



LYNNWOOD CITY COUNCIL Work Session
City Hall Council Chambers 19100 44th Ave W Lynnwood WA 98036
This meeting may be accessed remotely. Please visit
lynnwoodwa.gov/Government/City-Council/City-Council-Meetings for
information on streaming or joining the meeting live.
WEDNESDAY, JULY 20, 2022 6:00 PM

1. CALL TO ORDER
2. ROLL CALL
3. COMMENTS AND QUESTIONS ON MEMO ITEMS
4. WORK SESSION ITEMS
 - A. [Boards & Commissions Discussion](#) - 60 minutes
Council President Hurst
 - B. [Discussion: Utility Special Rate and Rebate Programs](#) - 30 minutes
Bill Franz and Corbitt Loch
5. MAYOR COMMENTS
6. COUNCIL COMMENTS

ADJOURN

MEMOS FOR FUTURE ACTION

MEMOS FOR YOUR INFORMATION

CITY COUNCIL 4.A
CITY OF LYNNWOOD
CITY COUNCIL

TITLE: Boards & Commissions Discussion

DEPARTMENT CONTACT: Lisa Harrison, City Council

SUMMARY:

Council members will discuss various issues currently included in the Lynnwood Municipal Code for boards and commissions.

PRESENTER:

Council President Hurst

ESTIMATED TIME:

60

DEPARTMENT ATTACHMENTS

Description:

[boardcommissions discussion 7.20.22.pdf](#)

[Lynnwood Municipal Code 2.24 advisory boards.pdf](#)

Boards and Commissions Discussion Topics

7.20.22 Council Work Session

Issues

1. Voter registration requirements

- Amendment from CM Sessions: “I move to amend the first sentence of LMC 2.24.030B to read ‘advisory body members shall be registered voters at their residence within the Lynnwood City limits or wherever they currently reside’

2. Application Process

There is no codification of the process. For consideration:

- Require that the application is sent to the respective staff and Council Liaisons. They must agree to move forward.
- Candidates forwarded to Council President and Mayor for interview. Those not selected will be contacted via mail or email notifying and thanking them.
- Applicants need to be notified when and why their application is not moving forward.
- Council Assistant to be the staff contact for the administration needs of the Board and Commissions (applications, confirmation of training completion, etc).
- Candidates complete required training prior to confirmation.
- Amend application. Currently the on-line volunteer application does not indicate there is a waiver available for candidates who are not registered to vote.

3. OPMA requirements

There are commissions that can eliminate public comment from their agenda which will end the need to comply with OPMA. Those commission are Arts, DEI, Human Services, Parks, History/Heritage, Sister Cities.

- Should we loosen restrictions?

Lynnwood Municipal Code- Advisory Bodies

Chapter 2.24

ADVISORY BODIES – GENERAL PROVISIONS

Sections:

- 2.24.010 Definitions.
- 2.24.020 Scope of work.
- 2.24.030 Membership, nomination and confirmation process, reappointment process, residency and voter registration requirements, and responsibilities.
- 2.24.040 Officers – Identification and election.
- 2.24.050 Quorums, transacting business, and resolutions.
- 2.24.060 Vacancies.
- 2.24.070 Multiple appointments prohibited.
- 2.24.080 Conflicts of interest.
- 2.24.090 Liaisons and administrative support.
- 2.24.100 Procedures, records, and minutes.
- 2.24.110 Meetings.
- 2.24.120 Compensation and reimbursement of expenses.
- 2.24.130 Lobbying efforts.

2.24.010 Definitions

For the purposes of this chapter, and any other chapter in this code that establishes an advisory body, the following definitions shall apply:

“Advisory body” means any board or commission, established by the ordinance or resolution, and authorized by the city council to give advice on subjects and perform regulatory functions as prescribed by the city council or applicable laws. “Advisory body” does not mean task forces, informal committees, or working groups appointed by the mayor or created by the city council for specific periods of time or for specific tasks.

“Community stakeholder” means a person who lives within Lynnwood’s municipal urban growth area as defined by the city’s comprehensive plan.

“Nonresident” means a person who lives outside of the corporate boundaries of the city of Lynnwood.

“Resident” means a person who lives within the corporate boundaries of the city of Lynnwood. (Ord. 3410 § 1, 2021; Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)

2.24.020 Scope of work

A. Each advisory body shall be guided by a specific statement of purpose and function, which will be reviewed at least every four years by the city council to determine its effectiveness. This statement of purpose, as well as other information regarding duties and responsibilities, will be made available to all members when appointed.

B. The city council may determine any specific guidelines or tasks to be referred to an advisory body by motion, resolution, or ordinance.

C. Each advisory body shall develop a scope of work, within the body’s jurisdiction and area of responsibility that may, as the city council determines necessary and appropriate, include the following:

1. Review relevant portions of city plans and regulations and suggest desired amendments thereto.

2. Review relevant portion(s) of the city budget and suggest desired amendments, as relates to Lynnwood’s community vision, strategic plan, comprehensive plan, capital facilities plan, and policy matters.

3. Participate in the preparation of the advisory body annual report showing achievement towards fulfilling goals, policies, and objectives of the advisory body.

4. Present major policy advisories to the city council.

5. Meet with city council and other boards.

6. Examine and respond to referrals from the city council, mayor, or staff, including public meetings or formal hearings. (Ord. 3410 § 1, 2021; Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)

2.24.030 Membership, nomination and confirmation process, reappointment process, residency and voter registration requirements, and responsibilities.

The number of members and any specific qualifications of each advisory body shall be set forth by ordinance. The position number for each member shall be set forth by ordinance, resolution, or motion.

Except as specifically provided by applicable law, the following procedures and requirements shall apply to the appointment of all members of each advisory body:

A. Except where nonresident members are authorized for certain bodies, a member shall be a resident of the city for the full duration of their term.

B. Advisory body members shall be registered voters. Voter registration requirements for up to one member of each board or commission may be waived by the mayor and confirmed by council if the individual is ineligible to be a registered voter.

- C. Each person wishing to serve on a city advisory board shall submit an application to the city.
- D. Twice a year, the administration shall provide to the council a report on all applications to serve on city advisory bodies received in the time period since the date of the most recent report. The report shall contain at a minimum the name of all applicants, the date of receipt of their application by the city, the advisory body to which they applied, and the date and disposition of each application.
- E. Each person to be appointed shall be nominated by the mayor to a specific advisory body, position number, and term.
- F. Each confirmation motion by the council shall include the position number, ending date, and term for the position to which the person is appointed, and service shall begin after confirmation by the city council or on a date determined by motion of the council.
- G. Ninety days prior to term expiration, the advisory body member shall provide written notification to the mayor's office regarding the individual's desire to serve a subsequent full term. There is not a vested right to renomination or reappointment to any position. When considering renomination or reappointment, the mayor and city council may consider factors such as the individual's attendance, participation, and effectiveness during the term.
- H. All newly appointed advisory body members must complete a board and commission member training module prior to their first official meeting as an advisory body member and must sign and return a training acknowledgement form. This training must be taken every four years. As an appointed city officer, each advisory body member shall perform the member's duties in a manner consistent with applicable law, including the city of Lynnwood's code of ethics as set forth in Chapter 2.94 LMC, and applicable provisions of the Open Public Meetings Act as set forth in Chapter 42.30 RCW and the Public Records Act as set forth in Chapter 42.56 RCW.
- I. Any person may be removed from an advisory body by the mayor, with approval of the city council with or without expressed cause. (Ord. 3410 § 1, 2021; Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2940 § 1, 2012; Ord. 2737 § 1, 2008; Ord. 2121 § 1, 1997)

2.24.040 Officers – Identification and election

Each advisory body shall elect from its membership a presiding officer who shall be referred to as the chair and such officer shall serve for one year. The advisory body may elect other officers as it deems necessary and such offices shall be set forth in the rules of procedure adopted by the advisory body. (Ord. 3410 § 1, 2021; Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)

2.24.050 Quorums, transacting business, and resolutions.

- A. A majority of the appointed members of the advisory body shall constitute a quorum for the transaction of business. An affirmative vote of the majority of a quorum in attendance at any meeting shall be necessary to transact business or carry any proposition.
- B. Expressions of an advisory body position, recommendation or request for any action shall be made by motion approved by the advisory body, which may include a statement of the reasons, facts, policies, and/or findings of the body supporting the motion or resolution, and which shall be directed to the city council and mayor. (Ord. 3410 § 1, 2021; Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)

2.24.060 Vacancies

Membership vacancies other than through expiration of term shall be filled for the unexpired term. (Ord. 3410 § 1, 2021; Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)

2.24.070 Multiple appointments prohibited

No person shall serve on more than one advisory body at a time. This prohibition does not apply to special, ad hoc appointments created by the city council, or as required by state law. (Ord. 3410 § 1, 2021; Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)

2.24.080 Conflicts of interest

If an advisory body member concludes that the member has a conflict of interest or an appearance of fairness issue with respect to a matter pending before the advisory body, the advisory body member shall recuse themselves from participating in all deliberations and decision-making related to the matter. (Ord. 3410 § 1, 2021; Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)

2.24.090 Liaisons and administrative support

A. Each year, the city council president may appoint a member of the city council to be available to an advisory body for the purpose of providing a constructive relationship between the city council and the advisory body without implying direction, review, or oversight of the activities of the advisory body; provided, that the ethics board shall not have a council liaison.

B. The mayor shall assign a city employee to provide administrative support to assist each advisory body administrative support staff member who shall perform tasks such as guiding the advisory body on the creation of a yearly work plan, setting monthly meeting agendas with the collaboration of the advisory body's chair, noticing meetings, preparation and dissemination of meeting minutes, posting minutes to the city website, providing training opportunities, and generally advising on city business related to the activities of the advisory body. (Ord. 3410 § 1, 2021; Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)

2.24.100 Procedures, records, and minutes

Advisory bodies may adopt rules of procedure in alignment with adopted municipal codes. Each advisory body shall provide for the taking of minutes and maintaining the records of all regular and special meetings. Any advisory body may establish standing or ad hoc committees to assist in accomplishing its duties and responsibilities. All regular and special meetings must be recorded in audio or audio/visual format. Minutes must be published at least two weeks from the date of approval. (Ord. 3411 § 1, 2022; Ord. 3410 § 1, 2021; Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)

2.24.110 Meetings

Each advisory body shall hold regular meetings. All meetings shall be open to the public to the extent required by law and shall be held on not less than 24 hours' notice to members and the public. Except as otherwise provided in this code, regular meeting dates and times shall be determined by majority vote of the advisory body and posted on the city's website. (Ord. 3410 § 1, 2021; Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)

2.24.120 Compensation and reimbursement of expenses

Members of an advisory body shall serve without compensation. Members may be reimbursed for authorized travel expenses incidental to that service. Authorization must be obtained prior to incurring the expense. (Ord. 3410 § 1, 2021; Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)

2.24.130 Lobbying efforts

Lobby efforts by any advisory body on legislative, or political, matters should first be checked for consistency with applicable law and existing city policy by contacting the mayor's office. In the event a position is taken that differs from that of the city's policy, an advisory body shall not represent that position before another body, e.g., the state legislature or the county council. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the city, or as a member of an advisory body. (Ord. 3410 § 1, 2021; Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)

CITY COUNCIL 4.B
CITY OF LYNNWOOD
CITY COUNCIL

TITLE: Discussion: Utility Special Rate and Rebate Programs

DEPARTMENT CONTACT: Corbitt Loch, Finance

SUMMARY:

Discussion: Utility Special Rate and Rebate Programs

PRESENTER:

Bill Franz and Corbitt Loch

ESTIMATED TIME:

30

BACKGROUND:

The City offers special (reduced) utility rates and rebates to qualifying low-income households as specified by the Lynnwood Municipal Code (LMC). This topic is reviewed during each utility rate study.

Special (reduced) utility rate programs

1. Residence with an approved low-income property tax exemption.
2. Residence receiving Washington State financial assistance (SNAP or TANF).
3. Residence with medical necessity to use large volumes of water.
4. Mobile home parks designated for preservation.

Utility rebate programs

1. Residence with approved low-income property tax exemption without a utility account.
2. Residence receiving Edmonds School District free and reduced meals.
3. Residence with low-income resident 61+ years of age or with a disability.

Administration periodically announces these programs in Inside Lynnwood, on the City's website, and other opportunities. 2-1-1 refers Lynnwood residents to our special rate and rebate programs. To help customers apply, Administration consolidated the various individual application forms into one document.

Information Sheet:

<https://www.lynnwoodwa.gov/files/content/public/government/departments/finance/as-services/utility-billing/utility-billing-reduced-rates-and-rebates/2020-mail-stuffer-reduced-rates-and-rebates-june-2020-pdf-1.pdf>

Application:

<https://www.lynnwoodwa.gov/files/content/public/government/departments/finance/as->

[services/utility-billing/utility-billing-reduced-rates-and-rebates/2022-all-in-one-application.pdf](#)

Paper applications are available at City Hall and the Recreation Center.

Presently, the City does not collect demographic information from applicants from assistance (other than information related to eligibility).

SUGGESTED ACTION:

Discuss the special rate and rebate programs for City utilities.

PREVIOUS COUNCIL ACTIONS:

Staff periodically provides a status report on use of this financial assistance. In July of 2021, the City Council approved non-substantive edits to these Lynnwood Municipal Code (LMC) regulations (LMC 13.20.080) to improve clarity.

FUNDING:

Utility operations, billing, and special rates/rebates are paid for from the Utility Fund (Fund 411), which is independent from the General Fund. Utility charges paid by utility customers is the primary source of revenue for the Utility Fund. Therefore, the calculation of utility rates includes Lynnwood's special rate and rebate programs, the cost of which is borne by all utility customers.

The LMC specifies that up to \$100,000 be allotted for the rebate for households eligible for free and reduced meals, and for the rebate for low-income households with persons 61+ years of age or with a disability (\$200,000 total).

VISIONS AND PRIORITIES ALIGNMENT:

Community Vision

Our vision is...

To be a cohesive community that respects all citizens.

To be a city that is responsive to the wants and needs of our citizens.

Strategic Plan, 2022-2026

Priority 5: Be a diverse, welcoming, equitable, and livable city.

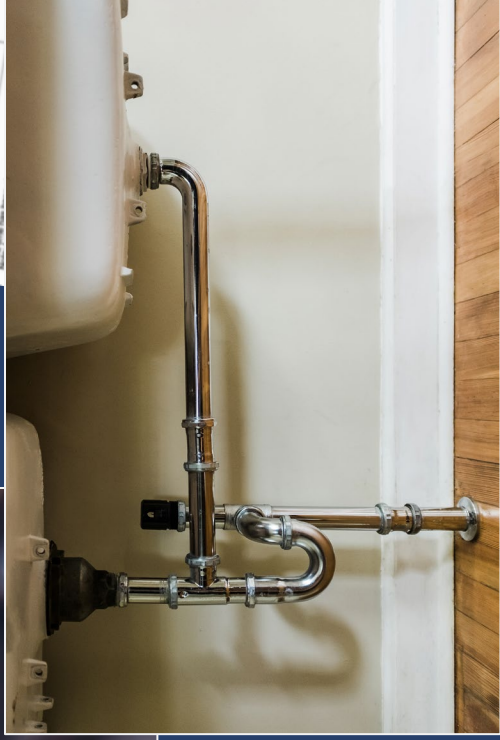
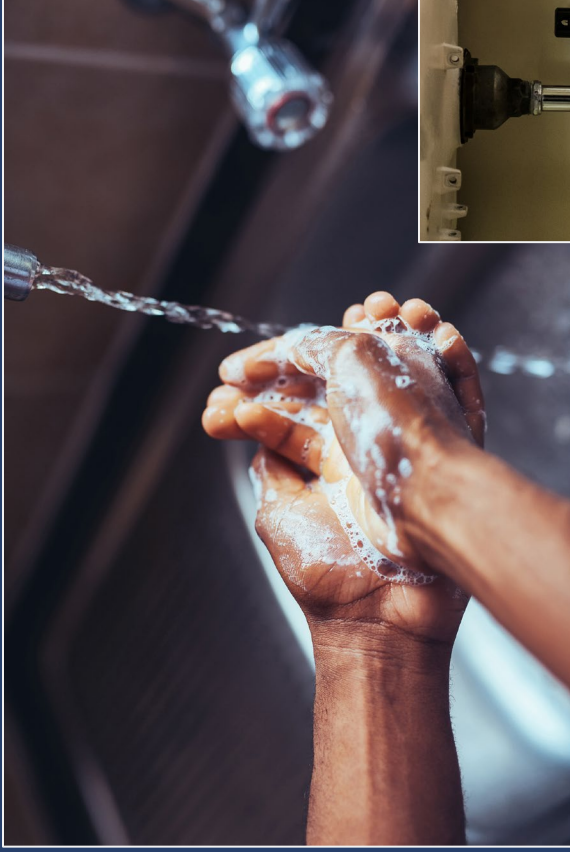
DEPARTMENT ATTACHMENTS

Description:

[low income presentation 2022.pdf](#)

[LMC 13.20.080A-H.pdf](#)

Utilities – Special Rates and Rebates



UTILITY BILLING
 Lynwood Soft-Serve
 WASHINGTON
 12022200348321400002187704

UTILITY INVOICE

ACCOUNT NUMBER	ACCOUNT NAME	ACCOUNT TYPE	ACCOUNT DATE	AMOUNT DUE
12022200348321400002187704	12022200348321400002187704	12022200348321400002187704	12022200348321400002187704	\$2,187.70

UTILITY INVOICE
 PLEASE PRINT YOUR ACCOUNT NUMBER, CUSTOMER ID, AND METER NUMBER ON THE BACK OF THIS INVOICE.
 MAKE CHECKS PAYABLE TO CITY OF LYNNWOOD.

CITY OF LYNNWOOD
 PO BOX 41740
 SEATTLE WA 98134-0174



Households Only

Special utility rate

1. Property tax exemption
2. WA St. financial assistance (SNAP or TANF)



Households Only

Utility rebates

1. Property tax exemption w/o utility account
2. Edmonds School District free and reduced meals
3. Low-income, 61+ years or with disability



Reduced rate

Low-Income Property Tax Exemption (2021)

Snohomish County Assessor

Owner-occupied

60%, 55%, 50% reduction

359 accounts = 607 households

288 receive largest discount

\$713 average discount overall

No program cap



Reduced rate

WA St. Financial Assistance (2021)

SNAP or TANF

Owner or renter with or without utility account

76 participants

60% discount (average \$713/year)

No program cap



Rebate

Low-Income Property Tax Exemption (2021)

No utility account

Snohomish County Assessor

Property owner

Yearly rebate

116 participants

\$446 average rebate

No program cap



Rebate

Free and Reduced Meals (2021)

Edmonds School District

Owner or renter, no account required

39 participants

\$457 average rebate

Total awarded \$17,824

\$100,000 cap



Rebate

Low Income and 61+ or With Disability (2021)

Owner or renter

Household income <70% average median income

111 participants

\$286 average rebate

Total awarded \$31,703

\$100,000 cap

Lynnwood Low-Income Utility Assistance

	Participants (Accounts)		
	2021	2019	% Change
Reduced Rate	359*	249	44%
Property tax exemption	76	68	11%
SNAP/TANF assistance	2021	2019	% Change
Rebate	116	102	13%
Property tax exemption w/o account	39	47	-17%
Free & reduced meals	111	76	46%
Low-income & 61+ or disability	701**	542	29%
Total			

*Representing 607 households

**Representing 956 households

13.20.080 Special utility rates and rebates.

A. As provided and specified by the provisions of this section, qualifying low-income households shall be eligible to receive either special utility rates or a rebate on charges paid for water, sewer, and stormwater utility service.

1. Eligible residences must be within the corporate boundary of the city of Lynnwood and served by city of Lynnwood utilities.
2. Special utility rates and rebates apply to base rates, and volume charges as specified, for water, sewer, and surface water. Special utility rates and rebates do not apply to any other fee or to related utility taxes.
3. To be approved, applications for special utility rates or rebate shall include all information required by this section and be submitted during the specified time frames.
4. Households may be approved for a maximum of one special rate or rebate.
5. Subsection (I) of this section states special rates for water service. Special rates for sewer service are provided in LMC 14.40.040. Special rates for storm water service are provided in LMC 13.35.070. The Income Level Statuses A, B, and C used in the city code shall have the same meaning as income thresholds 1, 2, and 3 as defined by RCW 84.36.383.
6. The mayor is authorized to develop administrative policies and rules necessary for implementation of this section.
7. Table 13.20.080A.7 summarizes the application and renewal periods, and the owner or renter occupied requirements for each special rate or rebate program, as follows:

Table 13.20.080A.7 Summary of Special Rate and Rebate Programs					
	Application Period	Renewal Period	Single Family Residence	Multifamily Residence	Mobile Home
Subsection B. Residence with approved Snohomish County property tax exemption and a Lynnwood utility account. Special utility rate	Any	Jan. 1 – Dec. 31	Owner occupied	Owner occupied	Owner occupied
Subsection C. Residence with approved Snohomish County property tax exemption without Lynnwood utility account. Utility charge rebate	Jan. 1 – Nov. 1	Jan. 1 – Nov. 1	–	Owner occupied	Owner occupied
Subsection D. Residence receiving Washington State assistance. Special utility rate	Any	Nov. 1 – Dec. 31	Owner or renter occupied	–	–

-continued-

Subsection E. Residence receiving Edmonds school district free and reduced-price meals. Utility charge rebate	Aug. 1 – Oct. 31	Aug. 1 – Oct. 31	Owner or renter occupied	Owner or renter occupied	Owner or renter occupied
Subsection F. Low-income resident 61+ years of age or with a disability. Utility charge rebate	Jan. 1 – Aug. 31	Jan. 1 – Aug. 31	Owner or renter occupied	Owner or renter occupied	Owner or renter occupied
Subsection G. Resident with medical necessity to utilize large quantity of water. Special utility rate	Any	–	Owner or renter occupied	Owner or renter occupied	Owner or renter occupied
Subsection H. Preservation of mobile home park. Special utility rate	Any	–	–	–	Owner or renter occupied

B. Special Utility Rate Based on Snohomish County Real Property Tax Exemption.

1. The residential single-unit property, multiple-unit, or mobile unit shall have a valid property tax exemption from the Snohomish County assessor, pursuant to RCW 84.36.381 through 84.36.385.
2. A qualifying resident shall own and occupy the dwelling as their principal residence and have a household income level in accordance with RCW 84.36.381.
3. Upon verification of eligibility, the special utility rate shall be applied to the next billing period and shall continue through the remainder of the calendar year. Reapplication for each subsequent calendar year is required.
4. Applications for this special utility rate shall be accepted throughout the calendar year. Applications for the subsequent calendar year shall be accepted January 1st through December 31st.
5. The amount of the special utility rate shall be based upon the income level designated by the Snohomish County assessor as provided by Table 13.20.080B.5.

Table 13.20.080B.5			
Income Level Status Designated on Approved Property Tax Exemption	A	B	C
Special Utility Rate (percent of base rate and volume charges)	40%	45%	50%

C. Annual Utility Charge Rebate Based on Snohomish County Real Property Tax Exemption.

1. An annual rebate on utility charges shall be available to a qualifying owner and occupant of a residential multiple-unit or a mobile home unit without an individual water meter and without a city of Lynnwood utility account (i.e., owner and occupant of a condominium or of a mobile home in a mobile home park).
2. To qualify for a rebate for the current calendar year, applications shall be accepted January 1st through November 1st and demonstrate the applicant resided in the residential multiple-unit or mobile home for the full calendar year.

3. The amount of the annual rebate of utility charge rates shall be based upon the income level designated by the Snohomish County assessor's office as provided by Table 13.20.080C.3, and shall be the stated percentage of the base rate for that type of account, assuming water usage within the minimum 10 CCF allowance.

Table 13.20.080C.3			
Income Level Status Designated on Approved Property Tax Exemption	A	B	C
Annual Utility Charge Rebate (percent of base rate)	40%	45%	50%

D. Special Utility Rate Based on Washington State Assistance Programs.

1. A special utility rate based on Washington State assistance programs shall be available to a qualifying resident of a residential single-unit under this subsection (D).
2. A qualifying resident of a residential single-unit shall have an award letter from the state of Washington for Temporary Assistance to Needy Families (TANF) or the Supplemental Nutrition Assistance Program (SNAP) that covers at least a portion of the year for which the special utility rate is requested.
3. Applicants shall occupy the residential single-unit as their principal residence and provide proof that they reside at the address and are responsible for their city of Lynnwood utility bills.
4. Upon verification of eligibility, the special utility rate shall be applied to the next billing period and shall continue through the remainder of the calendar year. Reapplication for each subsequent calendar year is required.
5. Applications for this special utility rate shall be accepted throughout the calendar year. Applications for the subsequent calendar year shall be accepted from November 1st to December 31st.
6. The amount of the special utility rate shall be 40 percent of the bimonthly base rate and volume charges.

E. Annual Rebate Based on Edmonds School District Free and Reduced-Price Meals.

1. An annual rebate on utility charges based on Edmonds school district free and reduced-price meal programs shall be available to a qualifying resident of a residential property under this subsection (E).
2. A qualifying resident shall have an award letter from the Edmonds school district for free and reduced-price meals for a child residing in the residence for all or a portion of the 12-month period for which the rebate is requested.
3. A qualifying resident shall occupy the residence as their principal residence as either owner or renter, for a minimum of six months, and shall be responsible for the rent or mortgage payments for the residence.
4. Applications for this rebate on utility charges shall be accepted from August 1st to October 31st. Reapplication for subsequent years shall be accepted from August 1st to October 31st.

5. Upon approval of the application, the rebate shall apply to utility charges occurring from October 1st in the prior year to September 30th of the rebate payment year.

6. The amount of annual rebate shall be up to 50 percent of the base rate for the type of account, assuming water usage within the minimum 10 CCF allowance, and prorated for the number of months that the applicant resided at the address.

7. Each year, the total amount of funds authorized and available for this rebate shall be \$100,000, and the total amount of rebates given to qualifying applicants in any year shall not exceed that amount. Depending on the number of eligible applicants, the amount of rebate awarded to a qualifying resident may be less than 50 percent of the base rate paid by that applicant during the rebate period. An equal percentage shall be awarded to applicants of each account type.

F. Annual Rebate Based on Income Level and Age or Disability.

1. An annual rebate on utility charges based on income level and age or disability shall be available to a qualifying resident of a residential property under this subsection (F).

2. A qualifying resident shall be at least 61 years of age or living with a disability and have a household income that is less than 70 percent of the Washington State area median income (AMI) as published by the Washington State Department of Social and Health Services (DSHS).

3. A qualifying resident shall occupy the property receiving utility services with or without a utility account as their principal residence as an owner or renter for a period of not less than six months. Applicants shall confirm they are responsible for the rent or mortgage payments for the residence.

4. Applicants with a disability shall provide written proof of disability, such as a disability award letter from the U.S. Social Security Administration or U.S. Department of Veterans Affairs; a permanent disabled parking privilege issued by the Washington State Department of Licensing; or a Proof of Disability statement completed by a licensed physician.

5. Applications for this rebate on utility charges shall be accepted from July 1st to August 31st for the annual period from June 1st of the prior year to May 31st of the rebate year. Reapplication for subsequent years shall be accepted from June 1st to August 31st.

6. The amount of annual rebate shall be up to 50 percent of the base rate for the type of account, assuming water usage within the minimum 10 CCF allowance, and prorated for the number of months that the applicant resided at the address.

7. Each year, the total amount of funds authorized and available for this rebate shall be \$100,000, and the total amount of rebates given to qualifying applicants in any year shall not exceed that amount. Depending on the number of eligible applicants, the amount of rebate awarded to a qualifying resident may be less than 50 percent of the base rate paid by that applicant during the rebate period. An equal percentage shall be awarded to applicants of each account type.

G. Special Utility Rates Based upon Medical Necessity.

1. Qualifying residents shall be eligible for special utility rates based upon medical necessity under this subsection (G).
2. A qualifying resident who requires large quantities of water due to medical necessity (i.e., kidney dialysis) and who occupies the property receiving utility services as their principal residence as an owner or renter shall be eligible for special utility rates under this subsection (G). Applications for this special utility rate shall include written confirmation from the resident's medical care provider.
3. Qualifying residents shall be charged the special utility rates for Income Level Status C (50 percent).
4. Applications for this special utility rate shall be accepted throughout the calendar year. Following approval of a special utility rate under this subsection (G), the utility customer shall be responsible for notifying the city when the medical necessity for large quantities of water no longer exists.

H. Special Utility Rates Based upon Preservation of Mobile Home Parks.

1. For mobile home parks preserved pursuant to a development agreement in accordance with Chapter 21.29 LMC, the following residential-mobile per unit base rate and volume charges shall apply:
 - a. Preservation for five to seven years: 50 percent of the base rate and volume charges.
 - b. Preservation for seven years or more: 25 percent of the base rate and volume charges.

