

1977

SEATTLE INDIAN SERVICES COMMISSION
1973-1974 ANNUAL REPORT

1977

1977

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SEATTLE INDIAN SERVICES COMMISSION

Second and Cherry Building
Seattle, Washington 98104

Dr. Jack Benton
98

December 10, 1974

Comptroller
The City of Seattle
101 Municipal Building
Seattle, Washington 98104

Re: Seattle Indian Services Commission
A City of Seattle Chartered Public Corporation

Gentlemen:

Pursuant to City Ordinance 100-95, the Seattle Indian Services Commission has prepared and now submits for filing a copy of the Seattle Indian Services Commission Annual Report. Authority for the filing is found under Section 1.93.380.

AW After the copy is filed, please return a copy of this cover letter to me along with indication of the file number assigned to it.

Thank you.

Sincerely,

Dale Runningbear
DALE RUNNINGBEAR
Chairman

vw

encl.

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The Seattle Indian Services Commission

(a municipal corporation)

Purpose

"Recognizing that, in addition to social, cultural, health educational and economic problems that are shared by all ethnic minorities in urban areas, American Indians (many of whom have reservation backgrounds) have unique social, cultural, health, educational and economic needs that require unique approaches, it is the intention of the applicants herein that Seattle Indian Services Commission will provide effective, comprehensive and coordinated planning services, activities and programs that are consistent with and related to the Seattle Model Cities Program and that will meet the unique needs of the many Indian residents of Seattle who are scattered throughout the city..."

SEATTLE INDIAN SERVICE COMMISSION

OFFICERS

1973

Chairman
Vice Chairman
Secretary
Treasurer

Bernie Whitebear
Julie Johnson
Letoy Eike
Ross Boundy

1974

Dale Runningbear
Jim Halliday
Letoy Eike
Vanette Chase

COMMISSIONERS

1973

American Indian Women's
Service League
Seattle Indian Center

Seattle Indian Health
Board
United Indian of All
Tribes Foundation

Letoy Eike
Julie Johnson
Newman Hood
Dale Runningbear
John Emhoolah
Don Sherrard
Bernie Whitebear
George Wilson

1974

Corinne Leach
Julie Johnson
Newman Hood
Dale Runningbear
Luana Reyes
Vanette Chase
Bernie Whitebear
Jim Halliday

ALTERNATES

1973

American Indian Women's
Service League
Seattle Indian Center

Seattle Indian Health
Board
United Indian of All
Tribes Foundation

Dorothy Lombard
oline Garcia
Elizabeth Morris
Ross Boundy
Luana Reyes
Jill Newby
Joyce Reyes
Jim Halliday

1974

Dorothy Lombard
Camille Monzon
Marilyn Bentz
Ross Boundy
Don Sherrard
Jay Mallott

President's Statement
Dale Runningbear

This review of the Seattle Indian Services Commission (The Commission) is the first annual report of the Commission submitted to the Honorable Mayor of Seattle, Mr. Wes Uhlman, in compliance with the Seattle Model Cities Program established through charter November 29, 1972.

In this our first report to the City of Seattle, we are preparing a complete document. Subsequent Annual Reports may refer to these original attachments as part of the continuing evolution of the Seattle Indian Services Commission. Hopefully, the growth and development of the Seattle Indian community may likewise be reflected in these documents as time goes on.

The early months of the Commission's activities primarily centered on the acquisition and transfer of the Second and Cherry Building (re-named in April, 1973 as the 'Seattle Indian Center Building'). The deed to the building was recorded March 31, 1973; title to the building is held by the Commission. By resolution on December 21, 1972 the Commission appointed the Seattle Indian Center as manager for the Second and Cherry Building. This was to be an interim working agreement with the Indian Center until a formal management agreement could be approved. During May, 1973 a building manager was selected. On July 16, 1974 in furtherance to this a Management Agreement between the Seattle Indian Center and the Seattle Indian Services Commission was signed formally.

The Commission uses two ledgers for the financial management of the building. During the initial phase of development an Operating Fund was established to set up an accounting system for Model Cities funds granted for the purposes of purchasing the building. The second ledger relates to the Seattle Indian Center Building Operations Trust Fund. The Operations Trust fund is maintained by the Indian Center for the purpose of recording revenues and expenditures applicable to the operation, maintenance, renovation and securing tenancy of the Building's space. The accounting firm of Melang, Bashey, Pritchard & Jones was accepted as the financial auditor for the Commission, in as much as the firm provides services to the Indian Center, it was recommended that the financial activities of the Commission be under their recording system.

A Washington State audit of financial activities, at the request of the Mayor of Seattle, was prepared for the period October 1, 1972 to June 30, 1973. The "Report of Examination" is attached. We have attached activities from July 1, 1973 to May 31, 1974 for inclusion in this first full report. The second year's activities are to be audited upon finalizing of the management agreement, which is currently being designed.

The four agencies which presently come under the umbrella of the Commission are recognized as separate and viable Indian organizations in the Seattle Urban Indian community. Each agency has set its own goals to meet the needs of the Indians they serve. The basic concept of autonomy of each organization is deeply respected. The agency has a commitment to uniqueness of each organization's activities as tantamount to the total development of and the protection of each individual Indian in this community. No where in the nation is there such a consortium of Urban Indian Agencies which is dedicated to "provide effective, comprehensive and coordinated planning, services, activities and programs...to meet the unique needs of the many Indian residents of Seattle...".

Through prolonged discussions we have slowly gained and maintained a working consensus among the four agencies. At times decisions were delayed to allow time for thorough review by the respective boards of directors and compromises were achieved that satisfied the agencies. Each agency has preserved its autonomy, and continues to work towards the goal of bettering our whole Indian community.

It must be clearly understood that the Seattle Indian Services Commission does not direct, interfere in or compromise any separate urban organization in Seattle. By law, the Commission is declared the title holder for the Building in which many programs are housed for the use and service to the Indian community. It is in the interest of providing a secure base for these programs that the Commission is deeply committed to a well managed and distinctive Center for all Indians.

To review the major achievements of each organization would take too long. However, it is important to review a few of the highlights of each group to describe the progress made over the last months. It reflects how the Indian community, through its own efforts, is establishing a set of programs that meet the needs of its Indian residents. These programs reflect as well the city's interest in the advancement of its Indian citizens. The performance of the Commission's affiliated agencies has been outstanding. In fact, we are setting a precedent through our efforts.

As commission discussion continued through the fall and winter months of 1973 and into the early spring months of 1974, our focus turned to the direction the Commission would take during the coming years. The client agencies - Seattle Indian Center, Seattle Indian Health Board, The United Indians of All Tribes Foundation; and American Indian Womens' Service League, Incorporated - through their respective planning staff outlined a number of goals the Commission would strive towards in making the Center Building a central distinctive Indian place. It will be a place welcoming all Indians - those seeking social service assistance, those participating in cultural programs and those needing referral to alcoholism, medical or dental programs located elsewhere in the community. As we set short-term goals, we also focus on the future. The Indian wants to live each day completely and to weave each day into a durable fabric of substance, quality and meaning. The Seattle Indian Services Commission seeks to uphold this Indian way of direction in its planning efforts to make the Seattle Indian Center facility one to be proud of.

SEATTLE INDIAN CENTER

In 1960 the Seattle Indian Center was founded as a voluntary organization existing because of the shared interests and needs of off-reservation Indians. Today the Center is a non-profit corporation receiving Federal and local funds for operating comprehensive multi-service social programs. Because the Indian Center was established for and by Indians it has become a primary community mechanism where an increasing number of Indians receive social assistance.

The current number of Indians living in Greater Seattle is approximately 12,000; this represents an increase of seven to nine times the 1,729 Indians living in the city in 1960. Approximately 1,500 become permanent residents in Greater Seattle during an average year. Of this, at least 150 new families annually needed social service assistance. Experience in the Indian Center and in other Indian service organizations during the past four years indicates a minimum of 1,400 temporary Indian residents move to the Greater Seattle area and back to rural areas or reservations each year. The average time spent per individual in the City is about one month/person.

Recent studies indicate the rapid increase during the 1950's and 1960's of Indians living in Greater Seattle has been due to increased emphasis by the Bureau of Indian Affairs on a program of vocational training and the BIA's policy of relocation of reservation Indians to urban areas. As Indians are moved from reservations for training, employment and other services, the Federal Trust responsibilities established over one hundred years ago are held no longer applicable to the "off-reservation" Indians. The resulting pattern experienced by off-reservation Indians has been unemployment, serious health deficiencies, social isolation and alienation and unfamiliarity to existing social service systems; the result has come to be an increased reliance on direct services assistance from the Seattle Indian Center.

To respond to existing and increasing Indian needs, the Indian Center is seeking Federal, State and local funds to support expansion and improvement of its service capabilities.

PURPOSE:

The Seattle Indian Center exists to insure the stability of Indian families and individuals residing in the Greater Seattle area and to assist new Indian families and individuals migrating from reservations and rural areas with the means to stabilize their lives.

The Indian Center is located in the Pioneer Square Historic District of the City of Seattle, from this location the Center will provide services to Indian families in the Greater Seattle area. The Center facility at Second and Cherry is centrally accessible by City bus from all sections of the Greater Seattle area.

At present the Indian Center is funded by a combination of Federal and local grants totaling approximately \$330,000.

PROGRAMS are as follows:

EMPLOYMENT PROGRAM

Branch office, Washington State Employment Security, interviewing, register and referral, job listing and job training.

EMERGENCY ASSISTANCE

Emergency Aid, i.e., food, clothing, loans, temporary housing, transportation, contributions, lounge area, counseling and employment referrals.

CENTRAL INTAKE

Central Intake is the focal point for all services offered by the Seattle Indian Center. Referral is made from this point to the particular program needed. Client files are maintained by this office on all participants of Seattle Indian Center programs. Soon to be available on a 24 hour, 7 day basis with a crisis center.

EX-OFFENDER

Current functions are to provide pre and post-release services to incarcerated Indian offenders in state and federal penal institutions in the States of Washington, Oregon and Idaho. Vocational or academical funding with BIA and Tribal approval, Employment, and working with Washington, Oregon, Alaskan penitentiaries. Also some legal representation.

LEGAL ASSISTANCE

Civil law services; domestic problems; bill collections, landlord/tenant, tribal land, enrollment, claims, etc.

NATIVE AMERICAN COMMUNITY HOUSE

An alternative to Foster Care

9044-53rd Avenue South
Seattle, Washington 98118

Offers alternatives to Indian parents in jeopardy of losing children to foster care by providing living situations enabling families to reconfirm parent/child relationships. Advocate for welfare problems.

INDIAN FAMILY PLANNING/STABILIZATION

Family growth control and planning is a program designed to assist individuals and families with respect to the determination of the optimal

in a given situation and further, to follow up with assistance to implement the plan determined. Program elements include helping individuals and families with the following : (1) information on human reproduction, child spacing, fertility/inferility, sterility; (2) contraceptives for prevention of unwanted pregnancy; (3) pregnancy testing referral.

NUTRITION/EDUCATION PROGRAM

Comprehensive supplemental food program to serve Native Americans. A direct nutrition education program to make participants aware of the need for nutritional needs.

VOLUNTEER COORDINATOR

To provide various services to the Indian Community through the efforts of concerned individuals volunteering their time.

NORTHWEST INDIAN NEWS

Monthly newspaper emphasizing developments in the urban as well as reservation communities in the Northwest.

EDUCATION CENTER

"Youth Activities Program"

Designed to provide individuals with specific group activities with primary objective of promoting sound personality development. Emphasis upon social values. Facilitation learning or social skills and self-expression in groups, development of leadership potentials. Various classes included are Karate and Modeling.

"Talent Search"

Provides a wide range of assistance to foster the educational opportunities of those who are victims of some social or economic disadvantage. Designed to assist Indian Youth in remaining in returning to and continuing their education.

"Puget Sound Indian Health Careers"

The program is planned to be both supportive of Indian Youth continuing their education and to consider a career in the health field.

SEATTLE INDIAN HEALTH BOARD

The Seattle Indian Health Board is a non-profit corporation established in 1970 by members of the Seattle Indian and non-Indian community who were concerned about the health status of Indian people. The long range goal of the Seattle Indian Health Board is to provide comprehensive health care that is culturally acceptable and involves Indians as policy makers as well as providers of health care.

The Seattle Indian Health Board (SIHB) operates a health program oriented to the needs of Native American people. In nearly four and a half years of operation the Seattle Indian Health Board has grown from a three evening a week volunteer medical clinic to a comprehensive health program involving medical, dental, family planning, alcoholism and outreach services. At present the Seattle Indian Health Board has a registered patient population of over 8,000 and delivers services to approximately 6,000 Native Americans in the Seattle area. The Medical Clinic records 900 patient visits per month, the Dental Clinic 400-500 visits per month, and the Alcoholism program is now providing comprehensive counseling services to over 600 clients.

The Medical Clinic is located in the U.S.P.H.S. Hospital, with the Outreach, Planning and Administration offices in Building 10 on the P.H.S. campus. The Dental Clinics operate out of Seattle-King County Health Department space in the Public Safety Building downtown Seattle, in Renton and in White Center. The Alcoholism program has intake and counseling offices in the Indian Center Building and also in the Broadway/Columbia Building at 728 Broadway.

The Seattle Indian Health Board program which employs 58 people is recognized nationally for its comprehensive program of delivering primary health care and the referral mechanisms and linkages it has developed with the existing system for specialist and inpatient care.

UNITED INDIANS OF ALL TRIBES FOUNDATION

United Indians of All Tribes Foundation is a public non-profit foundation in the State of Washington, established in 1970, with membership open to members of all North American Indian tribes. The foundation was established to develop a center for Indian culture to be located on lands of the old Fort Lawton military reservation in Seattle, Washington. In January, 1971, 390 acres of the Fort were declared surplus property. The City of Seattle applied for the land for use as a park; the United Indians of All Tribes Foundation (UIATF) applied for the same land to establish a cultural-educational facility. After a series of peaceful demonstrations at the Fort by Indians and supporting groups, an agreement was negotiated whereby the land was allotted to the City of Seattle with twenty acres set aside and leased by the City for ninety-nine years to United Indians to establish an Indian Cultural-Educational Center; the lease is renewable at the option of United Indians.

The envisioned facility to be built on this land will be the first National Indian Cultural Educational Center. No other Indian-related center has the breadth of activities proposed for the Center at the Fort Lawton site. The Center will provide a place where Indians can maintain the traditional aspects of Indian art and simultaneously create new art forms. It will provide a place for recognition of Indian self-esteem, an awareness of a dormant society finally emerging into a position of high regard. For the contemporary individual Indian, it will be a place where the tie with his past culture and heritage will increase his pride in his Indian self by making available to him the real accomplishments of his ancestors, and by doing this, strike at the root of social problems caused by separation from his ancestral past. At the same time, it will be a place where the non-Indian can be educated to the meaning and worth of the various Indian cultures and their many unique life styles and thereby develop the appreciation that comes with understanding.

The Center will be constructed in several phases. Proposed buildings for the Center include an Arts and Crafts Center, an Arena, a Native American Hall of Fame, a Library-Museum-Archives complex, a Native American restaurant, a Long House, and a Theatre. Buildings will be designed to harmonize with the natural setting, and are to be constructed of wood, the traditional construction material for Northwest Indians.

The primary objective of the Cultural-Educational Center is to develop and sustain the sense of Indian identity among Indian people. Subordinate objectives of the Center are to:

Serve as a focal point for Indian community life.

Revive and sustain Indian expressions in art, drama, and literature as a basis for forming Indian identity.

Provide a model for similar Indian centers across America.

Provide the facilities for both traditional and contemporary indoor and outdoor recreational sports.

Build an understanding of Indian concepts and culture in the non-Indian community.

Become economically self-sustaining.

In addition to providing for the educational and cultural needs of the Indian community, the Center will be a source of income for many Indians in the community. It is to this end that the UIATF has set the goal of building a center which will be monetarily self-sustaining, while protecting the quality of everything that is Indian.

AMERICAN INDIAN
WOMEN'S SERVICE LEAGUE

An informal group of Indian women first began meeting in 1958 at the old University of Washington Museum, sharing their common concerns and pride in being Indian. A warm, social character pervaded the regular meetings of the group, later transferred to the home of a founding member, Pearl Warren.

Under the leadership of Pearl Warren the group gathered momentum, widening their circle of concern to include many disadvantaged Indians who found themselves without support in the alien inner city. Resolving to work with other urban Indians, the group rented out a storefront office in B'ltown, a neighborhood to the northwest of Skid Road. There the group formally organized itself, being named the American Indian Women's Service League. The Indian Center, originally conceived by the American Indian Women's Service League, has had an eventful history since its inception in 1960.

An expanding program and social activities soon demanded more space. In 1961 the Service League moved to new quarters at Boren and Stewart. There, adequate space was available to social gatherings, a drop-in lounge, social service activities, and Indian craft sales. The building was considered an interim facility; the League was committed to the development of their own Center Building. From the beginning, an organizational goal was to secure the necessary funds to construct an Indian Longhouse on Lake Union.

The immediate needs of fellow Indians was the priority concern and the development of the Longhouse necessarily became a long-term project. Year by year, funds were set aside and community support, both Indian and governmental, was sought. A series of Seattle mayors and councilmen were made aware of the Indian community dream.

As the years past, the work of Indian elders was strengthened by the growing participation of young, aggressive urban Indians. Dedicated individuals with a sophisticated understanding of the interworkings of government and community organization were reaching maturity as Indian leaders. In 1970 news of the impending availability of large tracts of surplus property in the Seattle area triggered something deep within the Indian psyche; the long sought opportunity to reestablish the lost land base was at hand. Like a rallying cry "Fort Lawton" brought together isolated Indian individuals, awakened to their heritage and Indianness.

The City of Seattle was also interested in acquiring the property for development as a regional park. Now, between the Indian community and their dream stood conflicting interest and governmental red tape. As the months past, the chance of securing the property slowly slipped beyond grasp. Frustrated by the lack of progress, aggressive Indian members stormed the Fort, committed to securing their long sought land base by any means at their disposal.

The City of Seattle, now full aware of Indian determination, agreed to work with local Indian leaders in reaching a solution amenable to all.

The strongly stated need for an adequate facility for Indian social services recalled to City officials the long requested assistance for the development of an Indian Longhouse. Rapidly, a plan was envisioned, incorporating the development of a cultural-educational center at the Fort and a social service facility at a more accessible location, proposed for the southend of Lake Union. The circle of discussion widened, the City of Seattle and United Indians of All Tribes being joined by the American Indian Women's Service League and the Seattle Model City Program. Agreement was soon reached on the joint participation of the Service League and Model City in the development of an Indian Social Services Center. Provisions for necessary technical assistance and possible developmental funds were agreed upon, triggering initial planning in September 1971.

In searching for a new location more than 30 different buildings and sites were investigated. In planning for the new Indian Center certain key considerations were used in evaluating alternatives:

the site must be accessible and the building capable of adequately housing all existing Indian social service activities benefiting from a central location;

the facility must be conducive to the further development of Indian social service activities, community participation, and Indian craft sales;

the project should benefit the public, both in the development of the physical facility and in the implementation of the proposed programs.

Selection soon narrowed down to a consideration of sites on Lake Union and in the Pioneer Square Historic District. The immediate need of the Indian Center for considerably more space placed a high value on the renovation of an existing building; new construction would necessitate an interim solution, costly in terms of time and hours. A complex of two adjacent buildings, the Second and Cherry Building and the Butler Block Building, were recommended by the Development Consultant.

Early in the planning it became evident accomplishment of project objectives would be premised by the character of the Indian social service, tribal, and special interest organizations acting in the Seattle area. More than 50 different tribes, bands, and nations are represented, each having a separate history and traditional way of life. To compound the situation, some organizations are legally incorporated, others are informal organizations and others are appendages of governmental agencies. So as to insure the opportunity for wide spread involvement without substantial organizational restructuring, a base for coordination (other than a super-organization) had to be found. To most expeditiously move ahead, a simple landlord-tenant relationship between one agency and other participants was recommended. By such a vehicle no organization could realistically view the new Center as a threat to their autonomy. Yet, the distinct advantages of a common facility with centralized services was clearly a positive first step toward the strengthening of the

Indian community - the common and ultimate goal of all participants.

Comprehensive Planning Conformance

The Second and Cherry Building, located on the northern boundary of the Pioneer Square Historic District, one of the better preserved structures within the area. The building was constructed in the rebuilding period after the great Seattle fire in 1889. While the building has been in active commercial use, the owner of the Second and Cherry Building, H.R. Broderick, Inc., planned to move to a new location further north in the Financial District.

Sound planning dictates the maximum and best use of the resources at hand. Viable alternatives for accomplishing this within the area are relatively limited:

governmental agencies and other public bodies who are to a degree immune from the "office space better than the competition" urge can profitably be located in above ground space;

social service agencies whose desire for a central location is tempered by the need to be readily accessible to clients are also well served by available upper floor space.

Consequently, the development of an Indian Social Services Center within the area is felt to be in complete conformance with sound planning. Indians played a central role in early Seattle history and the emergence of various Indian arts and crafts shops within the District points to the present community (and tourist) expectation that in one form or another they remain a vital element of the area. Secondly, the presence of social service agencies will obviously draw more people into the area, both during the day and in the evening, making it an "alive" area in the inner city.

The intended renovation for the proposed facility would enhance the District flavor. The northern District fringe has oftentimes not been conceived as an integral part of Pioneer Square. By means of the proposed facade restoration work and the change in use a clear architectural and use integration with the District will be achieved.

Projects - American Indian Women's Service League

Background - Seattle urban Indians, most of whom are recently arrived from rural areas, physically suffer often times from the lack of the most basic human necessities. Adjustment to urban living has an unbalancing effect on all aspects of an individual Indian's life. At the same time he will often be unemployed, with limited relevant working experience, and without adequate food, shelter, or clothing.

Objective - Indian adjustment to urban living;

familiarization of Indians with available educational, social welfare and health agencies;

that Indians are helped to avail themselves of jobs and job training, social, educational and recreational opportunities;

that clothing and supplies be available to meet emergencies;

that the non-Indian population acquire knowledge of Indian problems;

to improve social services, educational and training programs in the community to meet Indian needs.

Administration - The AIWSL Board, through standing committees, will continue to guide volunteer workers in AIWSL projects.

Staffing - The only paid positions are those necessary for the operation of the Arts and Crafts Project.

Project - American Indian Home Service League Arts & Crafts Shop

Background - An Arts and Crafts Shop is located at the Indian Center. This shop is operated for and by Indians. At present it is a source of income for Indian people from all over the Puget Sound area. It has provided the opportunity for creativity of many Indians that would not have otherwise been available. Although it has been seriously hampered by lack of funds, the shop has stimulated a wide appreciation of Indian arts and crafts. Recently a group from Japan made a special effort to visit the Indian Center to see the arts and crafts displays.

The volunteer staff cannot be expected to develop an adequate market for outlet for the work of Indian artists and craftsmen. However, their limited efforts have proven there is a sufficient interest in the Indian community to support a more aggressive effort. The Indian community recognizes that through opportunities for expression such as this, their ethnic heritage can be maintained and interest stimulated in the young to preserve it during future generations.

Objectives - To create an adequate local market for Indian arts and crafts;

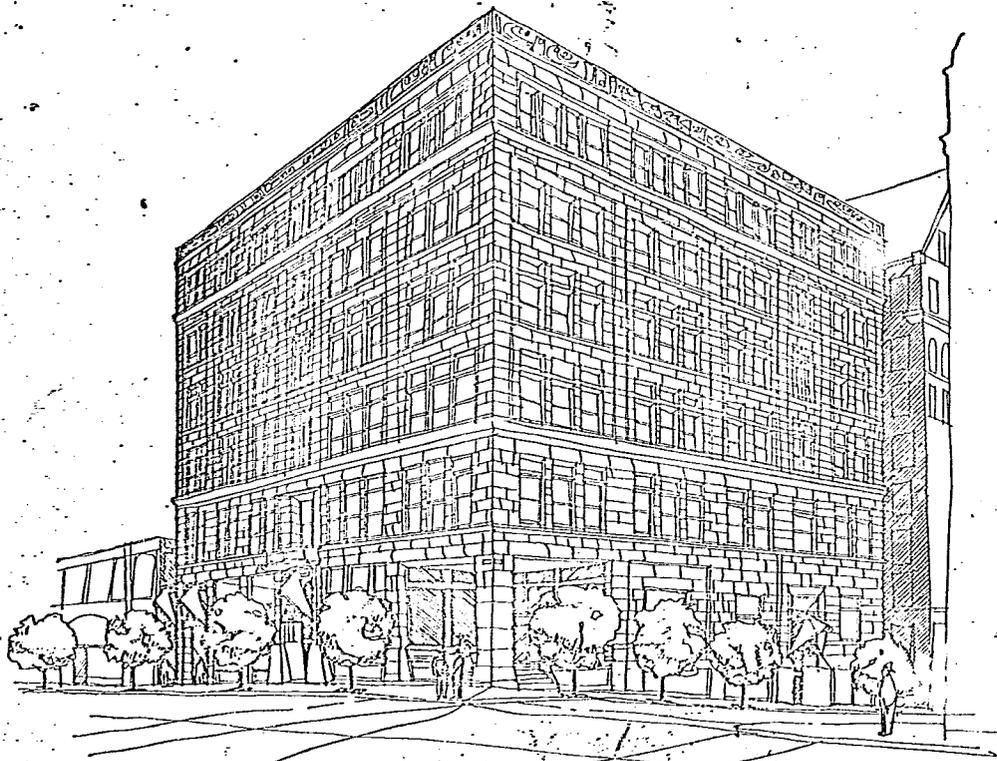
to sustain the Indian culture and to enrich it with innovative adaptations of traditional products;

to stimulate the development of a national marketing capability and the increase of craftsmen income to an adequate level;

to provide the physical facilities, learning experiences and organizational support needed for the continuing growth of Indian craft production.

Services - Retail sales, client referral for individual craft contracts, promotion through quarterly craft shows, craft products distribution, limited market feasibility studies, craft training, raw materials procurement, work shop facilities for craftsmen.

Service Coordination - The important coordination will be internal to the program, involving sales, marketing, training, and work shop facilities.



FUTURE PLANS OF BUILDING

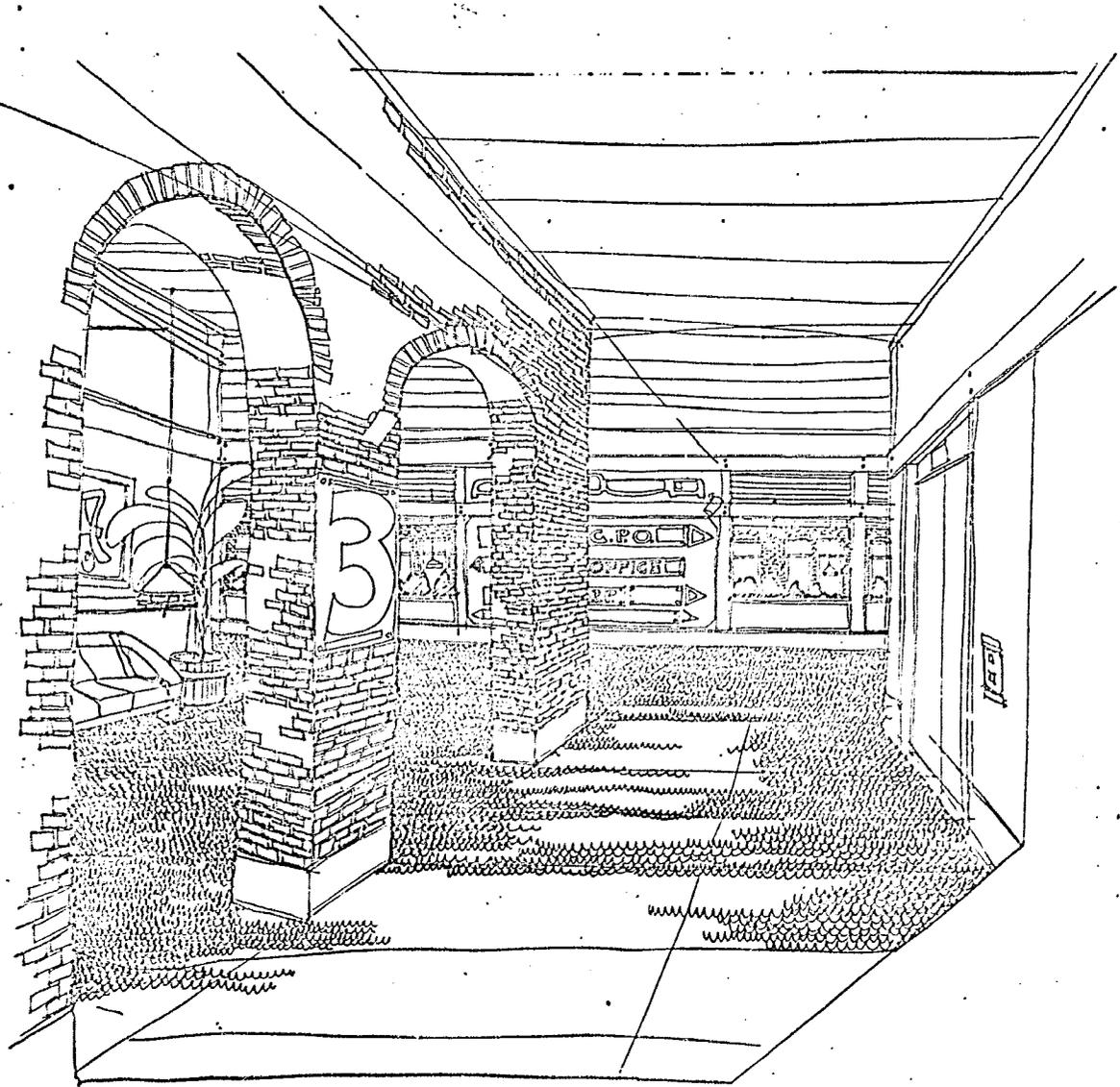
seattle indian center

proposed
john paul jones

1975
associates

seattle indian center





TYPICAL PUBLIC LOUNGE
& ELEVATOR AREA
SECOND & CHEBY BUILDING.

BUILDING HISTORY

For more than 80 years the Bailey Building has been a part of the central scene of commercial and public life in old Seattle. Territorial Governor, Eugene Semple (1887-1889) had his office in the building. It was once the home of the Northwest Railroad Exchange, where many early railroad decisions were made. It was a fitting location for both as it was widely recognized as the prominent office building of the territorial period in Washington.

In addition, as chief Engineer with the Seattle Lake Washington Waterway Company, Governor Semple administered from the same building many of the principle engineering projects which were to permanently shape the topography and development of Seattle.

The Seattle Indian Center Building (Second and Cherry Building) is situated in the Pioneer Square District, adjacent to most of the major historic structures of Seattle. It is one of the principal buildings in the only complete block of historic buildings within the Historic District. It is literally within the cornerstone for restoration of the Seattle legacy.

The historic and architectural significance of the District was formally recognized with the adoption of the Pioneer Square Historic District Ordinance of 1970. The formulation and adoption of the ordinance was based on the inventory study conducted by Victor Steinbrueck, architectural historian. The Seattle Indian Center Building, one of the area structures cited in the district nomination for the National Register by Professor Steinbrueck, was judged to be of historic, architectural and cultural significance.

The future plans for the building include restoration work which will facilitate general public use and especially use by the service target population:

Two original entryways will be restored, allowing emergency programs and youth activities to operate evening hours without loss of overall building security;

Lower areas, now used for storage, will be remodelled for use as a transient lounge, cooking area and "clean-up" facilities;

Lounge areas will be constructed on all floors to make clients feel welcome and to visually underscore the open character of the facility.

Overall, drop-in facilities and recreation spaces will be situated on the Lower Level and Main Floor, Emergency food and clothing will also be at street level. Counseling and other program services which do not rely on drop-in traffic will be housed on the second and third floors. Four through six will be restored and remodelled for Indian service program expansion and related commercial programs with related target population.

Physical Characteristics

Second and Cherry

Six stories, four (2-5) having identical floor plans, plus a lower level, two mezzanines, and partial basement.

Distribution

<u>Floor</u>	<u>Gross</u>	<u>Net Rentable</u>	<u>Type</u>	<u>Condition</u>
Sixth	9,260	9,260	four large open areas five offices	linoleum flooring fluorescent lighting; painted office partitions
Fifth	9,260	6,956	28 offices	linoleum flooring inadequate incandescent lighting; old paint; large inefficient offices
Fourth	9,260	6,956	21 offices one open office area	linoleum flooring; inadequate incandescent lighting; old paint; large, inefficient offices
Third	9,260	6,956	28 offices	linoleum flooring; inadequate incandescent lighting; old paint; large, inefficient offices
Second	9,260	6,956	20 offices 1 conference room; 1 long meeting hall	nylon carpeting; fluorescent lighting; acoustical tile; ceiling, air conditioning; large, inefficient offices

Floor	Gross	Net Rentable	Type	Condition
Upper Mezzanine Front	2,048	1,746	open office area	nylon carpeting; fluorescent lighting; acoustical tile; ceiling, air conditioning; large, inefficient offices
Upper Mezzanine Back	2,918	2,918	open office area	wooden floors, inadequate lighting, low ceiling, poor ventilation
Lower Mezzanine Back	1,333	1,333		high ceiling, poor ventilation, concrete floor, inadequate lighting
Main	5,355	5,355	13 offices 3 conference rooms, 2 large open areas	nylon carpeting; fluorescent lighting; old, dark walnut paneling; high ceiling, acoustical tile
Street	3,312	3,312	2 shops	street level; acoustical tile ceiling, good condition
Lower Level	5,726	5,219	15 offices 1 conference room	nylon carpeting; some air conditioning; fluorescent lighting; acoustical tile ceiling; small, efficient office
Basement	<u>3,484</u> 70,476	<u>3,484</u> 60,451	storage	concrete floor; unfinished
Space distribution				
Office	53,340	sq. ft.		
Store	3,312	sq. ft.		
Storage	3,434	sq. ft.		

LESSEE	ROOMS	SQ. FTG.		\$/SQ. FT.		INCOME LAST INCOME QUARTER		
		1972	1973	1972	1973	1972	1973	
SEATTLE INDIAN CENTER								
PROJECTED REVENUE								
<u>SIXTH FLOOR</u>	Total	Total	9260	9260	1.61	1.61		14,928
<u>FIFTH FLOOR</u>	515-524 inclusive	515-524	2311	2311	1.80	1.80		4,164
Seattle Indian Alcoholism (State Voc. Rehabilitation)			752	752	3.50	3.50	219	
Vacant			3660	3660				
<u>FOURTH FLOOR</u>								
Vacant			6956	5428				
<u>THIRD FLOOR</u>								
Employment Security	327	327	314	314				
	316-317	316-317	380	380	1.89	3.50		C 1,330
Indian Alcoholism	318-323	301-314 327, 328	2200	4149	3.50	4.30	979	16,154
Vacant			4231	770	2.90	2.56		
<u>SECOND FLOOR</u>								
New Kinatchitapi Indian Program Services	205-206	205-206	735	735	3.50	4.00	643	A 1,946
Indian Paraprofessional Services	204	204	374	374	3.20	3.20	100	A 1,200
Indian Services	209-211	209-211	600	600	4.00	4.00	600	2,400
			231	231	0	0		
	218,219	418,419	470	470	2.27	3.50		C 1,645

LESSEE	ROOMS		SQ. FTG.		\$/SQ. FTG.		INCOME LAST QUARTER	
	1972	1973	1972	1973	1972	1973	1972	1973
SEATTLE INDIAN CENTER								
PROJECTED REVENUE								
Talent Search	227-228		387		4.30		387	
	215				2.36		71	
Minority Program	222-224	222-224	752	752	4.00	4.00	750	A 3,000
Public Assistance								
United Indians of all Tribes Foundation	220,221	220,221	466	466	3.50	3.50	272	1,631
Ex-Offender	226-227		365		4.00		504	
Legal Assistance	225-226		365		4.00		216	
Conference Room	212-214		648		4.00			
Vacant			1566	2086				
UPPER MEZZANINE								
Vacant	Back		2918	2918	4.00			
Arts & Crafts	Front		1785		4.00			
Main Floor								
Indian Center	Back		2739		4.00			10,956
Talent Search			600		4.00			2,400
Ex-Offender			504		4.00			2,016
Legal Assistance			216		4.00			864
Arts & Crafts			1295		4.00			-
STREET								
Commercial	613 2nd		600	600	1.00	-		
	615 2nd		1152	1152	3.33	3.33		C 3,840
	617 2nd		1560	1560	3.08	3.08		C 4,800

LESSEE	ROOMS		SQ. FTG.		\$/SQ. FT.		INCOME LAST	INCOME
	1972	1973	1972	1973	1972	1973	QUARTER	1973
<u>SEATTLE INDIAN CENTER</u> <u>PROJECTED REVENUE</u>								
<u>LOWER LEVEL</u> Youth			1286	1286	3.50	3.50	1125	4,500
Indian Center			2739		4.00		1989	
Indian Center (AIWSL)								
<u>LOWER MEZZANINE</u> Seattle Indian Center	Back	Back	1333	1333				
<u>BASEMENT</u> Commercial			3484	3484	.25	.25		876
Total Office Space			24,686 sq. ft.	11,944 sq. ft.			\$7,855	\$79,644

February 1, 1973

MEMORANDUM

To: Elizabeth Morris
Finance Committee Chairman

From: Bill Holloway *BH*

Re: Pro Forma Income Statement for Second and Cherry Building

The attached income statement projects the income and expenses for Calendar year 1973. I am submitting it at this time to the Committee for their review and recommending it be used as the guide in computing monthly maintenance expenses and monies to be expended by the Indian Center in building management. The figures listed under the heading "1973" are the best available estimates of the income which may be expected during that year and the expenses which will be incurred.

The total revenue is estimated at \$99,894. \$79,644 are from existing lessees whose occupancy during 1973 is reasonably well assured. An estimate of \$20,250 of income from City of Seattle leases is also included. A number of large City agencies are considering space; I anticipate at least one of those agencies will be leasing space by mid-1973. No income from any other proposed leases (e.g. Public Defender) is included in the estimated total revenue.

Below those figures are the estimates of operating, administrative and financial expenses for facility operation. The figures are based on 1971 and 1972 building expenses; they have been adjusted for inflation. Account 600 Cleaning, lists the estimated cost of janitorial service and window washing. Cleaning may either be performed on a contract basis with a building maintenance company or used to hire janitorial and maintenance staff. Accounts 681-3, 685 and 687 comprise the estimated expenses for facility management. \$19,140 would pay for a building manager, accounting services, building management services by H.R. Broderick, architectural fees for alterations in non-rentable areas, audit fees and legal fees. Accounts 811, 812 and 952 are for taxes which the Commission may or may not be forced to pay. It is recommended until Commission tax status is resolved, these three be included as expenses and cash reserves be set aside for their payment. This may be done by monthly placing cash in a savings account. Account 920, Organization Expense, is to cover costs incurred in the Commission setting itself up. These would include the cost of accounting books, setting up of the Chart of Accounts, purchase of Corporate Seal, and registration fees.

I am confident the estimated expenses will be accurate to within 10% of actual expenses. For comparison, I have included on the second sheet a comparison of income and expenses for a comparable building. The occupied square footage of the Second and Cherry Building and the comparable building differ by less than 1,000 square feet. I project occupied square feet for the Second and Cherry

February 1, 1973

MEMORANDUM

Page 2....

Building will be 44,228, producing a vacancy rate of 27%. The various account expenses have been grouped to facilitate comparison. Total expenses may not be easily compared however as certain expenses were not incurred by the comparative building or have simply been deleted from the income statement.

The only significant changes from the projected income and expenses will be caused by commitments of two or three additional major lessees, in which case revenue, expenses and the net surplus would all increase.

BH:al

copies to: Finance Committee Members
Seattle Indian Center Board
Seattle Indian Services Commission

SEATTLE INDIAN SERVICES COMMISSION
PRO FORMA INCOME STATEMENT

	Last Quarter					
	1972	1973	1974	1975	1976	1977
501 Lease Income, commercial		31,583	36,699	37,800	38,934	40,102
504 Rent of Special areas	366					
505 Social Services Program autonomous	1,493	7,140	47,425	48,848	50,313	51,822
506 Social Service programs, Indian Services Commission related	6,362	40,971	49,838	51,333	52,873	54,549
	<u>8,221</u>	<u>79,644</u>	<u>133,962</u>	<u>137,981</u>	<u>142,120</u>	<u>146,383</u>
Anticipated City lease commitments		<u>20,250</u>	<u>40,500</u>	<u>41,715</u>	<u>42,966</u>	<u>44,255</u>
540 Furniture Use Charge						
550 Grant Income						
TOTAL REVENUE		99,894	174,462	179,696	185,086	190,638
600 Cleaning		20,855	34,154			
610 Electrical		7,150	9,653			
620 Heating		8,840	11,934			
630 Air Conditioning		326	700			
650 Plumbing		2,716	3,667			
660 Elevator		2,774	3,745			
670 General Expense		2,285	3,085			
Administrative Expenses						
681-3 Salaries and Personnel burden		12,000	16,200			
685 Management fee		2,940	3,969			
687 Professional Fees		4,200	5,670			
700 Alterations		5,636	7,609			
710 Painting		1,911	1,365			
720 Repairs		317	1,500			
800 Insurance		1,321	3,600			
812 Personal property taxes		1,343	1,200			
Space Rent		<u>9,700</u>				
		<u>9,700</u>	<u>84,364</u>	<u>121,739</u>		
Net Surplus in operation	(1,479)	15,530	52,723			
920 Organization Expense		200	-			
931 Interest on notes and mortgages		9,330	18,660			
952 Income taxes						
TOTAL SURPLUS OVER EXPENSES	(1,479)	6,300	34,063			

SEATTLE INDIAN CENTER BUILDING OPERATIONS
Statement of Financial Position
for the Year Ended December 31, 1973

ASSETS

Current Assets:

Cash in Bank	\$30,555.37	
Petty Cash	25.00	30,580.37
Accounts Receivable Remodeling	11,007.39	
Accounts Receivable Other	150.28	11,157.67
Prepaid Insurance		558.75

Total Assets: 42,296.79

LIABILITIES AND FUND BALANCE

Current Liabilities:

Accounts Payable	2,676.01	
Payroll Taxes W/H	208.41	
Accrued Payroll Taxes	336.56	
Accrued Salaries and Wages Payable	745.87	3,996.85
TOTAL CURRENT LIABILITIES		

Other Liabilities:

Tenant's Security Deposits	200.00	
Contractor's Security Deposits	50.00	250.00
TOTAL OTHER LIABILITIES		

Total Liabilities: 4,216.85

Fund Balance:

Unappropriated Funds		
06-30-73 Beginning	24,738.06	
12-31-73 (Exhibit B)	13,341.88	38,079.94
Total Fund Balance		
Total Liabilities and Fund Balance:		\$42,296.79

SEATTLE INDIAN CENTER BUILDING OPERATIONS
Statement of Current Operations
for the Year Ended December 31, 1973

Revenue:

User's Charges	24,053.20	
Other Rents	<u>16,394.84</u>	
TOTAL REVENUE		40,448.04

Expenditures:

Salaries and Wages	12,184.24	
Administrative	2,864.21	
Repairs	393.31	
Alterations Occupancy		
Areas	180.30	
Alterations Unoccupancy		
Areas	143.98	
Operating	10,137.62	
Services Rendered to		
Commission	30.00	
Fixed Charges	1,172.50	
TOTAL EXPENDITURES		27,106.16

Revenue Over Expenditures

13,341.88

**SEATTLE INDIAN CENTER BUILDING OPERATIONS
PROJECTED INCOME STATEMENT
January 1, 1974 to June 30, 1974**

Seattle Indian Center Income:

51010	Users Charges	\$51,837.56
54000	Interest Earned	450.00
51040	Furniture and Equipment	1,140.00
55000	Other Income	200.00
Less: Space Users Allowance		\$ 1,787.68
Total Income		\$54,037.38

Seattle Indian Center Expenses:

61010	Promotion and Goodwill	\$ 55.00
61050	Alterations	880.00
62000	Salaries	8,400.00
63030	Janitorial and Maintenance Salaries	4,800.00
63000	Administrative Expenses	3,329.98
67021	Cleaning Contract	2,400.00
67022	Cleaning Supplies	204.00
63026	Equipment	150.00
67031	Elevator Contract	947.70
67041	Water and Sewer	1,074.00
67061	Electrical Expenses	2,949.00
67062	Electrical Contracts	
67063	Electrical Supplies	60.00
67070	Heating Expenses	5,500.00
67082	Painting Supplies	600.00
67112	Restroom Supplies	60.00
63500	Miscellaneous Expenses	673.02
68000	Services Rendered Commission	228.00
69010	Insurance Premium	1,140.00
Total Expenses		\$33,471.70
Net Income		\$20,565.68
Total Projected Income for Twelve-Month Period		\$93,919.92
Total Projected Expenses for Twelve-Month Period		\$66,656.11
Total Projected Net Income		\$27,263.91
Seattle Indian Center Inkind Donations		\$17,112.00

SEATTLE INDIAN CENTER BUILDING OPERATION
STATEMENT OF FINANCIAL POSITION
As of May 31, 1974

ASSETS

Current Assets:

Cash in Bank	\$50,137.70	
Petty Cash	<u>25.00</u>	\$50,162.70
Accounts Receivable		250.28
Prepaid Expense		<u>10.00</u>
TOTAL ASSETS		\$50,422.98

LIABILITIES AND FUND BALANCE

Current Liabilities:

Accounts Payable	\$3,981.44	
Payroll Tax Accrued	831.08	
Accrued Salaries and Wages	<u>899.41</u>	
TOTAL CURRENT LIABILITIES		\$ 5,711.93

Other Liabilities:

Tenant's Security Deposits	<u>\$200.00</u>	
TOTAL LIABILITIES		\$ 5,911.93

Fund Balance:

Unappropriated Funds		
6-30-73 Beginning	\$24,738.06	
5-31-74 Attached Statement	<u>19,772.99</u>	
TOTAL FUND BALANCE		<u>\$44,511.05</u>
TOTAL LIABILITIES AND FUND BALANCE		<u>\$50,422.98</u>

SEATTLE INDIAN CENTER BUILDING OPERATION
STATEMENT OF CURRENT OPERATION
FOR CURRENT FISCAL YEAR THRU MAY 31, 1974

Revenue

Users Charges-Rent	\$72,883.11
Furniture and Equipment	48.00
Other Income-Conference Room	375.72
Other Income-Donations	200.00

TOTAL REVENUE **\$73,506.83**

Expenditures

Promotion and Goodwill	36.80
Salaries	15,664.02
Janitorial and Maintenance	7,558.32
Administrative Expenses	5,935.58
Equipment	176.30
Repairs	686.21
Alterations	306.18
Operating Expense	
Cleaning Contracts	4,143.20
Cleaning Supplies	541.26
Elevator	1,539.33
Water and Sewer	1,559.14
Electrical	4,010.74
Heating	7,866.09
Painting	192.14
Restrooms	1,074.68
Miscellaneous	299.90
Services Rendered Commission	482.70
Insurance	1,731.25

TOTAL EXPENDITURES **\$53,733.84**

REVENUE OVER EXPENDITURES **\$19,772.99**

CHAPTER
OF
SEATTLE INDIAN SERVICES COMMISSION

ARTICLE I
NAME AND SEAL

The name of this corporation shall be Seattle Indian Services Commission. The corporate seal of the organization, as set forth below, shall be a circle with the name "SEATTLE INDIAN SERVICES COMMISSION" and the word "SEAL" inscribed therein.

ARTICLE II

AUTHORITY FOR SEATTLE INDIAN SERVICES COMMISSION:
LIMIT ON LIABILITY

1. Seattle Indian Services Commission is a public corporation organized pursuant to Chapter 77, Laws of 1971, Extraordinary Session, Section 5 and 7 (Revised Code of Washington 35.21.660 and 35.21.670 and Ordinance 100495 of the City of Seattle adopted November 29, 1971 and approved December 1, 1971.

2. RCW 35.21.680(1) provides as follows: "All liabilities incurred by such public corporation, commission or authority shall be satisfied exclusively from the assets and credit of such public corporation, commission or authority; and no creditor or other person shall have any recourse to the assets, credit or services of the municipal corporation creating the same on account of any debts,

DURATION OF SEATTLE INDIAN SERVICES COMMISSION

The duration of this corporation shall be perpetual.

ARTICLE IV

PURPOSES OF SEATTLE INDIAN SERVICES COMMISSION

Recognizing that, in addition to social, cultural, medical, educational and economic backgrounds that are shared by all ethnic minorities in urban areas, the American Indians (many of whom have reservation backgrounds) have unique social, cultural, medical, educational, and economic needs that require unique approaches, the purpose of Seattle Indian Services Commission shall be to provide effective, comprehensive and coordinated planning services, activities and programs that are consistent with or related to the Seattle Model Cities Program and that will meet the unique needs of the many Indian residents of Seattle who are scattered throughout the City. In fulfilling its purpose, Seattle Indian Services Commission shall carry out and administer certain programs provided for in agreements between the City of Seattle and the United States pursuant to the provisions of the Demonstration Cities and Metropolitan Development Act of 1966, as it now exists or may hereafter be amended, or any successor act or acts. Seattle Indian Services Commission shall provide the Seattle Model Cities Program with an additional source of flexibility and efficiency in the administration of the Seattle Model Cities Program; shall expedite various Model Cities projects and activities; and shall improve the overall performance of the City as the city demonstration agency under its grant agreement with the United States. In administering funds and contracting and exercising its powers in programs, Seattle Indian Services Commission shall specifically include within its purpose the carrying out of

reduction of dependence upon welfare payments; the improvement of educational facilities and programs; the combat of disease and ill health; the reduction of the incidents of crime and delinquency; the enhancement of recreational and cultural opportunities; and the general improvement in the living conditions of all the people who live within Seattle and the accomplishment of these objectives through the most effective and economical concentration and coordination of federal, state and local public and private efforts.

ARTICLE V

POWERS OF SEATTLE INDIAN SERVICES COMMISSION

The Seattle Indian Services Commission and the Council on its behalf shall have the power to:

1. Own and sell real and personal property.
2. Contract for any Seattle Indian Services Commission purpose with individuals, associations and corporations, and the state and the United States.
3. Sue and be sued in its corporate name.
4. Lend and borrow money.
5. Do anything a natural person may do.
6. Purchase, lease, exchange, improve, use or otherwise transfer real or personal property or any interest therein; grant or acquire options on real or personal property; and contract regarding the income or receipts from real property.
7. Issue negotiable bonds, notes, and other evidence of indebtedness in conformity with applicable provisions of the Uniform Commercial Code and state law in such principal amounts, with such covenants, interest rates, maturities and options of redemption as in the discretion of the Council shall be necessary or appropriate to provide sufficient funds for achieving any Seattle Indian

Seattle Indian Services Commission purposes, or to act as a surety or guarantor for the United States or other sources for Seattle Indian Services Commission projects and activities.

8. Contract for and accept gifts or loans of funds or property from the United States, the State, the City, other corporations, associations, individuals or any other source and to comply with the terms and conditions thereof.

9. Lend its funds, property or credit or services for Seattle Indian Services Commission purposes, or act as a surety or guarantor for Seattle Indian Services Commission purposes.

10. Provide advisory, consultative, training, educational and community services or advice to individuals, associations, corporations, or governmental agencies, with or without charge.

11. Donate money, property or services on such terms and conditions as Seattle Indian Services Commission may in its discretion deem advisable, to individuals, associations or corporations for Seattle Indian Services Commission purposes.

12. Control the use and disposition of Seattle Indian Services Commission property, assets and credit.

13. Invest and reinvest its funds.

14. Fix and collect charges for services rendered or to be rendered, and establish the consideration for property transferred.

15. Maintain books and records as appropriate for the conduct of its affairs and as may be required by the City pursuant to its grant agreement.

16. Conduct the affairs of Seattle Indian Services Commission, carry on its operations, use its property as allowed by law, its charter, and its rules and regulations; and to name Seattle Indian Services Commission officials, agents, and employees; secure the services of consultants for professional services, technical assistance or advice; and prescribe their duties, qualifications and

Compensation.

17. Perform all manner and type of community services and activities in furtherance of agreements between the City of Seattle and the United States to carry out the purposes of The Demonstration Cities Act.

18. Exercise any power granted to Seattle Indian Services Commission by Ordinance 100495 of the City of Seattle, as now or hereafter amended, except as expressly limited by the terms of this Charter.

19. Exercise and enjoy such additional powers as may be authorized by general law.

ARTICLE VI

LIMITS ON SEATTLE INDIAN SERVICES COMMISSION POWERS

1. No part of the net earnings of Seattle Indian Services Commission shall inure to the benefit of, or be distributable to, the trustees or officers of Seattle Indian Services Commission or other private persons, except that Seattle Indian Services Commission is authorized and empowered to:

(a) Compensate Seattle Indian Services Commission officials a reasonable amount for services rendered, and reimburse reasonable expenses actually incurred in performing their duties;

(b) Assist Seattle Indian Services Commission officials as members of a general class of persons to be assisted by a project or activity of an approved program to the same extent as other members of the class and as long as no special privilege or treatment accrues to such Seattle Indian Services Commission official by reason of his status or position in the Seattle Indian Services Commission.

(c) Defend any Seattle Indian Services Commission official or former Seattle Indian Services Commission official.

reason of his position or former Seattle Indian Services Commission position, or at Seattle Indian Services Commission's option, indemnify such Seattle Indian Service Commission official or former Seattle Indian Services Commission official for expenses actually and necessarily incurred by him in connection with such defense, except as to matters on which he shall be adjudged in such action or proceeding to be liable for an act or omission performed without capacity or power, or willful misconduct in the performance of duty; and

(d) Sell assets for a consideration greater than their reasonable market value or acquisition costs, or charge for services more than the expense of providing them, or otherwise secure an increment in a transaction as long as such gain is not the object or purpose of the Seattle Indian Services Commission's transactions or activities and is applied to or expended upon community services and projects and activities as aforesaid.

2. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation and no funds, assets or property of the corporation shall be used for publicity or propaganda purposes designed to support or defeat legislation pending before the Congress of the United States or the Legislature of Washington State or the City of Seattle. Further, the corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

3. The Seattle Indian Services Commission shall have no power of eminent domain nor any power to levy taxes or special assessments.

4. The Seattle Indian Services Commission may not incur or create any liability that permits recourse by any contracting party or members of the public to any assets, services, resources or credit of the City of Seattle.

5. Upon dissolution of the corporation and the winding up of its affairs, any remaining assets of the corporation shall be distributed, as provided in Section 45 of the Ordinance, under the terms of the Grant Agreement, covenants with HUD, or to a qualified successor public corporation, or to the City or other local municipal corporation performing municipal functions similar to those performed by this corporation, or to the State of Washington, to the United States, or other qualified entities as specified in said Section 45; provided, however, that no member, trustee or officer of the corporation, or any private individual shall be entitled to share in the distribution of any of the corporate assets upon dissolution. Upon dissolution, any assets not disposed of as above provided shall be distributed by the Commission for similar uses and purposes to any other organization which would then qualify for exemption under the provisions of § 501(c)(3) of the Internal Revenue Code as now stated or as it may be hereafter amended.

ARTICLE VII

ORGANIZATION OF SEATTLE INDIAN SERVICES COMMISSION

Section 1. Council.

The management of all Seattle Indian Services Commission affairs shall reside in a Council. The Council shall be composed of eight (8) members selected as follows:

- (1) Two members shall be appointed by the United Indians of All Tribes Foundation or its successor organization.

(2) Two members shall be appointed by the Seattle Indian Center or its successor organization.

(3) Two members shall be appointed by Seattle Indian Health Board or its successor organization.

(4) Two members shall be appointed by American Indian Women's Service League or its successor organization.

Section 2. Council Concurrence Required.

General or particular authorization or concurrence of the Council by resolution shall be necessary for any of the following transactions:

(a) Transfer or conveyance of an interest in real estate other than a release of a lien or satisfaction of a mortgage after payment has been received and the execution of a lease for a current term less than one year;

(b) The contracting of debts, issuances of notes, debentures, notes or bonds, and the mortgaging or pledging of corporate assets to secure the same;

(c) The donation of money, property or other assets belonging to the public corporation;

(d) An action by the public corporation as a surety or guarantor;

(e) All transactions in which the consideration exchanged or received by the public corporation exceeds ten thousand dollars (\$10,000), the performance by the public corporation shall extend over a period of one year from the date of execution of an agreement therefor, or the public corporation assumes duties to the City, the State, or the United States;

(f) Any project or activity outside the limits of the City;

(g) Adoption of an annual budget;

(h) Certification of annual reports and statements to be filed

and of the matters except as noted,

- (i) Proposed amendments to the Charter; and
- (j) Such other transactions, duties and responsibilities as the Charter shall repose in the Council or require Council participation by resolution.

Section 3. Council Concurrence Defined.

"Council concurrence", as used in this section may be obtained at any regular or special Council meeting, by an affirmative vote of a majority of the persons voting on the issue provided that at least five Council members are in attendance at the time the vote is counted.

ARTICLE VIII

CONSTITUENCY

There shall be no constituency of Seattle Indian Services Commission.

ARTICLE IX

COMMENCEMENT OF SEATTLE INDIAN SERVICES COMMISSION

Seattle Indian Services Commission shall come into existence and be authorized to take action at such time as the initial Council takes office in accordance with Article VII.

ARTICLE X

RULES AND REGULATIONS (BYLAWS)

The Council shall adopt Rules and Regulations (hereinafter called Bylaws) to provide such rules for governing the Council and its activities as are not inconsistent with this Charter. The adoption of the Bylaws, and any amendments thereto, require a majority vote of the whole Council. Among other things, the Council shall provide in the Bylaws for the following:

Commission and the duties of any such committee.

2. The manner in which special meetings of Seattle Indian Services Commission shall be called.

3. Suspension or removal of Seattle Indian Services officials and conditions which would require such suspension or removal.

4. Any matters set forth in § 15, 1-u, of Ordinance No. 100495 of the City of Seattle not inconsistent with the Charter or not provided for herein.

ARTICLE XI

AMENDMENTS TO CHARTER AND BYLAWS

A. Any Council member may propose an amendment to the Charter at any regular meeting, or at any special meeting of which thirty (30) days advance notice has been given. Resolutions of the Council approving amendments to the Charter require the affirmative vote of two-thirds (2/3rds) of the whole Council. The proposed amendment to the Charter shall be filed within three (3) days of its adoption with the City Comptroller by the President of Seattle Indian Services Commission together with a statement of reasons supporting the proposed amendment. The amendment shall be open to public inspection for at least thirty (30) days. One copy of the proposed amendment shall be filed with the Model Cities Director for his review and recommendations. The Model Cities Director shall, within thirty (30) days of receipt of the proposed amendment make a recommendation to the Mayor concerning the acceptability or otherwise of the amendment. Should he fail to do so, the amendment automatically is deemed to have the concurrence of the Model Cities Director and passes immediately to the Mayor.

The Mayor shall thereupon cause to be issued in duplicate originals of the proposed amendment, each signed by the Mayor and bearing the City Seal attested by the City Comptroller. One original shall be retained by the City Comptroller as a public record and the other shall be delivered to Seattle Indian Services Commission which shall thereupon notify the Department of Housing and Urban Development or its successor of the amendment.

B. Any Council member may propose an amendment to the Bylaws (which may consist of a new set of Bylaws) at any regular meeting, or at any special meeting of which thirty (30) days advance notice has been given. Resolutions of the Council approving amendments by the Bylaws by unanimous vote may be implemented at such time as selected by the Council in the Resolution without further action. Resolutions approving amendments to the Bylaws with less than unanimous voted cannot take effect until ten (10) days after filing with the City Comptroller. The President of Seattle Indian Services Commission shall file such resolution within three (3) days of its adoption.

In any event, copies of the amendments shall be filed with the City Comptroller as a public record.

ARTICLE XII

MISCELLANEOUS

Section 1. Geographic Limitation.

Seattle Indian Services Commission may conduct activities outside the City of Seattle upon a determination by the Council that each such activity will further the purposes of Seattle Indian Services Commission.

Section 2. Public Records.

The public shall have access to records and information of Seattle Indian Services Commission to the same degree that the public enjoys access to records and information of the City of Seattle.

Section 3. Public Meetings.

Meetings of the corporation shall be open to the public as required under the Open Public Meetings Act, Chapter 250, Laws of 1971, First Extraordinary Session, and all meetings of the Council shall be called and held in accordance with Section 11 thereof.

Section 4. Audits, Dissolutions, etc.

Audits, dissolutions, trusteeships and other matters affecting Seattle Indian Services Commission are governed by Ordinance 100495 of the City of Seattle, approved December 1, 1971.

OF
SEATTLE INDIAN SERVICES COMMISSION

ARTICLE I
MEMBERS OF THE COUNCIL

Section 1. General Powers. The business and affairs of the Commission shall be managed by its Council.

Section 2. Number, Tenure and Qualifications. The Council shall be composed of eight (8) members selected as follows:

(a) Two members shall be appointed by the United Indians of All Tribes Foundation or its successor organization.

(b) Two members shall be appointed by the Seattle Indian Center or its successor organization.

(c) Two members shall be appointed by the Seattle Indian Health Board or its successor organization.

(d) Two members shall be appointed by the American Indian Women's Service League or its successor organization.

The initial Council members shall be appointed no later than twenty (20) days after the corporate charter shall have been issued by the City of Seattle. The Council shall take office at such time as all members have been appointed in accordance with this Article I, and have signed in duplicate the qualification statement required in Section 13 of Ordinance 100495 of the City of Seattle adopted November 29, 1971 and approved December 1, 1971, pursuant to Chapter 77, Laws of 1971, Extraordinary Session, Sections 5 and 7 (Revised Code of Washington, 35.21.660 and 35.21.670), hereinafter known as "The Ordinance". Appointments to the Council must be by written letter of appointment from the appointing organization and must have

shall be made annually thereafter as herein prescribed, with each Council to take office one year after the previous Council took office; provided, however, that at the regular monthly meeting which coincides most closely with the anniversary of the initial commencement of the Council hereunder, the two new or reappointed Council representatives of each of the appointing organizations shall deliver to the office of the Council a valid, signed form of said qualification statement as required by The Ordinance, covering the next year, and a written letter of appointment from the appointing organization for the term. Each such representative so appointed must have the approval of the Board of the appointing organization. Council members may be reappointed and shall continue in office until either reappointed or until another Council member is appointed as herein described.

Section 3. Alternate. In addition to the two regular members of the Council that shall be appointed by the four organizations described above, each of the four organizations shall appoint one first alternate member and one second alternate member to Seattle Indian Services Commission. Such alternates shall be appointed and qualified as described above in Section 2, and shall be empowered to attend all Council meetings, but shall have no right to vote at any meeting unless the alternate is replacing a regular Council member from his or her organization, who is absent. If any regular Council member is absent from any meeting, that member's position at that meeting may be filled by the first alternate member from the same appointing organization. If the first alternate member and either of the regular members or both regular members of an appointing organization are absent from any meeting, the second alternate member from the same appointing organization shall replace one such absent

by the action of the constituent organization with authority to select the Council member whose position is vacated. A vacancy or vacancies on the Council shall be deemed to exist in the case of the death, disability, resignation, forfeiture of office, or removal by the constituent organization with appointing authority over that member, or any Council member, as provided herein.

Section 5. Removal from Office. Council members who are absent from three consecutive regular meetings, and who have not received the specific written concurrence of the Council to their absence authorizing the same, or who are absent more than five regular meetings in any twelve-month period, whether with concurrence of the Council or not, shall automatically be deemed to have forfeited their position as Council member. Upon such an occurrence, the Council shall notify the organization that has the power to replace such a member and said organization shall appoint another person as Council member to fill the vacant term. Such person shall then qualify as prescribed above.

Any Council member who during his term of office is convicted of a felony or of a crime involving moral turpitude, shall upon such conviction automatically be deemed to have forfeited his office as Council member and the Council shall, upon the happening of such event, notify the organization who appointed such Council member, and the organization which has the appointing power shall reappoint another person as Council member to fill the vacant term.

ARTICLE II

MEETINGS OF COUNCIL

Section 1. Regular Meetings. Regular meetings of the Council shall be held at least once every month on the _____ day of the

provided, however, that the Council may alter such regular meeting time and place by resolution.

Section 2. Special Meetings. Except as provided in Article XII, Section 1 of the Charter of Seattle Indian Services Commission, special meetings of the Council may be held at any place, at any time, whenever called by the President or any two members of the Council.

Section 3. Notice of Meetings. No notice of the regular meeting shall be required, except of the first regular meeting after any change in the time or place of such meeting adopted by resolution of the Board, as above provided. Notice of all special meetings shall be in writing, given by the Secretary or by the person or persons calling the meeting, by personal communication over the telephone at least 24 hours prior to the day named for the meeting, or by at least three (3) days notice by mail, telegram, or written communication. If mailed, notice shall be mailed by United States mail, postage prepaid, to the last known address of each Council member. Attendance of a Council member at any meeting shall constitute a waiver of notice of such meeting, except where the member attends a meeting for the purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted and the purpose of any special meeting of the Council must be specified in the notice of any such special meeting. At any regular meeting of the Council, any business may be transacted and the Council may exercise all of its powers.

Section 4. Quorum. At least five (5) members of the Council must be present at any regular or special meeting to comprise a quorum and no business may be transacted without a quorum; provided, however, that a lesser number in attendance at such a meeting may

...may be adjourned without further notice. At any meeting of the Council at which a quorum is present, the act of a majority of the members present at the meeting shall be the act of the Council. The directors present at a duly convened meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, except that Council concurrence, as provided for in Article VII of the Charter of Seattle Indian Services Commission, requires the attendance of at least five (5) Council members.

Section 5. Role of Officers. The person who is elected President of the Commission, in conformity with the Charter and these Rules and Regulations shall act as Chairman of the Council and the person who is elected Secretary of the Commission shall act as Secretary of the Council. Unless there is some reason to the contrary, specifically to be stated upon the minutes of the meeting, all meetings of the Council shall be deemed to be meetings of the officers of the corporation as well.

Section 6. Open Meetings. All meetings of the Council shall be held and conducted in accordance with Chapter 250, Laws of 1971, Extraordinary Session, and special meetings may be called as therein provided. In addition, the Council may hold an executive session to consider matters enumerated in Chapter 250, Laws of 1971, Extraordinary Session, Section 11, and shall enter the cause therefor in its minutes.

Section 7. Appointment of Committees. The Council, by resolution adopted by a majority of the full Council, may designate from among its members one or more committees, each consisting of at least three or more members, to represent the Council and, on matters other than those described in Section 21 of The Ordinance, act for and on behalf of the Council. The designation of any such committee and

the delegation thereof or authority shall not operate to relieve any member of the Council of any responsibility imposed by law.

Section 8. Actions by Written Consent. Any corporate action required by the Charter, these Rules and Regulations, or the laws under which this corporation is formed, to be voted upon or approved at a duly called meeting of the Council may be accomplished and authorized by the Council without a meeting upon the unanimous written concurrence thereto of all members of the Council who are entitled to vote on the matter; and upon entry of such action together with the written concurrence upon the minute book, the action shall have the force and effect as if taken at a meeting.

Section 9. Waiver of Notice. Whenever any notice is required to be given to any member of the Council by the Charter, these Rules and Regulations, or by the laws of the State of Washington and the City of Seattle, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

ARTICLE III

Officers

Section 1. Officers Designated. The officers of the Commission shall be a President, Vice President, Treasurer and Secretary, each of whom shall be elected by the Council. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Council. Any two or more offices may be held by the same person, except the offices of President and Treasurer. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as the Council may prescribe.

Each of the officers shall be elected by the Council, from among its members. The officers shall be elected by the Council at the regular meeting at which new Council members are qualified for a one-year term, and shall hold office during said one-year term and until new Council members are appointed as herein prescribed. Concurrent with election by the Council, each officer, upon election or re-election, shall execute in duplicate the form of Qualification Statement required by Section 13 of The Ordinance, and his term of office shall not be deemed to commence until such statement is signed and delivered to the office of the Council. The first officers of the Commission shall be elected by the Council at its organizational meeting.

Section 3. Powers and Duties.

(a) President. The President, who shall be designated "Chairman" shall exercise the usual executive powers pertaining to the office of President. He shall be the chief executive officer of the corporation. He shall preside at meetings of the Council. He shall be the designated agent of the corporation to receive service of process. When authorized by the Council, he shall have the power to sign and execute all deeds, bonds, contracts, and other obligations or instruments in the name of the corporation and all such instruments shall be effective, valid, and binding upon his signature alone without the necessity of adding thereto the signature of any other officer or officers of the corporation unless Ordinance 100495 requires otherwise or unless otherwise required by the Charter, and such authority shall include the right to endorse for transfer in blank, or otherwise, any stocks, bonds, securities, or evidence of indebtedness owned or standing in the name of the corporation. He shall have the power to represent

... speak and vote on behalf of the corporation in regard to all operational matters.

(b) Vice President. The Vice President, who shall be designated "Vice Chairman" shall act in the place of the President in the absence of the President, or upon disability or refusal of the President to act. The Vice President shall have such other duties as the President and Council shall designate.

(c) Secretary. The Secretary shall be responsible for notices for all meetings of the Council, shall be responsible for keeping its minutes, shall be responsible for the seal and corporate books, shall sign with the President of the Council, and affix the corporate seal to such instruments as require such signature, and shall make such reports and perform such other duties as are incident to his office, or are properly required of him by the Council.

(d) Treasurer. The Treasurer shall have the care, custody of and be responsible for all funds and investments of the corporation, and shall cause to be kept regular books of account. He shall cause to be deposited all funds and other valuable effects in the name of the corporation in such depositories as may be required by law, or, if not required, as designed by the Council. In general, he shall perform all of the duties incident to the office of Treasurer. The Treasurer, together with any other officer of the Commission responsible for accounts and finances, shall file a fidelity bond in an amount determined by the Council before taking office, and may hold corporate office only so long as such bond continues in effect.

Section 4. Removal. Provided that reasonable prior notice of the alleged reasons for dismissal is given to all Council members, a majority of the whole Council shall have the right to remove any

whenever in its judgment the best interests of the Commission will be served thereby.

Section 5. Vacancies. The Council shall fill any office which becomes vacant with a successor who shall hold office for the unexpired term and until his successor shall have been duly elected and qualified.

ARTICLE IV

ADMINISTRATIVE PROVISIONS

Section 1. Books and Records. The corporation shall keep current and complete books and records of account and shall keep minutes of the proceedings of its Council and committees having any of the authority of the Council. All books and records of the Commission may be inspected by any officer or trustee of any of the appointing organizations or his agent or attorney for any proper purpose at any reasonable time.

Section 2. Corporate Seal. The following is an impression of the corporate seal of this corporation:

Section 3. Rules of Procedure. The rules of procedure at meetings of the Council shall be the rules contained in Roberts Rules of Order on Parliamentary Procedure, as amended, so far as is applicable, and when not inconsistent with these ~~bylaws~~, the Charter, or with any resolution of the Council.

Section 4. Indemnification of Council Members. This corporation shall indemnify each Council member whether acting as Council member or officer of the corporation against all liabilities, costs and expenses which may be imposed on or reasonably incurred by him, including the amounts of reasonable settlements of any claims, against suit or proceedings hereafter made or instituted in which he may be involved or be made a party by reason of his being or having been a Council member or officer of this corporation or by reason of any action alleged to have been taken or admitted by him in such capacity, except in cases wherein he shall be finally adjudged to be liable for an act or omission performed without capacity or power or willful misconduct in the performance of his duties as such Council member or officer.

The right of indemnification shall inure to each such Council member or officer whether or not he was or is a Council member or officer at the time or times since liabilities, costs or expenses were or are incurred or imposed and in the event of his death shall extend to his heirs, legal representatives and estate. Each person who shall act as Council member or officer of this corporation shall be deemed to do so in reliance upon such indemnification and such rights shall not be exclusive of any other right which he may have.

Section 5. Amendment of Rules and Regulations. These rules and regulations may be amended, altered, or repealed by the affirmative vote of a majority of the whole Council at any regular or special meeting of the Council.

Section 6. Minutes. Copies of the minutes of all regular or special minutes of the Council shall be available to any person who requests them and as soon as practicable after each regular or special meeting of the Council, the Secretary shall mail a copy of

the minutes of said meeting to the Director of the Seattle Model Cities Program, to each Model Cities Task Force, and to the President (or Chairman) and executive director of each organization that has the power to appoint members to Seattle Indian Services Commission. The minutes of all Council meetings shall include a record of individual votes on all matters requiring Council concurrence.

Section 7. Public Meetings. Public meetings with reasonable notice to the public shall be held at least semi-annually. Such meetings shall include a review of all significant decisions and events that have occurred since the last public meeting and a preview of significant matters that will be under consideration during the following six months.

REPORT OF EXAMINATION

SEATTLE INDIAN SERVICES COMMISSION
A PUBLIC CORPORATION
CITY OF SEATTLE - KING COUNTY, WASHINGTON

First Class

First Examination

October 1, 1972 to June 30, 1973

STATE OF WASHINGTON
OFFICE OF STATE AUDITOR



DIVISION OF MUNICIPAL CORPORATIONS

FILED BY

ROBERT V. GRAHAM

STATE AUDITOR

ROBERT V. GRAHAM
STATE AUDITOR



RICHARD L. HUSK
ASSISTANT STATE AUDITOR

The State of Washington
OFFICE OF
STATE AUDITOR
Olympia

Notice of Filing and Transmittal
February 1, 1974

Notice is hereby given that the attached document is the official post audit examination report of the Seattle Indian Services Commission, a Public Corporation, City of Seattle, King County, Washington for the period October 1, 1972 to June 30, 1973.

The report was prepared and transmitted for filing by the State Auditor's Division of Municipal Corporations pursuant to RCW 43.09.260.

A handwritten signature in cursive script, appearing to read "Robert V. Graham".

ROBERT V. GRAHAM
STATE AUDITOR

Copies transmitted to:

Bernie Whitebear, President
Honorable Wes Uhlman, Mayor
John Harris, Corporation Counsel
C. G. Erlandson, Comptroller
P. F. Eldred, City Treasurer
County Prosecuting Attorney
Honorable Slade Corton, Attorney General
Office of State Auditor

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SCOPE

This report represents the results of the first examination of the Seattle Indian Services Commission, a public corporation, from December 1, 1971 through June 30, 1973. Our examination was made in accordance with generally accepted governmental auditing standards and included such tests and procedures as we considered necessary in the circumstances. Tests and procedures were applied to the extent deemed necessary based on our review of the system of internal control in effect.

GENERAL COMMENTS

A public corporation, defined as a quasi-municipal corporation of the State of Washington, may be created by cities to fulfill the purposes of the Demonstration Cities and Metropolitan Development Act of 1966 (Model Cities Program) financed by the Federal Government.

The powers of a public corporation are stated in RCW 35.21.670 which provides as follows:

"Any public corporation, commission or authority created as provided in RCW 35.21.660, may be empowered to own and sell real and personal property; to contract with individuals, associations and corporations, and the state and the United States; to sue and be sued; to loan and borrow funds; to do anything a natural person may do; and to perform all manner and type of community services and activities in furtherance of an agreement by a city or by the public corporation, commission or authority with the United States to carry out the purposes of the Demonstration Cities and Metropolitan Development Act of 1966"

Pursuant to the provisions of RCW 35.21.660 the City of Seattle approved Ordinance No. 100695 on December 1, 1971, authorizing "the establishment of public corporations to assist in implementation of the Seattle Model Cities Program, specifying the terms and conditions of their establishment and preventing recourse to the assets, credit or services of the city on account of any debts, obligations or liabilities of such public corporations." Within the framework of this ordinance, an application for a charter was made to the city on September 13, 1972, jointly by the United Indians of All Tribes Foundation, the Seattle Indian Health Board, Seattle Indian Center, Inc., and the American Indian Women's Service League. The proposed public corporation was named the Seattle Indian Services Commission.

The application stated, in part, the following:

"Recognizing that, in addition to social, cultural, health, educational and economic problems that are shared by all ethnic minorities in urban areas, American Indians (many of whom have reservation backgrounds) have unique social, cultural, health, educational and economic needs that require unique approaches, it is the intention of the applicants herein that Seattle Indian Services Commission will provide effective, comprehensive and coordinated planning services, activities and programs that are consistent with and related to the Seattle Model Cities Program and that will meet the unique needs of the many Indian residents of Seattle who are scattered throughout the city"

The Mayor of the City of Seattle issued the charter on November 29, 1972. From its inception, the Commission's intent was to provide a social services center from which to base its operations; therefore, during October 1972 it leased and occupied a portion of the Henry Broderick Building at Second and Cherry Streets in the Pioneer Square District of Seattle.

On December 21, 1972, the Commission selected the Seattle Indian Center, Inc., one of the constituent organizations, as agent of the SISC to manage and operate the building.

Subsequently, on March 16, 1973, the building now known as the Indian Center Building, was purchased for \$424,677.88 with grant monies from the Seattle Model Cities Program. Title to the property is held by the Commission.

We reviewed the records and general ledgers of the commission's two separate funds. One fund, The Seattle Indian Services Commission, Operating Fund, is used to account for the purchase of fixed assets directly related to Model Cities funding. It appeared that these records were maintained in compliance with applicable regulations.

The second ledger identified as the Seattle Indian Center Building Operating Trust Fund is maintained by the Seattle Indian Center for the purposes of recording revenues and expenditures applicable to the operation and maintenance of the Seattle Indian Center Building.

The present procedure for recording Building Operating Fund cash transactions does not allow for verification of the amount of money actually received. Neither a billing file nor an accounts receivable subsidiary ledger is in use. The duties of handling cash are not segregated in a manner to provide for good internal controls. We recommend that cash receipt procedures be strengthened so that the verification of cash may be readily accomplished. We also recommend that the duties of receiving cash be segregated in such a way that the responsibility for receiving, recording, depositing and posting to the ledgers will provide for the necessary internal controls.

The accounts payable balance of \$1,867.11 could only be verified by reconciling known invoices and payments. We recommend a register to show in detail the transactions making up the monthly balance be used. In our review

of payments, we noticed that the payee's name was omitted on check number 150 in the amount of \$197.01, and on check numbers 128 and 142 there was only one authorized signature when two were required.

We recommend that all checks be carefully completed, reviewed and signed before they are issued.

The accounting records of the Seattle Indian Center Building Operating Trust Fund are on a modified accrual basis. We recommend they be on a full accrual basis.

If a full accrual accounting basis had been used, the revenues as shown in Exhibit C would have totaled \$47,314.47, instead of \$37,678.81. Net income from operations would have totaled \$34,373.72 instead of \$24,738.06.

As mentioned above, the Seattle Indian Center, Inc., presently acts as agent for the Seattle Indian Services Commission in managing and operating the Indian Center Building. However, as of June 30, 1973, there was no formal agreement between the SISC and Seattle Indian Center, Inc., for the management of the property. We feel that a formal agreement specifying the duties and responsibilities of the SIC as operating agent and the SISC as owner is necessary for the effective operation of the building and to insure that the charter provisions of the SISC are being fulfilled. At present, the operating agent, SIC, is not required to obtain the SISC concurrence for activities related to allowing free space usage and non-recognition of unpaid billings. We also noted that approval of the SISC is not obtained for payments made from the Building Operating Trust Fund to Seattle Indian Center, Inc., even though the entire transaction is handled by the Seattle Indian Center, Inc.

We recommend that a formal agreement be made specifying the duties and responsibilities of the SIC as operating agent and the SISC as owner.

CONCLUSION

It is our opinion that the results of the examination indicated general compliance with regulations except as noted herein. It is our further opinion that the accompanying Operating Fund financial statements present fairly, except as noted herein, the financial condition of the Operating Fund as of June 30, 1973, and the results of operations for the period under review. However, due to the weaknesses noted in the system of internal control with respect to the Building Operating Trust Fund, we are unable to express an opinion as to either the fairness of the financial statements or the results of operations for the period under review.

COMBINED BALANCE SHEET

Exhibit A

ASSETS

6-30-1973

Fixed Assets

Land	\$264,225.33
Buildings	148,687.55
Furniture and Fixtures	11,765.00
Total Fixed Assets	<u>424,677.88</u>

Current Assets

Cash	24,880.03
Accounts Receivable - Space Users	558.36
Accounts Receivable - Other	430.00
Total Current Assets	<u>25,868.39</u>

Other Debits

Prepaid Insurance	1,676.25
Anticipated Supplemental Grant	174,942.12
Total Other Debits	<u>176,618.37</u>

Total Assets

\$627,164.64

LIABILITIES

Liabilities

Accounts Payable	\$ 1,917.11
Accrued Taxes Payable	320.67
Customer Deposits	200.00
Total Liabilities	<u>2,437.78</u>

Proprietary Capital

Contributed Capital	600,000.00
Reserve for Social Services	(11.20)
Unappropriated Retained Earnings	24,738.06
Total Proprietary Capital	<u>624,726.86</u>

Total Liabilities and Proprietary Capital

\$627,164.64

BALANCE SHEET
COMMISSION OPERATING FUND

Exhibit A-1

ASSETS

6-30-19:3

Land	\$264,225.33
Building	148,687.55
Furniture and Fixtures	11,765.00
Cash	38.80
Accounts Receivable	380.00
Anticipated Supplemental Grant	<u>174,942.12</u>
Total Assets	<u>\$600,038.80</u>

LIABILITIES

Accounts Payable	\$ 50.00
<u>Proprietary Capital</u>	
Contributed Capital	600,000.00
Reserve for Social Services	<u>(11.20)</u>
Total Proprietary Capital	<u>599,988.80</u>
Total Liabilities and Proprietary Capital	<u>\$600,038.80</u>

BALANCE SHEET
SEATTLE INDIAN CENTER BUILDING OPERATING TRUST FUND

Exhibit A-2

ASSETS

6-30-1973

Current Assets

Cash	\$24,841.23
Accounts Receivable - Space Users	558.36
Accounts Receivable - Other	50.00
Total Current Assets	<u>25,449.59</u>

Other Debits

Prepaid Insurance	<u>1,676.25</u>
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Total Assets

\$27,125.84

LIABILITIES

Liabilities

Accounts Payable	\$ 1,867.11
Accrued Taxes Payable	320.67
Customer Deposits	200.00
Total Liabilities	<u>2,387.78</u>

Proprietary Capital

Unappropriated Retained Earnings	<u>24,738.06</u>
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Total Liabilities and Proprietary Capital

\$27,125.84

SOURCE AND APPLICATION OF FUNDS
COMMISSION OPERATING FUND

Exhibit B

Receipts

11-22-1972	Loan - Indian Technical Services	\$ 50.00
12-13-1972	Grant - Seattle Model Cities	70,000.00
1-3-1973	Grant - Seattle Model Cities	10,000.00
2-20-1973	Grant - Seattle Model Cities	30,000.00
3-15-1973	Grant - Seattle Model Cities	<u>297,712.88</u>

Total Receipts

* 407,762.88

Disbursements

Check No. 100 - 12-5-1972	Commission Seal - Attorneys Supply	10.50
Check No. 101 - 12-15-1972	Purchase Option - H. Broderick	60,000.00
Check No. 102 - 12-15-1972	Purchase Option - H. Broderick	10,000.00
Check No. 103 - 1-3-1973	Purchase Option - H. Broderick	10,000.00
Check No. 104 - 2-16-1973	Purchase Option - H. Broderick	15,000.00
Check No. 105 - 2-22-1973	Purchase Option - H. Broderick	15,000.00
Check No. 106 - 3-14-1973	Final Payment - Transamerica Title Insurance Co.	297,712.88
	Bank Charge	<u>.70</u>

Total Disbursements

* 407,724.08

Net Cash Balance, June 30, 1973

\$ 38.80

* An additional \$17,345.00 was paid directly by Model Cities to H. Broderick and is reflected in the Fixed Assets of the Balance Sheet.

STATEMENT OF REVENUES AND EXPENSES
SEATTLE INDIAN CENTER BUILDING OPERATING TRUST FUND

Exhibit C

	Nine Months Ending <u>6-30-1973</u>
<u>Revenues</u>	
Rental Income	<u>\$37,678.81</u>
<u>Expenses</u>	
Occupancy Expense	95.00
Salaries and Wages	3,726.29
Administrative Expenses	2,289.90
Repairs	392.93
Alterations	78.33
Operating Expenses	5,584.70
Fixed Charges	773.60
Total Expenses	<u>12,940.75</u>
Net Income from Operations	<u>\$24,738.06</u>

STATEMENT OF RENTALS
SEATTLE INDIAN CENTER BUILDING OPERATING TRUST FUND

Exhibit D

<u>Accounts</u>	Billing, Month of June 1973	Cash Receipts Through 6-30-1973
Office of Minority Affairs	\$ 250.00	\$ 2,250.00
Indian Paraprofessionals	100.00	600.00
Talent Search Program	200.00	1,658.00
Youth Recreation Program	375.00	3,375.00
Ex-Offender Program	183.96	1,543.92
Legal Services Program	112.72	729.44
United Indians of All Tribes	135.92	1,118.51
Kinatchitape Program	237.28	1,873.00
Alcoholism Program	908.50	6,197.41
United Way	1,078.38	2,243.56
Seattle Indian Center, Inc.	663.00	5,727.00
Western Union	2,101.00	6,303.00
Sara Lesser	60.00	180.00
Mastad and Hannan	35.00	70.00
C. C. Airon	34.85	69.70
Gentry and Neifers	54.18	162.51
Northwest Office Equipment	25.00	75.00
Bakemans Restaurant	(1) 396.30	1,183.27
Mrs. Booth	5.00	15.00
Indian Services Program	200.00	1,800.00
Miscellaneous	70.00	316.61
Total Billing, Month of June, 1973	<u>\$7,276.09</u>	
Total Cash Receipts, Nine Months Ended 6-30-1973		<u>\$37,491.13</u>

(1) Billed as \$200.00 minimum or percentage of gross

DIRECTORY OF OFFICIALS

Elective

		<u>Term</u>	<u>Expiration</u>
Mayor	Wes Uhlman	4	January 1974
Comptroller	C. G. Erlandson	4	January 1976
Treasurer	P. F. Eldred	4	January 1976
Corporation Counsel	A. L. Newbould	4	January 1974
City Councilman	Bruce K. Chapman	4	January 1976
City Councilman	George E. Cooley	4	January 1974
City Councilman	Tim Hill	4	January 1976
City Councilwoman	Phyllis Lamphere	4	January 1976
City Councilman	Wayne D. Larkin	4	January 1974
City Councilman	John R. Miller	4	January 1976
City Councilman	Sam Smith	4	January 1976
City Councilman	Lien Tuai	4	January 1974
	(Resigned)		
	Ann Ormsby		
	(Appointed 10-2-73)		
City Councilwoman	Jeanette Williams	4	January 1974
Municipal Judge:			
Department No. 1	T. Patrick Corbett	4	January 1975
Department No. 2	Vernon W. Towne	4	January 1975
Department No. 3	Charles W. Johnson	4	January 1975

Appointive

Board of Public Works:	
City Engineer	Robert J. Culino
Superintendent of Water	Kenneth M. Louthian
Superintendent of	
Lighting	Gordon F. Vickery
Superintendent of	
Buildings	Alfred Petty
Superintendent of Parks	
and Recreation	Hans A. Thompson
	Dave Towne
	(Appointed 4-16-73)

~~CONFIDENTIAL~~

DIRECTORY OF OFFICIALS

Seattle Indian Services Commission - Commissioners and Alternates

Seattle Indian Services Commission

President	Bernie Whitebear
Secretary	Blair Paul (Resignation Subsequent 6-30-73)
Treasurer	Ross Boundy
Vice Chairman	Julie Johnson

Mailing Address	Room 220 619 - 2nd Avenue Seattle Indian Center Building Seattle, Washington 98104
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Seattle Indian Center

Ross Boundy	1205 Norton Building, Seattle
Marilyn Bentz	7654 N.E. 112th, Kirkland
Dale Runningbear	9006 - 210th Pl. N.E., Redmond
Elizabeth Morris	Room 202 619 - 2nd Avenue, Seattle

Seattle Indian Health Board

John Eshcolah	7710 Easy Street, Everett
Luana Reyes	2031 S. Ferdinand, Seattle
Jill Newky	Box 106 1131 - 14th Avenue South, Seattle

American Indian Women's Service League

Julie Johnson	Room 228 619 - 2nd Avenue, Seattle
Letoy Eike	9035 View N.W., Seattle
Betty Sieber	2839 N.W. 56th, Seattle
Dorothy Lombard	Room 202 619 - 2nd Avenue, Seattle

United Indians of All Tribes Foundation

Bernie Whitebear	Room 220 619 - 2nd Avenue, Seattle
George Wilson	Room 320 619 - 2nd Avenue, Seattle
Jim Halliday	1537 N.E. Elshin Pl., Seattle

Attorneys

Sidney Strong	Seattle Indian Services Commission 1035 Dexter Horton Building
Gary Bass	Seattle Indian Center 1929 Pacific Building

MANAGEMENT AGREEMENT

SEATTLE INDIAN SERVICES COMMISSION, a public corporation organized pursuant to Chapter 177, Laws of 1971, Extra-ordinary Session, Sections 5 and 7 and Ordinance 100495 of the City of Seattle (the Commission), and SEATTLE INDIAN CENTER, a nonprofit corporation (the Center), enter into the following management agreement:

I. Limitation on Activities of Public Corporation

Seattle Indian Services Commission as a public corporation is subject to the provisions of RCW 35.21.670 (1), which provides:

"All liabilities incurred by such public corporation, commission or authority shall be satisfied exclusively from the assets and credit of such public corporation, commission or authority; and no creditor or other person shall have any recourse to the assets, credit or services of the municipal corporation creating the same on account of any debts, obligations or liabilities of such public corporation, commission or authority."

II. Background

A. The Commission acquired the Second and Cherry Street Building (the building) on March 16, 1973 with a grant provided by the Seattle Model City Program. The ownership, maintenance and operation of the Building are in furtherance of the goals of the Seattle Model City Program and for the purposes of protecting and advancing the social, cultural, health, educational and economic interests of American Indians, who reside in or about Seattle.

B. The Commission requires the services of a building manager or agent capable of implementing its goals and purposes, of operating and maintaining the Building in a financially responsible manner and of assisting in short and long term planning for the use and occupancy of the Building.

C. The Center is a member of the Commission, and is familiar with its goals and purposes and is willing to enter into a management agreement upon the following conditions:

- (1) The management agreement will neither directly, nor by implication authorize the Commission to interfere, regulate, supervise or intervene in the internal affairs, programs or operations of the Center.
- (2) The management agreement will not disqualify the Center from receiving grants or funds from the Commission, if otherwise eligible, either in connection with the management of the Building or for other purposes.

III. Appointment and Acceptance

The Commission agrees to the conditions in Section II (C) and hereby appoints the Center as the sole and exclusive renting and management agent of the property known as the Second and Cherry Street Building, Seattle, King County, Washington; and the Center accepts the appointment upon the terms and conditions set forth hereinafter.

IV. General Responsibility

In addition to the specific duties described in Section V, the Center shall have these responsibilities:

- A. Allocate space within the Building among the various persons and organizations who may wish to use space within the Building; and
- B. Develop for the Commission and after approval by the Commission implement remodeling programs for both the interior and exterior of the Building; and
- C. Prepare for the Commission a development and financing plan for the financing and development of the Building; and
- D. Insure that the Building is operated in a financially responsible manner and that persons and organizations who use the Building make a financial contribution commensurate with the user's needs and ability to contribute financially.

V. Specific Duties

The Center shall be authorized and required to perform without limitation all services necessary for the care, protection, maintenance and opera-

tion of the Building, including:

- A. Use all reasonable efforts to keep the Building rented by securing tenants for the Building and negotiating and executing on behalf of the Commission all leases for space in the Building;
- B. Collect all rentals and other income from the Building, provided that nothing herein contained shall constitute a guarantee by the Center of the payment of rent by tenants;
- C. Maintain an office of the Building and pursuant to the budget approved as hereinafter set forth, from the account known as Seattle Indian Center Building Operations Trust Fund Bank account, referred to hereinafter, satisfy the obligations set forth in the aforementioned budget;
- D. Employ, discharge and pay on behalf of the Commission all servants, employees or contractors necessary to be employed in the management and operation of the Building;
- E. Purchase on behalf of the Commission all equipment, tools, appliances, materials, supplies and uniforms, necessary for the maintenance or operation of the Building;
- F. Contract on behalf of the Commission for the supply of all necessary utilities as well as supervising the making of all repairs, alterations and maintenance in the Building;
- G. Advertise the rental space in the Building;
- H. Prepare and file all returns and other documents required under the Federal Insurance Contributions Act and the Federal Unemployment Tax Act, or any other similar federal or state legislation, and all with-holding tax returns required for employees of the Building and shall pay all amounts required to be paid under the aforementioned Act pursuant to the budget hereinafter referred to, and file such returns and reports as may from time to time be required by federal or state law with respect to the operation of said Building;
- I. Maintain full books of account, including unqualified audit, with correct entries of all receipts and expenditures of managing the Building, and such books of accounts shall be at all reasonable time open to inspection of the Commission or any of its officers or duly authorized agents; and
- J. Furnish monthly to the Commission a detailed income and expense statement for each month to be furnished on or before the 15th day of each month following, such statement shall show the status of collection and shall be supported by deposit receipts, cancelled checks, vouchers, duplicate invoices, and similar documentation covering all items of income and expense which shall be

kept in the Building office.

- K. The Center shall operate and manage the Building so that the Building will be retained in the ownership of the Commission, with all debts, assessments and taxes being paid when due, so that there will be no foreclosure or execution on the property for nonpayment of debts, assessments and taxes, and that there will be no loss to the Commission or the members of the board by financial mismanagement by the Center.
- L. The Center shall comply with any applicable and valid federal or municipal statutes, ordinances or regulations.

VI. Income

A. All gross income that is derived from the Building shall be the property of the Commission.

B. All funds derived as Building revenue shall be deposited in the Seattle Indian Services Commission account; such funds shall be immediately transferred to a trust account known as the Seattle Indian Center Building Operations Trust Fund; and there held in trust by the Center for the Commission and disbursed only as set forth in this agreement.

C. Any net surplus of funds that might be derived by Seattle Indian Services Commission from the above described property shall be granted to the Seattle Indian Center for social services. Net surplus of funds is defined as the difference between the gross revenues collected by the Center, as defined in VI, B. above and the total expenditures made by the Center pursuant to the budget adopted by the Commission for management of the Building. The net surplus of funds, if any, shall be determined at the end of each fiscal period. Social services shall be defined so as to exclude health or health related programs.

VII. Expense and Disbursements

A. The Center shall pay all expenses arising from its management obligations from the rental income received from the Building.

B. Checks in the Seattle Indian Center Building Operations Trust Fund shall be drawn only upon the signature of any two of the following: executive director, administrative assistant of Seattle Indian Center Staff, treasurer or secretary of the Seattle Indian Center Board. The signatories to the aforementioned account shall be authorized to sign checks on the account only if they have provided a bond indemnifying the Commission in the amount of Three Hundred Thousand Dollars (\$300,00.00) from any loss occasioned by embezzlement, theft or mismanagement of said trust fund account by said persons.

C. The Center shall be responsible for paying all valid costs of maintaining and operating the Second and Cherry Street Building, pursuant to the approved budget for the management of Building.

VIII. Common Areas

The Commission and each of its constituent organizations--American Indian Women's Service League, Seattle Indian Center, Seattle Indian Health Board and United Indians of All Tribes Foundation--shall have reasonable access to the common areas of the Building.

IX. Space Allocations

A. Each constituent organization of the Commission shall have a reasonable amount of space within the Building for its own programs. Such space shall be commensurate with the organizations' needs and its ability to contribute to the financial maintenance of the Building. The Commission shall have such space as it may require for its meetings and other Commission business.

B. These space allocations shall take priority over any other space allocations made by the Center.

X. Insurance

The Center shall secure adequate insurance coverage for the Building that will include but not be limited to the following:

- A. Fire and casualty insurance;
- B. Public general and elevator liability;
- C. Public liability; and
- D. Workmen's compensation insurance.

XI. Audits

The Center shall provide the Commission with an unqualified audit of all books of accounts related to the management of said Building annually within three months after the close of its fiscal year.

XII. Budget

Maintenance, operation and remodeling budgets for the Building will be as adopted by the Commission. The disbursements from each type of expense itemized in the budget will not exceed the amount authorized by the approved budget. The contents of each budget and its preparation shall be as follows:

- A. The Center shall prepare and submit a projected six months budget to the Commission. The budget for the six month periods of January 1 through June 30, each year, shall be submitted by the Center by December 1 of the preceding year, and the budget for July 1 through December 31 shall be submitted by the Center by June 1 prior. The Center shall submit its proposed six month budget to the Commission for the period July 1, through December 31, 1974 on or before August 19, 1974. For the present period the parties shall operate under the Seattle Indian Center proforma income statement and Seattle Indian Center Building development budget.
- B. The contents of the budget shall include, but not be limited to, the following:
 - (1) Long term financing of historic and occupancy renovation;
 - (2) Short term financing of management operation;
 - (3) Current income statements; and
 - (4) Narrative review of lease negotiation, including a forecast of rental and occupancy changes for the subsequent period.
- C. Until the Commission adopts each new budget, the Center shall manage the Building under the terms and conditions of the budget for the immediately preceding fiscal period, provided the Center shall not engage in any new capital improvement programs and shall restrict its expenditures to a continuation of existing programs and the usual operation and maintenance expenses.

- D. The Commission agrees to take no action either in the adoption of the budget as provided in this section, or in any other manner, which is solely designed to cause an unreasonable restriction of the Center's ability to adequately carry out its duties under this Management Agreement.

XIII. Use

The Center in its operation of the Building shall maximize its use of the Building as a Center for Native American activities insofar as consistent with sound financial management of the Building.

XIV. Termination of Appointment

A. The Commission may, for any cause, upon a vote of not less than three quarters (3/4) of the whole council of the Commission, terminate the appointment of the Center as building manager or agent hereunder, said termination to be effective upon the expiration of sixty (60) days after written notice of the termination.

B. The Center may, for any cause, terminate its appointment hereunder, said termination to be effective upon the expiration of sixty (60) days after written notice of termination to the Commission.

C. Upon termination of this agreement, there shall be an unqualified audit.

XV. Arbitration

With the exception of a claim or dispute involving Section XII, the exclusive remedy for the resolution of any claim or dispute concerning the Management Agreement is found in this Section. Such claims or disputes shall be resolved as follows:

- A. Written notice of the claim or dispute shall be given by the aggrieved party to the other party.
- B. For ten (10) days after such notice, the parties shall attempt to resolve their differences by mutual consultation.
- C. If agreement is reached, the parties shall reduce it to writing and enforce it.

- D. If the parties do not resolve their differences within the ten (10) day period, each party shall, within two (2) days thereafter, appoint one member to an arbitration panel by giving written notice of its appointment to the other party. *Within two (2) days after their appointment, the two panel members shall appoint a third member. If, within this time period, the two panel members do not select the third member, either party may initiate selection of the third member by giving written notice to the National Center for Dispute Settlement of the American Arbitration Association requesting initiation of the procedures set forth in the Community Dispute Settlement Rules of the National Center for Dispute Settlement of the American Arbitration Association. Selection of the third arbitrator by the National Center for Dispute Settlement Rules shall be final and binding upon all parties.
- E. Once selected, the arbitration panel shall, within a reasonable period of time, commence to hear and decide the claim or dispute according to the Community Dispute Settlement Rules of the National Center for Dispute Settlement of the American Arbitration Association.
- F. The decision of the arbitration panel may be entered and enforced by any court of competent jurisdiction.
- G. All costs and expenses of the arbitration panel shall be an expense and paid pursuant to paragraph VII, A. of this agreement.

* The Center shall not be entitled to vote in the selection of the arbitrator selected by the Commission.

XVI. Whole Agreement

This agreement embodies the whole agreement between the parties and nothing in this agreement may be altered, varied, or its effect modified by any oral representation made prior or after this execution. The amendments or supplemental provisions, which shall have any force or effect, shall first be written and signed by the parties.

SEATTLE INDIAN SERVICES COMMISSION
 By [Signature]
 President
 By [Signature]
 Secretary

SEATTLE INDIAN CENTER
 By [Signature]
 President
 By [Signature]
 Secretary

LIATF: [Signature]
[Signature]

[Signature]