



2020



NEIGHBORHOOD SAFETY PROGRAM



NEIGHBORHOOD SAFETY PROGRAM OVERVIEW

The City Council authorized the Neighborhood Safety Program (NSP) in June 2014 to reenergize Neighborhood Associations by empowering them to work collaboratively to identify, prioritize and address pedestrian and bicycle safety issues in Kirkland neighborhoods.

The Program is funded by the voter approved 2012 Streets Levy (\$150,000 per year) and City Council's Walkable Kirkland Initiative (\$200,000 per year until 2020). Each year there is a total of \$350,000 available for projects under \$50,000. Projects fall into the following categories:

- **Bicycle facility:** Bike lanes or trails.
- **Crosswalks:** New crosswalks, improved crosswalk ramps (ADA), crosswalk islands, and rapid flashing beacons.
- **Intersection Improvement:** Signage, parking, and pedestrian "bump outs."
- **Traffic Calming*:** Traffic islands, speed cushions, pedestrian "bump outs," signage, and radar signs.
- **Walkway/Sidewalk and Trail:** Gravel trails, steps, curb, traffic delineators, and sidewalks.
- **Street Light:** On existing utility pole or installing a light new pole.

Improvements are restricted to City property including streets, parks, community facilities, and the Cross Kirkland Corridor.

* Concerns related to traffic calming (including cut-through traffic) and sight distance will be forwarded to the Neighborhood Traffic Control Program (NTCP) prior to being eligible for funding through the Neighborhood Safety Program. These projects require data collection and a public outreach process before traffic calming devices can be selected and implemented. Once they have been through this neighborhood process, and traffic calming changes have been approved, the project will be eligible to compete for funding through the Neighborhood Safety Program.



2020 Neighborhood Safety Program

WORK WITH YOUR NEIGHBORS

A primary goal of the Neighborhood Safety Program (NSP) is to reenergize Kirkland's Neighborhood Associations. Individuals, community organizations, and businesses are encouraged to work directly with their respective Neighborhood Associations to help identify, review, and prioritize NSP projects.

Find your Neighborhood Association

To find your Neighborhood Association, go to www.kirklandwa.gov/neighborhoods and select Neighborhood Associations in the left navigation. Enter your address in the "Find Address" field located above the Neighborhood Association map.

HOW TO APPLY

Step 1: Suggest a Project

Enter your project idea in the "Suggest a Project" interactive map at: <http://maps.kirklandwa.gov/Html5Viewer/?viewer=-capitalImprovement> at any time during the year. (Click the "I want to..." orange button and then select "Submit a Project Idea" in the drop-down dialog box. The interactive map will step you through pin-pointing your project location, selecting a project type and describing your idea.) The City reviews and responds to all suggestions and will let you know if your project meets the NSP parameters.

Step 2: Participate in Neighborhood Association

At your Neighborhood Association meeting, you will be able to participate in the following:

- Select the top priority project(s) from the "Suggest a Project" list. (Note: Each Neighborhood can select a **maximum of two projects totaling less than \$50K combined**. Rapid Flashing Beacons are estimated at \$50K.)
- Identify a Neighborhood Project Coordinator who will become the project advocate. They are responsible for soliciting support for the project, attending a Project Conference, completing the application and working with staff to keep the project on track during implementation.
- Elect a Neighborhood Panel member who will join other neighborhood representatives to evaluate, score, and award NSP projects across the entire City.

- Complete and submit a **Project Idea** form for selected projects. (Note: This is typically done by the Neighborhood Project Coordinator).

City staff will review all **Project Idea** forms, help refine solutions to meet City standards, and develop cost estimates for Step 3.

Step 3: Neighborhoods Submit Project Application

Before the application is complete, City staff will meet with the Neighborhood Project Coordinator at a Project Conference to go over the scope and budget of each project. Staff will also work closely with the Neighborhood Project Coordinator to complete the project application. (Note: Each Neighborhood can submit a **maximum of two projects totaling less than \$50K combined**. Rapid Flashing Beacons are estimated at \$50K.)

NEIGHBORHOOD SAFETY PROGRAM PROJECT EVALUATION

There are two evaluation steps to select projects for the recommendation to the City Council. The evaluation criteria used by City staff and the neighborhood panel is listed below:

City Staff Panel—Technical Safety Criteria (0–100 points)

The City staff panel is made up of an interdepartmental team who will evaluate the safety problem and viability of the solution of the project. Staff will also assess if 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.

Neighborhood Panel—Neighborhood and Community Criteria (0–100 points)

The neighborhood panel is made up of elected representatives from all of Kirkland's Neighborhoods who will evaluate the neighborhood and community benefit and support of the project. The neighborhood panel will also assess if the project expands and/or strengthens the neighborhood and community, addresses a recognized safety need (especially with a vulnerable population), and will result in a lasting, positive impact for the community.

For detailed information about the Neighborhood Safety Program project criteria, go to www.kirklandwa.gov/nsp.



2019 NEIGHBORHOOD SAFETY PROGRAM SCHEDULE

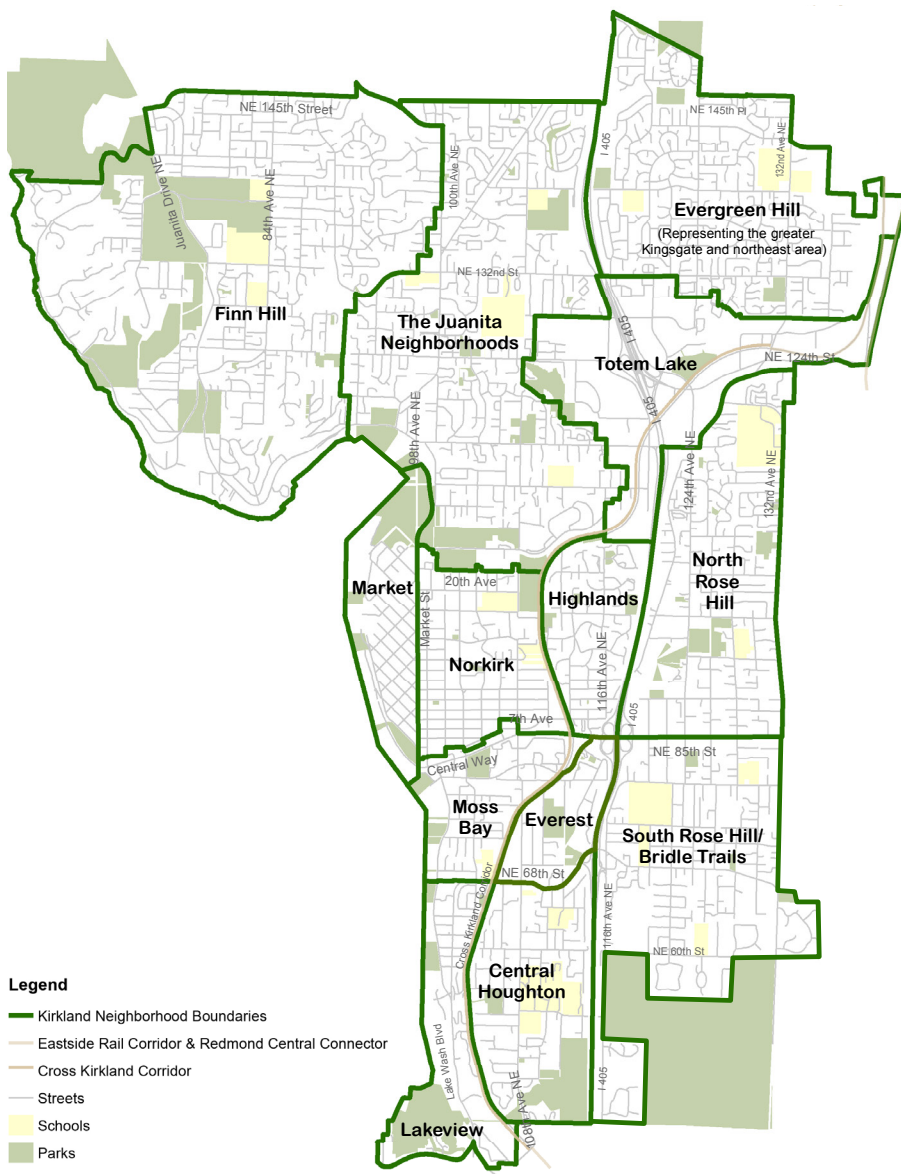
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| Project Idea Forms Due: | December 2, 2019 |
| Project Conferences: | February 4 or 6, 2020 |
| Applications Available: | After Project Conference |
| Applications Due: | February 14, 2020 |
| Staff Review: | February 14–28, 2020 |
| Panel Review: | March 3–24, 2020 |
| Panel Decision: | March 24, 2020 |
| City Council Decision: | April 21, 2020 |
| Projects Announced: | April 22, 2020 |
| Projects Completed By: | June 1, 2021 |

NEIGHBORHOOD SERVICES CONTACTS

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For more information, visit: www.kirklandwa.gov/nspp



NEIGHBORHOOD AND COMMUNITY CONTRIBUTION

One of the primary goals of the Neighborhood Safety Program is to foster collaboration between neighborhoods and community organizations to leverage the limited resources. Contributions are encouraged (but not required). The following items qualify as contributions:

- Donated professional services
- Donated materials or supplies
- Volunteer labor
- Grants
- Cash donations

The following are some basic requirements for neighborhood and community contributions:

- The amount and type of contribution must be appropriate to the needs of the project.
- Assistance from City staff or funds from elsewhere in the City cannot be counted as a community contribution.
- Time spent preparing the application or fundraising cannot be counted as a contribution.
- All volunteer labor is valued at \$24.69 an hour.
- Professional services, if needed for the project, are valued at the "reasonable and customary rate."

FREQUENTLY ASKED QUESTIONS

Neighborhood Association Involvement

Does a Neighborhood Association review, evaluate, and submit all NSP projects proposed within that neighborhood?

One of the main goals of the Neighborhood Safety Program is to reenergize neighborhoods and create opportunities for collaboration within neighborhoods. Neighborhood Project Coordinators are strongly encouraged to work with the Neighborhood Association(s) where the project is located. Additional points are given to projects that are ranked and supported by the Neighborhood Association(s).

Developing Project Cost Estimates

Who determines the costs of improvements?

City staff and project engineers will review the **Project Idea** form and help the Neighborhood Project Coordinator scope the project and determine cost estimates. (**Note:** Actual costs may vary depending on contractor prices and if City staff can do the construction.)

Project Conference

What happens at the project conference?

City staff and project engineers will meet with the Neighborhood Project Coordinator to answer questions, refine project scope, develop final cost estimates, and create maps and project plans that will be submitted with the NSP application. The NSP application will be available at the conference.

Project Compliance with Plans

How does an applicant know if a project is identified in a plan?

City staff can help Neighborhood Project Coordinators determine if a project is identified in the Neighborhood Plan, Capital Improvement Program, Transportation Master Plan, or other relevant plans.



Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

TITLE VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or titlevicoordinator@kirklandwa.gov.