

CITY COUNCIL AGENDA TOPIC

Ordinance authorizing execution of a grant agreement with the Department of Commerce to accept \$485,000 in grant funding for the expansion and operation of a community service center (Mini City Hall); amending the 2023-2024 budget of the General Capital Investment Program (CIP) Fund in the amount of \$485,000; and amending the 2023-2029 CIP Plan to increase the budget for Mini City Hall Expansion (CIP Plan No. CD-45) by \$485,000.

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Community Development Department

EXECUTIVE SUMMARY**ACTION**

This Ordinance authorizing execution of a two-year grant agreement with the Department of Commerce to accept \$485,000 in grant funding for the expansion and operation of a community service center (Mini City Hall); amending the 2023-2024 budget of the General Capital Investment Program (CIP) Fund in the amount of \$485,000; authorizing expenditures of said grant funds; and amending the 2023-2029 CIP Plan to increase the budget for Mini City Hall Expansion (CIP Plan No. CD-45) by \$485,000. The grant will provide a new and larger physical space for Mini City Hall, allowing additional partnerships to serve vulnerable populations recovering from the pandemic, and a place to provide direct client assistance and outreach.

RECOMMENDATION

Move to adopt Ordinance No. 6758

BACKGROUND/ANALYSIS**Crossroads Mini City Hall**

Located in the heart of the diverse Crossroads neighborhood, Mini City Hall opened its door in 1995 with the mission to provide personalized information referrals and outreach to Bellevue's diverse population in the East Bellevue community. Today, the program is well known as one of the best models in the Eastside for delivering culturally appropriate, linguistically inclusive customer service and building trust with underrepresented populations.

In 2022, Mini City Hall served nearly 12,000 visitors, more than 60% of whom experienced cultural or language barriers. In total, Mini City Hall handled more than 43,000 requests with 85% of those being human service related. As Mini City Hall continues to serve the community recovering from the pandemic, and to increase the number of community partnerships, the need for additional space to assist the community is becoming more evident and urgent. The facility's limited footprint often forces community partners to rely on the limited availability of the shopping center community table in the hallway. Depending on the nature of the services, privacy and confidentiality become a concern and

create challenges for many of the partners who hold regular office hours on site to provide direct services.

WA State Community Service Center Grant

In January 2023, the Washington State Department of Commerce began accepting applications for grant funding to assist cities in pandemic recovery. The City applied for the grant as part of the effort to increase access and capacity of the Mini City Hall facility and expanded it as a “community service center” model to bring more community organizations and partnerships to serve the community, with a focus on vulnerable populations. The Department of Commerce notified the City in April that the application submitted by the City was successful and the grant was funded as part of the 2023-2025 state budget in the WA state legislature. The funding will establish a new and expanded Mini City Hall – community service center space from the current 366 square feet to 1424 square feet. It will cover expenses, on a reimbursable basis, for lease, tenant improvements, program administrative costs, maintenance and operations, and one staff LTE position.

POLICY & FISCAL IMPACTS

Policy Impact

Bellevue City Code 4.28.200 requires Council approval to execute grant contracts that exceed \$350,000.

The purpose of the grant is to provide the City with an opportunity to expand Mini City Hall’s capacity, support the community center model, provide needed resources for vulnerable populations, and create greater access and human services for the whole community. This is consistent with City Council priorities.

Fiscal Impact

Executing a grant agreement would provide, on a reimbursable basis, up to \$485,000 in state Commerce funding to pay the costs associated with implementing an expanded community service center. Ordinance approval would also amend the 2023-2024 General Capital Investment Program (CIP) Fund to increase the appropriation by \$242,500 in 2023 and by \$242,500 in 2024; and amend the 2023-2029 CIP Plan No. CD-45 to increase the budget by \$485,000. The budget cycle for 2025-2026 will authorize carryover expenditures consistent with the remaining value of the contract.

OPTIONS

1. Adopt the Ordinance authorizing execution of a grant agreement with the Department of Commerce to accept \$485,000 in grant funding for the expansion and operation of a community service center (Mini City Hall); amending the 2023-2024 budget of the General Capital Investment Program (CIP) Fund in the amount of \$485,000; and amending the 2023-2029 CIP Plan to increase the budget for Mini City Hall Expansion (CIP Plan No. CD-45) by \$485,000.
2. Do not adopt the Ordinance and provide alternative direction to staff.

ATTACHMENTS

- A. CIP Project Description (CIP Plan No. CD-45)

Proposed Ordinance No. 6758

AVAILABLE IN COUNCIL LIBRARY

Grant Agreement with Washington State Department of Commerce