



COUNCIL REPORT

DATE: May 27, 2025

CATEGORY: Consent

DEPT.: Public Works

TITLE: **Safe Routes to School Program—
Professional Services Agreement**

RECOMMENDATION

1. Authorize the City Manager or designee to amend the professional services agreement with NN Engineering, Inc., a California corporation (Entity No. 4253715), for the Safe Routes to School program, to add \$50,000 during Fiscal Year 2024-25, for a total not-to-exceed amount of \$497,000.
2. Upon approval and adoption of the Fiscal Year 2025-26 City Budget, authorize the City Manager or designee to amend the professional services agreement with NN Engineering, Inc., a California corporation (Entity No. 4253715), for the Safe Routes to School program, to add \$183,000, for a total not-to-exceed amount of \$680,000.

BACKGROUND

The Safe Routes to School (SRTS) program aims to provide transportation safety education, hands-on training, and encouragement for healthy and active school access in Mountain View. The program is partially funded by the Santa Clara Valley Transportation Authority (VTA) 2016 Measure B Bicycle/Pedestrian Education and Encouragement program and the City operating budget.

On [December 3, 2019](#), Council approved a three-year contract with Alta Planning + Design to launch the SRTS program services through to June 2023, providing needed expertise and augmenting staff capacity. These services included updating suggested routes to school maps, walk and bike safety trainings for 3,500 elementary and middle school students, bike rodeos, bike repair services, walk audits, student and parent surveys, musical traffic safety assemblies, and other activities. During this timeframe, staff built collaborative relationships with Mountain View Whisman School District and Mountain View Los Altos Union High School District staff, established a SRTS Coordinating Committee with parents and school affiliates, and aligned some program elements with City events. SRTS staff worked collaboratively with the Police Department to analyze the City's crossing guard program, which resulted in an expansion of crossing guards around the City.

On [May 23, 2023](#), Council authorized \$222,000 for a Fiscal Year 2023-24 contract with NN Engineering, Inc. (NN Engineering) to provide SRTS program services in conjunction with subconsultant Safe Moves. The contract had provisions for extensions up to two additional years if services were performed satisfactorily. This contract has continued and been amended as the program has expanded to provide more hands-on bicycle training, SRTS curriculum development, expansion of program offerings to private schools, and year-over-year increases in participation in Citywide events such as Teen Bike to Boba events and Monster Bash Bike Circus. On [May 14, 2024](#), the City Council approved a \$225,000 amendment to continue to deliver SRTS services for Fiscal Year 2024-25.

Staff presented updates on the SRTS program to the Bicycle/Pedestrian Advisory Committee (BPAC) on [November 30, 2021](#), [April 26, 2023](#), [March 27, 2024](#), [March 11, 2025](#), and to the Council Transportation Committee (CTC) on [May 3, 2022](#). Committee members expressed strong support for SRTS programming and encouraged staff to continue to strengthen partnerships with schools, school districts, and parents. Committee members also encouraged staff to coordinate SRTS activities with the City of Los Altos, which shares school districts with Mountain View.

ANALYSIS

Current SRTS Activities

A summary of SRTS activities for FY 2024-25 is shown in Table 1.

Table 1: SRTS Activities, Fiscal Year 2024-25

Activity	Description	Participants	Status
Fall safety assembly	Safety assemblies covering helmet fittings, crossing safety intersections, distracted driving, bicycle safety, and basic bike maintenance.	K-8 students, approximately 4,000 students.	Completed
Bike rodeos	Bike rodeos to practice turning, stopping, hand signals, and looking over their shoulders.	Fourth, fifth, and sixth graders, approximately 1,000 students	To be completed May 2025
Bike maintenance day	Free bike maintenance for Mountain View and Los Altos High School students	Ninth to 12th grade students	Completed

Activity	Description	Participants	Status
Student and parent survey	Survey to evaluate and make recommendations to improve the program.	All Mountain View schools	Completed
Curriculum and lesson plans	Lesson plans for different grades to continue safety education and create a culture of walking and biking to and from school.	All Mountain View schools	Ongoing
Citywide events	Pedestrian safety training, bike rodeos, and transportation safety information and outreach at Citywide events.	Monster Bash Bike Circus (180 students, 10/26/2024) Tree Lighting Celebration (12/9/2024) Earth Day (4/20/2025) The View Teen Center—Bike to Boba events	Ongoing
Crossing guard program	Crossing guard program location evaluation and refinement.	All Mountain View schools	Completed
Suggested routes to school	Routes map updated.	All Mountain View schools	Completed

The above school-based participation has focused on the public schools serving Mountain View. Additionally, staff has offered these services to all private schools in the City. During the upcoming year, staff will continue outreach efforts with the private schools to include Safe Routes to School activities as part of their school educational program.

Scope of Work

Staff recommends extending the contract with NN Engineering to continue to provide SRTS program services in Fiscal Year 2025-26. This work would include the following tasks:

Task 1—Project Management: Continue biweekly meetings with City staff, provide monthly progress reports, and support grant reimbursement.

Task 2—SRTS Curriculum Development: Continue work with City and the school district staff to revise and implement the SRTS curriculum, including revision of the transportation curriculum and the lesson plans based on the school community’s feedback.

Task 3—Safety Education: Prepare and deliver grade-appropriate educational training sessions for all interested private and public schools, including transportation safety training for all grades as well as bicycle rodeos and safe walking training for third, fourth, and sixth graders.

Task 4—Engagement and Encouragement Events: Support and facilitate engagement and encouragement events and activities to encourage safe active transportation use, which may include family bike rides, community bike rodeos, transportation safety campaigns, walk-and-roll events, and bike train or carpool coordination.

Task 5—Data Collection and Program Evaluation: Conduct student and parent surveys to understand school access mode share, transportation safety concerns, and participation rates for education and engagement opportunities. This data collection will also support reporting requirements for VTA’s Measure B Education and Encouragement Program.

Task 6—Final Report and Presentation: Prepare a draft and final report summarizing all completed activities in the school year and providing highly accessible visual representations of program participation and results.

Task 7—Walking Audits and SRTS Infrastructure: Coordinate with City staff and the school community to advance concept recommendations completed in Fiscal Year 2024-25 and complete schematics of drop-off zone improvements.

NEXT STEPS

The project team will complete activities for the current SRTS program at the end of the current school year and will provide an update on the program to the BPAC on June 25, 2025.

With Council approval, staff will work to execute a contract amendment and prepare for back-to-school outreach activities as well as program activities outlined for Fiscal Year 2025-26. Program activities will be completed by June 2026.

FISCAL IMPACT

As shown in Table 2 below, the total SRTS program budget for Fiscal Year 2025-26 is \$233,000. The program is funded with an anticipated \$50,000 from 2016 VTA Measure B Bicycle/Pedestrian Education and Encouragement program in the coming months. Additionally, the City has allocated \$50,000 in the Fiscal Year 2024-25 operating budget for SRTS and has included

\$133,000 in the Fiscal Year 2025-26 Recommended Budget for SRTS, with \$100,000 funded by the Public Works Department Operating Budget and \$33,000 from the Transportation Operating Fund.

With the recommended amendment, the total agreement will have a not-to-exceed amount of \$680,000. The Public Works Department Operating Budget has or will have sufficient funds for the recommended action; and no additional appropriation is requested at this time.

**Table 2: SRTS Service Budget,
Fiscal Year 2023-24 through Fiscal Year 2025-26**

School Year & Fiscal Year	SRTS Annual Program Amount	VTA Measure B Contribution	City Contribution	Cumulative Contract Total
2023-24	\$222,000	\$152,000	\$70,000	\$222,000
2024-25	\$225,000	\$100,000	\$125,000	\$447,000
	\$50,000	\$50,000		\$497,000
2025-26	\$183,000	\$50,000	\$133,000	\$680,000

LEVINE ACT

California Government Code Section 84308 (also known as the Levine Act) prohibits city officials from participating in any proceeding involving a “license, permit, or other entitlement for use” if the official has received a campaign contribution exceeding \$500 from a party, participant, or agent of a party or participant within the last 12 months. The Levine Act is intended to prevent financial influence on decisions that affect specific, identifiable persons or participants. For more information see the Fair Political Practices Commission website: www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html

Please see below for information about whether the recommended action for this agenda item is subject to or exempt from the Levine Act.

SUBJECT TO THE LEVINE ACT

☒ Contract or franchise agreement

ALTERNATIVES

1. Do not authorize the City Manager to amend the professional services agreement.
2. Authorize the City Manager to amend the professional services agreement for a different amount and scope.
3. Provide other direction.

PUBLIC NOTICING

Agenda posting and a copy of the report to SRTS subscribers and the Mountain View BPAC.

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