



**CITY OF KIRKLAND**  
**CITY MANAGER'S OFFICE**  
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## **MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Jim Lopez, Deputy City Manager of External Affairs  
Daniel Lazo, Senior Community Engagement Coordinator

**Date:** March 5, 2025

**Subject:** **2025 Neighborhood Safety Program (NSP) Recommended Projects**

### **RECOMMENDATION:**

Staff recommends that the City Council provides direction on the final Neighborhood Safety Program projects for 2025. Staff will bring the final list to the May 20 Council meeting for approval.

### **EXECUTIVE SUMMARY:**

- Staff recommends that Council provide direction on the final Neighborhood Safety Program (NSP) projects for 2025.
- Option 1 is to fund the top six priority projects recommended by the neighborhood panel but limit the scope of one project to stay within current program funding at \$350,000.
- Option 2 is to fund all six NSP projects recommend by the neighborhood panel estimated to cost \$411,500 and direct staff to find additional money.
- Option 3 is to select a different mix of projects and costs based on Council priorities.
- Since 2014, the City has partnered with neighborhood associations on NSP to implement capital improvement projects focused on transportation safety through a collaborative, equitable evaluation process. Since the program's inception, 77 projects have been completed.
- For the 2025 cycle, staff received 12 project applications, reviewed each project's technical safety, and narrowed down the top priorities with the Neighborhood Project Coordinators to present recommendations to the City Council.
- The cost of two of the priority projects exceeds the \$75,000 per project limit.

### **BACKGROUND:**

In 2014, the City Council authorized the Neighborhood Safety Program (NSP) to help “re-energize neighborhoods through partnerships on capital project implementation.” At that time, representatives from the Kirkland Alliance of Neighborhoods (KAN) and other neighborhood leaders worked with City staff to develop and implement the Pilot Neighborhood Safety Program. Since 2014, 77 projects have been completed as shown in Attachment 1.

The goals of the NSP are to:

- Provide incentives 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;
- Collaborate with businesses, schools, Parent Teacher Student Associations (PTSAs), and other organizations; and
- Create an equitable distribution of improvements throughout the City.

### **Funding for NSP**

As part of the 2025-2030 CIP Adoption, Council approved \$200,000 per year of ongoing School Zone Safety Camera revenue to maintain the \$350,000 of annual funding level in place since 2014. The remaining \$150,000 per year is from 2012 Street Levy funding.

The six neighborhood panel recommended 2025 projects have an estimated cost of \$411,500. To fund all six recommended 2025 projects, staff would identify additional one-time funding of \$61,500.

The top four priority projects have an estimated cost of \$375,000 as shown in Table 1 on Page 5.

### **Staff is recommending that the Council select one of three options:**

1. Fund all six recommended projects but limiting the scope of one high-cost project (NK-1) to \$75,000 and implement the full scope over three program cycles. This would result in a total 2025 NSP estimated program cost of \$326,500 (See Council Project Recommendations section on Page 4);
2. Fund all six recommended projects at \$411,500.
3. Fund different mix of projects and costs. For example, the Council could fund the top four projects at an estimated cost of \$375,000; or

### **2025 NSP Timeline**

- **NSP Kick-Off Meeting:** October 22, 2024
- **Project Idea Due:** December 2, 2024
- **Project Conferences:** February 4-5, 2025
- **Applications Due:** February 18, 2025
- **Staff Technical Evaluation:** February 25, 2025
- **Neighborhood Panel Team Meeting:** March 5, 2025
- **Neighborhood Panel Evaluations Due:** March 21, 2025
- **Final Neighborhood Panel Team Meeting:** March 28, 2025
- **Transportation Commission Presentation:** April 23, 2025
- **City Council Presentation:** May 6, 2025
- **Projects Planned to be Completed by:** 2027

## Project Review and Prioritization

Neighborhood leaders and staff work closely each year to continuously improve a prioritization process that adheres to the Transportation Strategic Plan (TSP), updated in November 2024. The goals, policies, projects, and programs in this Plan support the City's vision for growth in the Kirkland 2044 Comprehensive Plan and define the future of transportation in Kirkland for the next 20 years.

Residents can suggest a project idea via OurKirkland<sup>1</sup> all year round. These ideas are directly shared with Neighborhood Associations when the program begins in the fall.

There are two evaluation steps to select projects for the recommendation to the City Council (amassing a score of 0-200 points). The evaluation criteria used by City staff and the neighborhood panel are listed below:

1. **Technical Safety Criteria<sup>2</sup> (0-100 points):** The City Staff Panel is made up of an interdepartmental team that evaluates the safety problem and viability of the project's solution. Staff will also assess whether the project completes a missing segment of an important transportation network, addresses a recognized safety need, is consistent with adopted plans, and meets City standards.
2. **Community Criteria<sup>3</sup> (0-100 points):** The Neighborhood Association Panel is made up of elected representatives, identified as Neighborhood Project Coordinators, from active Neighborhood Associations. These panelists evaluate the neighborhood and community benefits and support of the project. They also assess if the project expands and/or strengthens the community, addresses a recognized safety need especially among vulnerable populations, and results in a lasting, positive impact for the community.

The Technical Safety Criteria has been updated to reflect the recently adopted TSP, which includes:

- Removed four points from "Cost/likelihood to receive grant funding;" as NSP projects are generally smaller in scope and not appropriate for a regional, state, or countywide grant competitions with their own criteria and schedules;
- Added points in "Improve safety" to prioritize bicycle and pedestrian safety; and
- Defined walkability as (a) Access to Activity Centers and (b) Access to Frequent Transit to align with the maps in Appendix B Project Prioritization<sup>4</sup> of the Active Transportation Plan<sup>5</sup>.

For the completion of the Community Criteria, each Neighborhood Project Coordinator presents their projects to the Neighborhood Association Panel. Each panelist scores every project presentation, and the average of the panelists' scores determines the overall Community Criteria score for each project.

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<sup>1</sup> <https://kirklandwa.qscend.com/ourkirkland/>

<sup>2</sup> <https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/neighborhood-services/nsp/nsp-technical-scoring-criteria-updated-022125.pdf>

<sup>3</sup> <https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/pdfs/nsp-neighborhood-and-community-criteria.pdf>

<sup>4</sup> [https://www.kirklandwa.gov/files/sharedassets/public/v/1/public-works/transportation/plans-and-studies/active-transportation-plan-2022/appendixb\\_projectprioritization\\_final.pdf](https://www.kirklandwa.gov/files/sharedassets/public/v/1/public-works/transportation/plans-and-studies/active-transportation-plan-2022/appendixb_projectprioritization_final.pdf)

<sup>5</sup> <https://www.kirklandwa.gov/Government/Departments/Public-Works-Department/Transportation/Plans-and-Studies-Transportation-Division/Active-Transportation-Plan>

The Technical Safety Criteria and the Community Criteria scores then are added up for each project, resulting in a final combined score. All projects then are ordered from highest to lowest by combined score, with priority placed on the highest scores. This final score is presented to the Neighborhood Association Panel to determine what will move forward to the City Council for approval.

### **Council Project Recommendations**

As illustrated in Table 1 on Page 5, there are three priority tiers for NSP projects, with the top priority likely to be funded. Funding for the projects in the moderate priority tier is determined after more specific engineering estimates are completed and project bids are submitted.

Similar to previous years, in an effort to be nimble for the changing bid climate, instead of giving specific cost estimates so early in the process (before engineering/bid documents are produced), staff is providing cost ranges for each project as illustrated in Table 2 on Page 5. A map of the projects is included as Attachment 2.

For the last several years, approximately three projects (out of an average of 10 projects per year) have exceeded the past target NSP project limit of \$50,000. The NSP project submission limit was raised to \$100,000 for the 2023 cycle to accommodate the lack of the 2022 cycle. As of the 2025 cycle, the per-project limit has been adjusted to \$75,000. Continuing with past precedent, neighborhoods were allowed to submit projects that exceeded the target NSP project limit because they addressed important safety and accessibility projects. In 2025, six out of 12 projects exceed the target NSP project limit.

Only one neighborhood, Totem Lake, did not apply for funding as this neighborhood does not have an active neighborhood association. In addition, the Central Houghton Neighborhood Association submitted a project but did not complete the Community Criteria evaluation but was part of the final selection panel.

Table 1: NSP 2025 Project Recommendations

		General Cost Estimate	
Total Points	Project Description	Low	High
Top Priority Tier			
116	<b>South Rose Hill/Bridle Trails Priority #1 Project (SRHBT-1)</b> Improve the gravel path on the east side of 132nd Avenue NE between NE 70th Place and the sidewalk just north of NE 66th Street by Snyder Corner’s Park	\$76,000	\$100,000
112	<b>Juanita Project (JN-1)</b> Complete paved walking surface on NE 140th Street adjacent to the Kirkland Church of Christ property	\$36,000	\$75,000
110	<b>Highlands Project (HL-1)</b> Reinstall extruded walkway curbing on 112th Ave NE and NE 87th Street / 7th Avenue	\$35,000	\$35,000
107	<b>Norkirk Project (NK-1)</b> Pedestrian crosswalk improvement of 6th Street and 13th Avenue at Peter Kirk Elementary School	\$101,000	\$165,000
Total Cumulative Cost Estimates		\$248,000	\$375,000
Moderate Priority Tier			
94	<b>Moss Bay Project (MB-1)</b> Bicycle access to the CKC via Kirkland Avenue and 9th Street	\$35,000	\$35,000
88	<b>Central Houghton Project (CH-1)</b> 15-mile Speed Limit signs on Cross Kirkland Corridor, South & North of Lakeview Elementary	\$1,500	\$1,500
Total Cumulative Cost Estimates		\$284,500	\$411,500

**Table 1: NSP 2025 Project Recommendations - Continued**

Low Priority Tier			
92	<b>Lakeview Project (LV-1)</b> Speed radar sign northbound on Lakeview Drive and NE 58th St	\$76,000	\$100,000
84	<b>South Rose Hill/Bridle Trails Priority #2 Project (SRHBT-2)</b> Install 25 MPH Transverse Bar Pavement Markings to reduce vehicle speed at the bend where 116th Avenue NE turns into NE 80th Street	\$35,000	\$35,000
84	<b>Evergreen Hill Project (EH-1)</b> Install Speed Radar Feedback sign on Westbound NE 140th Street and 118th Avenue NE in the direction pointing to Robert Frost Elementary	\$101,000	\$120,000
82	<b>Finn Hill Project (FH-1)</b> Flashing Beacon Lights on an existing school warning sign 141st Street and 80th Avenue NE	\$35,000	\$35,000
80	<b>North Rose Hill Project (NRH-1)</b> Raised crosswalk on NE 100th Street and 128th Avenue NE (east end of 100th Street going north/south 128th)	\$101,000	\$103,000
79	<b>Everest Project (EV-1)</b> Traffic circle at the intersection of Kirkland Avenue and Cedar Street	\$76,000	\$100,000
<b>Total Cumulative Cost Estimates</b>		\$708,500	\$904,500

**Table 2: NSP Cost Range Reference**

Low Cost	Medium Cost	High Cost	Exceeding Cost
\$35,000≥	\$36,000 – 75,000	\$76,000 – 100,000	\$101,000≤

The average cost of projects has increased significantly over the years due to a number of factors, including inflation and the cost of equipment and materials continues to increase substantially due to supply chain delays. This continues to result in fewer projects being funded and a need for more contingency in a fluctuating market. Table 3, below, shows an overview of the cost breakdown of average cost, number of funded projects, and total cost of projects.

**Table 3: Overview of Funded NSP Projects Through the Years**

<b>Year</b>	<b>Average Cost</b>	<b>Number of Funded Projects</b>	<b>Total Cost of Projects</b>
<b>2014</b>	\$49,697	8	\$397,572
<b>2015</b>	\$47,928	12	\$575,134
<b>2016</b>	\$32,780	14	\$458,920
<b>2017</b>	\$48,559	8	\$388,473
<b>2018</b>	\$39,642	10	\$396,418
<b>2019</b>	\$78,777	7	\$551,439
<b>2020</b>	\$111,744	4	\$446,977
<b>2021</b>	\$112,800	3	*\$338,400
<b>2023</b>	\$116,933	4	*\$632,000
<b>2024</b>	\$37,556	6	**\$225,337
<b>2025</b>	\$68,583	6	**\$411,500

\*High-level cost estimates (based on 75% engineer's estimate, including in-house and consultant costs)

\*\*Preliminary high-level cost estimates for the top priority projects (based on recent bids for similar projects).

In 2023, both KAN and the NSP representatives at the time agreed to remove rectangular rapid flashing beacons (RRFB) from the program to fund a larger number of less expensive projects.

This year, the Neighborhood Association Panel approved NK-1 at an estimated \$164,000 with the request that staff analyze further how to bring the cost closer to the \$75,000 project limit. Upon evaluation from staff, NK-1 would need to be three separate crosswalk improvement projects implemented over three program cycles to be within the project limit. Staff also agreed that a full pedestrian intersection improvement would be best to fund altogether rather than three separate projects over several years. Full intersection projects are typically not submitted to NSP and instead are addressed as a capital improvement project. Council may decide to fund this full intersection project for this cycle of NSP as an exception to minimize construction inefficiencies.

As highlighted in Option 1 on Page 2, NK-1 would be a three-year-funded project. Option 1 is within the \$75,000 project limit per year. If Council elects this option, staff recommends that the Norkirk neighborhood cannot apply for new projects until this project is complete, and that the phased Norkirk project would not have to compete for funds in subsequent years to complete the full scope.

In addition, the Neighborhood Association Panel also approved seven projects originally, but upon further staff evaluation, only one project per neighborhood has been approved in the past. South Rose Hill/Bridle Trails neighborhood was the only neighborhood to submit two projects, in which their first priority was top ranked. Their second priority was low cost; thus, bundled with the moderate priority tier. It moved to the low-priority tier to follow precedent in the program rules.

## **Status of Prior NSP Projects**

The 2021/2023 NSP construction was designed and advertised for construction as one package. There are six sites currently in construction for the 2021/2023 NSP with the construction slated for completion by late Spring 2025.

The 2024 NSP is currently in the preliminary design stages with the construction starting either Fall 2025 or Spring 2026. Attachment 2 shows both the recommended NSP projects for 2025 and the upcoming 2024 NSP projects to be completed.

### **NEXT STEPS:**

Staff seeks the City Council's direction on the prioritized NSP project list; and recommends that the City Council select one of three options:

1. Fund all six recommended projects but limit the scope of one high-cost project (NK-1) to \$75,000 and implement the full scope over three program cycles. This would result in a total 2025 NSP estimated program cost of \$326,500 (see the Project Recommendations section on Page 4);
2. Fund the top four projects at a total estimated cost of \$375,000; or
3. Fund all six recommended projects at \$411,500 and direct staff to find additional money.

Staff will return to the May 20 Council for approval of the final NSP project list and any required fiscal notes.

### **ATTACHMENTS:**

Attachment 1 - Map of the Completed 2014-2023 NSP Projects

Attachment 2 - Map of Recommended 2025 and Upcoming 2024 NSP Projects





