CITY OF BELLEVUE
In Partnership with the University of Washington

PLANNING
RECOMMENDATIONS FOR A SOUTH BELLEVUE MINI CITY HALL

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Livable City Year 2018–2019
in partnership with City of Bellevue

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in partnership with
City of Bellevue
www.washington.edu/livable-city-year/
We would like to express our gratitude to the participants who completed our online surveys and provided valuable insights. Their willingness to share their thoughts and sentiments helped to advance the depth of this report. We would also like to thank the community stakeholders who took the time to talk and meet with us. Thank you to Community Advocate Coordinator Blanca Westrich and Community Advocate Miran Hothi, from International Community Health Services (ICHS), for educating us about the work your organization does, and for helping us form recommendations for a new Mini City Hall to serve South Bellevue. Thank you to Mercedes Córdova-Hakim, from the Chinese Information and Service Center (CISC), for providing an in-depth description of the work you do at Bellevue's current Mini City Hall, for taking the time to explain the history of your organization, and for advising us in our work on this project. Thank you to Sapan Parekh, Associate Director of Service-Learning and Community Engagement at the RISE Learning Institute, for detailing various programs Bellevue College offers. Thank you to Debbie Lacy, Executive Director of the Eastside Refugee and Immigrant Coalition, for explaining the relationship between Mini City Hall and your organization. Thank you to Jen Newton, Manager of the South Bellevue Community Center, and your staff, for sharing with us the potential of your facility hosting a new Mini City Hall. Thank you to Inger Johnson for sharing information related to the vacant storefronts at Eastgate Plaza. Thank you Kalin Berger for sharing with us about the vacant storefronts inside the Factoria Mall. Lastly, we thank Ying Carlson and Mike McCormick-Huentelman, from the City of Bellevue, for their support and assistance over the course of our study.
Bellevue’s existing Mini City Hall at the Crossroads Shopping Center primarily serves residents of Northeast Bellevue.

CITY OF BELLEVUE

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Bellevue’s existing Mini City Hall at the Crossroads Shopping Center primarily serves residents of Northeast Bellevue.
ABOUT LIVABLE CITY YEAR

The University of Washington's Livable City Year (LCY) initiative is a partnership between the university and one local government for one academic year. The program engages UW faculty and students across a broad range of disciplines to work on city-defined projects that promote local sustainability and livability goals. Each year hundreds of students work on high-priority projects, creating momentum on real-world challenges while serving and learning from communities. Partner cities benefit directly from bold and applied ideas that propel fresh thinking, improve livability for residents, and invigorate city staff. Focus areas include environmental sustainability; economic viability; population health; and social equity, inclusion and access. The program's 2018–2019 partner is the City of Bellevue; this follows partnerships with the City of Tacoma (2017–2018) and the City of Auburn (2016–2017).

LCY is modeled after the University of Oregon's Sustainable City Year Program, and is a member of the Educational Partnerships for Innovation in Communities Network (EPIC-N), an international network of institutions that have successfully adopted this new model for community innovation and change. For more information, contact the program at uwlcy@uw.edu.

ABOUT CITY OF BELLEVUE

Bellevue is the fifth largest city in Washington, with a population of more than 140,000. It's the high-tech and retail center of King County's Eastside, with more than 150,000 jobs and a skyline of gleaming high-rises. While business booms downtown, much of Bellevue retains a small-town feel, with thriving, woody neighborhoods and a vast network of green spaces, miles and miles of nature trails, public parks, and swim beaches. The community is known for its beautiful parks, top schools, and a vibrant economy. Bellevue is routinely ranked among the best mid-sized cities in the country.

The city spans more than 33 square miles between Lake Washington and Lake Sammamish and is a short drive from the Cascade Mountains. Bellevue prides itself on its diversity. Thirty-seven percent of its residents were born outside of the US and more than 50 percent of residents are people of color, making the city one of the most diverse in Washington state.

Bellevue is an emerging global city, home to some of the world's most innovative technology companies. It attracts top talent makers such as the University of Washington-Tsinghua University Global Innovation Exchange. Retail options abound in Bellevue and artists from around the country enter striking new works in the Bellwether arts festival. Bellevue's agrarian traditions are celebrated at popular seasonal fairs at the Kelsey Creek Farm Park.

Bellevue 2035, the City Council's 20-year vision for the city, outlines the city's commitment to its vision: “Bellevue welcomes the world. Our diversity is our strength. We embrace the future while respecting our past.” Each project completed under the Livable City Year partnership ties to one of the plan’s strategic areas and many directly support the three-year priorities identified by the council in 2018.
BELLEVUE 2035: THE CITY WHERE YOU WANT TO BE

Planning Recommendations for a South Bellevue Mini City Hall supports the High-Performance Government target area of the Bellevue City Council Vision Priorities and was sponsored by the Community Development Department.

HIGH PERFORMANCE GOVERNMENT

Bellevue is characterized by high performance government. Our residents live in a safe, clean city that promotes healthy living. The perception of safety contributes to the success of businesses and neighborhoods. Police, fire and emergency personnel are seen by citizens every day, and we ensure that these services reflect high standards and pride.

People are attracted to live here because they see that city government is well managed. Our high quality of customer service ensures that residents realize a direct link between their tax dollar investments and the services they receive. We make public investments wisely, assuring taxpayers that we are living within our means, while also ensuring that we have superb infrastructure to support growing businesses and desirable residential opportunities. We have beautiful public buildings that residents point to with pride. Government plays its role in supporting the careful balance of neighborhoods, commercial and retail growth, diverse residential living opportunities, and amenities that characterize Bellevue.

City leadership fosters careful, long-term planning, responsible financial policy, and thoughtful partnerships with businesses, the nonprofit sector, and the region.

We seek input from our residents and businesses, and this input informs city decision-making. We make decisions in a transparent manner. We support public engagement and connectivity. Bellevue does its business through cutting-edge technology. City government uses technology to connect with its residents, giving them voice in their community. Our boards, commissions, and other citizen advisory groups assist the City Council in providing superior leadership by representing the diverse interests of the city and providing thoughtful and creative ideas that assure sound policy direction and decisions.

Our residents care for Bellevue. They speak up and collectively work to address our mutual needs. In Bellevue, our commitment to public service is paramount. Our residents know that their local government listens, cares about, and responds to them.

For more information please visit: https://bellevuewa.gov/city-government/city-council/council-vision
Livable City Year (LCY) is a program operated out of the University of Washington (UW). The program partners with cities from across the Puget Sound region, contracting with one each year and coordinating a host of projects, bringing together faculty and students from diverse departments and programs of the UW and various project leads from the city-partner. Students address problems and goals as they are pronounced by city-partners and as they relate to livability themes. During the 2018-2019 Academic Year, the UW is partnering with the City of Bellevue. This final report represents the work of students from the UW Community, Environment, and Planning (CEP) major. Students pursuing this major were tasked with different LCY projects, whose themes ranged from trail oriented development to neighborhood planning and walkability. This particular project grapples with the proposed new Mini City Hall for South Bellevue.

The City tasked our team of five students with finding a location and determining a set of services for an new Mini City Hall to serve the residents of South Bellevue. This new Mini City Hall would not replace the existing one, but rather supplement it, offering the same services, as well as new ones tailored to the South Bellevue community. The current Mini City Hall, located at the Crossroads Shopping Mall, has existed for more than 20 years and has helped those who are less familiar with how government works. Mini City Hall at Crossroads currently provides information and referral services in multiple languages, utilities payment services, and legal assistance referrals. Bellevue’s existing Mini City Hall partners with a variety of community organizations, like International Community Health Services (ICHS), that provide culturally and linguistically appropriate health services.

As a preliminary step in our work, we reviewed case studies from across the country. This enabled us to view what makes other satellite city halls successful, as well as pitfalls to avoid. We also researched the demographics of South Bellevue. This allowed us to tailor recommendations to the area. Next, we distributed a pair of surveys, one to the Mini City Hall staff and another to South Bellevue residents. We hoped to learn from staff respondents: how they learned about Mini City Hall, how they commuted to work there, if they had any concerns about the site’s location, about the demographics of volunteers, and what advice they would offer creators of a new Mini City Hall in South Bellevue. We used the residential survey to gauge interests and desires of residents related to forming a new Mini City Hall in South Bellevue.
In order to find the best location in South Bellevue, we needed to identify key characteristics of a good location. To do this, we created a location matrix. One of the most important assets we considered was whether a site functioned as a social gathering space, or third place, and its accessibility from an array of transportation modes (walking, bicycling, and riding the bus). After creating and reviewing the location matrix, we visited seven sites around South Bellevue: Bellevue College, Eastgate Park and Ride, Eastgate Plaza, Factoria Mall, Newport Hills Shopping Center, Newport Way Library, and South Bellevue Community Center. After conducting interviews with staff from these locations, we made a final decision about where to recommend the City of Bellevue locate its new facility.

**SUMMARY OF FINAL RECOMMENDATIONS**

We recommend that the City select one of the several vacant storefronts inside the Factoria Mall. The location functions as a third place and is easy to access via all modes of transportation. Furthermore, we recommend that a new Mini City Hall have a private room for residents to receive assistance on personal and sensitive matters out of view of others, and that it provide multilingual and health services like the existing Mini City Hall does. Based on the results of the resident survey, parks and recreation information (e.g., information about YMCA programs), and a Permitting center that offers the same services as the Permit Center at the main City Hall (e.g., assistance completing permit applications, information related to zoning) could also be offered out of a new Mini City Hall.
WHAT CAN MINI CITY HALL MEAN FOR HISTORICALLY DISADVANTAGED COMMUNITY MEMBERS?

Have you ever wondered how a city can guarantee that all community members—including historically disadvantaged community members, like immigrants with limited English language skills—actually benefit from equal access to local government agencies and community-based organizations? Imagine an undocumented immigrant trying to leave an abusive relationship, with a status likely to leave her vulnerable to persecution and deportation. She may be hesitant to reach out to authorities and request help in escaping from a potentially life-threatening situation. Bellevue’s Mini City Hall was there for Maria in 1996 as she tried to leave an abusive relationship. Maria shared that Mini City Hall empowered her to fight for her life. Mini City Hall could be there for many others who feel like they have no other place to go to.

THIS PROJECT

Bellevue is the largest minority-majority city in the State of Washington, and it is trying to exemplify what a city can become when it considers and responds to the needs of all residents, including those from historically marginalized and underrepresented groups (Balk 2016).

Specifically, Bellevue wants to expand the success and reach of Mini City Hall into South Bellevue. Our team of five students was tasked to look into how Bellevue Mini City Hall functions, what makes it so successful, and how its features could be applied to a new location in South Bellevue.
To learn about how Mini City Hall works, we visited the Crossroads Mall and spoke with Ying Carlson, the Community Service Supervisor of the Mini City Hall. We learned that Mini City Hall opened in 1995, with the intended purpose of extending government and community services to residents of East Bellevue. Its location has been the key to its success. The Crossroads Mall functions as a third place, or community gathering space, for the surrounding neighborhoods. There are flags in the mall that represent many different countries (possibly the countries of origin to many of the area’s immigrants). The restaurants at the mall cater to diverse crowds and feature cuisines from many different regions of the world. The surrounding neighborhoods foreign-born population makes up 57% of its population (American Community Survey 2016).

After developing understandings of how Bellevue’s Mini City Hall functions, we were tasked with identifying a location, services, and staff assignments for a new Mini City Hall in South Bellevue. As mentioned before, the City’s current Mini City Hall serves East Bellevue residents. While the main City Hall serves all of Bellevue, it is located in the northwest part of the city (downtown), leaving South Bellevue residents the farthest away from any City Hall.
MULTI-FACETED APPROACH

We devised a multi-faceted approach to this project since we were responding to two questions: 1) What location best suits a new Mini City Hall to serve South Bellevue communities? 2) What services should operate out of the new Mini City Hall? First, we visited the current Mini City Hall at the Crossroads Mall to experience the site firsthand and learn about its location and the services it provides residents. During our site visit, we interviewed Ying Carlson, the Community Service Supervisor. Our goal for meeting with Ying was to learn what makes Mini City Hall successful and how its successes could be transferred over to a new facility in South Bellevue. Next, we investigated case studies that involved satellite city halls or government services from other parts of the country: Coral Springs City Hall in the Mall in Florida, the Westfield Southcenter Library in Washington, and the Philadelphia Northeast Municipal Services Center in Pennsylvania. Next, we researched the demographics of South Bellevue so that our group could identify any potential services that would serve the residents of South Bellevue.

OUTREACH

Our approach also involved surveying staff and volunteers from Bellevue’s existing Mini City Hall and residents of South Bellevue. In surveying both groups, we asked what could be improved upon in the creation of a new Mini City Hall. We reached out to businesses and organizations that could potentially partner with the City to in forming a new Mini City Hall in South Bellevue. Our outreach to volunteers, staff, residents, and potential helped us provide answers to the City about where to locate a new Mini City Hall and about what kind of services it should offer.

SITE VISITS

To identify a location for a South Bellevue Mini City Hall, we conducted a series of site visits. However, before we visited any sites, we made decisions about what we were looking for as this would help us to evaluate and compare sites. We created a criteria matrix and evaluated the following assets: locational context, age/condition, educational and commercial opportunities, community gathering potential, existing development, general character, development potential, multimodal transportation accessibility, personal vehicle access, programs available, availability of space, and any additional factors. We visited the following seven sites: Newport Library, South Bellevue Community Center (SBCC), Eastgate Park and Ride, Bellevue College, Eastgate Plaza, Factoria Mall, and Newport Hills Shopping Center. We interviewed staff at the Newport Way Library and SBCC to gauge their interest in becoming the site for a new Mini City Hall.
To experience how the current Bellevue’s Mini City Hall functions, we visited the site, accompanied by our instructor, Rachel Berney. Our first impression was that the Crossroads Mall is not a traditional mall. While the tenants of most malls are retail giants like Macy’s, Nordstrom, and JCPenney, the tenants of Bellevue’s are QFC and Joann Fabrics and Crafts. We also noted the variety of restaurants featuring diverse ethnic cuisines, and we were surprised by a display of more than a dozen flags hanging from the wall near the food court. We considered this demonstration a gesture of welcome to culturally diverse communities of the area.

During our visit to the Crossroads Mall we interviewed Ying Carlson, the Community Service Supervisor of the Mini City Hall. We learned about the importance of the site as a third place, referring to a space where people feel comfortable convening for social purposes. Cafes, libraries, bookstores, and gyms may all be referred to as third places because they fall third on the list of places where we spend our time, with home being first and work/school being second (see Appendix C to view a map of third places in Bellevue). It is important to place a Mini City Hall in a third place where community members already feel comfortable. It is also useful to locate Mini City Halls in a third place because people are able to do multiple things during one visit (e.g., eating, shopping, recreating). We learned that the Mini City Hall at Crossroads presents a “soft face” of local government, offering services in a less formal setting to accommodate residents who may be less familiar with government practices and/or less comfortable at the main City Hall in downtown Bellevue. Many of the clients Bellevue’s existing Mini City Hall serves have limited English language skills, are low income, and are seniors with low incomes. Some of the services that Mini City Hall provides to serve these populations include multilingual services eight hours a day, Monday-Saturday; Medicare enrollment help; and childcare resources.

In our evaluation of Bellevue’s existing Mini City Hall, we sought to identify successful practices already in place and encourage their continued use at the Mini City Hall in South Bellevue. We envision a new Mini City Hall to serve as a gateway between residents and agencies and organizations that provide healthcare, legal assistance, and educational opportunities that historically marginalized communities need and often struggle to access.

We recognized that a new Mini City Hall should not be a duplicate of the current Mini City Hall. Rather, it should serve the unique interests of South Bellevue communities. In addition to visiting Bellevue’s Mini City Hall at Crossroads Mall, it was essential for our team to conduct research to develop a more complete understanding of the importance of access to more open and less formal civic institutions where diverse communities feel welcome. To gain more knowledge of how satellite city halls functioned, we reviewed three case studies from different parts of the country.
We believed it was in our interest to review satellite city halls from across the country in order to learn more about the common attributes that make satellite city halls successful in their communities. We narrowed our investigation to three examples: Southcenter Library in Tukwila, Washington, the Coral Springs City Hall in the Mall in Coral Springs, Florida, and the Philadelphia Northeast Municipal Services Center in Philadelphia, Pennsylvania. Taken together, the three case studies offer a diverse set of satellite civic centers located in unique settings and regions, and offering different services in their communities.

**TUKWILA, WASHINGTON: SOUTHCENTER LIBRARY**

Our first case study is local to the Puget Sound, Southcenter Library located at the Southcenter Mall. Southcenter Mall is the largest mall in the Pacific Northwest; it is located in Tukwila, an extremely diverse city to the south of Seattle. The mall functions as a third place for communities of the greater south King County area. A survey indicated that south King County was in need of more library services, and on May 8, 2004, the Southcenter Library opened.

The services offered at Southcenter Library include: help conducting job searches, assistance with career advancement, support developing computer skills, help accessing materials in different languages, and tutoring to improve reading competencies. Resources such as printers, scanners, and copiers are also available to the public. Story time for toddlers is another program offered at no cost to community members.

The Southcenter Library has received positive reviews. Out of nine reviews on Yelp, ranging from 2007 to 2018, the library has earned 5/5 stars. Reviewers comment on the library's cleanliness, safe atmosphere, and friendly staff, and make note of the free programs for children and adults, as well as the diverse selection of books.
Our findings from the case studies confirm several of the points made by Ying Carlson: location, services, and staff are all important to the success of a mini city hall. The two satellite offices (Southcenter Library and Coral Springs City Hall in the Mall), which both received good reviews on the internet, are located in areas that are easy to access by personal vehicle and mass transit. Both facilities offer services that respond to the surrounding community’s needs and are staffed by helpful and friendly staff. Meanwhile, the Philadelphia Northeast Municipal Services Center lacks adequate parking for people who attempt to access it by car and employs staff that clients describe as unfriendly. Despite the mixed reviews of the latter mini city hall, it does offer a multitude of important services to community members. In particular, we find the assistance programs and the satellite office of the local representative to be important resources for community members.

**CORAL SPRINGS, FLORIDA: CORAL SPRINGS CITY HALL IN THE MALL**

Coral Springs City Hall in the Mall is located in Coral Square Mall in Coral Springs, Florida. Similar to the existing Bellevue Mini City Hall, the Coral Springs City Hall in the Mall operates out of a third place. It opened in 1995 through a partnership with the United States Department of State, Passport Division. The site offers fingerprinting, garbage and recycling information, fax and photocopy services, notary assistance, and voter registration help. The passport services are the most utilized of all. Its location is accessible not just to people who use single occupancy vehicles but also to those who rely on public transportation, with three bus lines serving the mall.

Overall the Coral Springs City Hall in the Mall receives positive reviews on Yelp, earning 4.5/5 stars, based on 10 reviews. Many people comment on the friendly staff and convenient location, and many reviewers note the quick and easy process of obtaining a passport.

**PHILADELPHIA, PENNSYLVANIA: PHILADELPHIA NORTHEAST MUNICIPAL SERVICES CENTER**

The Philadelphia Northeast Municipal Services Center is a satellite city hall in Philadelphia’s far northeast neighborhood. The facility recently relocated to a larger space. The center is now located in a plaza that includes an outlet store, a restaurant, and a Police and Fire Federal Credit Union Branch. Two bus lines run within a block of the site, making it accessible to people who rely on public transportation.

The services offered at the center include: assistance for tax filing and utility payments, consultations with government representatives, and permitting services. There are satellite offices for the Department of Revenue, Licenses and Inspections, and for Councilman Brian O’Neil. Despite the multitude of services offered at the center, public reviews have been mixed. Many reviewers complain about limited parking available nearby the plaza, long waits to receive help, and unfriendly staff. The center serves approximately 30,000 residents a year, so this might explain the long waits. Google gives the center 3.4/5 stars, based on 14 reviews.

Students selected sites from across the country to broaden their understandings of satellite city hall operations.
Satellite city halls can aid in extending city services throughout a town or city, bridging the gap between bureaucracy and residents. They can also support historically marginalized populations which may not easily access a main City Hall.

It was important for our team to learn about what makes a mini city hall successful and how a mini city hall can be integrated optimally in the neighborhoods it serves. We asked ourselves, what would a South Bellevue Mini City Hall look like? What services would it offer residents? We knew that some of the services offered at the current Mini City Hall could also be provided at a South Bellevue site, but we needed to identify additional services residents of South Bellevue would need or desire that might be different. We decided to create a demographic profile of South Bellevue so that we could start to assess some of the likely interests and needs of residents of the area. This also helped us identify partners that specialize in serving communities of South Bellevue satellite city halls can aid in extending city services throughout a town or city, bridging the gap between bureaucracy and residents, and offering support to historically marginalized populations.

Satellite city halls can aid in extending city services throughout a town or city, bridging the gap between bureaucracy and residents.

DEMOGRAPHICS

Researching the demographics of South Bellevue helped our group identify who a South Bellevue Mini City Hall would serve. This phase of our process aided us in forming recommendations for the City of Bellevue about the kinds of services a new Mini City Hall should offer.

We reached out to Gwen Rousseau, an associate planner and demographer for the City of Bellevue, to obtain demographics data. We received data on race/ethnicity, household income, age, and educational attainment. This information was available for each neighborhood in Bellevue and based on data compiled from the 2016 American Community Survey. Since we wanted to narrow our scope to the demographics of South Bellevue, we only considered data for the neighborhoods of Cougar Mountain/Lakemont, Eastgate, Factoria, Newport, and Somerset. All of these neighborhoods are south of I-90, with the exception of Eastgate which extends north and south of I-90.

We found that South Bellevue has similar demographic characteristics to the Eastside of the Seattle Metropolitan Area. The total population of South Bellevue is 40,006, 28.5% of the city's total population. Overall, South Bellevue's residents are higher-income, highly educated, and diverse — with representation from all over the world, with especially high numbers of foreign-born and immigrant populations from East and South Asia. Following are some of the demographic features that stood out to us during our review of data.

South Bellevue Demographics

In South Bellevue, the total population is 40,006, which is 28.5% of the city's total population. Overall, South Bellevue’s residents are higher-income, highly educated, and diverse — with representation from all over the world, with especially high numbers of foreign-born and immigrant populations from East and South Asia. Following are some of the demographic features that stood out to us during our review of data.
DIVERSITY
The neighborhoods of South Bellevue are composed of diverse communities. According to the 2016 American Community Survey, just over half the population identifies as white (54.4%). People of Asian origin are by far the largest minority group, representing 32% of the population. Almost 7% of the population identifies as Hispanic. A notable portion of South Bellevue residents identify with two or more races (4.3%). A smaller percentage of the population is African American (1.9%).

AGE OF SOUTH BELLEVUE RESIDENTS

- Under 18: 23.1%
- 18 - 44: 30.8%
- 45 - 64: 32.1%
- 64 and older: 14%

RACIAL COMPOSITION OF SOUTH BELLEVUE

- 54.4% White
- 32% Asian
- 6.9% Hispanic
- 4.3% Two or more races
- 1.9% African American
**TRANSENT AND IMMIGRANT POPULATION**

- 28.81% are foreign born.
- 71.2% of immigrants are from Asia.
- 33.4% are from other US states or territories.
- 33% can speak a language other than English.

**FOREIGN BORN POPULATION ORIGIN**

- 71.2% Asia
- 10.6% Europe
- 2.3% Africa
- 11.1% Latin America
- 3.3% North America
- 1.5% Oceania

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**EDUCATION AND WEALTH**

- 61.8% of adults aged 25 and older hold a bachelor's degree.
- 57% of households have an annual income of $100,000 or more.
- 22.6% of households generate annual incomes of $200,000 or more.
- The homeownership rate is 76.4%.

**EDUCATIONAL ATTAINMENT IN SOUTH BELLEVUE**

- Bachelor’s Degree or higher 61.8%
- Some college, no diploma 15.2%
- Associate’s Degree 7.8%
- High school graduate (includes equivalency) 11.6%
- 9th to 12th grade, no diploma 1.5%
- Less than 9th grade 2.1%
ANNUAL HOUSEHOLD INCOME

- $200,000 or more: 22.6%
- $150,000 to $199,999: 15%
- $100,000 to $149,999: 19.6%
- $50,000 to $99,999: 23.0%
- Less than $50,000: 19.9%

2016 AMERICAN COMMUNITY SURVEY
THE VOLUNTEER/STAFF SURVEY

In order to glean an inside perspective about the inner workings of Bellevue’s Mini City Hall, we created a survey for volunteers and staff. We wanted to understand what brought them to their stations as volunteers originally, what they do as volunteers, and what impact they have had on the community. Questions about how Mini City Hall could be improved were included so that we could detect problems or barriers which may impede the success of Mini City Hall. We also wanted to gauge their interest in a new Mini City Hall coming to South Bellevue. Lastly, we asked questions that targeted demographics like gender, race, and age.

To view the Volunteer/Staff Survey, see Appendix A.

Our group felt it was important to ask volunteers and staff why they chose to volunteer or work at Mini City Hall. Two respondents wrote that they wanted to learn more about city government and gain experience working within a governmental institution. Two others wrote that they wanted to contribute to their community. Out of 11 respondents, three wrote that they were currently volunteers and an additional respondent (currently a part-time staff member) wrote that they started out as a volunteer.

Learning about what inspires current volunteers and staff to work at Bellevue’s Mini City Hall helped us identify important traits of staff for a new Mini City Hall.

One of the biggest issues raised by the volunteers and staff is the physical capacity of the existing Mini City Hall. Volunteers and staff engage in conversations with clients over highly private matters and, for lack of access to a private room, residents must have these conversations publicly. A site equipped with more space and an extra room would not only protect clients’ privacy but offer space for more people to be helped at once. Other recommendations that came out of interviews with volunteers and staff include:

- Offering legal counsel
- Translating all information in multiple languages
- Forming a partnership with a local school and offering internships to students
- Integrating services with the non-profit organization Cultural Navigators which offers immigration resources and interpretation services

THE RESIDENT SURVEY

After receiving feedback from the two City of Bellevue staff, Ying Carlson (of Mini City Hall) and Mike McCormick-Huentleman (Assistant Director of Neighborhood Services for the City of Bellevue), our team created a resident survey. City staff encouraged us to include questions about the potential services that should be housed at a South Bellevue Mini City Hall. Ying Carlson distributed the survey we created to South Bellevue residents electronically, via Nextdoor. Some of the questions in the survey included:

- Do you know about Mini City Hall?
- If a new Mini City Hall was established, would you visit it? If so, how often?
- What type of services would you like to see offered by a new Mini City Hall?
- Is there anything else you would like us to know?

In total, we received 38 responses to our resident survey. The most requested services were parks and recreation, emergency preparedness, and neighborhood programs (11.5%, 10.9%, and 10.9%, respectively). Of all our findings, this proved to be the most useful piece of information as it helped us identify current Mini City Hall services that should be continued in addition to new services that should be offered at a South Bellevue Mini City Hall. To view the Resident Survey see Appendix B.
OUTREACH TO POTENTIAL PARTNERS

The final phase of our community outreach process involved creating a master contact list of existing and potential Mini City Hall partners and contacting each entity to gauge their interest in working with Mini City Hall.

List of prospective partners we contacted:
- Eastside Cultural Navigator Program (ECNP)
- Newport Hills Community Club
- Newport High School
- South Bellevue Community Center (SBCC)
- Newport Way Library (NWL)
- Bellevue Fire Department - Station 4
- Factoria Mall
- Bellevue College (BC)
- International Community Health Services (ICHS)
- Eastside Refugee and Immigrant Coalition (ERIC)

We were able to schedule interviews with some of the organizations we contacted (ECNP, SBCC, NWL, ERIC). Before our interviews, we created a set of questions that pertained to their work and to concerns they may have about forming a partnership with Mini City Hall.
SITE VISITS

To help us evaluate a specific area’s potential for hosting a South Bellevue Mini City Hall, we conducted site visits throughout the area. We received a map from Ying Carlson with potential locations indicated and visited seven out of nine of those sites: Bellevue College, Eastgate Park and Ride, Eastgate Plaza, Factoria Mall, Newport Hills Shopping Center, Newport Way Library, and South Bellevue Community Center. We did not visit Bellevue Fire Station 4 or Newport High School. The primary reason we chose not to consider the Bellevue Fire Station was the noise level of the location. We chose not to visit Newport High School because we thought there was potential for students to tease and hassle their peers whose parents may visit Mini City Hall.

Before we visited any of the sites, we decided on 14 factors that would make a location successful. The location matrix we devised and used to carry out this portion of our study can be found in Appendix D.

1. **Personal Vehicle Access**: How accessible is the location to drivers or passengers of motor vehicles?

2. **Multimodal Transportation Accessibility**: Does the site offer convenient access to all modes of transportation (e.g., public transit, bicyclists, and pedestrians)?

3. **Practical Accessibility**: Can people of all abilities safely access the site? Is there difficult topography?

4. **Age/Condition**: Is the infrastructure (e.g., roads, sidewalks, and buildings) well maintained or dilapidated?

5. **Educational Opportunity**: Are there educational institutions nearby that could partner with Mini City Hall?

6. **Commercial Opportunity**: Is the location nearby any commercial development?

7. **Third Place Potential**: Does the location attract people for leisure, recreation, or other non-work activities?

8. **Existing Development**: Is the location near a lot of existing development, or is it in a standalone facility?

9. **Locational Context**: How central is the location to the rest of South Bellevue?

10. **General Character**: Is the location mostly residential, mostly commercial, or a mix of both?

11. **Development Potential**: Is there any potential to up-zone the area?

12. **Programs/Partnerships Available**: Is the area in close proximity to other civic services or organizations that might partner with Mini City Hall?

13. **Availability of Space**: Is there a room or vacant storefront that could house a future Mini City Hall?

14. **Additional Factors**: Are there other unique factors that should be considered for this location?

BUDGET CONSTRAINTS

Bellevue’s budget will devote $250,000 to the development of a new Mini City Hall to serve South Bellevue. Working under this constraint, we realized we could not reasonably ask the City to build a new building, so it was essential that the Mini City Hall be located within an existing building, similar to the Crossroads Mall site. Bearing this in mind, when we visited each site, we looked for every possible vacant storefront. At sites without vacant storefronts, we spoke with staff about forming a partnership with Mini City Hall and serving as a host. We discussed the possibility of such a partnership with staff from the Newport Way Library (NWL) and South Bellevue Community Center (SBCC).
SITE EVALUATIONS

After visiting each of the sites, we debriefed as a team and decided whether to continue to pursue the site as a potential host for a South Bellevue Mini City Hall. The following offers a brief view of the results of our seven site visits.

BELLEVUE COLLEGE

Bellevue College presented a unique opportunity for Mini City Hall to provide educational resources to anyone. This community college represents the third largest public institution of higher learning in Washington. A new student success building is currently under construction, to open in 2020. Despite these positive factors, after visiting the campus on two occasions, we felt the campus was not welcoming to those who do not work or attend classes at the site. Moreover, the location is located closest to the current Mini City Hall, prompting concerns about service overlap.

EASTGATE PARK AND RIDE

The Eastgate Park and Ride stands out as having the best transportation access out of all seven sites we visited. The site is well served as a park and ride, with access to Downtown Seattle and Bellevue via more than a dozen different bus routes. There is also a King County Health building adjacent to the site. However, we observed that this location did not act as a third place at all, surrounded only by offices and light industrial uses.
EASTGATE PLAZA

Eastgate Plaza is located right off I-90 and 150th Avenue SE. The site is served by a few bus routes and is near restaurants and stores, including Safeway. The site is not located in the center of South Bellevue, but it is highly accessible to major north-south and east-west arterials. There are vacant storefronts in the plaza that could potentially serve as a site for a South Bellevue Mini City Hall. Our greatest concerns about this site are lack of development opportunity in the surrounding area and the fact that it does not function as a third place.

FACTORIA MALL

Located next to the I-90 and I-405 interchange, Factoria Mall is highly accessible by car. The mall is also served by many bus routes and has sidewalks with adequate street crossings for pedestrians. The location is near T-Mobile headquarters, in addition to a host of other businesses. This site represents a third place, more so than any of the other sites we visited. Once inside, one encounters plenty of vacant storefronts with the approximate square footage needed for a Mini City Hall (800-1,200 square feet). Our greatest concern for this site ties to the high traffic volumes that surround it. This concern was also noted by some of the residents who responded to our Resident Survey.

NEWPORT HILLS SHOPPING CENTER

The Newport Hills Shopping Center (NHSC) is a local retail district in the heart of Newport Hills. The site is near bus stops, a church, stores, and restaurants. However, the plaza and parking lot are in need of repair. Furthermore, the site is not very accessible since it is located far from the geographic center of South Bellevue.

A view of the parking lot and a few shops at the Newport Hills Shopping Center.

A person strolls through Factoria Mall.
NEWPORT WAY LIBRARY

Newport Way Library’s building is very modern and clean. The site is surrounded by a residential neighborhood off Newport Way, with limited pedestrian and public transit access. Although not easily accessed by non-SDV means, the library’s proximity to the rest of South Bellevue without difficult topography in its surrounding area are positive features. Ultimately, staff notified us that they had no space to host a Mini City Hall, and so we did not pursue this site further.

SOUTH BELLEVUE COMMUNITY CENTER

This facility is located on the same road as Newport Way Library in a similar residential setting. The site is near the center of South Bellevue, but lacks sidewalks and access to public transit. Furthermore, the facility is not visible from the road, and it is located on a steep hill. Some of these negative aspects were outweighed by the fact that it acts as a vibrant third place to community members, offering a ropes course, basketball courts, and other fitness facilities. After speaking with staff about the site’s potential for hosting a Mini City Hall, we were notified that the site lacked the necessary space.
SITE EVALUATIONS
The success of Bellevue’s existing Mini City Hall at Crossroads is due in large part to the staff and volunteers who interface with clients there. Volunteers stated that they choose to work at Mini City Hall because they wanted to make a positive impact in their community. Staff and volunteers of a new Mini City Hall should share a similar desire to give back and to be of service to others. They must be able to work with historically marginalized communities, which requires cultural sensitivity and the ability to speak multiple languages. Moreover, staff and volunteers should be compassionate and professional towards clients and one another. By extending compassion to clients, staff and volunteers can effectively provide services or refer their clients to the right service providers. Likewise, staff must be able to separate their work and non-work lives; this is essential for them to help clients who may be in desperate situations.

SERVICES
We recommend that a new South Bellevue Mini City Hall continue to provide the services that the existing Mini City Hall offers, in addition to some new services. Some of those current services that a new MCH should offer are multilingual interpretive and translation services, a utility payment drop box, and legal assistance for all residents regardless of income. Some new services that we recommend are a permitting center, emergency preparedness information pamphlets, parks and recreation opportunities, and community programs. We encourage the City to provide a room for clients to meet in private to discuss personal and sensitive topics. We also recommend that a new Mini City Hall continue and expand on existing partnerships to offer the following resources and programs:

1. Eastside Cultural Navigator Program: Navigation and information assistance to early childhood education, youth development, family support, senior and disabled adult services, and healthcare.
2. Statewide Health Insurance Benefit Advisors: Information on eligibility for health care programs, enrollment help with Medicare, and referrals to other agencies and programs.
3. King County Library System: Holds events like Computer Coach, which provide adults with tech literacy and job searches online.
4. King County Public Health: Information and referrals to maternity support services, baby and child dentistry, support and health services for children with special needs, and emergency preparedness plans.
5. International Community Health Services: Culturally and linguistically appropriate health care services.
6. King County Metro: Provides ORCA lift cards, and bus route maps.
7. Hopelink Diverse Food Program: Provides families with access to one of five food banks twice a month.
8. Overlake Hospital Spanish CPR Program: Provides CPR training to people who speak Spanish only.

LOCATION
The location we recommend for a new Mini City Hall is Factoria Mall. Factoria Mall already functions as a third place to South Bellevue residents and attracts people from all over the region because of its proximity to two major freeways. It is nearby restaurants, retail shops, cinema, and other services that appeal to diverse community members. These businesses stand to complement a South Bellevue Mini City Hall. Furthermore, there is ample opportunity to up-zone the area due to its importance as a South Bellevue hub. Finally, there are several vacant storefronts that offer an appropriate amount of space and that fall within the City’s budget.
CONCLUSION

The focus of this project has been to find an appropriate location and to recommend services for a new Mini City Hall in South Bellevue. We learned about desirable qualities of a Mini City Hall from investigating Bellevue’s current Mini City Hall in East Bellevue as well as three other sites from across the country. Of the models we studied, we were most impressed with the example set by Bellevue’s existing Mini City Hall. Thus, early on, we knew we would suggest that the City offer many of the services it currently provides at the East Bellevue Mini City Hall be continued. In addition, we recommend continuing all multilingual services and partnerships. In particular, we recommend that a South Bellevue Mini City Hall incorporate parks and recreation opportunities, emergency preparedness services, and a permitting center; these reflect desires expressed by residents of South Bellevue. Finally, we recommend that a South Bellevue Mini City Hall offer a private room for community members and staff who may prefer to have certain conversations in private.

Thus, we recommend that the City of Bellevue select Factoria Mall to host a new South Bellevue Mini City Hall. The site has vacant storefronts, is easily assessable by all modes of transportation, and supports community members as a third place. We also recommend that many of the services provided at the East Bellevue Mini City Hall be continued. In addition, we recommend that a South Bellevue Mini City Hall incorporate parks and recreation opportunities, emergency preparedness services, and a permitting center; these reflect desires expressed by residents of South Bellevue. Finally, we recommend that a South Bellevue Mini City Hall offer a private room for community members and staff who may prefer to have certain conversations in private.
REFERENCES

City of Bellevue, 2016


APPENDIX A. MINI CITY HALL VOLUNTEER AND STAFF SURVEY

Mini City Hall Volunteer/Staff Survey

As a partnership between Livable City Year and the University of Washington, students in CEP 460 are developing real-life projects with the City of Bellevue. The City of Bellevue is interested in possibly establishing a second Mini City Hall in South Bellevue. Students in CEP 460 have been tasked with generating the preparatory work to determine where a second MCH should be placed and what services and partnerships would it provide if a second MCH is viable. Your responses are anonymous.

Students would like to hear all that you can share with them and would like to thank you for participating in their survey!

What do you do at Mini City Hall?
Your answer

How did you first hear about Mini City Hall?
Your answer

For volunteers, why do you choose to volunteer at Mini City Hall?
Your answer

For non-profit organizations, why do you partner with Mini City Hall?
Your answer

What improvements would you make to the current functioning of Mini City Hall?
Your answer

If a second Mini City Hall were to be built, do you have any recommendations on what should be implemented or continued?
Your answer

If it existed, would you be interested in working at a South Bellevue Mini City Hall location?
Yes
No

Who taught you about the workings of Mini City Hall?
Your answer

Are you interested in training new hires/volunteers?
Yes
No

Do you use Mini City Hall services?
Often
Sometimes
Occasionally
Never
Prefer not to say

What types partnerships would you like to see at a Mini City Hall?
Health
Education
Transportation
Finances
Cultural/ language
Other:

Do you live within Bellevue’s city limits?
Yes
No

How do you commute to and from Mini City Hall?
Walk
Bicycle
Bike Share
Public Transportation
Personal Vehicle
RideShares
Other:

Welcome!
How long is your commute to Mini City Hall?
- 0 - 15 minutes
- 16 - 30 minutes
- 31 - 45 minutes
- 46 - 59 minutes
- Over 60 minutes

Are you employed?
- Full-time
- Part-time
- Seeking work
- Retired
- Volunteering for experience
- Other: ____________________________

How many hours do you commit to Mini City Hall per week on average?
- 0 - 1 hours
- 2 - 3 hours
- 4 - 5 hours
- 6 - 7 hours
- 8 - 9 hours
- 10 hours or more

What's your gender?
- Male
- Female
- Prefer not to say
- Other: ____________________________

What's your age?
- 20s
- 30s
- 40s
- 50s
- 60s and over
- Prefer not to say
- Other: ____________________________

What is your race/ethnicity?
- Indigenous or Alaska Native
- Asian
- Black or African American
- White/Caucasian
- Hispanic or Latino
- Two or more races
- Prefer not to say
- Other: ____________________________

Is there anything else you would like us to know about Mini City Hall?
Your answer

SUBMIT
Mini City Hall Resident Survey

As a partnership between Livable City Year and the University of Washington, students are developing real-life projects with the City of Bellevue. The City of Bellevue is exploring the possibility of establishing a second Mini City Hall in South Bellevue. Students have been tasked with generating the preparatory work to determine where a second MCH should be placed and what services it should provide. The purpose of this survey is to determine which services a potential new South Bellevue Mini City Hall should provide. THIS SURVEY SHOULD TAKE LESS THAN 5 MINUTES TO COMPLETE AND YOUR RESPONSES ARE ANONYMOUS.

Students would like to hear all that you can share with them and would like to thank you for participating in their survey!

Is there anything we should consider for a Mini City Hall in South Bellevue?

Thank you for your input!

Have you heard of Mini City Hall?

☐ Yes
☐ No

If yes, how did you hear about it?

Your answer

What type of services do you think you, your family or neighbors would be interested in?

☐ Community Health related information
☐ Education related information
☐ Emergency preparedness
☐ Health services
☐ Information referral
☐ Refugee and Immigration Services
☐ Legal services
☐ Neighborhood programs and services
☐ Parks and recreational opportunities
☐ Permits and business licenses
☐ Translation and interpretation
☐ Transportation program and services
☐ Utility rate reduction information
☐ Utility services and billing
☐ Other: ____________________________

If it were in South Bellevue, how often would you go to a Mini City Hall?

☐ Often
☐ Sometimes
☐ Occasionally
☐ Not likely

Is there anything we should know as we plan for a new Mini City Hall?

Your answer

SUBMIT
APPENDIX C. THIRD SPACES IN BELLEVUE
### APPENDIX D. LOCATION MATRIX

#### Location Matrix (p. 1)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Factoria Mall</th>
<th>Newport High School</th>
<th>Newport Way Library</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Locational Context</strong></td>
<td>Central location, close to downtown, near residential areas</td>
<td>Central location, South Factoria Area</td>
<td>Geographically central but lacks accessibility</td>
</tr>
<tr>
<td><strong>Personal Vehicle Accessibility</strong></td>
<td>High: easy access to I-90 and I-405, along Factoria Boulevard, ample parking at mall and surrounding locations, traffic concerns</td>
<td>Moderate: Close to freeways, near major intersection, some parking available, traffic concerns</td>
<td>Moderate: along major road with light traffic, small amount of parking available</td>
</tr>
<tr>
<td><strong>Multimodal Transportation Accessibility</strong></td>
<td>High: Transfer location, served by 9 bus lines including one frequent route, moderate walkability</td>
<td>Moderate: Several bus lines, moderate walkability</td>
<td>Low: No bus access, no sidewalks, very low walkability, possible bus/sidewalk access in future</td>
</tr>
<tr>
<td><strong>Practical Accessibility</strong></td>
<td>Moderate: high traffic volume may impact accessibility, street crossings and sidewalks available</td>
<td>Low: difficult topography, those without ties to the school may be discouraged to use</td>
<td>Low: only partly visible from road, limited pedestrian access</td>
</tr>
<tr>
<td><strong>Age/Condition</strong></td>
<td>Matt building first built in 1977, renovated in 1999, mostly in good condition, surrounding commercial building are more recently developed</td>
<td>Established in 1964, current facility completed in 2008, in good condition</td>
<td>Opened August 10th 1970, in good condition but lacks available space</td>
</tr>
<tr>
<td><strong>Educational Opportunity</strong></td>
<td>Moderate: near Newport High School, no real opportunities in Factoria Mall area</td>
<td>High: located at high achieving academic institution, educational programs available</td>
<td>High: located at library, near several primary schools</td>
</tr>
<tr>
<td><strong>Commercial Opportunity</strong></td>
<td>High: Concentration of retail and office development</td>
<td>Moderate: Near commercial center of Factoria, some retail locations nearby</td>
<td>Low: located between Eastgate and Factoria</td>
</tr>
<tr>
<td><strong>Existing Development</strong></td>
<td>Largely developed</td>
<td>Mostly developed, some lower density residential</td>
<td>Mostly undeveloped, low density residential</td>
</tr>
<tr>
<td><strong>Development Potential</strong></td>
<td>Moderate, potential for upzoning the area, infill in land used for parking lots, introducing more mixed use development</td>
<td>Low: difficult topography, usable land taken up by school</td>
<td>Low: limited by topology</td>
</tr>
<tr>
<td><strong>Community Gathering</strong></td>
<td>Acts as a 3rd place for community, less so than Crossroads</td>
<td>Yes, organization promotes community engagement, relative isolation lowers accessibility</td>
<td>Yes, organization promotes community engagement, relative isolation lowers accessibility</td>
</tr>
<tr>
<td><strong>Programs/Partnerships Available</strong></td>
<td>Potential to partner with Police and Fire Department, major commercial activity center with large existing user base</td>
<td>Education programs, student body involvement</td>
<td>Library programs, community organizations, City of Bellevue, King County</td>
</tr>
<tr>
<td><strong>Availability of Space</strong></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>General Character</strong></td>
<td>Primary commercial center of South Bellevue</td>
<td>Suburban High School, Residential</td>
<td>Single Family Residential, Service Location</td>
</tr>
<tr>
<td><strong>Additional Factors</strong></td>
<td>Student Safety</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Location Matrix (p. 2)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Factoria Mall</th>
<th>Newport High School</th>
<th>Newport Way Library</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Geographically central but lacks accessibility</strong></td>
<td>Central location, South Factoria</td>
<td>Central location, north of I-90</td>
<td>Central location, north of I-90</td>
</tr>
<tr>
<td><strong>Moderate: along major road with light traffic, small amount of parking available in two lots</strong></td>
<td>High: access to I-90, along major road with light traffic, parking space in lots and garages</td>
<td>High: access to I-90, along major road with light traffic, parking available</td>
<td>Moderate: accessible to I-90, several reduced speed roads through campus, parking available but restricted</td>
</tr>
<tr>
<td><strong>Low: no bus access, no sidewalks, very low walkability, possible bus/sidewalk access in future</strong></td>
<td>Moderate: 2 frequent bus routes, low walkability with few walking routes or street crossings, difficult to access from residential neighborhoods</td>
<td>High: Served by Eastgate Park and Ride, several major bus routes (3 ST and 9 Metro), medium walkability</td>
<td>High: several bus routes through and adjacent, connection to Eastgate Park and Ride, somewhat accessible to pedestrians, good walkability on campus</td>
</tr>
<tr>
<td><strong>Very low: not visible from road up long driveway, hilly terrain, no pedestrian access</strong></td>
<td>High: sidewalks and curbs available, disabled parking in front of site, barrier formed by I-90</td>
<td>High: wide sidewalks, disabled parking and curbs available, barrier formed by I-90</td>
<td>Moderate: somewhat closed campus, somewhat difficult terrain, accommodations available</td>
</tr>
<tr>
<td><strong>Renovated in 2005, well maintained athletic facilities</strong></td>
<td>Built in 1996, renovated in 1998, adequate condition, recently renovated safetyways</td>
<td>Good condition, mostly newer office buildings and transportation infrastructure</td>
<td>New Student Success Center planned for 2020 to host Mini City Hall, best facility option</td>
</tr>
<tr>
<td><strong>Low: located near library, several primary schools</strong></td>
<td>Low: is accessible to Bellevue College</td>
<td>Low: is located at a educational institution, educational and training programs offered</td>
<td>Moderate: several primary/secondary schools including private preparatory schools</td>
</tr>
<tr>
<td><strong>Low: located between Eastgate and Factoria</strong></td>
<td>Moderate: near small scale commercial development, some retail nearby</td>
<td>Moderate: medium office development, some retail near campus</td>
<td>Moderate: some retail existing, opportunity for expansion</td>
</tr>
<tr>
<td><strong>Mostly undeveloped, low density residential</strong></td>
<td>Moderate: low density commercial center</td>
<td>Moderate: mid rise office development, opportunity for mixed use</td>
<td>Moderate: low density commercial, surrounded by mixed density residential</td>
</tr>
<tr>
<td><strong>Low, limited by topography/public space</strong></td>
<td>Potential: Public for upzone but space limited by freeway/ geography</td>
<td>High: area north of I-90 planned for transit-oriented mixed-use and upzoning</td>
<td>Moderate: major development planned by College</td>
</tr>
<tr>
<td><strong>Yes, organization promotes community engagement, relative isolation lowers accessibility</strong></td>
<td>Yes, only in the commercial sense</td>
<td>Low, only in the commercial sense</td>
<td>Low, somewhat closed campus building on campus, potential as a commercial third place</td>
</tr>
<tr>
<td><strong>Potential to connect services in Eastgate area such as SBCC, Newport Way Library, and Bellevue College</strong></td>
<td>Potential partnership with Metro and Sound Transit, Eastgate Public Health Center</td>
<td>Partnership with Bellevue College programs, students and staff</td>
<td>Currently minimal but potential to partner with other community assets nearby</td>
</tr>
<tr>
<td><strong>No</strong></td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Single Family Residential, Service Location</strong></td>
<td>Low Density Commercial Setting</td>
<td>Medium Density Office Setting</td>
<td>Suburban College Campus</td>
</tr>
<tr>
<td><strong>Recreational opportunities</strong></td>
<td>TOD, light rail potential</td>
<td>TOD, light rail potential</td>
<td>Commercial Revitalization, High Income residential area</td>
</tr>
</tbody>
</table>
### What do you do at Mini City Hall?

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHIBA volunteer</td>
<td>“Provide meaningful assistance to city and community programs and services. Deal especially with low income programs.”</td>
</tr>
<tr>
<td>Spanish Navigator</td>
<td>“We provide information and meaningful referral to appropriate City and Community programs and services. We also assist schools, business and human service organizations that work with immigrant and refugee communities. Provide in-house interpreters (8 languages) &amp; the Language Line (150 languages). By providing assistance and referrals in multiple languages the MCH ensures that more of our clients are able to access local services and receive help for their concerns. Provide forms for: naturalization, senior discounts, KC property tax relief, voter registration, utility rate relief programs, business startup licenses… Offer maps, brochures, publications &amp; information. Ensure equal access to services &amp; provide quick response to concerns. We also: Process City water bill payments Sell &amp; renew KC pet licenses.”</td>
</tr>
<tr>
<td>Volunteer</td>
<td>My tasks cover the whole gamut: customer service, buying/ordering, visual merchandising, outreach, info/referral to counselors, resources, sites…</td>
</tr>
<tr>
<td>Community outreach and healthcare education</td>
<td></td>
</tr>
<tr>
<td>Customer service and information referral</td>
<td></td>
</tr>
<tr>
<td>Computer literacy and information referral</td>
<td></td>
</tr>
</tbody>
</table>

### How did you first hear about Mini City Hall?

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I live in the area and see it when I go to Crossroads Mall</td>
<td></td>
</tr>
<tr>
<td>5 years ago</td>
<td>via Cultural Conversations notice</td>
</tr>
<tr>
<td>From the police department</td>
<td>Through a friend</td>
</tr>
<tr>
<td>Bellevue community</td>
<td>“Walked past the space while shopping in Crossroads Shopping Center then perused their Volunteer opportunities binder”</td>
</tr>
<tr>
<td>Friend referral</td>
<td>I live nearby</td>
</tr>
<tr>
<td>My high school teacher</td>
<td>Thru our partnership with the city of Bellevue</td>
</tr>
</tbody>
</table>

### For volunteers, why do you choose to volunteer at Mini City Hall?

<table>
<thead>
<tr>
<th>Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>It's my “duty station”.</td>
<td></td>
</tr>
<tr>
<td>to serve a diverse community and have more involvement in the city</td>
<td></td>
</tr>
<tr>
<td>I originally started as a volunteer…wanted to contribute to the community and have more social interaction with people</td>
<td></td>
</tr>
<tr>
<td>I wanted to practice my people skills and learn about city government</td>
<td></td>
</tr>
<tr>
<td>I want to gain experience working with city government</td>
<td></td>
</tr>
</tbody>
</table>
**For non-profit organizations, why do you partner with Mini City Hall?**

- It's a great location with ample free parking and we get the benefit of being on the mall events calendar. Also, MCH provides information with other services that my clients can use.
- For the support City Of Bellevue provide to our program. Location is very convenient for our clients
- CSC
- Community outreach and healthcare education
- It's a great place to make our services more accessible for people. The language assistance MCH provides is simply remarkable

**What improvements would you make to the current functioning of Mini City Hall?**

- It's too small and cramped. My interactions with clients involve confidential information and the space is pretty open. Also, I've had clients complain about the noise level.
- Take care of well being of employees. make sure employees dont get stress out and have microwave so they can bring food from home. Eating at local restaurants is expensive and not healthy.
- Definitely need a large space
- 1. Partner with organisations that provide legal and health assistance like MCRC etc.
- "I would like to see MCH partner with more organizations."
- add/address challenges with confidential areas for clients
- We need a bigger space to accommodate more conference tables for our partners and clients, a slightly wider front desk to create a comfortable space for two working stations. A semblance of privacy for our clients during appointments is essential - some of our partner counselors have to provide service on a table in the Mall in front of our space. We don't have adequate display walls/units to hold non-English literature. The descriptive "Mini" is very apropos.
- Make it bigger, not enough space for programming and privacy issues for partnership programs
- Make it bigger so we can sit inside instead of outside
- Bigger and more partnership opportunities
- Having a bigger space will be so helpful so we can serve customers better. It would also be great to have space with a door. Privacy is an issue right now while working with a customer.

**If a second Mini City Hall were to be built, do you have any recommendations on what should be implemented or continued?**

- A room where privacy can be had. See comments above. Also, a community board where we could post free events from non-profits, gov/civic forums, etc. would be nice. And definitely keep the wall of brochures where people can find out about community resources.
- if planning on having Cultural navigators have a better work station with lock drawers to put paper work and clients files
- "The hours should be 8:00am to 5:00pm to better reflect the timi8ngs of the vcity in case help is needed."
- "Since South Bellevue is in a community center there is no natural flow of traffic like in a mall. There should be more advertisement from the city."
- access Multilingual services

We are proud of what we do here. Providing a safe, friendly, welcoming atmosphere is essential. Customer service is second to none and our commitment to equal access to all is a requirement. A cadre of professional partners is a must and maintaining service to overcome all types of barriers is important. South Bellevue demographics should help steer us in the right direction but tracking numbers once in operation will help target our priorities.

- Make the sign in multiple languages, make it bigger. Continue the partnerships with different organizations
- More community partnership
- More partnerships and perhaps have full time staff. It would be great to partner with the school district and with student interns
- The languages and the diversity of staff, all the great partnerships with different organizations

**If it existed, would you be interested in working at a South Bellevue Mini City Hall location?**

- Yes 72.7%
- No 27.3%
### Who taught you about the workings of Mini City Hall?

- The people there.
- Irina and Linda
- Linda Sakamoto
- Barb Tuininga
- Ying Carlson
- I learned from everyone - managers, staff and clients
- Ying and Barb the old manager
- Barb Tuininga, Ying Carlson and all the wonderful staff
- Ying Carlson and Linda Sakamoto but also the wonderful partnership agency staff
- Manager Ying Carlson

### Are you interested in training new hires/volunteers?

- Yes: 50%
- No: 50%

### Do you use Mini City Hall services?

- Yes: 50%
- No: 50%

### What types partnerships would you like to see at a Mini City Hall?

- Health: 6 (60%)
- Education: 6 (60%)
- Transportation: 3 (30%)
- Finances: 3 (30%)
- Cultural/language: 3 (30%)
- Legal: 1 (10%)
- Legal, voter registration: 1 (10%)
- See education above - ESL and basic Com: 1 (10%)

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**Mini City Hall Volunteer and Staff Survey Responses (p. 5)**

**Mini City Hall Volunteer and Staff Survey Responses (p. 6)**
How do you commute to and from Mini City Hall?

- Walk: 63.6%
- Bicycle: 36.4%
- Public Transportation: 18.2%
- Personal Vehicle: 18.2%
- RideShares: 9.1%

How long is your commute to Mini City Hall?

- 0 - 15 minutes: 54.5%
- 16 - 30 minutes: 18.2%
- 31 - 45 minutes: 18.2%
- 46 - 59 minutes: 18.2%
- Over 60 minutes: 9.1%

Do you live within Bellevue's city limits?

- Yes: 72.7%
- No: 27.3%

Are you employed?

- Full-time: 54.5%
- Part-time: 27.3%
- Seeking work: 9.1%
- Retired: 9.1%
- Volunteering for experience: 18.2%
- partnership: 1.1%

How many hours do you commit to Mini City Hall per week on average?

- 0 - 1 hours: 45.5%
- 2 - 3 hours: 18.2%
- 4 - 5 hours: 18.2%
- 6 - 7 hours: 18.2%
- 8 - 9 hours: 18.2%
- 10 hours or more: 18.2%

What's your gender?

- Male: 72.7%
- Female: 27.3%
- Prefer not to say: 9.1%
Is there anything else you would like us to know about Mini City Hall?

- The location is great because it is right on the main mall and people can easily see it. Also, the volunteers are incredibly helpful.
- It provides excellent service to the community both in terms of resources and attitudes.
- CMCH - Great asset to the entire community.
- Consider having Computers and printers for resident public use...
- Mini City Hall rocks!
Mini City Hall Resident Survey Responses (p. 1)

Have you heard of Mini City Hall?

- Yes: 39.5%
- No: 60.5%

If yes, how did you hear about it?

- I've seen the one at Crossroads Mall and I believe there used to be one in Factoria Mall
- Been there
- Visited it.
- Nextdoor message
- I am familiar with and have used the mini City Hall at Crossroads.
- I see the one in Crossroads Mall because I am a frequent visitor to that mall.
- I used to work for COB
- Don't remember. I've known about it for many years. I've lived in Bellevue for 24.5 years
- Nextdoor post by city of Bellevue
- Visited it.
- I have been there

If it were in South Bellevue, how often would you go to a Mini City Hall?

- Often: 23.1%
- Sometimes: 56.4%
- Occasionally: 7.7%
- Not likely: 12.8%

Mini City Hall Resident Survey Responses (p. 2)

What type of services do you think you, your family or neighbors would be interested in?

- Community emergency information: -7 (17.9%)
- Emergency preparedness: -12 (30.8%)
- Health services: -8 (23.1%)
- Information referral: -20 (51.3%)
- Legal services: -10 (25.6%)
- Parks and recreational opportunities: -26 (66.7%)
- Translation and interpretation: -5 (12.8%)
- Utility rate reduction information: -10 (25.6%)
- Refugee and immigration services: -13 (33.3%)
- Crime prevention: -17 (43.6%)
- Specialized expertise in health, education, transportation, and translation/interpretation.
- Information referral
- Neighborhood programs
- Health services
- Legal services
- Refugee and immigration services
- Parks and recreational opportunities
- Utility rate reduction
- Community emergency information
- Translation and interpretation
- Specialized expertise in health, education, transportation, and translation/interpretation.

If it were in South Bellevue, how often would you go to a Mini City Hall?

- Often: 23.1%
- Sometimes: 56.4%
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If it were in South Bellevue, how often would you go to a Mini City Hall?

- Often: 23.1%
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- Occasionally: 7.7%
- Not likely: 12.8%
Is there anything we should know as we plan for a new Mini City Hall?

I live in Newport Hills, which has a central commercial area that would be a great spot for a new Mini City Hall/Community Center.

Can the mini city do class registrations for Parks?

If it is placed at Factoria, it should not be nestled inside the mall. It should be outward or street facing so people can easily see it and be aware of its day to day presence.

As a member of my HOA, we give new residents a packet of information when they move in. This includes pamphlets that we get from mini city hall. The Crossroads location is about 20 minutes away and it would be great to be able to get these pamphlets from a location closer to us like SBCC. Also Occasionally is misspelled above. I feel it would be helpful if the survey differentiated between the city hall having information available and actual services. Also, the demographics in South Bellevue are changing and we have many East Asian residents for whom English is a 2nd language. Having information in Mandarin and Cantonese and possibly other languages would be helpful. Also, look into services that local non profits already provide and think about avoiding overlaps. For example, Calvary Church on 164th already offers free ESL classes.

It’s hard to answer these questions since “South Bellevue” is so ambiguous. Is it south of Main Street, or south of I-90? I can speak for my neighborhood, Newport Hills, but I am very certain we will not be a candidate to house a Mini City Hall.

I don’t know what you mean by Education related services, or Information referral in your list above. Actually, many of the services are so nebulous. I checked some but I have no idea what that might actually look like in reality. Like, Legal services. Could I come to mini city hall and speak to an attorney for free? Parks and recreational opportunities - what would be offered in this service beyond the emails I get or what’s available on the Parks & Rec website? Some question for Neighborhood programs and services. Might make sense to pair it with some other government office that people ten to frequent such as Factoria post office.

Consider location carefully. Traffic in the Factoria area is heavy all day long. I’d hate to see a new MCH underutilized because it’s too difficult to get to.

Accessibility and parking are critical.

I would need ADA and parking ease. I would be interested in information to help seniors, either through the city’s facilities or through non profits.

Yes. Don’t bother. All this does is add additional and unwanted employees and associated payroll and other burdens. Keep planning with an emphasis in an exit strategy so that your attempts continue as a study without any implementation.

No. I think you should move forward quickly!

Keep it away from Factoria.

City Hall is well located and easy to access. Doubt a south Bellevue mini city hall could justify any expense.

Easy access and parking. Downtown City Hall is too difficult to get to.

I use Factoria satellite facility.