

Next Ord:2088-24
Next Res:1153-24

CITY COUNCIL STUDY SESSION AGENDA
November 6, 2024
6:00 PM
Sedro-Woolley Municipal Building
Council Chambers
325 Metcalf Street

a. Call to Order

b. Pledge of Allegiance

c. Roll Call

d. Introduction of Special Guests and Presentation

1. Skagit County Assessor Danny Hagen - 2024 Change of Value Notice

e. Public Comments

Please keep comments to three minutes or less. Because state law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at finance@sedro-woolley.gov Attn: 'Public Comment.' until 4:30pm the day before the meeting.

f. Unfinished Business

1. Draft Request for Proposal - Affordable Housing Sales Tax - Capital Affordable Housing Projects

g. New Business

1. Public Records Act and Open Public Meetings Act Training

h. Adjournment

Next Meeting(s) City Council and Planning and Business Development Committee - November 13, 2024.

The City of Sedro-Woolley complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, limited English proficiency, age, disability, or sex. The City of Sedro-Woolley doesn't exclude people or treat them differently because of race, color, national origin, limited English proficiency, age, disability, or sex.

The City of Sedro-Woolley also complies with applicable state laws and doesn't discriminate on the basis of creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.

Join Zoom Meeting:

<https://zoom.us/j/91786850179?pwd=Vys0Y29XalZmQTRmemJBM2txVDIUQT09>

or dial by location at:

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

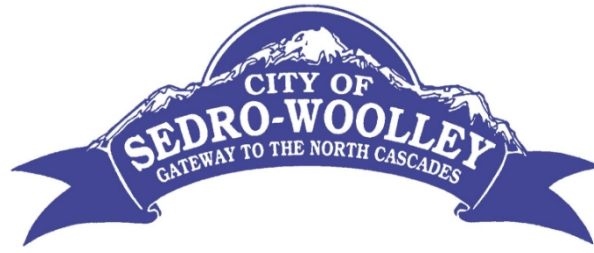
+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 917 8685 0179

Passcode: 091845



City Council Agenda Item

Agenda Item No.: d.1.

Date: November 6, 2024

From: Julia Johnson, Mayor

Subject: Skagit County Assessor Danny Hagen - 2024 Change of Value Notice

RECOMMENDED ACTION:

Presentation, no recommended action.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

The following was provided by Skagit County Assessor Danny Hagen.

Danny Hagen serves as the Skagit County Assessor, bringing expertise in property assessment, valuation modeling, and community outreach. With a commitment to transparency and fairness in taxation, Danny actively engages with local communities to help residents better understand the property tax system.

At the November 6th City Council meeting, Danny will provide an overview of key property tax updates affecting the Sedro-Woolley area. His presentation will cover:

- Recent changes in assessed values for residential, commercial, and industrial properties.
- The re-inspection process for the Sedro-Woolley School District, including the use of street-view imagery to enhance data accuracy.
- Updates on the Senior Citizen and Disabled Persons Property Tax Exemption program.
- Opportunities for collaboration with the Assessor's Office and upcoming outreach events.

This presentation will offer valuable insights into how property taxes support the community and provide an opportunity for council members and residents to ask questions about the assessment process and available tax relief programs.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Update from the County Assessor for Sedro-Woolley 2024

Update from the County Assessor for Sedro- Woolley

By Danny Hagen, IAAO-P
Skagit County Assessor



What we will cover

- 3 biggest positives of property tax
- Assessed value changes in the Sedro-Woolley area
- Re-inspection of Sedro-Woolley School District has commenced
- Street-view imagery
- Senior Citizen or Disabled Person exemption program
- Outreach offerings

Positives of Property Tax

Account Number
Parcel ID: P110976
Xref ID: 4689-000-025-0000

Owner Information
TATE TINA M
307 COATES LN
SEDRO WOOLLEY, WA 98284

Site Address
307 COATES LANE
Sedro Woolley, WA

Property Description

LOT 25, HOGG SUBDIVISION, AS PER PLAT RECORDED IN VOLUME 16 OF PLATS, PAGES 154 AND 155, RECORDS OF SKAGIT COUNTY, WASHINGTON. - Abbreviated Legal Description, click the Assessment Details link above for viewing the full LEGAL DESCRIPTION

Select Tax Statement Year

2024 First Installment DUE by APRIL 30: PAID: \$1,668.51

Select Current Year for current and delinquent taxes.

2024 Second Installment DUE by OCTOBER 31: \$1,668.45

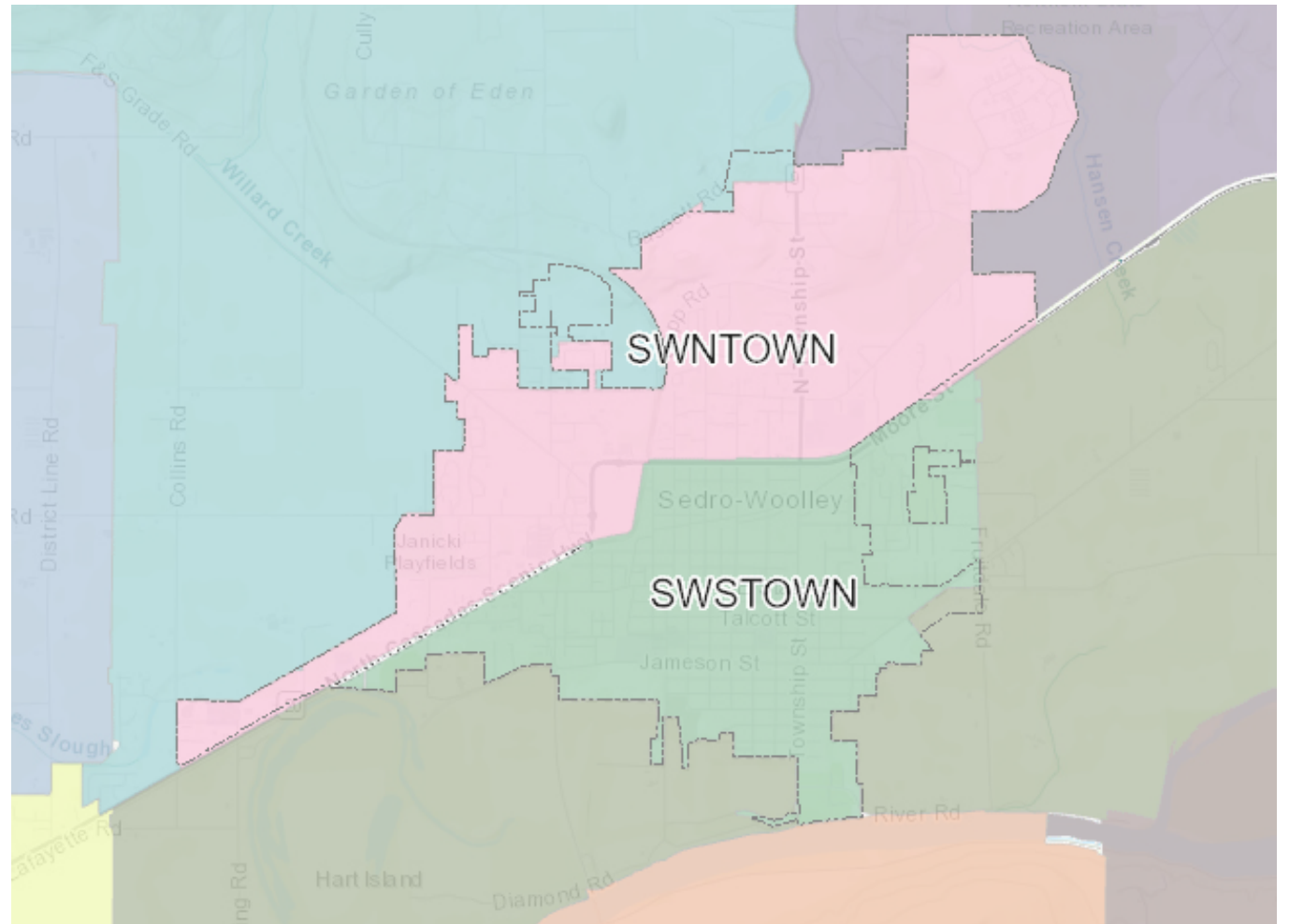
2024 Property Tax, Assessments, and Fees		
Tax District	Rate	Amount
PORT DISTRICT 2	0.3776	\$135.45
SKAGIT COUNTY	0.0415	\$337.72
MEDIC 1 SERVICES	0.3027	\$108.57
SEDRO WOOLLEY	2.6173	\$938.82
SCHOOL DISTRICT 101	2.6201	\$939.82
CONSERVATION FUTURES FUND	0.0319	\$11.44
HOSPITAL DISTRICT 304	0.0967	\$34.70
STATE LEVY	2.3012	\$825.44
Special Assessment and Fees		
SKAGIT CONSERVATION DISTRICT		\$5.00
2024 Property Tax, Assessments, and Fees Total:		\$3,336.96

2024 Summary	
Levy Code:	0935
Levy Rate:	9.2890
Land Market Value:	\$185,400.00
Building Market Value:	\$173,300.00
Total Market Value:	\$358,700.00
Taxable Value:	\$358,700.00
General Tax:	\$3,331.96
Special Assessment/Fees:	\$5.00
2024 Total Due:	\$1,668.45
2024 Amount Paid:	\$1,668.51

- #1 Transparency
- #2 Local accountability
- #3 Efficiency

Value changes in Sedro-Woolley

- SWSD average residential increase was approx. 2%
- North town values stay flat (plat variance)
- South town values increase approx. 5%
- In commercial values, there were slight decreases in office space values and a larger reduction in industrial buildings. However, fast food establishments and gas stations saw increases, while other property types remained stable.

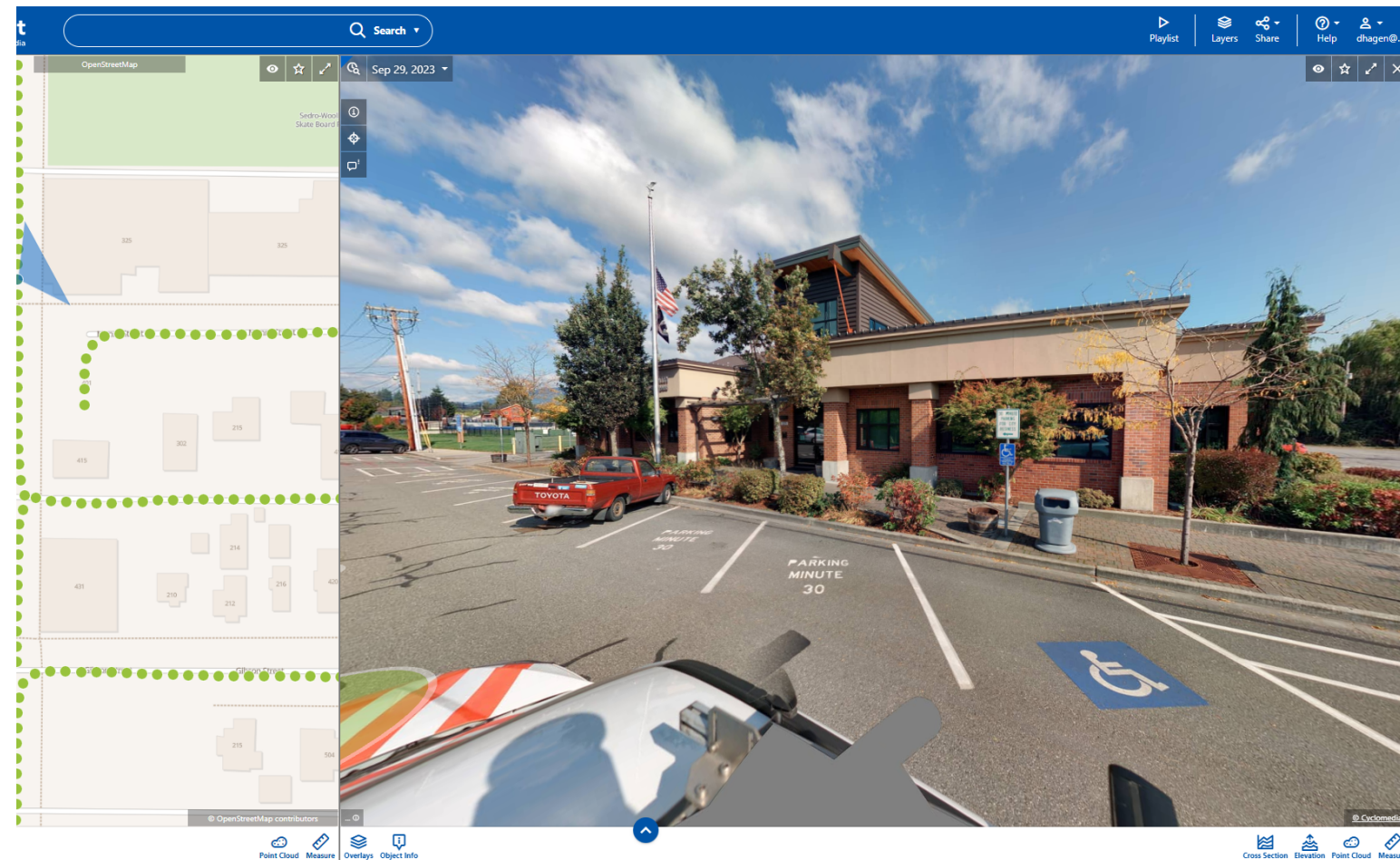


Re-inspection of Sedro-Woolley School District

- 16,742 residential parcels and close to 1,200 commercial and industrial parcels
- 8 residential appraisers and 2 commercial appraisers
- Appraisers are well marked and approachable
- Use of imagery to include pre-inspections
- Goal is accurate property data



Street view imagery



- Contract with Cyclomedia
- Drove Cities of Anacortes and Sedro-Woolley and communities of Clear Lake and Big Lake in fall of 2023
- Large efficiency gains and data accuracy improvements in Anacortes reval
- Looking to continue this moving forward and looking for collaboration from other jurisdictions

and Disabled Persons exemption program

- “State tax system is a three-legged stool...” Rick Stuart
- This program brings equity to our senior population
- Looking for help in getting the word out
- Income threshold is currently \$48,000 and is adjusted every 3 years



Outreach offerings

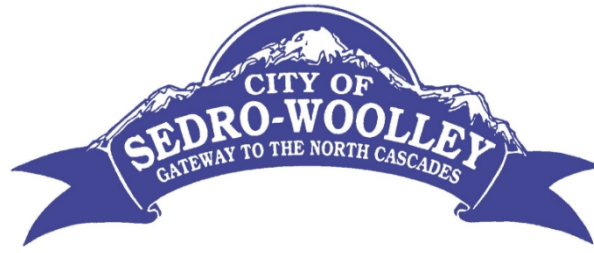
- Senior and Disabled Persons exemption
- Property Tax as a Good Tax
- How are Assessed Values Calculated
- Destroyed Property / Disaster Preparedness
- Coffee with the Assessor
- Anywhere else I am invited 😊



Any questions?

Danny Hagen, IAAO-P
Skagit County Assessor
dhagen@co.skagit.wa.us
(360)416-1792





City Council Agenda Item

Agenda Item No.: f.1.

Date: November 6, 2024

From: Charlie Bush, City Administrator

Subject: Draft Request for Proposal - Affordable Housing Sales Tax - Capital Affordable Housing Projects

RECOMMENDED ACTION:

No recommended action. Staff is consulting with Council on the draft, particularly the process for funding allocations. No Council action is needed on the RFP before issuance. The draft RFP is consistent with the policy guidance provided by the City Council through the guiding principles it recently approved.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

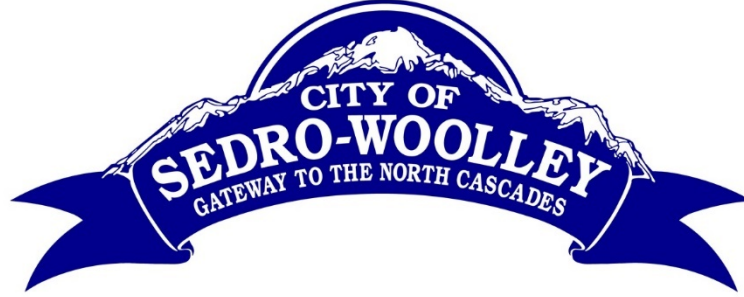
The City Council previously awarded affordable housing sales tax funds (generated as a result of House Bill 1590 and SWMC 3.15.010) to three agencies for service delivery. During recent discussions about this funding source, the Council decided that it wanted to issue an RFP for funding capital projects, a type of expenditure required for a minimum of 60% of the funds collected. Additional restrictions also apply to these funds, such as the groups served by them and the level of Average Median Income (AMI) of the people served by the project(s). These are detailed in the draft RFP. The RFP was modeled after the City of Mount Vernon's RFP. Staff have written the RFP to have the Sedro-Woolley Housing Authority serve as a technical advisory body to the City Council in reviewing and making recommendations for funding allocations. A few details remain to be completed related to the RFP, including website updates and application forms. Staff plan to complete these tasks during the month of November, prior to issuance of the RFP.

FISCAL IMPACT, IF APPROPRIATE:

Not with the RFP issuance, but there will be a fiscal impact to the City's affordable housing funds once the Council makes contract award determinations.

ATTACHMENTS:

1. City of Sedro-Woolley RFP 1590 2024
2. 1590 RFP Guiding Principles Final



REQUEST FOR PROPOSALS
2025 City Sales Tax Funds
for Affordable Housing

Sedro-Woolley City Hall

Mayor's Office

325 Metcalf Street | Sedro-Woolley, Washington 98284 | 360-855-9921

www.sedro-woolley.gov

1. INTRODUCTION

The City of Sedro-Woolley is inviting applications from qualified parties to increase the supply of affordable housing within the city. Through this Request for Proposals (RFP), applicants may apply for city funding from revenues generated by City sales tax for the development of affordable housing within the city.

Proposals may be submitted by a single organization that meets all the criteria or by a partnership between organizations that collectively meet all the criteria. If a proposal is submitted by a partnership, applicants must describe and delineate the roles of each of the organizations.

Allocation of financial assistance is a competitive process administered by the City of Sedro-Woolley with final decisions made by the City Council.

Selected proposals must be approved by the City Council and a contractual agreement must be in place before the disposition of funds. The City will negotiate the specific terms of the contract with the selected applicant(s). The contract shall contain adequate assurance to the City that funds will be used for affordable housing and assistance programs within the City. This may include covenant(s) limiting development on the property to that which has been approved. Annual reporting requirements to ensure compliance with the terms of the contract are required. The description of the project, drawings, and timeline, as refined through the negotiation process, will constitute the "Development Plan" included in the contract.

If the applicant fails to reach an agreement with the City within a reasonable period, as determined by the City, the City Council may reject the proposal and reserve its rights to re-advertise or enter direct negotiations with other qualified respondents to the RFP. The legislation for the disposition of funds is subject to approval by the City Council.

Please refer to **Section 8** of this RFP for a description of the application schedule. Applicants are required to attend a pre-funding application meeting with City staff before applying for funding. Applications that are deemed complete and meet eligibility criteria by City staff will be reviewed and evaluated by the Sedro-Woolley Housing Authority with award recommendations forwarded to the City Council as the final decision maker.

2. APPLYING FOR CITY SALES TAX FUNDS

The Sedro-Woolley City Council in 2021 ([SWMC 3.15.010](#), [Ordinance 1986-21](#)) approved a one-tenth of one percent increase in City sales tax for housing and related services consistent with RCW 82.14.530. The purpose of this local funding source is to support housing and related services in the City of Sedro-Woolley. Consistent with state law, housing created, and services provided with these funds are required to serve households earning sixty percent (60%) or less of Area Median Income (AMI) and fall within specific population groups as described in Section 6 of this RFP. **The City of Sedro-Woolley estimates \$_____ to be available for funding at the time of applications being approved by the City Council on June 30th. However, the city is open to considering funding proposals that exceed the expected funding amount.**

Requests for City sales tax funds must meet City code requirements, align with the City Comprehensive Plan, and demonstrate site control to be considered.

Applicants are required to attend a pre-funding application meeting with City staff before applying for grant funds. Pre-funding meeting application forms are located on the city website at: [Pre-Funding Meeting Request \(formsite.com\)](#) and at the Finance Department at City Hall. Pre-funding meeting questions can be sent to City Administrator Charlie Bush at: cbush@sedro-woolley.gov or (360) 855-9921.

Requests for Pre-Funding meetings must be submitted by 5:00 p.m. on January 10, 2025. All pre-funding application meetings will be held from January 20-24, 2025.

4. APPLICATION SUBMISSION DETAILS

Grant applications are available via this link: [1590 Funding Application \(formsite.com\)](#)
Paper applications are also available at the Finance Department in City Hall. All applicants must submit an electronic copy of the full application. Electronic applications may be submitted directly online or emailed to cbush@sedro-woolley.gov.

Submissions must be received by 5:00 p.m. January 31st, 2025. Any applications received after the deadline will not be accepted or considered.

5. APPLICATION REVIEW AND SELECTION PROCESS

City staff will review applications to ensure they are complete and responsive to the RFP. **If a proposal is found to be incomplete, the City reserves the right, at its sole discretion, to request the applicant to submit the missing information as an alternative to rejecting the proposal as nonresponsive.**

If deemed complete and eligible, staff will prepare an analysis for each proposal. Applicants will be informed by February 21st, 2025, of the results of the review process by city staff. Eligible applications will be posted on the City of Sedro-Woolley website.

The complete application and staff analysis will be provided to the Sedro-Woolley Housing Authority to assist the Authority in making property allocation recommendations to the City Council.

The Sedro-Woolley Housing Authority will hold in-person interviews with applicants to present their proposals and answer questions from the Authority.

Following interviews with the applicants and deliberations, the Sedro-Woolley Housing Authority will make recommendations to the City Council. The City Council is the final decision maker on funding allocations.

Applicants are advised the City of Sedro-Woolley is required to comply with Chapter 42.56 RCW, Public Records Act. This means that information an Applicant submits to the city may be subject to disclosure as a public record. Applicants shall agree to waive any claims or potential claims against the City it may have as a result of disclosure of any information contained in their application.

6. ELIGIBILITY AND PROPOSAL REQUIREMENTS

Consideration of a funding request requires the following:

1. To be eligible for consideration applications must be complete, must meet all requirements, and must be submitted on or before the posted deadline according to the instructions.
2. If the City determines the application deficient, Applicants may receive a single, time-limited opportunity to address deficiencies within the application.
3. Applicants are required to update their applications with any material changes impacting the project or the organization that occur after the application has been submitted.

A. ELIGIBILITY REQUIREMENTS

<p>Eligible households – City sales tax funds</p>	<p>60% AMI or below (see description in subsection B below) and within any of the following population groups:</p> <ul style="list-style-type: none"> • Persons with behavioral health disabilities • Veterans • Senior citizens • Homeless, or at risk of being homeless, families with children. • Unaccompanied homeless youth or young adults • Persons with disabilities • Domestic violence survivors
<p>Eligible applicants</p>	<ul style="list-style-type: none"> • 501(c)(3) non-profit organization • Private developer/builder • Public Housing Authority • Public Development Authority • Local Government
<p>Types of projects/activities</p>	<ul style="list-style-type: none"> • Affordable Housing which may include: <ul style="list-style-type: none"> ○ Emergency Housing ○ Transitional Housing ○ Supportive Housing ○ New affordable units within an existing structure ○ Land acquisition for these purposes. • Constructing or acquiring behavioral health facilities or acquiring land for this purpose • Funding operations and maintenance costs which may include new units of: <ul style="list-style-type: none"> ○ New units of affordable housing ○ Facilities where housing-related programs are provided. ○ Newly constructed evaluation and treatment centers

Compliance with City regulations and consistency with the Comprehensive Plan	<ul style="list-style-type: none"> • Sedro-Woolley City Code – Land Development Code, Zoning, Public Works Standards, etc. • Goals, Objectives, and Policies of Sedro-Woolley Comprehensive Plan
Eligibility Requirements cont'd	
Compliance with previous financial awards	If applicable, compliance with previous funding agreements and affordability covenants, including timely reporting.
Fund amount	Financial award amounts vary and are proportional to the number of affordable units, retention of affordability, and level of affordability.
Appraisal	Acquisition activities (real property) require the submission of a certified appraisal.
Site control	Show owner of real property owns it free and clear of encumbrances, or although the owner does not own clear title, it is nevertheless within the power of the owner to convey clear title.
Location	Projects must be located within the city limits of Sedro-Woolley.
Retention of affordability	A minimum affordability retention of 50 years is required for projects awarded City funds.

B. ELIGIBLE HOUSEHOLDS

All Sedro-Woolley-supported housing developments must serve households deemed eligible by the Revised Code of Washington (RCW) 82.14.530. This RCW states City sales tax funds must serve households that earn no more than sixty percent (60%) of Skagit County’s median income. However, Applicants may submit mixed-income housing development proposals serving eligible households proportional to the City's financial assistance. For example, if twenty-five percent (25%) of the units in the project will serve households that earn no more than sixty percent (60%) of the median income and fit within one of the eligible population groups, the applicant may qualify for City financial assistance up to twenty-five percent (25%) of the total cost of the development.

Median income, which is also referred to as Area Median Income (AMI), for areas throughout the United States is calculated yearly by the United States Department of Housing and Urban Development (HUD). In addition, AMI HUD provides annual income limits adjusted by household size because income limits are intended to be higher for larger families and lower for smaller families.

Many Washington State housing programs use HUD’s AMI as a variable to qualify individuals and families for housing. The table below uses HUD’s 2024 AMI for Sedro-Woolley of \$102,800.

Table 1-- Income Limits by Household Size Using HUD’s Median Family Income*

Household	Persons in Family
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income	1	2	3	4	5	6	7	8
60% AMI	\$42,060	\$48,060	\$54,120	\$60,120	\$64,920	\$69,720	\$74,580	\$79,380

*2024 Skagit County Median Family Income from HUD 's Office of Policy Development and Research (PD&R)

Residential development projects that are awarded City financial assistance will be expected to submit annual reports identifying household incomes and rents consistent with the annual HUD-provided income and rent limits.

7. EVALUATION CRITERIA

The Sedro-Woolley Housing Authority, the Mayor's Office staff, and staff from the Planning & Building Department will evaluate each of the criteria below on a scale of 0 to 5 points (see the point descriptions below the evaluation criteria table). The scores will be weighted based on the percentage assigned in the table below for a total of 100 percent. Scores will be used as a guide for prioritization of projects by the Sedro-Woolley Housing Authority, Sedro-Woolley City Council will make final funding and property contribution decisions.

The City of Sedro-Woolley reserves the right to reject any or all proposals, revise the request for proposal including evaluation criteria, or postpone the selection of any proposal at its sole discretion without cause.

EVALUATION CRITERIA	CATAGORIES	PERCENT
Identified housing needs and investment priorities	<p>Proposals must serve population groups identified by RCW 82.14.530 that earn no more than 60% of AMI and within any of the following groups:</p> <ul style="list-style-type: none"> • Persons with behavioral health disabilities • Veterans • Senior citizens • Homeless, or at risk of being homeless, families with children. • Unaccompanied homeless youth or young adults. • Persons with disabilities • Domestic violence survivors 	10%
Retention of affordability	<p>Length of time committed to affordability in relation to the amount of funding request (minimum affordability retention period of 50 years):</p> <ul style="list-style-type: none"> • Annual affordability reporting requirements • Immediate vs. long-term impact 	20%
Leverage and collaboration, and financial assessment (other financing and in-kind contributions; collaboration between developers, housing organizations, other jurisdictions, and neighboring properties)	<p>Leverage and collaboration may include:</p> <ul style="list-style-type: none"> • Amount of other funds committed/expected. • Amount of in-kind contributions • Letters of support • Public/private partnerships • Confirmation of funding • Building cost (total cost, cost/unit, cost/square foot) • Cost-effectiveness (City subsidy/unit, other sources/unit, City subsidy vs. total cost, other subsidy(ies) vs. total cost) 	20%
Staff evaluation - readiness to proceed/feasibility. (This criterion will be evaluated by staff)	<p>Depending on the project/activity this will include:</p> <ul style="list-style-type: none"> • Site control (assumed site control on City-owned properties) • Scope of work • Expected planning and/or zoning approval timeframe. • Construction start date • Expected project completion date. • Project timeline 	20%
Community impact (tangible benefit to the community as well as intended beneficiaries)	<ul style="list-style-type: none"> • Housing type (i.e. studio, 1, and 2-bedroom units) • Number of units • Access to services and amenities (transit, employment opportunities, shopping, etc.) • Opportunities for beneficiaries to build financial stability. • Dispersed throughout City • Project/activity promotes a sense of place and community. • Creates diverse housing capacity 	10%

<p>Property Management and Development Team Capacity (developer, architect, financing partners, general contractor, construction management, and property management)</p>	<p>The development and property management teams have the skills, resources, and capacity to achieve the proposed activity, including:</p> <ul style="list-style-type: none"> • Demonstrated experience on projects/programs of similar size and scope. • Demonstrate property management plan. • Capacity to manage the program (applicant screening, reporting capability) • Property maintenance plan • Qualified staff 	<p>20%</p>
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8. TENTATIVE APPLICATION SCHEDULE

The process follows the tentative schedule listed below. Actual timing is dependent upon applicant responsiveness and meeting schedules. Staff may extend or modify the process including, for example, extending the review period or document preparation in consideration of a project’s readiness to proceed or due to timeliness of the receipt of information. Time-sensitive funding requests may be accepted anytime during the year. However, the city intends to follow the same application process but may choose to with an expedited timeline.

ACTIVITY	TIMELINE
Before funding application submittal	
Request for proposals posted on the city website and email notification sent to partners. <i>Please contact staff to be added to the funding notice distribution list.</i>	Monday, December 2 nd - Friday, January 10 th
Pre-Funding Submittal request deadline	January 10 th
Pre-Funding Submittal meetings held	January 20-24 th
Application review	
Funding Applications are submitted by 5:00 p.m.	January 31 st
Staff verifies eligibility, completeness, and feasibility of applications.	February 3-19 th
Applicants with proposals deemed qualified are notified.	February 21 st
Qualified applications are posted on the city website.	February 24 th
Staff analysis submitted to the Sedro-Woolley Housing Authority for consideration.	February 24 th – March 31 st
Sedro-Woolley Housing Authority meeting - applicant presentations	April 15 th
Sedro-Woolley Housing Authority deliberation and recommendation	May 20 th
Recommendation submitted to City Council. Council deliberation Council Approval	May 30 th June 4th June 11th
Following City Council funding decisions	
Allocation notice sent to the applicant and posted on the city website.	June 18 th
Meeting with funding recipient and review of financial information.	June 23-27
Funding documents (agreement, covenant, promissory note, as applicable) drafted by City staff and shared with the applicant for review.	July 14 th – July 25 th
The contract signed by the applicant and returned to the City.	July 28 – August 1
City executes agreement	August 4-8
Funds available for release or reimbursement	August 11

9. FUND AVAILABILITY

All funding awards are contingent upon the receipt of funds under which the award is issued. The City assumes no liability to the awardee, its contractors, its agents, or further obligations to the awardee in the event anticipated program funds are retracted or otherwise unavailable for their intended purposes.

10. Fund Allocation:

1. Funds allocated may be provided in the form of a reimbursable grant regulated by agreed-upon contractual provisions as required in section 1 of this RFP.

11. COST OVERRUNS

The City may increase a funding award up to ten percent (10%) of the original award to account for project cost overruns if the following conditions have been adequately demonstrated by the awardee: Cost overruns were unanticipated and outside of the control of the awardee, and the project would be unacceptably compromised without the additional investment.

12. SUPPLEMENTAL FUNDING

Supplemental funding may be awarded only if the applicant can demonstrate substantial and material changes to the project design or project funding sources.

13. FUND RECOVERY

Any awarded funds received exceeding eligible expenses for a project or program will be recovered and returned to the City for redistribution.

14. EXTENSIONS AND WAIVERS

Award agreements may be extended at the City's sole discretion upon written request of the awardee. The City has the discretion to waive all or certain conditions to an award. The extension or waiver request must provide evidence of unforeseen circumstances and adequate progress in achieving the desired outcomes.

15. DISCLAIMERS AND DISCLOSURE

This RFP does not constitute an offer, a commitment, or an offer to contract. The City of Sedro-Woolley reserves the right to pursue all ideas generated through this process, alter timelines, amend, or retract the RFP, and/or reject any submissions.

Upon delivery, all proposals and related materials become the property of the City and are public records subject to public disclosure unless specifically exempted.

As a condition to applying, an applicant must stipulate that the City will not be responsible or liable in any way for any losses that the respondent may suffer from the disclosure of information or materials to third parties, nor for any use of information or materials by third parties and shall agree to waive any future claims relating to from such disclosure.

All preparation costs and related expenses are at the sole risk of the applicant. No applicant shall have any claim against the City for costs incurred in responding to this RFP or in any negotiations, modifications, presentations, or other actions to secure a contract for transfer of funds. Unless and until a contract has been duly authorized by ordinance and signed by the City and the applicant, the City shall retain the right to terminate the RFP process.

16. Definitions and Acronyms

Area Median Income (AMI): Area Median Income (AMI) is an income estimate of the midpoint of an area's income distribution developed with U.S. Census data and an inflation factor based on the Congressional Budget Office (CBO) forecast of the national Consumer Price Index (CPI). The U.S. Department of Housing and Urban Development (HUD) calculates and releases this data on a yearly basis. The terms Median Family Income (MFI) and AMI are interchangeable and have the same meaning for most federal programs.

HUD: United States Department of Housing and Urban Development

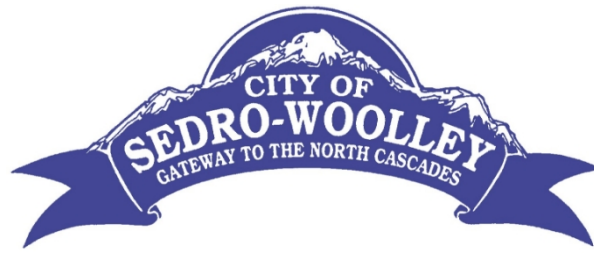
Revised Code of Washington (RCW): Revised Code of Washington (RCW) is the compilation of all permanent laws now in force. It is a codification of Washington Session Laws (enacted by the Legislature and signed by the Governor, or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed. It does not include temporary laws such as appropriations acts.

RFP: Request for Proposals

City of Sedro-Woolley
Request for Proposals (RFP): House Bill 1590 Funding
Guiding Principles for Development

Respondents:

- Must have a qualifying project under House Bill 1590's restrictions.
- If applying for capital funding, state the number of units to be preserved or created with the funding, and what Average Median Income (AMI) population those units will serve. If the proposal is for services, provide background on the number of people to be served and their anticipated outcomes.
- If applying for capital funding, the project must remain affordable for a period of at least 50 years (RCW 36.70A.540). The applying agency or agencies must provide a management and sustainability plan to the City in response to the RFP.
- Demonstrate the ability to comply with all reporting requirements related to House Bill 1590, including keeping careful records and being available for audit by the City and the State. Such compliance must not put a significant extra administrative burden on the City. The City is not planning to hire additional staff dedicated to housing to administer these funds.
- Contribute to satisfying one, or several, of the housing policy goals within the City Comprehensive Plan's Housing Element. Respondents should cite the specific policy or policies they are addressing and to what extent they anticipate impacting that policy.
- For capital projects, the applicant/applicants must demonstrate the capacity to develop, own and operate the proposed project. Eligible entities include nonprofit organizations, private for-profit organizations, public housing authorities, public development authorities, and units of local government. Partnerships involving combinations of the above groups are encouraged, especially when necessary to demonstrate capacity in all areas of the project.
- Capital project(s) must be located within the corporate limits of the City of Sedro-Woolley or the services rendered must be located within the corporate limits of the City of Sedro-Woolley.



City Council Agenda Item

Agenda Item No.: g.1.

Date: November 6, 2024

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Public Records Act and Open Public Meetings Act Training

RECOMMENDED ACTION:

To ensure all council members and the Mayor have met the Open Public Meetings Act and Public Records Act training requirement, members can either take the training online at home or watch the training during the study session. In either instance, council members will need to complete the certification.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Both the OPMA and the PRA training requirements must be completed every four years. Therefore, when you complete your training, you should document that fact. You can complete OPMA and PRA training either in person or online.

View the training online: <https://wacities.org/data-resources/open-public-meetings-act-elearning>

Open Public Meetings Act Training

RCW 42.30.205 sets forth the OPMA training requirements. Even if you are not an elected official, you may be required to complete some open government training. The requirements apply to “every member of a governing body,” which includes:

- Members of the governing body of a public agency (i.e., elected officials). Note that the OPMA definition of “public agency” in RCW 42.30.020(1) is broad and covers all state and local government entities in Washington except the state legislature and the courts.
- Members of a “subagency” created pursuant to statute or ordinance, such as planning commissions, library boards, and park boards.
- Members of boards, commissions, or committees or other policy or rule making bodies of a public agency if the body acts on behalf of the governing body, conducts hearings, or takes testimony or public comment.

Members of informal advisory bodies that do not meet any of the criteria listed above generally do not meet the definition of “public agency” and are not required to train.

Public Records Act Training

The PRA training requirements are set forth in RCW 42.56.150 and 42.56.152. These statutes apply to the following officials and officers:

- Local and statewide elected officials, including individuals appointed to fill a vacancy.
- Public records officers (PROs) designated under RCW 42.56.580 (which requires all state and local agencies to designate a PRO). As of 2017, training for PROs must address retention, production, and disclosure of electronic documents.
- Records officers designated under RCW 40.14.040 (applicable to state agencies).

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Template_Certification of Completion_PRA + OPMA
2. Required Training_PRA + OPMA



I self-certify that I,

_____ have completed the following AWC Open Government eLearning(s), which are designed to meet or exceed the State of Washington's Open Government Trainings Act requirements (RCW 42.56.150, 40.14, 42.30.205 for elected officials; RCW 42.56.152 for records officers):

Open Public Meeting Act

Public Records Act

Signature: _____

Date: _____





Track Required Public Records Act and Open Public Meeting Training

Applicable to all elected officials, Planning Commission, and staff liaison for council committees.

Today's Date

10/30/2024

Training	Public Records Act Training		Open Public Meetings Act Training	
	Name	Date of Training	Expiration	Date of Training
City Council and Mayor				
Julia Johnson	10/15/2024	10/15/2028	10/15/2024	10/15/2028
Kevin Loy	12/9/2023	12/9/2027	12/9/2023	12/9/2027
JoEllen Kesti	9/9/2020	9/9/2024	9/9/2020	9/9/2024
Sarah Diamond				
Allan Henderson	1/19/2024	1/19/2028	1/19/2024	1/19/2028
Paul Cocke	12/9/2023	12/9/2027	12/9/2023	12/9/2027
Joe Burns				
Nick Lavacca				
Planning Commission				
Joe Franett				
Joe Fattizzi				
Pat Huggins	5/7/2014		5/7/2014	
Danielle Freiberger				
Matthew Desvoigne				
Cassandra Sexson				
Jessica Jasper				
Staff Liaison				
Charlie Bush				
Frank Wagner				
Dan Mcilraith				
Bill Bullock				
Thomas Glover				
Woody Tovar				
Kelly Kohnken				