

**AMENDMENT NO. 1  
TO THE AGREEMENT FOR SERVICES  
BETWEEN THE  
CITY OF SANTA CLARA, CALIFORNIA,  
AND  
SAFE MOVES, INC.**

**PREAMBLE**

This agreement ("Amendment No. 1") 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); and
- B. The Parties entered into the Agreement 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 to increase compensation by \$45,200 for a revised total not-to-exceed maximum compensation of \$645,200.

NOW, THEREFORE, the Parties agree as follows:

**AMENDMENT TERMS AND CONDITIONS**

1. Section 6 of the Agreement, entitled "COMPENSATION AND PAYMENT" IS hereby 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 Revised Exhibit B1, entitled "SCHEDULE OF FEES." The maximum compensation of this Agreement is Six Hundred Forty-Five Thousand Two Hundred Dollars (\$645,200), 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. Exhibit B1 of the Agreement, entitled "SCHEDULE OF FEES" is hereby amended to read as shown in Revised Exhibit B1, attached herein.
3. Exhibit B2 of the Agreement, entitled "FEES BY TASK AND YEAR" is hereby amended to read as shown in Revised Exhibit B2, attached herein.
4. Except as set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect. In case of a conflict in the terms of the Agreement and this Amendment No. 1, the provisions of this Amendment No. 1 shall control.

The Parties acknowledge and accept the terms and conditions of this Amendment No. 1 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:



\_\_\_\_\_  
GLEN R. GOOGINS  
City Attorney

Dated: \_\_\_\_\_

10/17/23



\_\_\_\_\_  
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: 10/3/2023

By (Signature): \_\_\_\_\_

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) 37-8991

Fax: N/A

"CONSULTANT"

**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 **Six Hundred Forty-Five Thousand Two Hundred Dollars (\$645,200)**, 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 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>

**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
Instructor (Safe Moves)	Quinn Danz	\$36.98



<b>Title</b>	<b>Personnel</b>	<b>Hourly Rate</b>
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.

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

**1. AMENDMENT NO. 1**

1.1. 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>

2. 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	
	- 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	70	



<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>TOTAL</b>
	Coordinator (Safe Moves)		
	<b><u>Establish and monitor phone lines/voicemails/emails</u></b>		\$4,389.20
	- 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>
	<b><u>Advertising/promotional materials</u></b>		\$9,240.60
	- 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	
	<b><u>85 event/workshops announcements posted &amp; 508 posters printed/displayed</u></b>		\$7,970.40
	- 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>
	<b><u>Walk Audits (3 Schools)</u></b>		\$15,005.05
	- 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	
	- 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><u>Infrastructure Deficiency Inventory List, Map &amp; Costs</u></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><u>Review/Revise School Maps (14 schools)</u></b>		\$12,628.40
	- Pat Hines, Program Manager (Safe Moves)	30	

TASK #	DESCRIPTION	BUDGETED HOURS	TOTAL
	- 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	
3.2	<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><u>Rodeo Toolkit (See pricing under Printing Year 1 Category and SRTS Toolkit under Task 3.3)</u></b>		
3.3	<b>Parent/Teacher/Coordinator Training Workshops</b>		<b>\$30,837.40</b>
	<b><u>Workshops</u></b>		<b>\$11,375.30</b>
	- Pat Hines, Program Manager (Safe Moves)	75	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	40	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	80	
	<b><u>SRTS Toolkit (1)</u></b>		<b>\$12,070.30</b>
	- Pat Hines, Program Manager (Safe Moves)	55	
	- Pamela Nye Pedersen, Program Coordinator (Safe Moves)	30	
	- Eve Mazzara, Graphic and Social Media Coordinator (Safe Moves)	80	
	<b><u>Workshop Content</u></b>		<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>1215</b>	<b>\$85,447.15</b>
4	<b>ENCOURAGEMENT</b>		
4.1	<b>Kick-off Event (1)</b>		<b>\$7,058.10</b>
	- Pat Hines, Program Manager (Safe Moves)	25	
	- Pamela Nye Pedersen, Program Coordinator	25	



<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>TOTAL</b>
	(Safe Moves)		
	- 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 Coordinator (Safe Moves)	60	
	<b><u>OTS funded helmets and safety equipment</u></b>		<b>\$6,965.70</b>
	- 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><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	



<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>TOTAL</b>
	- 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
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)			\$

<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>TOTAL</b>
			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>

3. 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><u>Produce and monitor website</u></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><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>



<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>TOTAL</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>		\$7,046.00
	- 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>		\$5,717.80
	- 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>		\$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>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>TOTAL</b>
	<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>		N/A
<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>
	<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>		N/A
<b>TOTAL FOR TASK 4</b>		<b>715</b>	<b>\$40,201.30</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	



<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>TOTAL</b>
	- 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>		N/A
<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>

4. 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>
	- 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>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>Total</b>
	Moves)		
<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	
	- Quinn Danz, Instructor (Safe Moves)	25	
	- Will Mellon, Instructor (Safe Moves)	25	
	<u><b>Infrastructure Deficiency Inventory List, Map &amp; Costs</b></u>		<b>\$3,810.60</b>
	- Pat Hines, Program Manager (Safe Moves)	30	
	<u><b>Review/Revise School Maps (14 schools)</b></u>		
			<b>\$4,966.10</b>



<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>Total</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><u>Rodeo Toolkit (Developed in Year 1)</u></b>		<b>N/A</b>
<b>3.3</b>	<b>Parent/Teacher/Coordinator Training Workshops</b>		<b>\$18,767.10</b>
	<b><u>Workshops</u></b>		<b>\$11,375.30</b>
	- 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>		<b>N/A</b>
	<b><u>Workshop Content</u></b>		<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>
	<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	

<b>TASK #</b>	<b>DESCRIPTION</b>	<b>BUDGETED HOURS</b>	<b>Total</b>
	- 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>		N/A
<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>		N/A
<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
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

23-936

Agenda Date: 10/10/2023

### REPORT TO COUNCIL

#### SUBJECT

Action on a Grant Agreement with the California Office of Traffic Safety, and Amendment No. 1 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 administers the Safe Routes to School Program (SRTS Program) through a collaborative effort with the Santa Clara Unified School District (SCUSD). Currently, there are 17 schools participating in the program. The program 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 California Office of Traffic Safety (OTS) grant award in the amount of \$25,000. OTS is the agency responsible for administering traffic safety grants made available to California by the National Highway Traffic Safety Administration (NHTSA). These grant funds were used to supplement the City's SRTS Program by purchasing bicycle helmets and conducting bicycle and pedestrian rodeos. In January 2023 the Department of Public Works (DPW) submitted another grant application to the OTS for additional funds to supplement the SRTS Program with additional activities and materials. On July 17, 2023, DPW received notification that the City was tentatively awarded a \$45,200 grant from OTS.

In November 2022, Council approved an agreement with Safe Moves, Inc. to assist the City in the areas of education, encouragement, and evaluation for the City's SRTS Program. An amendment to this Agreement is needed to reflect the additional work associated with the latest OTS grant.

The purpose of this report is to request approval from Council for the City Manager to execute the Grant Agreement with OTS (Grant Agreement) and Amendment No. 1 to the agreement with Safe Moves. Both documents are required to be executed prior to OTS' release of the additional grant funds.

#### DISCUSSION

As a recipient, the City is required to execute the Grant Agreement before OTS can approve the award of \$45,200. The Grant Agreement specifies that the grant funds must be expended between October 1, 2023 and September 30, 2024. Therefore, staff is requesting that Council authorize the City Manager to execute the Grant Agreement as the Authorizing Official on behalf of the City.

The State-approved grant budget is for "Contractual Services" reflected in the Amendment No. 1 with Safe Moves, which specifies that the grant funds will be used for the purchase of helmets and other equipment, as well as holding student assemblies and bike rodeos. The full amount of the grant (\$45,200) is being added to the Safe Moves agreement, for a revised total not-to-exceed amount of \$645,200.

### **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 \$45,200 and allocates those funds to a new 2023 Santa Clara School Pedestrian and Bicycle Safety Project in the Streets and Highways Capital Fund. This project will provide funding for Amendment No. 1 with Safe Moves.

Amendment No. 1 with Safe Moves for the SRTS program will increase the current \$600,000 agreement by \$45,200 for a total not to exceed amount of \$645,200.

The table below summarizes the budget action for FY 2023/24.

<b>Budget Amendment FY 2023/24</b>			
	<b>Current</b>	<b>Increase/ (Decrease)</b>	<b>Revised</b>
<b>Streets and Highways Capital Fund</b>			
<u>Revenues</u>			
Other Agencies Revenue (OTS Grant)	\$19,712,116	\$45,200	\$19,757,316
<u>Expenditures</u>			
2023 Santa Clara School Pedestrian and Bicycle Safety Project (New Project)	\$0	\$45,200	\$45,200

### **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 approve the Grant Agreement between the City of Santa Clara and the State of California Office of Traffic Safety in the amount of \$45,200 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. 1 to the Agreement with Safe Moves, Inc. to increase the maximum compensation by \$45,200 for a revised not-to-exceed amount of \$645,200, 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 2023/24 budget amendment in the Streets and Highways Capital Fund to increase the Other Agencies Revenue estimate by \$45,200 to recognize grant funding for the OTS grant and establish the 2023 Santa Clara School Pedestrian and Bicycle Safety Project in the amount of \$45,200 **(five affirmative Council votes required to appropriate additional revenue)**.

Reviewed by: Craig Mobeck, Director of Public Works

Approved by: Jōvan D. Grogan, City Manager

### **ATTACHMENTS**

1. Office of Traffic Safety Grant Agreement
2. Original Agreement with Safe Moves
3. Amendment No.1 with Safe Moves