment No. 1	\$45,200.00
<b>REVISED TOTAL MAXIMUM COMPENSATION NOT-TO-EXCEED</b>	<b>\$645,200.00</b>
Amendment No. 2	\$69,050.00
<b>SECOND REVISED TOTAL MAXIMUM COMPENSATION NOT-TO-EXCEED</b>	<b>\$714,250.00</b>

### 2. FEES

- 2.1. The hourly rates for Consultant's Personnel are listed below in Table B2:

**Table B2: Hourly Rates**

Title	Personnel	Hourly Rate
Program Manager (Safe Moves)	Pat Hines	\$127.02
Program Coordinator (Safe Moves)	Pamela Nye Pedersen	\$46.22



Title	Personnel	Hourly Rate
Instructor (Safe Moves)	Quinn Danz	\$36.98
Instructor (Safe Moves)	Will Mellon	\$36.98
Instructor (Safe Moves)	Marni Spencer-Delvin	\$36.98
Graphic and Social Media Coordinator (Safe Moves)	Eve Mazzara	\$46.22
Program Manager (KOA)	Carlos Velasquez	\$164.99
Associate Planner (KOA)	Alberto Salgado	\$54.19
Associate Planner (KOA)	Sarai Osorio	\$51.76

2.2. The City will pay the Consultant for each task based on the task breakdown specified in Revised Exhibit B2.

### 3. PRICING

- 3.1. All hourly rates are fixed for the Initial Three-Year Term of the Agreement.
- 3.2. Consultant may request price adjustments after the initial three year term. Any price increases must be supported by a relevant industry specific index. Requests for increase must be fully documented by Consultant. Price adjustments are subject to City's approval.

### 4. INVOICING REQUIREMENTS

- 4.1. Consultant shall invoice the City on a monthly basis for services performed by Consultant during the preceding month and provide the invoice in a format approved by the City, including but not limited to the information listed under Section 4.3 below.
- 4.2. City shall pay Consultant within thirty (30) days of City's receipt of an approved invoice.
- 4.3. Invoices shall include, at a minimum, the following:
  - 1.3.1. Identify the task services were provided for;
  - 1.3.2. Description of work performed;
  - 1.3.3. Deliverables completed;
  - 1.3.4. Amount for services provided by task;

- 1.3.5. The not-to-exceed amount for the task, invoiced amount to date, amount for the current invoice, and remaining not-to-exceed amount for the task.

**SECOND REVISED EXHIBIT B2  
FEES BY TASK AND YEAR**

**1. AMENDMENT NO. 2**

- 1.1. The following tasks are being funded by the 2024 California Office of Traffic Safety Grant and will be completed in Year 3. These tasks must be completed prior to September 30, 2025 and at the following cost.

Activity	Unit Cost/Rate	Units	Total Cost
Traffic Safety Student Assemblies	\$200.00	75	\$15,000.00
Bike Rodeos	\$1,500.00	25	\$37,500.00
Bicycle Rodeo Activity Supplies	\$11,550.00	1	\$11,550.00
Pedestrian/Bicycle Safety Items	\$2,000.00	1	\$ 2,000.00
Bicycle Helmets	\$10.00	300	\$3,000.00
<b>TOTAL</b>			<b>\$ 69,050.00</b>

**2. AMENDMENT NO. 1**

- 2.1. The following number of tasks are being funded by the 2023 California Office of Traffic Safety Grant and will be completed in Year 2. These tasks must be completed by September 30, 2024 and at the following cost:

Activity	Unit Cost/Rate	Units	Total Cost
Bike Rodeo	\$1,000.00	30	\$ 30,000.00
Student Assemblies	\$150.00	68	\$ 10,200.00
Bicycle Helmets	\$10.00	300	\$3,000.00
Bicycle Safety Equipment	\$2,000.00	1	\$2,000.00
<b>TOTAL</b>			<b>\$ 45,200.00</b>

3. The City will pay Consultant for Year 1 based on the fee breakdown below:

TASK #	DESCRIPTION	BUDGETED HOURS	TOTAL
<b>1</b>	<b>PROJECT INITIATION</b>		
<b>1.1</b>	<b>Project Kick-Off Meeting - Meeting Agenda, Minutes, Action Items</b>		<b>\$3,002.60</b>
	- Pat Hines, Program Manager (Safe Moves)	20	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	10	
<b>1.2</b>	<b>Staff Coordination with Consultant - Biweekly Meetings</b>		<b>\$12,472.60</b>
	- Pat Hines, Program Manager (Safe Moves)	80	

<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>TOTAL</b>
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	50	
<b>1.3</b>	<b>Project Invoicing - Monthly Progress Reports with Invoicing</b>		<b>\$6,121.60</b>
	- Pat Hines, Program Manager (Safe Moves)	30	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	50	
<b>TOTAL FOR TASK 1</b>		<b>240</b>	<b>\$21,596.80</b>
<b>2</b>	<b>OUTREACH</b>		
<b>2.1</b>	<b>Website, Voicemail, and Email</b>		<b>\$13,284.00</b>
	<u><b>Produce and monitor website</b></u>		<b>\$8,894.80</b>
	- Pat Hines, Program Manager (Safe Moves)	30	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	70	
	<u><b>Establish and monitor phone lines/voicemails/emails</b></u>		<b>\$4,389.20</b>
	- Pat Hines, Program Manager (Safe Moves)	20	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
<b>2.2</b>	<b>Event Advertisement</b>		<b>\$17,211.00</b>
	<u><b>Advertising/promotional materials</b></u>		<b>\$9,240.60</b>
	- Pat Hines, Program Manager (Safe Moves)	40	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	50	
	<u><b>85 event/workshops announcements posted &amp; 508 posters printed/displayed</b></u>		<b>\$7,970.40</b>
	- Pat Hines, Program Manager (Safe Moves)	30	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	50	
<b>TOTAL FOR TASK 2</b>		<b>450</b>	<b>\$30,495.00</b>
<b>3</b>	<b>EDUCATION</b>		
<b>3.1</b>	<b>Safe Routes to School Maps</b>		<b>\$37,627.15</b>
	<u><b>Walk Audits (3 Schools)</b></u>		<b>\$15,005.05</b>
	- Pat Hines, Program Manager (Safe Moves)	25	
	- Pamela Nye Pedersen, Program Coordinator	15	



<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>TOTAL</b>
	(Safe Moves)		
	- Quinn Danz, Instructor (Safe Moves)	25	
	- Will Mellon, Instructor (Safe Moves)	25	
	- Marni Spencer-Devlin, Instructor (Safe Moves)	25	
	- Carlos Velasquez, Program Manager (KOA)	25	
	- Alberto Salgado, Associate Planner (KOA)	40	
	- Sarai Osorio, Associate Planner (KOA)	40	
	<b>Infrastructure Deficiency Inventory List, Map &amp; Costs</b>		\$9,993.70
	- Pat Hines, Program Manager (Safe Moves)	30	
	- Carlos Velasquez, Program Manager (KOA)	15	
	- Alberto Salgado, Associate Planner (KOA)	35	
	- Sarai Osorio, Associate Planner (KOA)	35	
	<b>Review/Revise School Maps (14 schools)</b>		\$12,628.40
	- Pat Hines, Program Manager (Safe Moves)	30	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	25	
	- Quinn Danz, Instructor (Safe Moves)	10	
	- Will Mellon, Instructor (Safe Moves)	15	
	- Marni Spencer-Devlin, Instructor (Safe Moves)	15	
	- Carlos Velasquez, Program Manager (KOA)	15	
	- Alberto Salgado, Associate Planner (KOA)	35	
	- Sarai Osorio, Associate Planner (KOA)	35	
<b>3.2</b>	<b>Bicycle and Pedestrian Student Skills Training Rodeos</b>		<b>\$16,982.60</b>
	<b><u>Bike, Scooter &amp; Pedestrian Skill Trainings &amp; Summary</u></b>		\$16,982.60
	- Pat Hines, Program Manager (Safe Moves)	50	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	30	
	- Quinn Danz, Instructor (Safe Moves)	125	
	- Will Mellon, Instructor (Safe Moves)	125	
	<b><u>Rodeo Toolkit (See pricing under Printing Year 1 Category and SRTS Toolkit under Task 3.3)</u></b>		
<b>3.3</b>	<b>Parent/Teacher/Coordinator Training Workshops</b>		<b>\$30,837.40</b>
	<b><u>Workshops</u></b>		\$11,375.30
	- Pat Hines, Program Manager (Safe Moves)	75	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	<b><u>SRTS Toolkit (1)</u></b>		\$12,070.30
	- Pat Hines, Program Manager (Safe Moves)	55	
	- Pamela Nye Pedersen, Program Coordinator	30	

TASK #	DESCRIPTION	BUDGETED HOURS	TOTAL
	(Safe Moves)		
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	80	
	<b>Workshop Content</b>		\$7,391.80
	- Pat Hines, Program Manager (Safe Moves)	40	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	25	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	25	
<b>TOTAL FOR TASK 3</b>		<b>1215</b>	<b>\$85,447.15</b>
<b>4</b>	<b>ENCOURAGEMENT</b>		
<b>4.1</b>	<b>Kick-off Event (1)</b>		<b>\$7,058.10</b>
	- Pat Hines, Program Manager (Safe Moves)	25	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	25	
	- Quinn Danz, Instructor (Safe Moves)	10	
	- Will Mellon, Instructor (Safe Moves)	10	
	- Marni Spencer-Devlin, Instructor (Safe Moves)	10	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	35	
<b>4.2</b>	<b>Pop-Up Events (5)</b>		<b>\$13,053.50</b>
	- Pat Hines, Program Manager (Safe Moves)	50	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	25	
	- Quinn Danz, Instructor (Safe Moves)	50	
	- Will Mellon, Instructor (Safe Moves)	50	
	- Marni Spencer-Devlin, Instructor (Safe Moves)	50	
<b>4.3</b>	<b>Encouragement Events</b>		<b>\$35,037.90</b>
	<b><u>Walking, scooter riding and bicycle riding encouragement events (51)</u></b>		<b>\$28,072.20</b>
	- Pat Hines, Program Manager (Safe Moves)	90	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	60	
	- Quinn Danz, Instructor (Safe Moves)	100	
	- Will Mellon, Instructor (Safe Moves)	100	
	- Marni Spencer-Devlin, Instructor (Safe Moves)	100	
	- Eve Mazzara, Graphic and Social Media	60	

<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>TOTAL</b>
	Coordinator (Safe Moves)		
	<b>OTS funded helmets and safety equipment</b>		\$6,965.70
	- Pat Hines, Program Manager (Safe Moves)	25	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	50	
	- Quinn Danz, Instructor (Safe Moves)	20	
	- Will Mellon, Instructor (Safe Moves)	20	
	<b>TOTAL FOR TASK 4</b>	<b>965</b>	<b>\$55,149.50</b>
<b>5</b>	<b>PROGRAM EVALUATION</b>		
<b>5.1</b>	<b>Surveys</b>		<b>\$24,745.90</b>
	<b>Pre and Post Parent Surveys and Student Tallies</b>		\$9,033.70
	- Pat Hines, Program Manager (Safe Moves)	30	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	- Quinn Danz, Instructor (Safe Moves)	20	
	- Will Mellon, Instructor (Safe Moves)	20	
	- Marni Spencer-Devlin, Instructor (Safe Moves)	20	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	25	
	<b>OTS Pre and Post Helmet Surveys (17 Schools)</b>		\$15,712.20
	- Pat Hines, Program Manager (Safe Moves)	40	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	- Quinn Danz, Instructor (Safe Moves)	50	
	- Will Mellon, Instructor (Safe Moves)	50	
	- Marni Spencer-Devlin, Instructor (Safe Moves)	100	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	30	
<b>5.2</b>	<b>(1) Annual Report (17 Schools)</b>		<b>\$5,486.50</b>
	- Pat Hines, Program Manager (Safe Moves)	25	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	20	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	30	
	<b>TOTAL FOR TASK 5</b>	<b>540</b>	<b>\$30,232.40</b>
	<b>TOTAL FOR ALL TASKS</b>		<b>\$222,920.85</b>
	<b>Printing</b>		
	Rodeo Flyer & Permission Form for 17 Rodeos		\$ 1,500.00



<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>TOTAL</b>
	SRTS Toolkit (Guide)		\$ 2,500.00
	508 Posters		\$ 1,200.00
	Safety Tips for Students & Parents		\$ 2,500.00
	51 Encouragement Event Flyers		\$ 2,300.00
<b>TOTAL FOR PRINTING</b>			<b>\$ 10,000.00</b>
<b>EQUIPMENT (PURCHASED FIRST YEAR FOR ALL 3 YEARS)</b>			
	714 OTS Funded Helmets @ \$7.00 per helmet (includes tax & handling)		\$ 5,000.00
	2,500 Pedometers @ \$1.00 per pedometer (includes tax & handling)		\$ 2,500.00
	300 Front/Rear Bike Lights @ \$8.30 per light (includes tax & handling)		\$ 2,490.00
<b>TOTAL FOR EQUIPMENT</b>			<b>\$ 9,990.00</b>
<b>YEAR 1 TOTAL</b>			<b>\$242,910.85</b>

4. The City will pay Consultant for Year 2 based on the fee breakdown below:

<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>TOTAL</b>
<b>1</b>	<b>PROJECT INITIATION</b>		
<b>1.1</b>	<b>Project Kick-Off Meeting - Meeting Agenda, Minutes, Action Items</b>		<b>\$3,002.60</b>
	- Pat Hines, Program Manager (Safe Moves)	20	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	10	
<b>1.2</b>	<b>Staff Coordination with Consultant - Biweekly Meetings</b>		<b>\$12,472.60</b>
	- Pat Hines, Program Manager (Safe Moves)	80	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	50	
<b>1.3</b>	<b>Project Invoicing - Monthly Progress Reports with Invoicing</b>		<b>\$6,121.60</b>
	- Pat Hines, Program Manager (Safe Moves)	30	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	50	
<b>TOTAL FOR TASK 1</b>		<b>240</b>	<b>\$21,596.80</b>
<b>2</b>	<b>OUTREACH</b>		
<b>2.1</b>	<b>Website, Voicemail, and Email</b>		<b>\$11,897.40</b>
	<b>Produce and monitor website</b>		<b>\$7,508.20</b>
	- Pat Hines, Program Manager (Safe Moves)	30	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	40	



<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>TOTAL</b>
	<b><u>Establish and monitor phone lines/voicemails/emails</u></b>		<b>\$4,389.20</b>
	- Pat Hines, Program Manager (Safe Moves)	20	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
<b>2.2</b>	<b>Event Advertisement</b>		<b>\$15,362.20</b>
	<b><u>Advertising/promotional materials</u></b>		<b>\$8,316.20</b>
	- Pat Hines, Program Manager (Safe Moves)	40	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	30	
	<b><u>85 event/workshops announcements posted &amp; 508 posters printed/displayed</u></b>		<b>\$7,046.00</b>
	- Pat Hines, Program Manager (Safe Moves)	30	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	30	
<b>TOTAL FOR TASK 2</b>		<b>380</b>	<b>\$27,259.60</b>
<b>3</b>	<b>EDUCATION</b>		
<b>3.1</b>	<b>Safe Routes to School Maps</b>		<b>\$14,494.50</b>
	<b><u>Walk Audits (3 Schools)</u></b>		<b>\$5,717.80</b>
	- Pat Hines, Program Manager (Safe Moves)	25	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	15	
	- Quinn Danz, Instructor (Safe Moves)	25	
	- Will Mellon, Instructor (Safe Moves)	25	
	<b><u>Infrastructure Deficiency Inventory List, Map &amp; Costs</u></b>		<b>\$3,810.60</b>
	- Pat Hines, Program Manager (Safe Moves)	30	
	<b><u>Review/Revise School Maps (14 schools)</u></b>		<b>\$4,966.10</b>
	- Pat Hines, Program Manager (Safe Moves)	30	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	25	
<b>3.2</b>	<b>Bicycle and Pedestrian Student Skills Training Rodeos</b>		<b>\$16,982.60</b>
	<b><u>Bike, Scooter &amp; Pedestrian Skill Trainings &amp; Summary</u></b>		<b>\$16,982.60</b>
	- Pat Hines, Program Manager (Safe Moves)	50	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	30	
	- Quinn Danz, Instructor (Safe Moves)	125	
	- Will Mellon, Instructor (Safe Moves)	125	

<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>TOTAL</b>
	<u><b>Rodeo Toolkit (Developed in Year 1)</b></u>		N/A
<b>3.3</b>	<b>Parent/Teacher/Coordinator Training Workshops</b>		<b>\$18,767.10</b>
	<u><b>Workshops</b></u>		<b>\$11,375.30</b>
	- Pat Hines, Program Manager (Safe Moves)	75	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	<u><b>SRTS Toolkit (1) (Developed in Year 1)</b></u>		N/A
	<u><b>Workshop Content</b></u>		<b>\$7,391.80</b>
	- Pat Hines, Program Manager (Safe Moves)	40	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	25	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	25	
<b>TOTAL FOR TASK 3</b>		<b>710</b>	<b>\$50,244.20</b>
<b>4</b>	<b>ENCOURAGEMENT</b>		
<b>4.1</b>	<b>Kick-off Event (1) NONE</b>		<b>N/A</b>
<b>4.2</b>	<b>Pop-Up Events (5)</b>		<b>\$13,053.50</b>
	- Pat Hines, Program Manager (Safe Moves)	50	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	25	
	- Quinn Danz, Instructor (Safe Moves)	50	
	- Will Mellon, Instructor (Safe Moves)	50	
	- Marni Spencer-Devlin, Instructor (Safe Moves)	50	
<b>4.3</b>	<b>Encouragement Events</b>		<b>\$27,147.80</b>
	<u><b>Walking, scooter riding and bicycle riding encouragement events (51)</b></u>		<b>\$27,147.80</b>
	- Pat Hines, Program Manager (Safe Moves)	90	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	60	
	- Quinn Danz, Instructor (Safe Moves)	100	
	- Will Mellon, Instructor (Safe Moves)	100	
	- Marni Spencer-Devlin, Instructor (Safe Moves)	100	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	40	
	<u><b>OTS funded helmets and safety equipment (Purchased in year 1)</b></u>		N/A
<b>TOTAL FOR TASK 4</b>		<b>715</b>	<b>\$40,201.30</b>

<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>TOTAL</b>
<b>5</b>	<b>PROGRAM EVALUATION</b>		
<b>5.1</b>	<b>Surveys</b>		<b>\$9,033.70</b>
	<b><u>Pre and Post Parent Surveys and Student Tallies</u></b>		<b>\$9,033.70</b>
	- Pat Hines, Program Manager (Safe Moves)	30	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	- Quinn Danz, Instructor (Safe Moves)	20	
	- Will Mellon, Instructor (Safe Moves)	20	
	- Marni Spencer-Devlin, Instructor (Safe Moves)	20	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	25	
	<b><u>OTS Pre and Post Helmet Surveys (17 Schools)</u></b>		<b>N/A</b>
<b>5.2</b>	<b>(1) Annual Report (17 Schools)</b>		<b>\$5,486.50</b>
	- Pat Hines, Program Manager (Safe Moves)	25	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	20	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	30	
<b>TOTAL FOR TASK 5</b>		<b>230</b>	<b>\$14,520.20</b>
<b>TOTAL FOR ALL TASKS</b>			<b>\$153,822.10</b>
<b>Printing</b>			
	Rodeo Flyer & Permission Form for 17 Rodeos		\$ 1,500.00
	508 Posters		\$ 1,200.00
	Safety Tips for Students & Parents		\$ 2,500.00
	51 Encouragement Event Flyers		\$ 2,300.00
<b>TOTAL FOR PRINTING</b>			<b>\$ 7,500.00</b>
<b>YEAR 2 TOTAL</b>			<b>\$161,322.10</b>

5. The City will pay Consultant for Year 3 based on the fee breakdown below:

<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>Total</b>
<b>1</b>	<b>PROJECT INITIATION</b>		
<b>1.1</b>	<b>Project Kick-Off Meeting - Meeting Agenda, Minutes, Action Items</b>		<b>\$3,002.60</b>
	- Pat Hines, Program Manager (Safe Moves)	20	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	10	
<b>1.2</b>	<b>Staff Coordination with Consultant - Biweekly Meetings</b>		<b>\$12,472.60</b>

<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>Total</b>
	- Pat Hines, Program Manager (Safe Moves)	80	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	50	
<b>1.3</b>	<b>Project Invoicing - Monthly Progress Reports with Invoicing</b>		<b>\$6,121.60</b>
	- Pat Hines, Program Manager (Safe Moves)	30	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	50	
<b>TOTAL FOR TASK 1</b>		<b>240</b>	<b>\$21,596.80</b>
<b>2</b>	<b>OUTREACH</b>		
<b>2.1</b>	<b>Website, Voicemail, and Email</b>		<b>\$11,897.40</b>
	<u><b>Produce and monitor website</b></u>		<b>\$7,508.20</b>
	- Pat Hines, Program Manager (Safe Moves)	30	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	40	
	<u><b>Establish and monitor phone lines/voicemails/emails</b></u>		<b>\$4,389.20</b>
	- Pat Hines, Program Manager (Safe Moves)	20	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
<b>2.2</b>	<b>Event Advertisement</b>		<b>\$15,362.20</b>
	<u><b>Advertising/promotional materials</b></u>		<b>\$8,316.20</b>
	- Pat Hines, Program Manager (Safe Moves)	40	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	30	
	<u><b>85 event/workshops announcements posted &amp; 508 posters printed/displayed</b></u>		<b>\$7,046.00</b>
	- Pat Hines, Program Manager (Safe Moves)	30	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	30	
<b>TOTAL FOR TASK 2</b>		<b>380</b>	<b>\$27,259.60</b>
<b>3</b>	<b>EDUCATION</b>		
<b>3.1</b>	<b>Safe Routes to School Maps</b>		<b>\$14,494.50</b>
	<u><b>Walk Audits (3 Schools)</b></u>		<b>\$5,717.80</b>
	- Pat Hines, Program Manager (Safe Moves)	25	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	15	



<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>Total</b>
	Moves)		
	- Quinn Danz, Instructor (Safe Moves)	25	
	- Will Mellon, Instructor (Safe Moves)	25	
	<b><u>Infrastructure Deficiency Inventory List, Map &amp; Costs</u></b>		\$3,810.60
	- Pat Hines, Program Manager (Safe Moves)	30	
	<b><u>Review/Revise School Maps (14 schools)</u></b>		\$4,966.10
	- Pat Hines, Program Manager (Safe Moves)	30	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	25	
<b>3.2</b>	<b>Bicycle and Pedestrian Student Skills Training Rodeos</b>		<b>\$16,982.60</b>
	<b><u>Bike, Scooter &amp; Pedestrian Skill Trainings &amp; Summary</u></b>		\$16,982.60
	- Pat Hines, Program Manager (Safe Moves)	50	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	30	
	- Quinn Danz, Instructor (Safe Moves)	125	
	- Will Mellon, Instructor (Safe Moves)	125	
	<b><u>Rodeo Toolkit (Developed in Year 1)</u></b>		N/A
<b>3.3</b>	<b>Parent/Teacher/Coordinator Training Workshops</b>		<b>\$18,767.10</b>
	<b><u>Workshops</u></b>		\$11,375.30
	- Pat Hines, Program Manager (Safe Moves)	75	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	<b><u>SRTS Toolkit (1) (Developed in Year 1)</u></b>		N/A
	<b><u>Workshop Content</u></b>		\$7,391.80
	- Pat Hines, Program Manager (Safe Moves)	40	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	25	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	25	
<b>TOTAL FOR TASK 3</b>		<b>710</b>	<b>\$50,244.20</b>
<b>4</b>	<b>ENCOURAGEMENT</b>		
<b>4.1</b>	<b>Kick-off Event (1) NONE</b>		<b>N/A</b>
<b>4.2</b>	<b>Pop-Up Events (5)</b>		<b>\$13,053.50</b>
	- Pat Hines, Program Manager (Safe Moves)	50	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	25	
	- Quinn Danz, Instructor (Safe Moves)	50	
	- Will Mellon, Instructor (Safe Moves)	50	
	- Marni Spencer-Devlin, Instructor (Safe Moves)	50	

<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>Total</b>
<b>4.3</b>	<b>Encouragement Events</b>		<b>\$27,147.80</b>
	<b><u>Walking, scooter riding and bicycle riding encouragement events (51)</u></b>		<b>\$27,147.80</b>
	- Pat Hines, Program Manager (Safe Moves)	90	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	60	
	- Quinn Danz, Instructor (Safe Moves)	100	
	- Will Mellon, Instructor (Safe Moves)	100	
	- Marni Spencer-Devlin, Instructor (Safe Moves)	100	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	40	
	<b><u>OTS funded helmets and safety equipment (Purchased in year 1)</u></b>		<b>N/A</b>
<b>TOTAL FOR TASK 4</b>		<b>715</b>	<b>\$40,201.30</b>
<b>5</b>	<b>PRORGRAM EVALUATION</b>		
<b>5.1</b>	<b>Surveys</b>		<b>\$9,033.70</b>
	<b><u>Pre and Post Parent Surveys and Student Tallies</u></b>		<b>\$9,033.70</b>
	- Pat Hines, Program Manager (Safe Moves)	30	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	- Quinn Danz, Instructor (Safe Moves)	20	
	- Will Mellon, Instructor (Safe Moves)	20	
	- Marni Spencer-Devlin, Instructor (Safe Moves)	20	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	25	
	<b><u>OTS Pre and Post Helmet Surveys (17 Schools)</u></b>		<b>N/A</b>
<b>5.2</b>	<b>(1) Annual Report (17 Schools) &amp; Program Evaluation Report (17 Schools)</b>		<b>\$8,316.20</b>
	- Pat Hines, Program Manager (Safe Moves)	40	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	30	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	40	
<b>TOTAL FOR TASK 5</b>		<b>265</b>	<b>\$17,349.90</b>
<b>TOTAL FOR ALL TASKS</b>			<b>\$156,651.80</b>
<b>Printing</b>			
Rodeo Flyer & Permission Form for 17 Rodeos			\$ 1,500.00
508 Posters			\$ 1,200.00
Safety Tips for Students & Parents			\$ 2,500.00

<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>Total</b>
51	Encouragement Event Flyers		\$ 2,300.00
<b>TOTAL FOR PRINTING</b>			<b>\$ 7,500.00</b>
<b>YEAR 3 TOTAL</b>			<b>\$164,151.80</b>





# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
santaclaraca.gov  
@SantaClaraCity

## Agenda Report

24-702

Agenda Date: 9/24/2024

### REPORT TO COUNCIL

#### **SUBJECT**

Action on a Grant Agreement with the California Office of Traffic Safety, and Amendment No. 2 to the Agreement with Safe Moves, Inc., for the Safe Routes to School Program, and Related Budget Amendments

#### **COUNCIL PILLAR**

Deliver and Enhance High Quality Efficient Services and Infrastructure

#### **BACKGROUND**

The City of Santa Clara administers the Safe Routes to School Program (SRTS Program) through a collaborative effort with the Santa Clara Unified School District (SCUSD). Currently, 17 schools participate in the program, which offers Safe Routes to School Maps, Bicycle & Pedestrian Rodeos, Walk & Bike to School Days, Traffic Safety Equipment Giveaways, Safety Education Curriculum, and Parent and School District staff workshops.

In July 2022, the City received a \$25,000 grant from the California Office of Traffic Safety (OTS). OTS, which administers traffic safety grants made available to California by the National Highway Traffic Safety Administration (NHTSA), awarded these funds to enhance the City's SRTS Program. In November 2022, the City allocated these funds through an agreement with Safe Moves, Inc. This agreement was later amended (Amendment No. 1) to incorporate an additional \$45,200 grant received from OTS in July 2023. These funds were used to purchase safety equipment, such as bicycle helmets, and to support activities including bicycle and pedestrian rodeos and student assemblies.

In January 2024, the Department of Public Works (DPW) submitted a third grant application to OTS for additional funds to continue to support the SRTS Program. The application sought funding for activities and materials similar to those supported by the first two grant awards. On July 17, 2024, DPW received notification that the City was tentatively awarded a \$69,050 grant from OTS.

The purpose of this report is to request Council authorization for the City Manager to execute the 2024 Grant Agreement with OTS (Grant Agreement) and Amendment No. 2 to the agreement with Safe Moves, Inc. Both documents must be executed prior to OTS' release of the grant funds.

#### **DISCUSSION**

As a condition of receiving the grant, the City is required to execute the Grant Agreement before OTS can approve the award of \$69,050. The Grant Agreement stipulates that these funds must be expended between October 1, 2024 and September 30, 2025. Therefore, staff is requesting that Council authorize the City Manager to execute the Grant Agreement as the Authorizing Official on behalf of the City.



Additionally, staff is seeking authorization to execute Amendment No. 2 to the agreement with Safe Moves. Amendment No. 2 will allocate the full grant amount of \$69,050 to the Safe Moves agreement, bringing the total not-to-exceed amount to \$714,250. The funds will be used for the purchase of helmets and other safety equipment and to support additional programs, including student assemblies and bike rodeos.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

### **FISCAL IMPACT**

The recommended budget action recognizes OTS grant funding in the amount of \$69,050 and allocates those funds to a new 2024 Santa Clara School Pedestrian and Bicycle Safety Project in the Streets and Highways Capital Fund. This project will provide funding for Amendment No. 2 with Safe Moves.

Amendment No. 2 with Safe Moves for the SRTS program will increase the current \$645,200 agreement by \$69,050 for a total not to exceed amount of \$714,250.

The table below summarizes the budget action for FY 2024/25.

<b>Budget Amendment FY 2024/25</b>			
	<b>Current</b>	<b>Increase/ (Decrease)</b>	<b>Revised</b>
<b>Streets and Highways Capital Fund</b>			
<u>Revenues</u>			
Other Agencies Revenue	\$27,692,361	\$69,050	\$27,761,411
<u>Expenditures</u>			
2024 Santa Clara School Pedestrian and Bicycle Safety Project (New Project)	\$0	\$69,050	\$69,050

### **COORDINATION**

This report has been coordinated with the City Manager's Office, the Finance Department and the City Attorney's Office.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's

Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <mailto:clerk@santaclaraca.gov> or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

1. Authorize the City Manager to execute and take all necessary steps to implement the Grant Agreement between the City of Santa Clara and the State of California Office of Traffic Safety in the amount of \$69,050 for the Safe Routes to School Program, in a final form approved by the City Attorney;
2. Authorize the City Manager to execute Amendment No. 2 to the Agreement with Safe Moves, Inc. to increase the maximum compensation by \$69,050 for a revised not-to-exceed amount of \$714,250, to provide equipment and services in support of the Safe Routes to School Program, in a final form approved by the City Attorney;
3. Authorize the City Manager to make minor modifications to both agreements and to extend the terms, if needed, in a final form approved by the City Attorney; and
4. Approve the FY 2024/25 budget amendment in the Streets and Highways Capital Fund to increase the Other Agencies Revenue estimate by \$69,050 to recognize grant funding for the OTS grant and establish the 2024 Santa Clara School Pedestrian and Bicycle Safety Project in the amount of \$69,050 (**five affirmative Council votes required to appropriate additional revenue**).

Reviewed by: Craig Mobeck, Director of Public Works

Approved by: Jovan Grogan, City Manager

### **ATTACHMENTS**

1. 2024 Office of Traffic Safety Grant Agreement
2. Original Agreement with Safe Moves and Report to Council No. 22-1190
3. Amendment No. 1 to Agreement with Safe Moves and Report to Council No. 23-936
4. Amendment No. 2 to Agreement with Safe Moves