



**CITY OF KIRKLAND**  
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## **MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Kari Page, Neighborhood Services Coordinator  
Marilynne Beard, Deputy City Manager

**Date:** June 5, 2014

**Subject:** NEIGHBORHOOD SAFETY PILOT PROGRAM (NSP)

### **RECOMMENDATION:**

Staff is recommending that the City Council 1) approves the recommended Neighborhood Safety Program (NSP) projects for 2014, 2) receives early feedback on the pilot program, and 3) reviews preliminary considerations for making the NSP an ongoing program beginning in 2015.

### **BACKGROUND DISCUSSION:**

As part of the City's 2013-2014 Work Program, the City Council authorized a new pilot program to help "reenergize neighborhoods through partnerships on capital project implementation..." Between October 2013 and January 2014, City staff invited representatives from the Kirkland Alliance of Neighborhoods (KAN) and other neighborhood leaders to participate in a series of workshops to develop the Neighborhood Safety Program (NSP), which was presented to the City Council at a study session on February 18, 2014.

The Council directed staff to implement a pilot program in 2014 and return with the results and recommendations for 2015 and beyond. As a review, the following goals, funding and process were part of the pilot NSP.

#### **Goals:**

- Provide an incentive for neighborhood participation.
- Address safety needs.
- Foster neighborhood self-help and build a sense of community.
- Increase collaboration within a neighborhood, between neighborhoods, and with City government.
- Leverage funding with match contributions and/or other agency grants.
- Collaborate with businesses, schools, Parent Teacher Student Associations (PTSAs), Cascade Bicycle, Feet First, Kirkland Greenways, and other organizations.
- Create an equitable distribution of improvements throughout the City.
- Consider the level of resources (staff and neighborhoods) to implement.

**Funding:** In 2014, the Juanita/Finn Hill/Kingsgate non-motorized transportation fund of \$150,000 (Project # NM 0073 000) in the Capital Improvement Program (CIP) was identified as the funding source for projects that would be prioritized through the NSP pilot.

Since the funding was originally intended for improvements in the newly-annexed neighborhoods, the Juanita/Finn Hill/Kingsgate neighborhoods were the sole participants designated to submit projects for the pilot NSP.

**Process:**

- 1) Suggest a Project map: The interactive “Suggest a Project” map was used as the central clearing house for all suggestions made in each neighborhood. This tool has resulted in hundreds of requests over the past two years, and creates a centralized database to track and report the status of suggestions from the public.
- 2) Neighborhood prioritization and project selection: The three individual JFK neighborhoods reviewed the projects suggested in their area—in some cases added additional projects—and then prioritized the projects. Each neighborhood’s prioritization process was different (for example some used their Neighborhood Association Board to prioritize projects and others used the neighborhood meeting forum). Much of the inconsistency in the individual neighborhood processes had to do with the compressed timeline for the pilot process.
- 3) Scoping and cost estimating: Staff experts were used to help scope the projects, recommend the most appropriate solution for the safety concerns, and develop cost estimates. The NSP workshop was the first step in the dialogue between City staff and the neighborhoods. Nine applications were submitted: four from Finn Hill, three from Evergreen Hill/Kingsgate, and two from Juanita. The final scoping and cost estimates were completed by staff after the applications were submitted.
- 4) Project selection: An NSP Panel with representatives from the city’s thirteen neighborhood associations reviewed and prioritized the nine project proposals. Staff provided a technical review with individual project scores as supplemental information for the Panel. The two independent rankings were combined to create the final funding recommendation. See Attachment A for the neighborhood panel criteria and Attachment B for the technical criteria. The Panel is recommending six projects for funding.
- 5) Council approval: The City Council is requested to approve proceeding with the projects after receiving a presentation on each of the projects at the June 17, 2014 Council meeting. The final project ranking is shown in Table 1 on the following page. Attachment C is a map of all project proposals.

**Timeline:** The City Council approved the pilot NSP in February 2014. To identify projects before the summer construction season and obtain feedback for developing the ongoing program before the 2015 budget process, staff compressed the NSP schedule. The compressed schedule unfortunately eliminated the opportunity for a robust outreach/involvement process within each neighborhood. The compressed timeline for the NSP pilot was as follows:

<b>NSP Workshop</b>	April 17, 2014
<b>Applications Available:</b>	April 17, 2014
<b>Applications Due:</b>	May 8, 2014
<b>Panel review:</b>	May 14, 2014
<b>Panel decision:</b>	May 28, 2014
<b>City Council decision:</b>	June 17, 2014
<b>Projects announced:</b>	By end of June, 2014
<b>Projects End:</b>	June 1, 2015

Table 1: Combined Neighborhood Safety Program Panel and Technical Staff evaluation ranking.

Project Number	Neighborhood	Score	Project	Cost Estimate	Potential Funding	Balance of Funding
			<b>CIP #NM 0073 000</b>			\$150,000
			Potential Development Impact Fee (Kingsgate)		\$44,400	\$194,400
			<b>Recommended Funding</b>			
<b>Project 5:</b>	Kingsgate	150	Rapid Flashing Beacon NE 132nd Street - at 121st Ave NE	\$44,400		\$150,000
<b>Project 3:</b>	Finn Hill	145	Rapid Flashing Beacon Juanita Drive Trail Crossing - at NE 137th Street connecting Big Finn Hill Park	\$50,000*		\$100,000
<b>Project 4:</b>	Finn Hill	105	Crosswalk and curb along 84th Ave NE - Thoreau Elementary Walkway from NE 139th Street to NE 141st Street	\$14,000		\$86,000
<b>Project 9:</b>	Juanita	105	Rapid Flashing Beacon NE 132nd Street - at 105th Ave NE	\$43,800		\$42,200
<b>Project 8:</b>	Juanita	90	Trail Connection Forbes Creek Drive & CKC - between 113th Court NE and 115th Court NE	\$12,800		\$29,400
<b>Project 2: (1/2)</b>	Finn Hill	90	Crosswalks (3) along 90th Ave NE - at NE 134th Street (partial funding)	\$24,800		\$4,600
			<b>Unfunded</b>			
<b>Project 2: (1/2)</b>	Finn Hill	90	Crosswalks (3) along 90th Ave NE - at NE 137th Street, and NE 139th Street (partial funding)	\$25,200		-\$20,600
<b>Project 1:</b>	Finn Hill	80	Crosswalks (3) along NE 145th Street- at 84th Ave NE, 88th Ave NE, and 92nd Ave NE	\$40,600		-\$61,200
<b>Project 6:</b>	Kingsgate	40	Traffic Calming NE 137th Pl/NE 134 <sup>th</sup> Pl - between 124th Ave NE and 132nd Ave NE	\$35,000		-\$96,200
<b>Project 7:</b>	Kingsgate	40	Traffic Calming NE 140th Street - between 116th Ave NE and 124th Ave NE	\$25,000		-\$121,200

\* Project #3 (Juanita Drive Rapid Flashing Beacon) reserves the money for matching potential grant funding or a proposed future Juanita Drive Capital Improvement Program Project. The total Big Finn Hill crossing project is more than \$50,000 to complete.

**Early feedback on the NSP pilot:** Overall the pilot process went well and resulted in important, feasible and meaningful safety projects. Karen Story, Panel member, said *"The NSP is a great way for neighborhood leaders to better understand the city-wide scope of needs and priorities. Sometimes projects in my neighborhood feel so important, but the NSP process helps me see that needs may be greater elsewhere."* In addition, the feedback on the process provided specific suggestions to make the ongoing program more effective and easier to manage.

- The application felt too long and some spent more time than others.
- More time was needed to obtain input from residents and businesses within each neighborhood about the proposed projects.
- The City may want to create maps that have consistent, basic layers for each project to help equalize the level of detail and type of information included in each application.
- To help neighborhoods select suitable projects for the NSP, staff should review proposals and prepare cost estimates before applications are submitted.
- Neighborhoods could use help in setting up a neighborhood-based voting/prioritization process to help prioritize neighborhood projects (e.g. online voting or "likes" of project requests).
- The individual neighborhood prioritization processes should have more consistency between neighborhoods (for example, board decisions versus neighborhood meeting forum).
- The individual neighborhood prioritization process could be used to help the City identify and prioritize larger sidewalk projects in time for State Safe Routes to School Program application deadlines (early May).
- The Panel would like to tour the projects before scoring them.
- Some Neighborhood Traffic Control requests did not do well in the ranking criteria because the streets had sidewalks and/or speeds and volumes do not meet the existing Neighborhood Traffic Control threshold.
- The ongoing program may be difficult to administer at existing staff levels unless a limit is set on the number of projects each neighborhood can submit.

**Preliminary considerations for ongoing NSP in 2015:** The pilot program produced many tangible suggestions for improving the ongoing NSP process. These improvements fall into five main categories: extending the timeline, improving the application process, leveraging funding, assessing staffing implications, and broadening the scope of the NSP. KAN and the Panel used in the pilot program will assist staff in developing the final design of the ongoing program. If significant changes are suggested or resource implications are identified, staff will return to Council for direction during the budget process. Otherwise, the NSP will begin this fall to be ready for funding in 2015.

**Extending the timeline:** The pilot NSP was compressed in order to have projects ready for the 2014 construction season and to allow time for input into the 2015 budget process for the ongoing NSP. Instead of starting the ongoing NSP in 2015, staff will be proposing that neighborhood associations receive their "Suggest a Project" list from the CIP online interactive map in early September 2014. At that time, neighborhoods are back from their summer breaks and can start evaluating and prioritizing projects as early as the fall for 2015 funding. Applications would not be due until February 2015, allowing ample time for the preapplication process. Another consideration will be whether the NSP should be biennial to create efficiencies while funding twice the number of projects in one robust process and spreading the construction process over two years.

**Pilot Neighborhood Safety Program:**

"Suggest a Project" list to Neighborhoods	Neighborhood/staff scoping, estimating, and prioritizing	Applications Workshop	Applications due	Evaluation of projects	Council recommendation
<b>February 2014</b>	<b>March–April 2014</b>	<b>April 2014</b>	<b>May 2014</b>	<b>May 2014</b>	<b>June 2014</b>

**Ongoing Neighborhood Safety Program:**

"Suggest a Project" list to Neighborhoods	Neighborhood/staff scoping, estimating, and prioritizing	Applications Workshop	Applications due	Evaluation of projects	Council recommendation
<b>September 2014</b>	<b>September–January 2014–2015</b>	<b>January 2015</b>	<b>February 2015</b>	<b>March 2015</b>	<b>April 2015</b>

**Improving the application process:** The pilot program did not give enough time for staff to thoroughly scope each of the project ideas before the applications were submitted. By allowing more time for staff review and scoping, the projects are more fully developed, including cost estimates, in time for the neighborhood evaluation and prioritization. Each neighborhood will have their unique way of engaging their members in their prioritization process.

Neighborhood Traffic Control Program requests will need this extra time because traffic volumes and speeds need to be evaluated as input into the process. Provided the Neighborhood Traffic Control Coordinator continues into 2015, the Coordinator will be assessing the results of the pilot program to determine the most effective way of folding into this process. Some of these types of projects may be more suitable for a lengthier and more involved process with impacted property owners than in the NSP.

Residents who completed the applications have suggested improvement to the application form itself. For example, the application can be simplified and "vulnerable populations" should be defined to include those physically challenged related specifically to pedestrian and bicycle safety (i.e. children, disabled, seniors).

**Leveraging funding:** Funding for the pilot program comes from a one-time CIP project (Project # NM 0073 000). Recommended ongoing funding, starting in 2015, is from the Street Levy safety funds.

There are two safety-related Street Levy projects in the 2012 Street Levy:

Safe walk routes to school (\$150,000/year)

- Leverage state and federal funding to increase safe routes to Kirkland's elementary schools.

Pedestrian and bicycle safety (\$150,000/year)

- Upgrade or add crosswalks with new highly visible, energy-efficient warning lights.
- Install new Americans with Disabilities Act (ADA) wheelchair ramps to meet federal requirements on streets being overlaid.
- Improve pedestrian access to key transit corridors or streets being overlaid.
- Expand pedestrian and bicycle routes to improve connections with commercial areas, schools, transit routes, parks, and other destinations.
- Restripe crosswalks to increase pedestrian safety.
- Install traffic control devices to address safety hazards within Kirkland Neighborhoods.

The pedestrian and bicycle safety funding is being targeted for the ongoing program. However, as staff works with the neighborhood associations to refine and scope the suggested projects there may be ways this process can feed into the [State Safe Routes to School](#) grant process. The deadline for the State application process is not until May, so neighborhoods will have time to suggest high priority sidewalk projects for the City to move forward with in the grant application process.

In addition, and as seen with the pilot program, development contributions can also be leveraged when projects are identified near developments. Other funding sources and programs within the City will be used to help address some projects as well. For example, the Annual Sidewalk Maintenance Program and Annual Crosswalk Program may be resources for addressing projects that meet those program guidelines.

**Assessment of staff implications:** Staff is currently tracking the time they dedicate to implementing this program so staffing implications can be part of the analysis of the ongoing program. If staffing implications are identified they will be presented to the Council through the budget process for the 2015/2016 Biennial Budget.

**Broadening the scope:** There remains the question about how broad this program should be and whether it should include Park projects (using Park Levy funding). This question will be considered while moving forward this summer/fall as the panel and staff develop the ongoing program. If the scope is broadened, a recommendation will be made to the City Council this fall during the budget process.

## **CONCLUSION**

Staff is requesting Council approval of the recommended Neighborhood Safety Program (NSP) projects for 2014 and feedback on the pilot program and considerations for changing the 2015 program. With the City Council's approval of the proposed projects, planning and construction can begin.

<b>Neighborhood Safety Program</b> <b>Panel Safety Criteria</b>	<b>Score</b>
<b>Neighborhood and Community Benefit (0-35 points)</b> <i>The community benefit is clearly explained. The project addresses a recognized community safety need especially with a vulnerable population with a viable, creative solution. The project expands and/or strengthens the community beyond the term of the project. The project will result in a lasting positive community impact.</i>	
Community benefit from the project: Vulnerable population      0-10 Neighborhood(s)              0-5 Community-wide residents    0-5 Business(es)                    0-5 Schools (e.g. walk routes)    0-5 Other: _____              0-5	
<b>Neighborhood Association Support (0-15 points)</b> <i>Project was reviewed by the Neighborhood Association and received a priority ranking.</i>	
Neighborhood Association project ranking: Rank 1      15 Rank 2      10 Rank 3      5 None        0	
<b>Adjacent Resident Support (0-10 points)</b> <i>Adjacent residents were contacted and given an opportunity to provide support and input to the project.</i>	
Documented support from residents adjacent to project: High        5-10 Moderate    1-4 None        0	
<b>Community Support (0-10 points)</b> <i>Community residents are involved and support the project.</i>	
Documented support from the community: High        5-10 Moderate    1-4 None        0	
<b>Project Partnerships (0-5 points)</b> <i>Community organizations, business partners, and residents are contributing to this project and their roles have been identified.</i>	
High        4-5 Moderate    1-3 None        0	

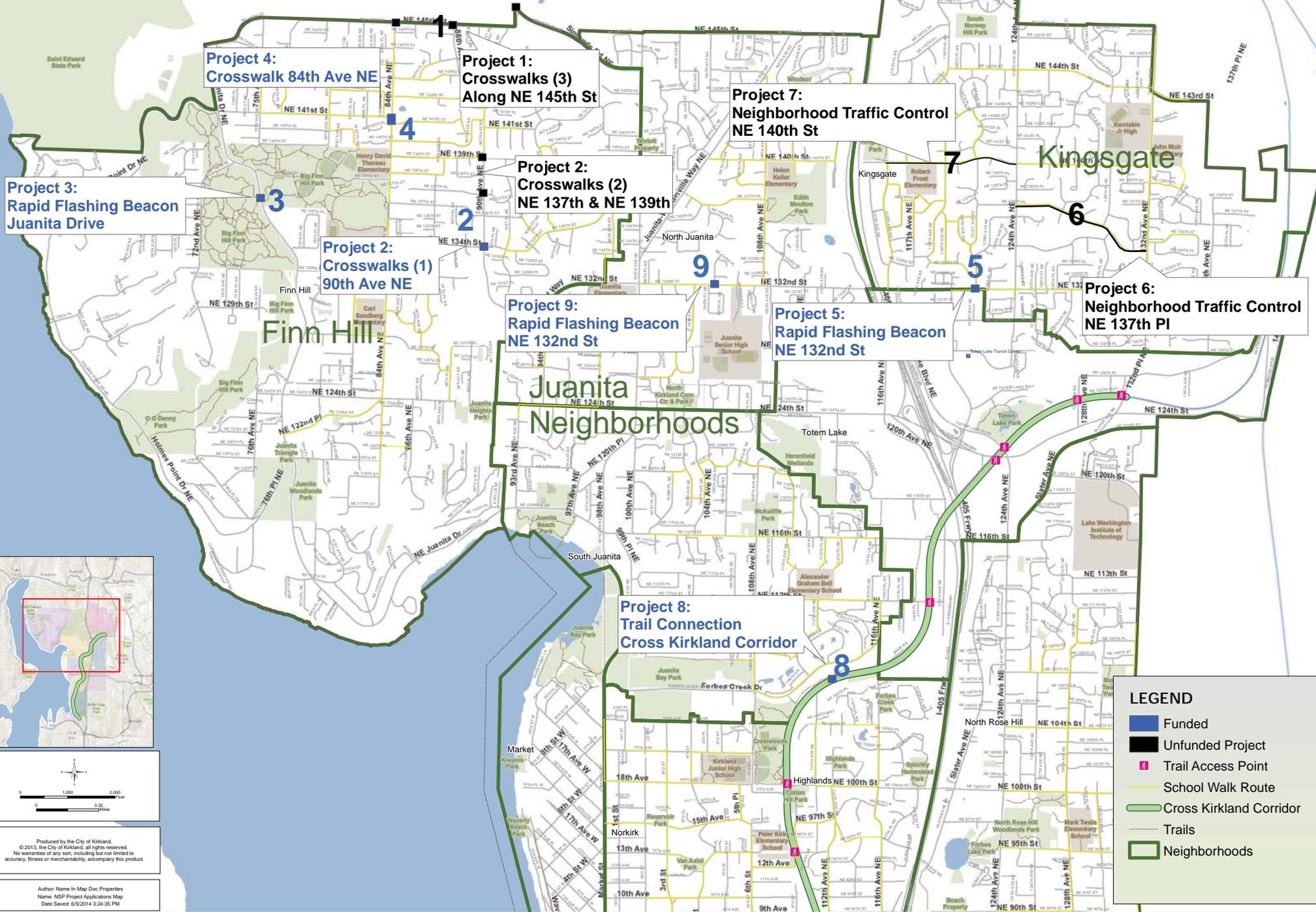
**Neighborhood Panel Criteria, *continued***

<p><b>Project Budget (0-5 points)</b>  <i>The budget is realistic and well planned. The non-City contributions for the project are clearly documented.</i></p>		
<p>Project budget submitted:</p> <p>Complete and realistic            4-5          Incomplete and/or unrealistic 1-3          No budget submitted                0</p>		
<p><b>Project Readiness (0-15 points)</b>  <i>The Neighborhood Association Project Coordinator attended the Neighborhood Safety Program (NSP) workshop and understands the necessary aspects for project implementation and completion. In addition, a project timeline was submitted with the application and the activities are well planned and ready to implement. If the project extends beyond 12–18 months, there is demonstrated capacity to ensure its long-term success.</i></p>		
<p>Project Coordinator attended Neighborhood Safety Workshop:</p> <p>Yes            5          No            0</p>		
<p>Project timeline submitted:</p> <p>Complete and realistic            4-5          Incomplete and/or unrealistic 1-3          No                                        0</p>		
<p>Project Implementable in 12–18 months</p> <p>Yes            5          Maybe        1          No            0</p>		
<p><b>Project Maintenance (0–5)</b>  <i>Ongoing activities and costs associated with this project after completion are clearly described and there is a plan for how the project will be maintained and cared for.</i></p>		
<p>There is a project maintenance plan in place:</p> <p>Yes            5          No            0</p>		
<p><b>Total Score (100 points possible)</b></p>		

<b>Neighborhood Safety Program</b> <b>Technical, Transportation, and Safety Criteria</b>	<b>Score</b>
<b>Existing Conditions</b>	
<p><b>Safety:</b> How safe is the roadway/facility today? <i>(Note: use documented accidents along proposed project for relative).</i></p> <ul style="list-style-type: none"> <li>Roadway/facility meets design standards 0</li> <li>Certain areas of the roadway/facility below design standards 10</li> <li>Overall roadway/facility is below design standards 15</li> <li>Certain areas of the roadway/facility are potentially hazardous and substandard 20</li> <li>Overall roadway/facility is potentially hazardous and substandard 25</li> </ul>	
<p><b>Volume:</b> What are the existing volumes of traffic (not applicable if in a park)?</p> <ul style="list-style-type: none"> <li>Volume is low 0</li> <li>Volume is moderate 5</li> <li>Volume is high 10</li> </ul>	
<p><b>Speed:</b> What are the existing speeds of traffic (not applicable if in a park)?</p> <ul style="list-style-type: none"> <li>Speed is low 0</li> <li>Speed is moderate 5</li> <li>Speed is high 10</li> </ul>	
<p><b>Existing Facility:</b> What are the existing nonmotorized conditions? (invert scores for crosswalks) (not applicable in a park)</p> <ul style="list-style-type: none"> <li>Sidewalk, paved shoulder, or gravel path on both sides 0</li> <li>Sidewalk, paved shoulder, or gravel path on one side 10</li> <li>No shoulder or sidewalk either side (must walk in vehicle lane) 25</li> </ul>	
<p><b>Use:</b> How much existing nonmotorized use is there?</p> <ul style="list-style-type: none"> <li>Low nonmotorized use 0</li> <li>Moderate nonmotorized use 10</li> <li>High nonmotorized use 15</li> <li>Vulnerable population in proximity 20</li> <li>Vulnerable population in proximity and high pedestrian use 25</li> </ul>	
<b>Anticipated Safety Improvement</b>	
<p><b>Safety:</b> The project maintains or enhances the safety of the following modes?</p> <ul style="list-style-type: none"> <li>Bicycle 0-10</li> <li>Pedestrian 0-10</li> <li>Vehicular 0-10</li> <li>Transit/HOV 0-10</li> </ul>	
<p><b>Gap:</b> The project extends, adds or completes a nonmotorized system.</p> <ul style="list-style-type: none"> <li>Does not extend or add to an existing nonmotorized system 0</li> <li>Moderately extends or adds to an existing nonmotorized system 10</li> <li>Significantly extends or adds to an existing nonmotorized system 20</li> </ul>	
<p><b>Link:</b> The project connects to other multimodal facilities (for example, high capacity or other transit stops or stations).</p> <ul style="list-style-type: none"> <li>Does not link to other multimodal facilities (for example, high capacity or other transit station) 0</li> <li>Does complement or link to other multimodal facilities (for example, high capacity or other transit station) 10</li> </ul>	

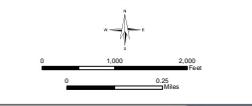
Anticipated Safety Improvement, <i>continued</i>	
<p><b>Use:</b> The project addresses current nonmotorized needs in the community (for example, gaps in the system, safety issues).</p> <ul style="list-style-type: none"> <li>• Has or will have low level of usage in the community (for example, is easily accessible to only a small portion of the neighborhood) 0</li> <li>• Has or will have moderate level of usage in the community (for example, is accessible to a fair-sized portion of the neighborhood, but not the most densely populated area) 10</li> <li>• Has or will have high level of usage in the community (for example, is easily accessible to a high density area or to a large porportion of the local community) 20</li> </ul>	
<p><b>Use:</b> The project provides access for a vulnerable population (i.e. park, elementary school, mobility challenged, wheelchairs, retirement homes, hospital, Boys &amp; Girls Club, Senior Center)?</p> <ul style="list-style-type: none"> <li>• No surrounding facilities will access 0</li> <li>• Facility within 8 to 15 blocks (½ to 1 mile) 5</li> <li>• Facility within 4 to 8 blocks (¼ to ½ mile) 10</li> <li>• Facility within 4 blocks (¼ mile) 15</li> <li>• One facility accessed directly 20</li> <li>• More than one facility accessed directly 25</li> </ul>	
Consistency with Plan(s)	
<p>Does the project provide a missing segment or element of an existing incomplete network which is specifically identified in the Comprehensive Plan, the Non-Motorized Transportation Plan or is an approved school safe walk route?</p> <ul style="list-style-type: none"> <li>• Project is not in any plan 0</li> <li>• Project is identified as a priority 10</li> <li>• Project is in the Comprehensive Plan, or TMP, Active Transportation Plan, Capital Facilities Element of Kirkland’s, or Capital Improvement Program, another plan 20</li> </ul> <p>Is the project identified in a neighborhood plan or does the project support the goals of the neighborhood plan and/or park plan?</p> <ul style="list-style-type: none"> <li>• Does not support goals or conflicts 0</li> <li>• No impact on goals of the plan 10</li> <li>• Identified in the plan or supports the goals of the plan 20</li> </ul>	
<p>Does the conceptualized design of the project meet generally accepted practices and standards including American Disability Act (ADA)?</p> <ul style="list-style-type: none"> <li>• No 0</li> <li>• Yes 10</li> </ul>	
Maintenance	
<p>How does the project impact existing City maintenance needs?</p> <ul style="list-style-type: none"> <li>• Greater than existing 0</li> <li>• Same 5</li> <li>• Less than existing 10</li> </ul>	
Total Score	

# Pilot Neighborhood Safety Program Funding Recommendations



**LEGEND**

- Funded
- Unfunded Project
- ⓧ Trail Access Point
- School Walk Route
- Cross Kirkland Corridor
- - - Trails
- Neighborhoods



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