CITY OF SAN RAMON
OFFICE OF THE CITY MANAGER

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July 9, 2024

Warren Lai
Public Works Director
Contra Costa County Public Works Department
255 Glacier Drive
Martinez, CA 94553

RE: **Memorandum of Understanding – 2024/2025 Street Smarts Program**
Program Development and Administration Staffing Services

Dear Mr. Lai:

The City of San Ramon ("City") is pleased to continue to partner with Contra Costa County ("County") in the implementation of programs, such as the Street Smarts Program, that are of importance to the San Ramon Valley and on issues, which do not recognize political boundaries.

This Memorandum of Understanding (MOU) outlines the apportionment of duties and responsibilities between the City and County regarding the provisions of the Street Smarts Program development, materials, and administrative staffing services for the 2024/2025 Program Year.

1. **Program Background**

   The Street Smarts Program is a traffic safety public education campaign that is implemented valley-wide through the collaborative efforts of the City of San Ramon, Town of Danville, Contra Costa County, San Ramon Valley Unified School District, and the San Ramon Valley Fire Protection District.

   The Program is funded and directed by the five primary public agencies listed above with additional funds provided by private sponsors, including the San Ramon Valley Council of PTAs. The federal Safe Routes to School Program will fund significant components of the Street Smarts efforts during the 2024/2025 Program Year. On an annual basis, each of the five public agencies appropriate funds for Program development, materials, and administrative costs.

   This MOU outlines the provisions of Program development, materials, and Program administrative services to the County, by the City, for the 2024/2025 Program Year.

2. **Responsibilities of the City and the County**

   A. The City shall:

      a. Program staffing services within unincorporated Contra Costa County (in the geographic area known as the San Ramon Valley and as defined by the San Ramon Valley Unified

School District) as outlined in the Street Smarts Program 2024/2025 Work Plan (Attachment A) and 2024/2025 Financial Plan (Attachment B).

b. Continue to participate in the Street Smarts Advisory Committee and contribute staff time towards the ongoing implementation of the Program.

B. The County shall:

a. Contribute Ten Thousand Dollars ($10,000.00) in funds to the City of San Ramon for its share of the Program's administrative staffing costs outlined in Attachments A and B for the 2024/2025 Program Year.

b. Contribute Ten Thousand Dollars ($10,000.00) in funds to the City of San Ramon for its share of the Program's general support costs for the 2024/2025 Program Year.

c. Continue to participate in the Street Smarts Program Advisory Committee and contribute staff time towards the ongoing implementation of the Program during the 2024/2025 Program Year.

3. Unsanctioned Programs

A public agency partner may choose to conduct programs or activities within their jurisdiction using the Street Smarts brand. These are known as Unsanctioned Programs and are individual agencies' efforts to promote Traffic Safety Education or enhance the Street Smarts brand beyond those identified in the 2024/2025 Work Plan.

Examples of Unsanctioned Programs include the Town of Danville's efforts to include the Street Smarts logo on Traffic Safety Education pamphlets at schools or the City of San Ramon's Safe Routes to School My Beat / My School Officer Program.

All financial and human resources used to implement Unsanctioned Programs must be borne by the sponsoring agency. The Valley-wide Street Smarts Program budget and other resources shall not be used.

4. Modifications

The Program Work Plan may be augmented at any time during the Program year, subject to the review and agreement of both parties. All Work Plan modifications shall be documented in writing and shall be executed with an amended MOU.

5. Termination

This MOU is in effect beginning July 1, 2024 and ending June 30, 2025.

6. Renewal

This MOU may be renewed beyond this Program Year, subject to the review and agreement of both parties. All MOU renewals shall be documented in writing and shall be executed with an amended MOU.

If you agree to the terms and conditions above, please execute this MOU on both originals to indicate your acceptance and return one original for our files.

We look forward to continuing our collaboration on programs of regional significance. Please do not hesitate to contact Steven Spedowfski, Deputy City Manager at (925) 973-2632 if you have any questions.

7. Authority

The parties executing this MOU certify that they have the proper authority to bind their respective entities to all terms and conditions set forth in this MOU.

City of San Ramon ("City")

9/18/24

Steven Spedowfski, City Manager Date

Contra Costa County ("County")

Warren Lai, Director Date
Public Works

APPROVED AS TO FORM:

9/17/24

Martin Lysons, City Attorney Date

ATTEST:

Christina Franco 9/17/2024

Christina Franco, City Clerk Date