

**The City of Seattle  
Department of Neighborhoods**

**MEMORANDUM OF UNDERSTANDING  
Partial Funding for Washington Hall renovation**

This Memorandum of Understanding (MOU) is entered into by and between The City of Seattle (“the City”), a Washington municipal corporation, through its Department of Neighborhoods, as represented by the Director; and Historic Seattle Preservation and Development Authority (“Historic Seattle”), a public development authority and nonprofit organization dedicated to architectural preservation and authorized to do business in the State of Washington.

**A. Purpose.** The purpose of this Memorandum of Understanding is to transfer \$300,000 in funding appropriated by the Seattle City Council in 2014 to Historic Seattle in order to provide continuing public benefit through the renovation of Washington Hall, owned and operated by Historic Seattle and located at 153 14th Avenue, Seattle, Washington 98122. Washington Hall is a Seattle landmark and public performance venue that also provides affordable lease space for nonprofit arts organizations.

**B. Roles and Responsibilities:**

The City agrees to transfer funds in the amount of \$300,000.00 via its Department of Neighborhoods to Historic Seattle as partial payment for the renovation of Washington Hall due to be completed in 2016.

Historic Seattle agrees to use the \$300,000.00 from the City as funding in conjunction with funding from other sources for the following renovation work at Washington Hall in 2016: completion of the rehabilitation of the building to include exterior restoration and interior build-out. Upon completion of the work, Historic Seattle will provide the City with a Notice of Final Completion. Upon receipt of this notice, the City will transfer the funds to Historic Seattle.

**C. Reporting Requirements.**

All official notices under this Memorandum of Understanding shall be delivered to the following addresses (or such other address as either party may designate in writing):

If to City: Ed Pottharst, project manager  
Seattle Department of Neighborhoods  
600 Fourth Avenue, Fourth Floor/P.O. Box 94649  
Seattle, WA 98124-4649  
(206) 386-4232  
[ed.pottharst@seattle.gov](mailto:ed.pottharst@seattle.gov)

If to Historic Seattle: Eugenia Woo  
Historic Seattle Preservation and Development Authority  
1117 Minor Avenue  
Seattle, WA 98101  
(206) 622-6952  
[eugeniaw@historicseattle.org](mailto:eugeniaw@historicseattle.org)

**D. Funding.** \$300,000.00 will be provided to Historic Seattle from the City of Seattle’s Department of Neighborhoods General Fund.

**E. Timeframe.** This Memorandum of Understanding will commence when fully executed by all parties, and will dissolve on July 31, 2016.

The designated lead agency, Historic Seattle, accepts full responsibility for the performance and full renovation of Washington Hall.

**F. Audit.** The City reserves the right to audit Historic Seattle’s records for up to six years after the completion of the work for compliance with the terms of this MOU, for compliance with the requirements of the ordinance authorizing this MOU, and for the proper expenditure by Historic Seattle of the funds provided to it by the City.

This Memorandum of Understanding is the complete agreement between The City of Seattle and Historic Seattle Preservation Development Authority, and may be amended only by written agreement signed by both parties.

**Historic Seattle Preservation and Development Authority**

Authorized Official: Kji Kelly, Executive Director  
Address: 1117 Minor Avenue, Seattle, WA 98101  
Telephone: 206-622-6952, ext. 223  
Email Address: [kjik@historicseattle.org](mailto:kjik@historicseattle.org)

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Signature	Date
Kji Kelly, Executive Director	

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Printed Name

**The City of Seattle**

Authorized Official: Kathy Nyland, Director, Seattle Department of Neighborhoods  
Address: 600 4th Avenue, 4<sup>th</sup> Floor, P.O. Box 94649, Seattle, WA 98124-4649  
Telephone: 206-684-0465  
Email Address: [Kathy.nyland@seattle.gov](mailto:Kathy.nyland@seattle.gov)

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Signature	Date
Kathy Nyland, Director	

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Printed Name