

CITY COUNCIL AGENDA
15728 Main Street, Mill Creek, WA 98012
(425) 745-1891



- Brian Holtzclaw, Mayor • Stephanie Vignal, Mayor Pro Tem
• Mark Bond • Vince Cavaleri • John Steckler • Benjamin Briles • Adam Morgan

Regular meetings of the Mill Creek City Council shall be held on the first, second and fourth Tuesdays of each month commencing at 6:00 p.m. **Due to the COVID-19 pandemic City Council Meetings will be held virtually until further notice.**

Your participation and interest in these meetings are encouraged and very much appreciated. We are trying to make our public meetings accessible to all members of the public.

The City Council may consider and act on any matter called to its attention at such meetings, whether or not specified on the agenda for said meeting. Participation by members of the audience will be allowed as set forth on the meeting agenda or as determined by the Mayor or the City Council.

To comment on subjects listed on or not on the agenda, ask to be recognized during the Audience Communication portion of the agenda. Please stand at the podium and state your name and residency for the official record. Please limit your comments to the specific item under discussion. Time limitations shall be at the discretion of the Mayor or City Council.

Study sessions of the Mill Creek City Council may be held as part of any regular or special meeting. Study sessions are informal, and are typically used by the City Council to receive reports and presentations, review and evaluate complex matters, and/or engage in preliminary analysis of City issues or City Council business.

Next Ordinance No. 2021 - 870

Next Resolution No. 2021 - 602

February 23, 2021
City Council Meeting
6:00 PM

VIRTUAL MEETING INFO

- A. Join Zoom Meeting
<https://zoom.us/j/97924918284>

Meeting ID: 979 2491 8284

One tap mobile

[+12532158782](tel:+12532158782).,97924918284# US (Tacoma)

[+13462487799](tel:+13462487799).,97924918284# US (Houston)

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

- B. Public comment on items on or not on the agenda

PRESENTATIONS

- C. Black History Month Proclamation
(Mayor Holtzclaw)
- D. Update from Snohomish Health District on COVID - 19 Pandemic Response, the Vaccine, and other happenings in Public Health
(Ragina Gray, Environmental Health Director for Snohomish Health District)

PROPOSED NEW INITIATIVES

- E. Developing and Managing an Intergovernmental Relations Strategy
(Mayor Pro Tem Vignal)

NEW BUSINESS

- F. Arts & Beautification Board Appointment
(Mayor Pro Tem Vignal, Councilmember Steckler and Councilmember Briles)
- G. Building Code Update
(Mike Todd, Director of Public Works and Development Services)

CONSENT AGENDA

- H. Approval of Checks #63059 through #63123 and ACH Wire Transfers in the Amount of \$143,943.38
(Audit Committee: Councilmember Cavaleri and Mayor Holtzclaw)
- I. Payroll and Benefit ACH Payments in the Amount of \$260,453.62
(Audit Committee: Councilmember Cavaleri and Mayor Holtzclaw)
- J. City Council Meeting Minutes of February 9, 2021

REPORTS

- K. Mayor/Council
- L. Financial Update
(Laurel Gimzo, Finance Director)
- M. City Manager
- N. Staff
- Coronavirus Emergency Supplemental Fund (CESF) Grants
(Laurel Gimzo, Finance Director)
 - Update on Council Chambers Retro-Fit Hybrid Meetings Report, etc.
(Joe Socoloski, IT Manager)

AUDIENCE COMMUNICATION

- O. Public comment on items on or not on the agenda

RECESS TO EXECUTIVE SESSION

- P. • To discuss potential litigation as per RCW 42.30.110(i)(iii).

ADJOURNMENT

Proclamation

WHEREAS, the City of Mill Creek takes pride in recognizing February 2021 as Black History Month, a time dedicated to remembering and celebrating Black culture, history, contributions and sacrifices made to create a brighter future for all Americans; and

WHEREAS, Black History Month celebrates the achievements of African Americans, who have been instrumental in shaping the character, culture and economic life of our state and nation; and

WHEREAS, Dr. Carter G. Woodson, founder of the Association for the Study of African American Life and History, first launched “Negro History Week” in 1926, and is widely regarded as the father of Black History; and

WHEREAS, in 1976 the informal expansion of Negro History Week to Black History Month was officially recognized by the United States government; and

WHEREAS, the 2019 theme, “Black Migrations,” focuses specifically on the movement of people of African heritage to new destinations and social realities in the twentieth century, it does not forget the millions of early Africans who were forcibly taken to the Americas: and

WHEREAS, Black History Month is an occasion to rediscover the enduring stories of African Americans and the gifts of freedom, purpose, and opportunity they have bestowed on future generations. It is also a time to commemorate the countless contributions of African Americans, many of whom lived through and surmounted the scourge of segregation, racial prejudice, and discrimination to enrich every fiber of American life. Their examples of heroism, patriotism, and enterprise have given people of all background’s confidence, courage, and faith to pursue their own dreams; and

WHEREAS, Black History Month is a time to recognize and honor the many people, events, and significant contributions of Black and African Americans to our community, nation, and world.

NOW THEREFORE, I, Brian Holtzclaw, the Mayor of the City of Mill Creek, on behalf of the City Council, do hereby proclaim the month of February 2021 as Black History Month and ask all residents of Mill Creek to join me in commemorating the countless contributions of African Americans to our Nation and the World.

Signed this 23rd day of February 2021.



Brian Holtzclaw, Mayor

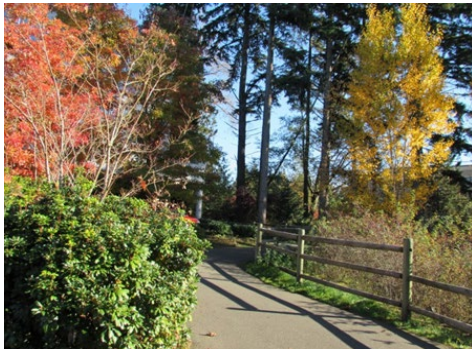
Attest _____
Naomi Fay, City Clerk

Michael Ciaravino, City Manager



Resiliency & Recovery for a Healthy, Thriving Community

City of Mill Creek Presentation
Ragina Gray, Environmental Health Director
Snohomish Health District



February 2021

2020 in REVIEW (NON-COVID)

Rebuilding the Agency

- ✓ Online service delivery
- ✓ IT infrastructure
- ✓ Rucker Building improvements
- ✓ Transparency and accountability
 - ClearGov

Public Health Activities Continue



4,500+
Inspections on
restaurants,
grocery stores,
espresso stands,
caterers and
mobile food
vehicles



1,000+
Complaints
addressed (food,
pools, septic and
solid waste)



~500
Permits for pools
and spas that we
routinely inspect



200+
Public and
private schools
with kitchen
permits and
required safety
inspections

In Your Community

- ✓ 58 annual food establishment permits, 7 change of ownership inspections, and 64 routine food inspections
- ✓ Followed up on 15 complaints involving food establishments
- ✓ 78 child care providers received consultations through Child Care Health Outreach program, and 242 continuing education courses completed by providers in or from Mill Creek.
- ✓ Vaccine preventable disease program conducted 14 clinic supervision visits and provided technical assistance to 33 providers in Mill Creek.
- ✓ Tested more than 1,000 Mill Creek residents at our community-based COVID testing events

COVID-19 RESPONSE

Web Resources (www.snohd.org/covid)

CORONAVIRUS INFORMATION

The Snohomish Health District is tracking COVID-19 carefully and working with the community to reduce the impacts of this virus. We can all help fight this pandemic by staying informed and prepared. This is an evolving situation, and these web pages are updated frequently. To reach the Snohomish Health District's COVID-19 call center, call 425-339-5278.

Please click the topic buttons below for more information.



Case Counts and Data



Drive-Thru Testing



COVID-19 Health Info



COVID Vaccine



WA Notify App



News and Briefings



Schools/Child Care



Businesses/Organizations



Healthcare Providers



At-Risk Populations



FAQ



Language Resources



Posters for Download

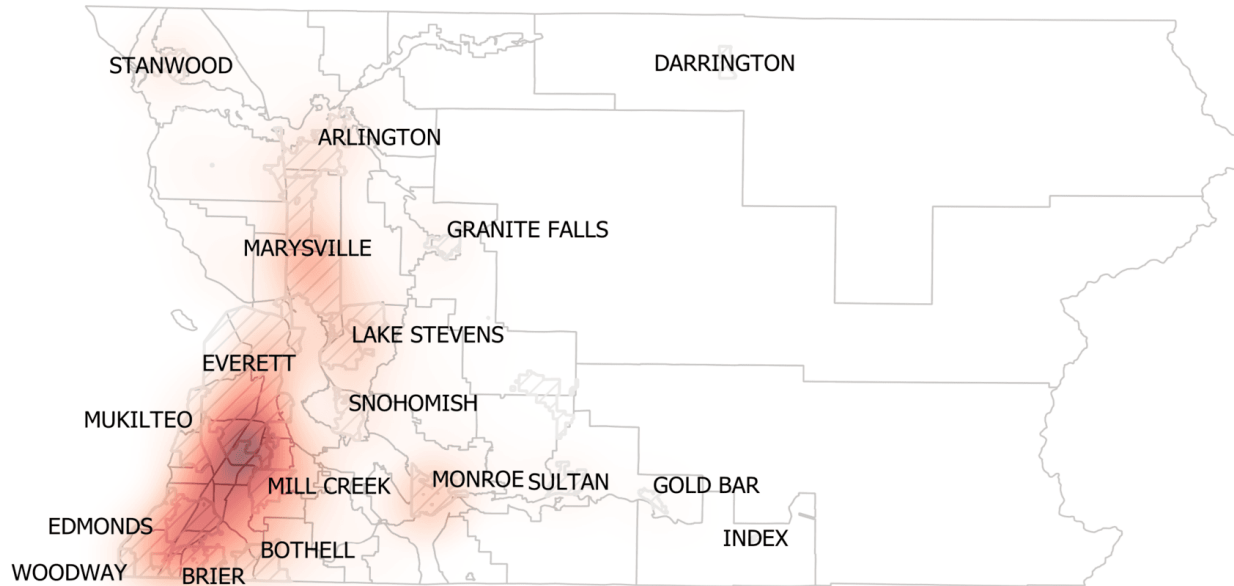


State Guidance



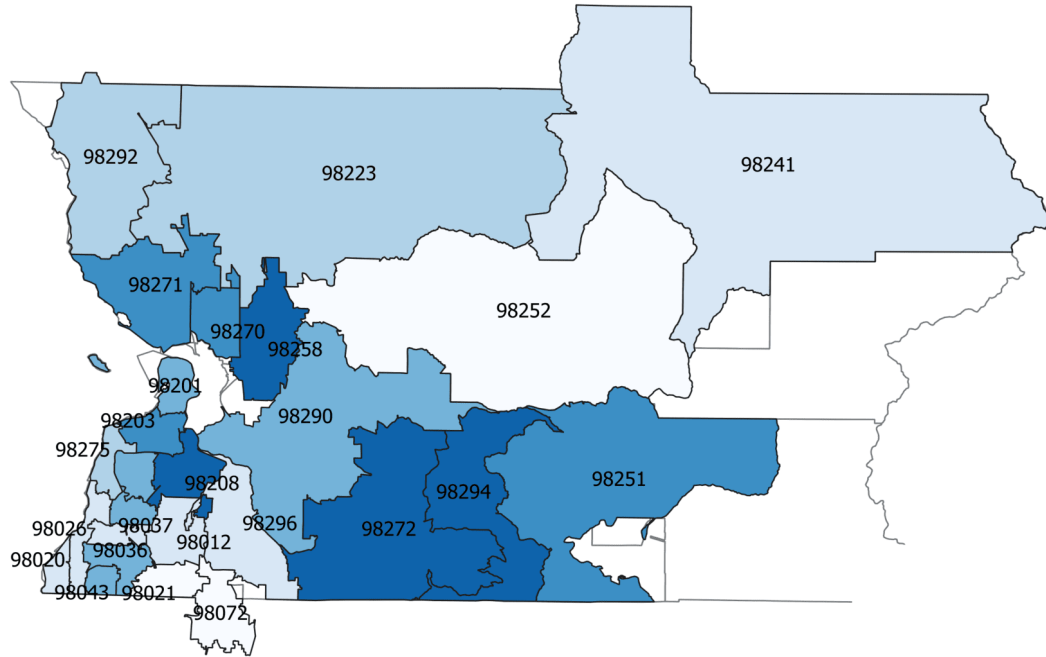
Long-Term Care Facilities

COVID-19 Heat Map--Cumulative



Through January 23, 2021

Rate by Zip Code (Jan. 10-23)



Through January 23, 2021

COVID-19 Looking Ahead

- Healthcare System
 - Continue work with hospitals, LTCFs, DSHS, and other resources to improve flow through the discharge system
- Disease Prevention & Containment
 - Continue testing, case, contact and outbreak investigations
 - Support schools in implementing statewide guidance
- Vaccine
 - Work with Vaccine Taskforce to increase supply to meet capacity
 - Develop reporting information on demographics, etc.
 - Collaborate with partners to increase access for underserved
 - Continue to follow prioritization in vaccination phases

COVID-19 Vaccine Dashboard

	Total first doses received (weeks 1-8)	Total second doses received (weeks 4-8)	No. of approved providers that received vaccine	Number of first doses administered*	Number of second doses administered	Increase in all doses administered since last week	Expected first dose allocation for week 9	Expected second dose allocation for week 9	Total number of approved providers
Moderna	67,500	29,700	63	58,712	10,435	18,513	3,700	11,500	91
Pfizer	10,725	5,850	2	12,000	4,544	5,019	5,850	0	4
Total	78,225	35,550	64	70,712	14,979	25,532	9,550	11,500	93

**Note: These numbers are preliminary based on what has been entered into the Washington Immunization Information System (WAIS).*

Does not include federal-pharmacy partnership addressing nursing homes and assisted living facilities

February 6, 2021

Moving **FORWARD**

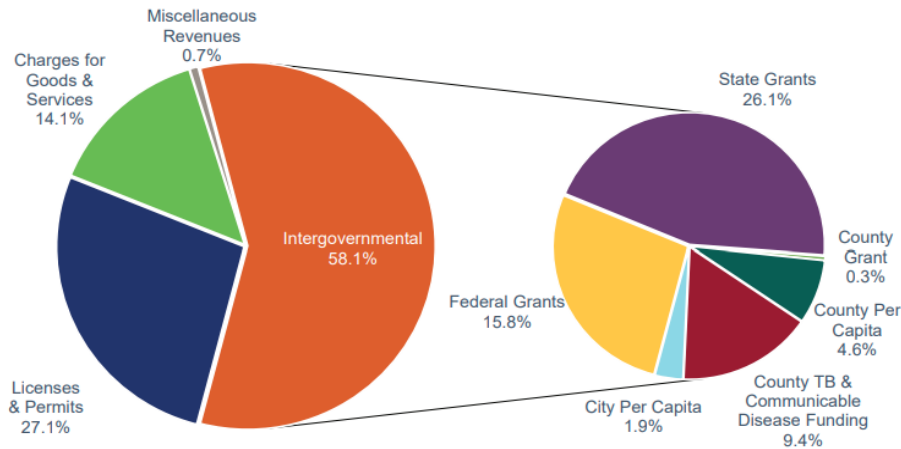
Implementing Our Strategic Plan

- Reduce the rate of communicable disease and other notifiable conditions
- Prevent or reduce chronic diseases and injuries
- Provide high-quality environmental health services
- Improve maternal, child, and family health outcomes
- Provide legally required vital records
- Address ongoing, critical public health issues
- Support increased access to medical, oral, and mental health care
- Build a more sustainable organization

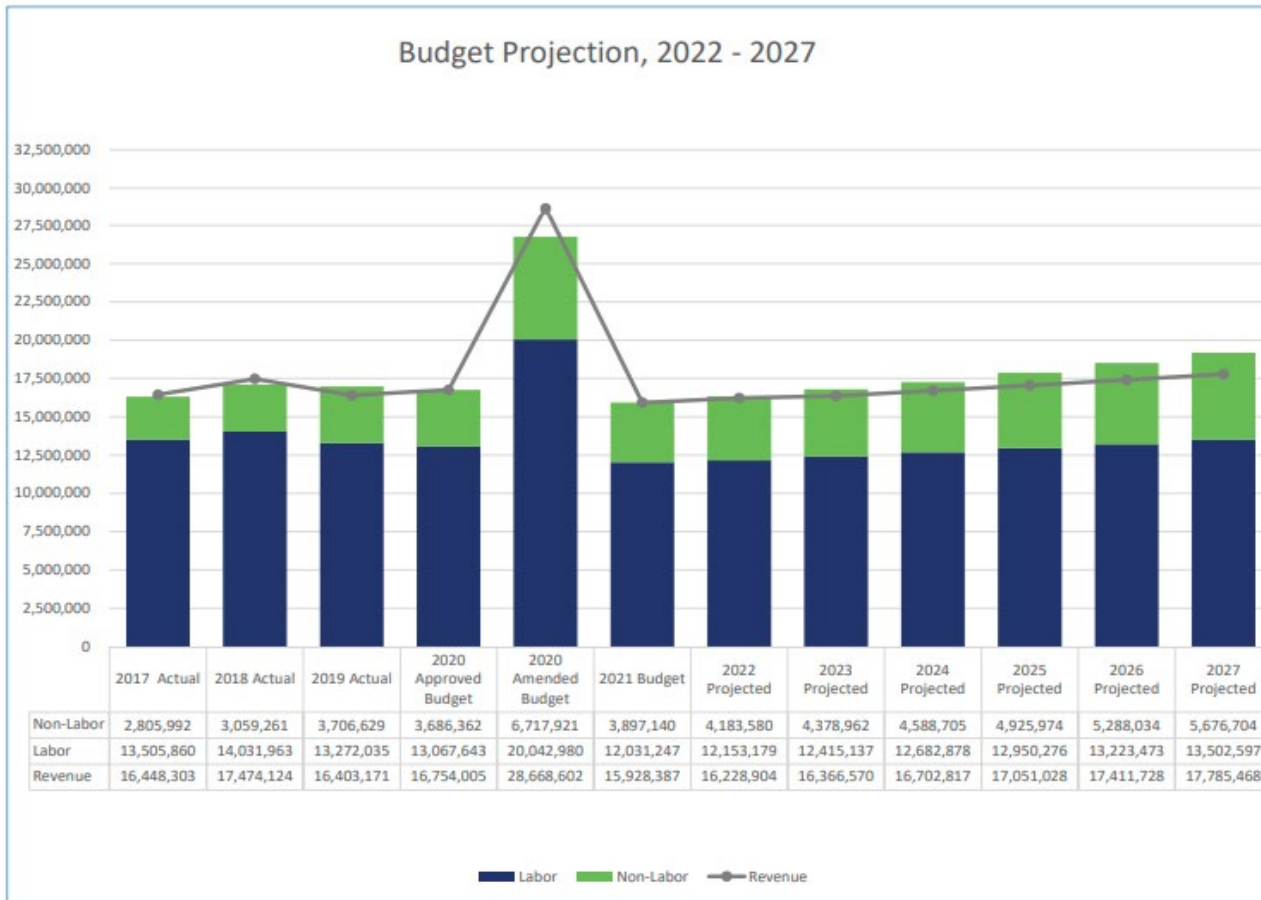
Projected Revenues

	2017 Actual	2018 Actual	2019 Actual	2020 Amended Budget	2021 Proposed Budget
Licenses & Permits	3,860,426	4,008,199	3,787,452	3,577,892	4,314,297
Intergovernmental Revenue	10,147,984	11,046,367	9,913,452	22,383,413	9,260,321
Charges for Goods & Services	2,140,985	1,838,729	2,578,610	2,449,479	2,239,463
Miscellaneous Revenues	<u>298,909</u>	<u>580,829</u>	<u>401,213</u>	<u>257,818</u>	<u>114,557</u>
	16,448,304	17,474,124	16,680,727	28,668,602	15,928,387

2021 Budgeted Revenue By Source



Updated Six-Year Forecast



Looking Ahead

- ✓ COVID Funding - continue engaging with federal delegation and local partners to ensure extended & expanded
- ✓ Sustainable Funding - while 2021-2025 are fairly stable, current trends would leave the District with an inadequate total fund balance to cover reserves starting in 2026.
- ✓ Increased Revenue – finalizing renovations to lease out space in Rucker Building, as well as Sound Foundation for Public Health getting up and running.

Sound Foundation for Public Health

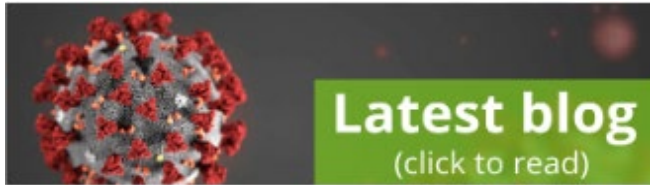


- New Foundation board members selected
- Anticipate filing paperwork Q1
- Finalizing MOU between Foundation and Health District

Purpose: To provide support for priorities identified in community health assessments, community health improvement plans, and/or emerging public health issues in Snohomish County.

Stay in touch

Blog & Newsletters



Sign up for our blog, newsletters, alerts and more at www.snohd.org/NotifyMe

Social Media



Follow us on Facebook, Twitter, YouTube, and Instagram

Thank you

contact information

For more info, please contact:

Shawn Frederick, MBA

Administrative Officer

425.339.8687

SFrederick@snohd.org

Ragina Gray

Environmental Health Director

425.339.8769

RGray@snohd.org



Agenda Item # _____

Meeting Date: February 23, 2021

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: APPOINTMENT TO THE ART AND BEAUTIFICATION BOARD

PROPOSED MOTION:

Motion to appoint one volunteer to serve a term on the Art and Beautification Board expiring October 31, 2022.

KEY FACTS AND INFORMATION SUMMARY:

One position was vacated by resignation with a term expiring on October 31, 2022.

Staff conducted a recruitment process that included the following:

- A press release was sent to the local newspapers,
- The notice was posted on the City's website,
- The City's social media outlets were utilized to advertise the vacancies,
- The notice was sent out through the "Notify Me" feature on the City's website, where people interested in serving on the Art and Beautification Board have signed-up to receive notice when a vacancy occurs, and
- Current board members promoted the vacancies to other community groups.

Three applicants applied for the one vacancy on the Art and Beatification Board. Interviews are scheduled for Tuesday, February 23, 2021. The Interview Committee is comprised of Mayor Pro Tem Vignal, Councilmember Steckler, Councilmember Briles, and Art and Beautification Board Chair Guy Armfield.

CITY MANAGER RECOMMENDATION:

N/A

ATTACHMENTS:

Applications for the volunteer position on the Art and Beautification Board from: Tannis Golebiewski, Sid Siegel and Carmen Fisher.

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "Michael G. Ciaravino".

Michael G. Ciaravino
City Manager

ART AND BEAUTIFICATION BOARD INTERVIEWS

Tuesday, February 23, 2021

Mayor Pro Tem Vignal
Councilmember Steckler
Councilmember Briles
Guy Armfield, Arts & Beautification Chair

There is one position was vacated by resignation with a term expiring on October 31, 2022. Three applicants have submitted applications expressing an interest in volunteering to fill this vacancy. The applications are attached. The appointment will be made during the regular City Council meeting on February 23, 2021.

DUTIES: The Art and Beautification Board serves as an advisory board to the City Council on matters regarding:

- Design of landscaping for City rights of way, medians, entrances, and other public facilities and City-owned properties.
- Special events and projects to enhance the aesthetics and beauty within and business areas of the City.
- Utilization of the Municipal Art Fund.
- Selection and acquisition of artwork obtained for the City and for all municipal buildings.
- Construction projects: To the extent feasible, the board should be active during preliminary design or construction phases of municipal project to assure orderly integration of artwork into the City.

SCHEDULE:

Tuesday, February 23, 2021	
Art & Beautification Board Interviews	
Applicant	Interview Time
Tannis Golebiewski	4:50 – 5:00 p.m.
Sid Siegel	5:00 – 5:10 p.m.
Carmen Fisher	5:10 – 5:20 p.m.
<i>Deliberation</i>	<i>5:20 – 5:40 p.m.</i>

Interviews are being held via Zoom. Applicants have been instructed to wait in the “waiting room” for a member of the interview committee to invite them to the meeting.



**City of Mill Creek
Boards & Commissions Application**

Community Service

The City of Mill Creek values the residents who volunteer their time to serve on our boards and commissions. The contribution made by such members has helped make Mill Creek the great city it is today.

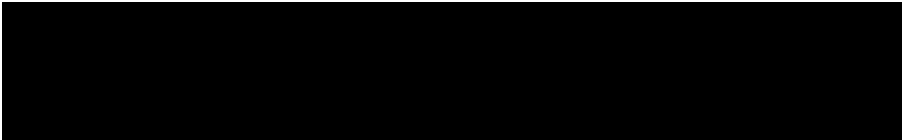
Application

If you are interested in serving on the Arts and Beautification Board, Parks & Recreation Board, Design Review Board, Planning Commission or Civil Service Commission, please complete this application and submit it to the City Clerk at cityclerk@cityofmillcreek.com, or by mail at:

City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Tannis Last Name: Golebiewski



Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Arts and Beautification Board

2. Why are you interested in serving on a board or commission?

I would like to have the opportunity to give back to the community and also to have a deeper understanding of the city and the processes of city government.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

My professional background is limited, but I have 20+ years as a parent and youth organization volunteer. I have been a Mill Creek resident since 2003.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

Over 5-10 years the City will face budget challenges as we and the whole world recover from the pandemic. We will also face challenges regarding our staffing turnover and instability in the last few years. There is a growing sense of division and distrust of government at both the local and national level and that will be a challenge to all of us.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

I think the City's green spaces and unique blend of nature, small town, and access to urban amenities are what attract people, but the best asset is the people! The majority of Mill Creek residents are friendly and welcoming, take good care of our shared spaces, and enjoy living here and spending their free time in the City. I believe it is a self-fulfilling cycle: as we continue to make the City better, we continue to make our citizens proud to be here and proud to invite their friends and family to visit or join us. Some might think that aesthetics don't matter, but I think that it's clear that how a place looks is something we all notice, remember, and when it looks clean and aesthetically pleasing, we all do appreciate it! Driving into Mill Creek from any direction, it is clear when you enter the City and I think it's valuable to keep up the beauty of our City, both natural and man-made. It is important as the City grows that we recognize the diversity of our people and our spaces; instead of relying on one style or 'type' of artwork or landscaping, we can enjoy varied designs in different places while retaining some consistent elements to tie it all together. The Mill Creek Community Association plays a big role in the beautification of the City and I hope that the relationship between the Association and the City can be a positive one.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

I have several years of experience as a volunteer leader through Girl Scouts and other youth organizations. In these roles I have developed communication and leadership skills. I have coordinated several large events and ongoing projects.

Community Service

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Application

If you are interested in serving on the Arts and Beautification Board, Parks & Recreation Board, Design Review Board, Planning Commission or Civil Service Commission, please complete this application and submit it to the City Clerk at cityclerk@cityofmillcreek.com, or by mail at:

City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Sidney Last Name: Siegel



Please complete each of the following questions:

- What board or commission would you like to be considered for?

Arts & Beautification

- Why are you interested in serving on a board or commission?

I believe strongly in service to the community and that as I can bring my time, energy and experience to positively affect the city it is my duty to do so.

- Please explain your professional background and list any professional licenses, registrations or certificates held.

My professional background is primarily in technology and engineering with a bachelors in computer science and MBA. I hold certificates in Six Sigma and ITIL which are focussed in addressing organizational needs in an efficient manor while ensuring balanced satisfaction to all parties involved in a project

- What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

Coming out of COVID while keeping finances in order and building a strong team at the City will be shorter term concerns. Managing growth, optimizing the use of our remaining undeveloped land and continuing to manage the maturation of our city are longer term issues to address.

- What do you see as the City's best asset to bring visitors and new residents to the City?

New residents and visitors alike will be attracted by our parks, walking trails and natural attractions like the wetlands off the Farm development and sporting facilities like the Sports Park area and Arena Sports. Strong retail areas like Town Center and the Farm will also serve both the city residents as well as those living around the city.

- Please list any other comments that would help the City Council evaluate your skills for this position.

I find great value in being a part of a team that cares about their mission and service to the City. I would like to bring my energy and talents to work together with the Council and committee members to continue to improve our city.



**City of Mill Creek
Boards & Commissions Application**

Community Service

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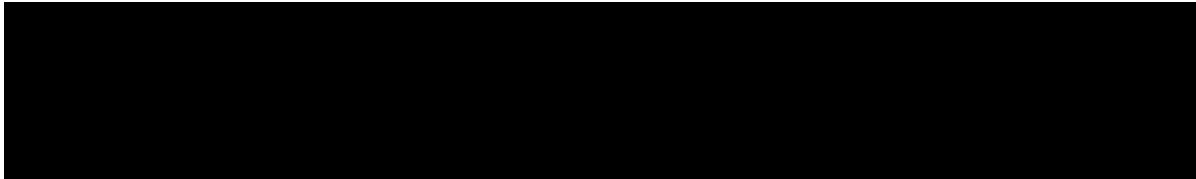
Application

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City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Carmen Last Name: Fisher



Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Art and Beautification

2. Why are you interested in serving on a board or commission?

I've been strongly drawn to contribute to the efforts that go into making Mill Creek so special, and this is the first time I've known of a board opening at the right time for me.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

I have a BA in Criminal Justice and a JD, both from Indiana University. I have been self-employed creating and selling recorded hypnosis sessions since 2007.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

Managing finances in the wake of covid, while rebuilding staff to fully provide the levels of service expected by Mill Creek residents. Development of the Dobson Remilliard property and redevelopment of Mill Creek Blvd will be defining projects.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

The Mill Creek experience is high quality, low stress. Excellent dining options woven with green space, low bustle and noise, safe, great aesthetics, etc. it just feels good to be in Mill Creek.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

One trait that correlates with being a successful small city is how well it attracts artists. That tells me that the city's relationship to art is vital. Being attractive and celebrating creativity is necessary for a city to not just survive, but thrive.



Meeting Date: February 23, 2021

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: **ORDINANCE TO AMEND CHAPTER 15.04 OF THE MILL CREEK MUNICIPAL CODE PROVIDING FOR THE ADOPTION OF THE 2018 INTERNATIONAL AND UNIFORM CODES**

PROPOSED MOTION:

Motion to adopt Ordinance **2021-870** adopting the 2018 International Building Codes (IBC).

KEY FACTS AND INFORMATION SUMMARY:

The purpose of the various building construction codes is to provide **minimum** standards to safeguard life, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, and location of all buildings, structures and certain equipment. Codes take into account unique geographic circumstances, such as expected weather or seismic activity. In the City of Mill Creek, building construction codes are set forth in Chapter 15.04 of the Mill Creek Municipal Code (MCMC).

In the State of Washington, the State Building Code Council goes through a national and state consensus process and recommends code updates to the Washington State Legislature. Once adopted by the Legislature and signed by the Governor, local governments are required to adopt the codes adopted by the state. Usually, the legislature updates the codes every three years. The last update was the adoption of the 2015 IBC, which went into effect in July 2016.

During the 2020 legislative session, updates of the building construction codes the (2018 IBC) were published by the International Code Council and adopted by the State of Washington. Because of the Covid-19 pandemic, the effective date of the 2018 IBC was extended by the Governor to November 30, 2020 as a part of Proclamation 2020-5 to allow necessary training and outreach about the new codes. The effective date was extended again by the Washington State Building Council to February 1, 2021. Another proposed extension of the effective date to July 1, 2021 was just revoked by the Governor. Thus, the City needs to adopt the 2018 IBC as soon as possible to be compliant with state law.

The required updates to the City's regulations are contained in the proposed amendments to Chapter 15.04, MCMC. The proposed amendments are straight forward in that they adopt, by reference, the state-adopted 2018 versions of the following codes:

International Building Code
International Residential Code
International Mechanical Code
Uniform Plumbing Code

International Fire Code
International Existing Building Code
International Fuel Gas Code

Attached is a 4-page handout that lists the key changes in the 2018 IBC. The handout is generally available to the public; but its target audience is Building Officials that apply the codes. Since the changes are technical in nature and are mandated by the State of Washington, staff will not be presenting or be prepared to discuss specific amendments in the 2018 IBC.

CITY MANAGER RECOMMENDATION:

City Manager recommends adoption of the attached ordinance amending Chapter 15.04 of the Mill Creek Municipal Code to adopt the 2018 International Building Codes.

ATTACHMENTS:

[Attachment 1 - Ordinance with Exhibit A](#)
[Key Changes in the 2018 International Codes® \(I-Codes®\) - ICC](#)

Respectfully Submitted:



City Manager

ORDINANCE NO. 2021- 870 __

**AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON,
AMENDING MILL CREEK MUNICIPAL CODE CHAPTER 15.04,
THE CITY OF MILL CREEK BUILDING CODE; AND
ESTABLISHING EFFECTIVE DATES.**

WHEREAS, pursuant to the State Building Code Act, Chapter 19.27 RCW and Chapter 51-50 WAC, the City of Mill Creek is required to adopt and enforce the current version of the International Building Code and related International Codes (collectively "IBC") as periodically adopted by the Washington State Building Code Council; and

WHEREAS, pursuant to Ordinance Nos. 7, 85-75, 85-77, 86-139, 87-154, 89-207, 92-278, 93-300, 95-360, 98-449, 2001-508, 2004-588, 2005-609, 2006-633, 2010-714, 2010-716, 2013-760, and 2016-807 the City has previously adopted the applicable versions of the IBC to serve as the Mill Creek Building Code, currently codified at Chapter 15.04 of the Mill Creek Municipal Code ("MCMC"); and

WHEREAS, in 2019 the Washington State Building Code Council adopted the current edition of the International Building Code ("2018 IBC"), which was to become effective on July 1, 2020; and

WHEREAS, because of the Covid-19 Pandemic, there were exceptional constraints to conducting necessary outreach, training, and preparation prior to the July 1, 2020 deadline, and thus, the Governor extended the date for the 2018 IBC from July 1, 2020, to November 1, 2020 through Proclamation 20-40 (amending Proclamation 20-5); and

WHEREAS, the Washington State Building Council extended the effective date for the 2018 IBC to February 1, 2021 to allow more time for training outreach, and preparation to implement said codes; and

WHEREAS, the Washington State Building Council again extended the effective date for the 2018 IBC to July 1, 2021; however, the Council’s extension to July 1, 2021 was repealed by the Governor. Thus, the 2018 IBC effective date is February 1, 2021; and

WHEREAS, the City must conform the Mill Creek Building Code thereto, and has limited authority to alter or amend the 2018 IBC as it applies within the jurisdiction of the City; and

WHEREAS, the City Council thus desires to amend MCMC Chapter 15.04 as reflected in attached **Exhibit A** for the purpose of adopting and conforming the Mill Creek Building Code to the 2018 IBC;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. The City Council hereby approves and adopts **Exhibit A** hereto and amends MCMC Chapter 15.04 as set forth therein for the purpose of implementing the 2018 International Building Code.

Section 2. This ordinance shall be in full force and effect five days after its passage and publication.

Section 3. If any section, sentence, or clause of this Ordinance is ruled invalid by a court of competent jurisdiction, the remaining portion of this Ordinance shall remain valid and be in full force and effect.

Passed in open meeting this _____ day of February 2021 by a vote of _____ for, _____ against, and _____ abstaining.

APPROVED:

MAYOR BRIAN HOLTZCLAW

ATTEST/AUTHENTICATED:

NAOMI FAY, ACTING CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ORDINANCE NO.: _____

Exhibit A - Redline Version

**Chapter 15.04
BUILDING CODE**

Sections:

- 15.04.010 International Building Code (Chapter 51-50 WAC).**
- 15.04.015 Specific IBC amendments.**
- 15.04.020 Inspections and fees.**
- 15.04.030 Building valuation costs.**
- 15.04.040 Hearing examiner designated as board of appeals/adjustment.**
- 15.04.050 International Residential Code (Chapter 51-51 WAC).**
- 15.04.060 International Existing Building Code.**
- 15.04.070 *Repealed.***
- 15.04.080 International Mechanical Code (Chapter 51-52 WAC).**
- 15.04.090 Uniform Plumbing Code (Chapter 51-56 WAC).**
- 15.04.100 International Fuel Gas Code (Chapter 51-52 WAC).**
- 15.04.120 International Fire Code (Chapter 51-54A WAC).**
- 15.04.140 *Repealed.***
- 15.04.150 ~~2015~~ International Energy Conservation Code/Washington State Energy Code (Chapter 51-11 WAC).**
- 15.04.160 Documents available for public inspection.**
- 15.04.170 Penalties.**

Legislative history: Ords. 7, 85-75, 85-77, 86-139, 87-154, 89-207, 92-278, 93-300, 95-360, 98-449, 2001-508 and 2003-576.

15.04.010 International Building Code (Chapter [51-50](#) WAC).

The International Building Code, ~~2015-2018~~ Edition, as published by the International Code Council, together with Sections 101, 102 and 104 through 111 of Appendix J, together with all Washington State amendments as contained in Chapter [51-50](#) WAC, and together with the applicable references to the National Fire Protection Association (NFPA), current edition and as amended, is hereby adopted as modified by MCMC [15.04.015](#), [15.04.020](#), [15.04.030](#), and [15.04.040](#). (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2006-633 § 2; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.015 Specific IBC amendments.

The following specific amendments are made to the IBC as adopted under MCMC [15.04.010](#):

- A. Section 105.2 ~~Work Exempt From Permit~~ shall be modified to add the following items:

#14. Platforms not more than 30 inches above the grade and not over any basement or story below.

#15. Replacement of nonstructural siding on IRC structures except for veneer, stucco, or exterior finish and insulation systems (EFIS).

#16. In-kind window replacement for IRC structures where no alteration of structural members is required and which the window U values meet the prescriptive requirements within the Washington State Energy Code.

#17. Job shacks that are placed at a permitted job site during construction may be allowed on a temporary basis and shall be removed upon final approval of construction.

#18. In-kind reroofing of one and two family dwellings provided roof sheathing is not removed or replaced.

B. Replace Section 105.3.2, Time limitation of application, with the following:

1. Applications for which no permit is issued within 18 months following the date of application shall expire and plans and other data submitted for review may thereafter be returned to the applicant or destroyed in accordance with state law at the city's option.

2. Applications may be cancelled for inactivity if an applicant fails to respond to the department's written request for revisions, corrections, actions or additional information within 90 days of the date of request. The building official may extend the response period, in writing, beyond 90 days for good cause shown.

C. Replace Section 105.5, Expiration, with the following:

1. Every permit issued shall expire two years from the date of issuance. The building official may approve a request for an extended expiration date, in writing, where a construction schedule is provided by the applicant.

2. Every permit that has been expired for one year or less may be renewed for a period of one year upon payment of an additional fee of 1/2 the original permit fee as long as no changes have been made to the originally approved plans. For permits that have been expired for longer than one year, a new permit must be obtained and new fees paid. No permit shall be renewed more than once.

(Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A))

15.04.020 Inspections and fees.

The following table is hereby adopted as the city’s schedule of fees where applicable, together with such fees and charges as may be imposed by Chapter [3.42](#) MCMC:

Total Valuation of Work	Fee
\$1.00 to \$500.00	\$25.20
\$501.00 to \$2,000.00	\$25.20 for the first \$500.00 plus \$3.15 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$75.10 for the first \$2,000.00 plus \$15.25 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$423.15 for the first \$25,000.00 plus \$11.05 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$696.15 for the first \$50,000.00 plus \$7.35 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,074.15 for the first \$100,000.00 plus \$6.30 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$501,000.00 to \$1,000,000.00	\$3,497.55 for the first \$500,000.00 plus \$5.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,065.85 for the first \$1,000,000.00 plus \$4.20 for each additional \$1,000.00, or fraction thereof

(Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.030 Building valuation costs.

Permit fees shall be based on building valuation costs from the most current Building Valuation Data (BVD) as published by the International Code Council. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.040 Hearing examiner designated as board of appeals/adjustment.

A. The office of the Mill Creek hearing examiner is designated to hear and decide, and shall substitute for the former board of appeals/adjustment, for all matters arising under this chapter and the International Building Code, 2015-2018 Edition.

B. Whenever the city manager, building official or his/her designee disapproves of an application or refuses to grant a permit applied for under the codes adopted by this chapter, or when it is claimed that the provisions of the International Fire Code do not apply or that the true intent and meaning of the International Fire Code has been misconstrued or wrongly interpreted, the applicant may appeal such decision to the hearing examiner in accordance with the requirements of Chapter 4.34 MCMC and MCMC Title 14. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.050 International Residential Code (Chapter 51-51 WAC).

The International Residential Code, 2015-2018 Edition, as published by the International Code Council, together with all Washington State amendments as contained in Chapter 51-51 WAC, is hereby adopted as modified by MCMC 15.04.015, 15.04.020, 15.04.030, and 15.04.040, except that Sections P2501 through P3201 and E3401 through E4304 are not adopted. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.060 International Existing Building Code.

The International Existing Building Code, 2015-2018 Edition, as published by the International Code Council is hereby adopted. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.070 International Property Maintenance Code.

Repealed by Ord. 2016-807. (Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.080 International Mechanical Code (Chapter 51-52 WAC).

The International Mechanical Code, 2015-2018 Edition, as published by the International Code Conference, together with all Washington State amendments as contained in Chapter 51-52 WAC, is hereby adopted. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.090 Uniform Plumbing Code (Chapter 51-56 WAC).

The Uniform Plumbing Code, 2015-2018 Edition, as published by the International Association of Plumbing and Mechanical Officials, together with all Washington State amendments as contained in

Chapter [51-56](#) WAC, is hereby adopted, except that Chapter 12, Fuel Gas Piping, and Chapter 16, Gray Water Systems, are not adopted. The Uniform Plumbing Code Standards (Appendix I), 2015 Edition, together with all Washington State amendments contained in Chapter [51-57](#) WAC, is hereby adopted. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.100 International Fuel Gas Code (Chapter [51-52](#) WAC).

The International Fuel Gas Code, [2015-2018](#) Edition, as published by the International Code Council, together with all Washington State amendments as contained in Chapter [51-52](#) WAC, is hereby adopted. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.120 International Fire Code (Chapter [51-54A](#) WAC).

A. The International Fire Code, [2015-2018](#) Edition, together with Appendices B, C, and D, and together with all Washington State amendments as contained in Chapter [51-54](#) WAC, is hereby adopted, except that International Fire Code Section 903.2.6 is hereby amended to include B occupancies.

B. The International Fire Code, [2015-2018](#) Edition, is hereby amended to define certain terms used in the International Fire Code as follows:

1. "Municipality" or "jurisdiction" shall mean the city of Mill Creek.
2. "Fire chief" or "administrator" shall mean the city manager or his designee.
3. "Corporation counsel" shall mean the city attorney. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.140 Washington State Ventilation and Indoor Air Quality Code (Chapter [51-13](#) WAC).

Repealed by Ord. 2010-714. (Ord. 2007-664 § 1; Ord. 2006-633 § 2; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.150 [2015-2018](#) International Energy Conservation Code/Washington State Energy Code (Chapter [51-11](#) WAC).

The current edition of the Washington State Energy Code, contained in Chapter [51-11](#) WAC, is hereby adopted. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-716 § 1; Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2006-633 § 2; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.160 Documents available for public inspection.

The codes, appendices, and standards adopted in this chapter shall be filed with the city clerk for use and examination by the public pursuant to RCW [35A.12.140](#) and other applicable law. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.170 Penalties.

A. Any person who shall violate any of the provisions of this chapter or the codes or standards adopted herein or fail to comply therewith, or who shall violate or fail to comply with any order made hereunder, or who shall build in violation of any statement of specifications or plans submitted and approved hereunder, or any certificate or permit issued hereunder, and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the hearing examiner or by a court of competent jurisdiction, within the time fixed herein, shall severally for each and every such violation and noncompliance, respectively, be guilty of a misdemeanor, punishable by a fine of not more than \$5,000 or by imprisonment for not more than one year or by both such fine and imprisonment. The imposition of one penalty for any violation shall not excuse the violation or allow it to continue. Each day that a prohibited condition, violation or noncompliance is maintained shall constitute a separate offense subject to a separate fine and penalty.

B. At the discretion of the building official, a penalty arising under subsection A of this section may be treated and enforced as a civil penalty under Chapter [14.13](#) MCMC.

C. The application of any monetary penalty shall not prevent an order or injunction for removal of any prohibited condition(s) or cessation of any violation(s) or noncompliance. All persons may be required to, and shall upon such notice, timely correct or remedy violations, defects or noncompliance with this chapter. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

Exhibit A - Clean Version

**Chapter 15.04
BUILDING CODE**

Sections:

- 15.04.010 International Building Code (Chapter 51-50 WAC).**
- 15.04.015 Specific IBC amendments.**
- 15.04.020 Inspections and fees.**
- 15.04.030 Building valuation costs.**
- 15.04.040 Hearing examiner designated as board of appeals/adjustment.**
- 15.04.050 International Residential Code (Chapter 51-51 WAC).**
- 15.04.060 International Existing Building Code.**
- 15.04.070 *Repealed.***
- 15.04.080 International Mechanical Code (Chapter 51-52 WAC).**
- 15.04.090 Uniform Plumbing Code (Chapter 51-56 WAC).**
- 15.04.100 International Fuel Gas Code (Chapter 51-52 WAC).**
- 15.04.120 International Fire Code (Chapter 51-54A WAC).**
- 15.04.140 *Repealed.***
- 15.04.150 International Energy Conservation Code/Washington State Energy Code (Chapter 51-11 WAC).**
- 15.04.160 Documents available for public inspection.**
- 15.04.170 Penalties.**

Legislative history: Ords. 7, 85-75, 85-77, 86-139, 87-154, 89-207, 92-278, 93-300, 95-360, 98-449, 2001-508 and 2003-576.

15.04.010 International Building Code (Chapter [51-50](#) WAC).

The International Building Code, 2018 Edition, as published by the International Code Council, together with Sections 101, 102 and 104 through 111 of Appendix J, together with all Washington State amendments as contained in Chapter [51-50](#) WAC, and together with the applicable references to the National Fire Protection Association (NFPA), current edition and as amended, is hereby adopted as modified by MCMC [15.04.015](#), [15.04.020](#), [15.04.030](#), and [15.04.040](#). (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2006-633 § 2; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.015 Specific IBC amendments.

The following specific amendments are made to the IBC as adopted under MCMC [15.04.010](#):

A. Section 105.2 Work Exempt From Permit shall be modified to add the following items:

#14. Platforms not more than 30 inches above the grade and not over any basement or story below.

#15. Replacement of nonstructural siding on IRC structures except for veneer, stucco, or exterior finish and insulation systems (EFIS).

#16. In-kind window replacement for IRC structures where no alteration of structural members is required and which the window U values meet the prescriptive requirements within the Washington State Energy Code.

#17. Job shacks that are placed at a permitted job site during construction may be allowed on a temporary basis and shall be removed upon final approval of construction.

#18. In-kind reroofing of one and two family dwellings provided roof sheathing is not removed or replaced.

B. Replace Section 105.3.2, Time Limitation of Application, with the following:

1. Applications for which no permit is issued within 18 months following the date of application shall expire and plans and other data submitted for review may thereafter be returned to the applicant or destroyed in accordance with state law at the city's option.

2. Applications may be cancelled for inactivity if an applicant fails to respond to the department's written request for revisions, corrections, actions or additional information within 90 days of the date of request. The building official may extend the response period, in writing, beyond 90 days for good cause shown.

C. Replace Section 105.5, Expiration, with the following:

1. Every permit issued shall expire two years from the date of issuance. The building official may approve a request for an extended expiration date, in writing, where a construction schedule is provided by the applicant.

2. Every permit that has been expired for one year or less may be renewed for a period of one year upon payment of an additional fee of 1/2 the original permit fee as long as no changes have been made to the originally approved plans. For permits that have been expired for longer than one year, a new permit must be obtained and new fees paid. No permit shall be renewed more than once.

(Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A))

15.04.020 Inspections and fees.

The following table is hereby adopted as the city’s schedule of fees where applicable, together with such fees and charges as may be imposed by Chapter [3.42](#) MCMC:

Total Valuation of Work	Fee
\$1.00 to \$500.00	\$25.20
\$501.00 to \$2,000.00	\$25.20 for the first \$500.00 plus \$3.15 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$75.10 for the first \$2,000.00 plus \$15.25 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$423.15 for the first \$25,000.00 plus \$11.05 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$696.15 for the first \$50,000.00 plus \$7.35 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,074.15 for the first \$100,000.00 plus \$6.30 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$501,000.00 to \$1,000,000.00	\$3,497.55 for the first \$500,000.00 plus \$5.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,065.85 for the first \$1,000,000.00 plus \$4.20 for each additional \$1,000.00, or fraction thereof

(Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.030 Building valuation costs.

Permit fees shall be based on building valuation costs from the most current Building Valuation Data (BVD) as published by the International Code Council. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.040 Hearing examiner designated as board of appeals/adjustment.

A. The office of the Mill Creek hearing examiner is designated to hear and decide, and shall substitute for the former board of appeals/adjustment, for all matters arising under this chapter and the International Building Code, 2018 Edition.

B. Whenever the city manager, building official or his/her designee disapproves of an application or refuses to grant a permit applied for under the codes adopted by this chapter, or when it is claimed that the provisions of the International Fire Code do not apply or that the true intent and meaning of the International Fire Code has been misconstrued or wrongly interpreted, the applicant may appeal such decision to the hearing examiner in accordance with the requirements of Chapter [4.34](#) MCMC and MCMC Title [14](#). (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.050 International Residential Code (Chapter [51-51](#) WAC).

The International Residential Code, 2018 Edition, as published by the International Code Council, together with all Washington State amendments as contained in Chapter [51-51](#) WAC, is hereby adopted as modified by MCMC [15.04.015](#), [15.04.020](#), [15.04.030](#), and [15.04.040](#), except that Sections P2501 through P3201 and E3401 through E4304 are not adopted. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.060 International Existing Building Code.

The International Existing Building Code, 2018 Edition, as published by the International Code Council is hereby adopted. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.070 International Property Maintenance Code.

Repealed by Ord. 2016-807. (Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.080 International Mechanical Code (Chapter [51-52](#) WAC).

The International Mechanical Code, 2018 Edition, as published by the International Code Conference, together with all Washington State amendments as contained in Chapter [51-52](#) WAC, is hereby adopted. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.090 Uniform Plumbing Code (Chapter [51-56](#) WAC).

The Uniform Plumbing Code, 2018 Edition, as published by the International Association of Plumbing and Mechanical Officials, together with all Washington State amendments as contained in Chapter [51-56](#)

WAC, is hereby adopted, except that Chapter 12, Fuel Gas Piping, and Chapter 16, Gray Water Systems, are not adopted. The Uniform Plumbing Code Standards (Appendix I), 2015 Edition, together with all Washington State amendments contained in Chapter [51-57](#) WAC, is hereby adopted. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.100 International Fuel Gas Code (Chapter [51-52](#) WAC).

The International Fuel Gas Code, 2018 Edition, as published by the International Code Council, together with all Washington State amendments as contained in Chapter [51-52](#) WAC, is hereby adopted. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.120 International Fire Code (Chapter [51-54A](#) WAC).

A. The International Fire Code, 2018 Edition, together with Appendices B, C, and D, and together with all Washington State amendments as contained in Chapter [51-54](#) WAC, is hereby adopted, except that International Fire Code Section 903.2.6 is hereby amended to include B occupancies.

B. The International Fire Code, 2018 Edition, is hereby amended to define certain terms used in the International Fire Code as follows:

1. "Municipality" or "jurisdiction" shall mean the city of Mill Creek.
2. "Fire chief" or "administrator" shall mean the city manager or his designee.
3. "Corporation counsel" shall mean the city attorney. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.140 Washington State Ventilation and Indoor Air Quality Code (Chapter [51-13](#) WAC).

Repealed by Ord. 2010-714. (Ord. 2007-664 § 1; Ord. 2006-633 § 2; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.150 2018 International Energy Conservation Code/Washington State Energy Code (Chapter [51-11](#) WAC).

The current edition of the Washington State Energy Code, contained in Chapter [51-11](#) WAC, is hereby adopted. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-716 § 1; Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2006-633 § 2; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.160 Documents available for public inspection.

The codes, appendices, and standards adopted in this chapter shall be filed with the city clerk for use and examination by the public pursuant to RCW [35A.12.140](#) and other applicable law. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

15.04.170 Penalties.

A. Any person who shall violate any of the provisions of this chapter or the codes or standards adopted herein or fail to comply therewith, or who shall violate or fail to comply with any order made hereunder, or who shall build in violation of any statement of specifications or plans submitted and approved hereunder, or any certificate or permit issued hereunder, and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the hearing examiner or by a court of competent jurisdiction, within the time fixed herein, shall severally for each and every such violation and noncompliance, respectively, be guilty of a misdemeanor, punishable by a fine of not more than \$5,000 or by imprisonment for not more than one year or by both such fine and imprisonment. The imposition of one penalty for any violation shall not excuse the violation or allow it to continue. Each day that a prohibited condition, violation or noncompliance is maintained shall constitute a separate offense subject to a separate fine and penalty.

B. At the discretion of the building official, a penalty arising under subsection A of this section may be treated and enforced as a civil penalty under Chapter [14.13](#) MCMC.

C. The application of any monetary penalty shall not prevent an order or injunction for removal of any prohibited condition(s) or cessation of any violation(s) or noncompliance. All persons may be required to, and shall upon such notice, timely correct or remedy violations, defects or noncompliance with this chapter. (Ord. 2016-807 § 1 (Exh. A); Ord. 2013-760 § 1 (Exh. A); Ord. 2010-714 § 1 (Exh. A); Ord. 2007-664 § 1; Ord. 2005-609 § 2; Ord. 2004-588 § 1)

2/18/2021

Key Changes in the 2018 International Codes® (I-Codes®) - ICC

What's New in the 2018 I-Codes?

Key changes include:

2018 International Building Code® (IBC®)

- Accessory storage spaces of any size are now permitted to be classified as part of the occupancy to which they are accessory.
- New code sections have been introduced addressing medical gas systems and higher education laboratories.
- Use of fire walls to create separate buildings is now limited to only the determination of permissible types of construction based on allowable building area and height.
- Where an elevator hoistway door opens into a fire-resistance-rated corridor, the opening must be protected in a manner to address smoke intrusion into the hoistway.
- The occupant load factor for business uses has been revised to one occupant per 150 square feet.
- Live loads on decks and balconies increase the deck live load to one and one-half times the live load of the area served.
- The minimum lateral load that fire walls are required to resist is five pounds per square foot.
- Wind speed maps updated, including maps for the state of Hawaii. Terminology describing wind speeds has changed again with ultimate design wind speeds now called basic design wind speeds.
- Site soil coefficients now correspond to the newest generation of ground motion attenuation equations (seismic values).
- Five-foot tall wood trusses requiring permanent bracing must have a periodic special inspection to verify that the required bracing has been installed.
- New alternative fastener schedule for construction of mechanically laminated decking is added giving equivalent power-driven fasteners for the 20-penny nail.
- Solid sawn lumber header and girder spans for the exterior bearing walls reduce span lengths to allow #2 Southern Pine design values.



2018 International Residential Code® for One- and Two-Family Dwellings (IRC®)

- An updated seismic map reflects the most conservative Seismic Design Category (SDC) based on any soil type and a new map reflects less conservative SDCs when Site Class A, B or D is applicable.
- The townhouse separation provisions now include options for using two separate fire-resistant-rated walls or a common wall.
- An emergency escape and rescue opening is no longer required in basement sleeping rooms where the dwelling has an automatic fire sprinkler system and the basement has a second means of egress or an emergency escape opening.
- The exemption for interconnection of smoke alarms in existing areas has been deleted.
- New girder/header tables have been revised to incorporate the use of #2 Southern Pine in lieu of #1 Southern Pine.
- New tables address alternative wood stud heights and the required number of full height studs in high wind areas.



2018 International Fire Code® (IFC®)

- New provisions address hazards related to outdoor pallet storage, higher education laboratories, mobile food trucks and plant processing and extraction activities.
- Mass Notification Requirements for college and university buildings have been added to the code.
- Sprinkler protection is now required in existing Group A-2 occupancies having an occupant load of 300 or more where alcoholic beverages are consumed.
- A new chapter has been added to address issues related to Energy Systems.
- Integrated testing requirements for fire protection and life safety systems have been added for high rise buildings and smoke control systems.

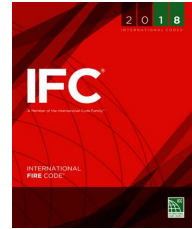
<https://www.iccsafe.org/about/periodicals-and-newsroom/key-changes-in-the-2018-i-codes/>

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2/18/2021

Key Changes in the 2018 International Codes® (I-Codes®) - ICC

- The requirements for gas detection systems have been revised throughout the code to be more reflective of industry practice.
- Required sprinkler protection of Group E occupancies has been expanded through the introduction of a new thresholds related to fire areas.
- Manual fire alarm systems in Group A occupancies are now required not only when the occupant load is 300 or more but also where the occupant load exceeds 100 above or below the lowest level of exit discharge.
- A manual fire alarm system and an automatic smoke detection system are no longer required in Group R-4 occupancies.
- New provisions require illumination for the exit discharge path of travel to the public way or to a safe dispersal area for all occupancies.
- Provisions have been added to address the hazards associated with outdoor assembly events, indoor trade shows and exhibitions.
- The fire watch requirements for construction and demolition activities have been enhanced.
- The provisions for the maintenance of fire and smoke protection features in Chapter 7 have been enhanced and reorganized.
- The applicability of the decorative materials requirements in Chapter 8 have been clarified.



2018 International Plumbing Code® (IPC®)

- Updated table for the Minimum Number of Required Plumbing Fixtures
- Single-user toilet facilities (a room having a single water closet and a single lavatory) are not required to be labeled for use by only a male or female (separated use designations).
- Solar thermal water heating systems need to conform to the ICC 900/SRCC 300 standard.
- Well systems are required to comply with standard NGWA-01 where local requirements do not cover subject matter or are lacking in detail on others.



2018 International Mechanical Code® (IMC®)

- Added coverage of pollution control units.
- A new exception was added to recognize Type I kitchen hoods listed for clearances to combustibles of less than 18 inches.
- Added coverage for a newer type of non-metallic duct, phenolic duct.
- New coverage for high volume large diameter fans (HVLD), also referred to as high volume low speed (HVLS) fans.
- Relaxed requirements for sealing of duct joints and seams for Snap- and Button-lock duct joints located within the thermal envelope.



2018 International Fuel Gas Code® (IFGC®)

- A new Section was added to recognize arc-resistant CSST products.
- The code now allows Schedule 10 steel pipe to be used, whereas previously, Schedule 40 was the lightest steel pipe material allowed. Schedule 10 steel pipe joints are allowed to be welded, brazed, flanged or assembled with press-connect fittings. Schedule 10 pipe cannot be threaded.
- The code clarifies that appliance shutoff valves located behind movable appliances, such as ranges and clothes dryers, are considered to be provided with the required access.
- The code now calls for the plastic vent pipe material to be labeled as complying with the standards for the specific pipe material as called out by the manufacturer.
- The clearances between direct-vent appliance vent terminals and openings in the building exterior that could allow combustion products to enter the building have been revised.



<https://www.iccsafe.org/about/periodicals-and-newsroom/key-changes-in-the-2018-i-codes/>

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2/18/2021

Key Changes in the 2018 International Codes® (I-Codes®) - ICC

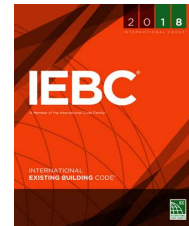
2018 International Energy Conservation Code® (IECC®)

- Revisions to interior and exterior lighting power budgets and better clarity for lighting controls.
- Clarity that regardless of design methodology, system commissioning is required.
- New limits on heated or cooled vestibules.
- Mechanical provisions reorganized based on equipment type rather than design methodology.
- The maximum allowable fenestration *U*-factors in Table R402.1.2 (for the prescriptive compliance path) for climates zones 3 through 8 have been reduced from the values in the 2015 edition.
- The ICC/RESNET 380 standard has been included as one of standards that can be used for determining the air leakage rate of a building or dwelling unit.
- The Energy Rating Index compliance alternative index values have been increased slightly however, the method for determining an index is now required to be in accordance with standard ICC/RESNET 301.



2018 International Existing Building Code® (IEBC®)

- Section 410 Accessibility has been relocated to a new Section 305. Chapters 4, 5, 6, 13 and 14 have been relocated resulting in a reorganization and new chapter numbering.
- Requirements for live loads from Chapters 4 and 8 have been combined and placed in Chapter 3 to apply for all compliance methods.
- Structural components damaged by snow events must be repaired assuming snow loads for new buildings from the IBC.
- A new exception is added for loading of existing structural elements next to an addition in buildings designed using the IRC.
- When a work area includes more than half the building in an alteration, wall anchors must be installed at the roof line along reinforced concrete and masonry walls.
- Buildings undergoing a change of occupancy shall have live, snow, wind and seismic loads checked. Design loads are based on IBC-level forces.
- When a change of occupancy occurs placing a building in a higher risk category, the seismic loads on the building must be evaluated using IBC-level forces. Access to the building must be maintained when passing through or near other buildings and structures.
- Where storm shelters are required based on IBC and ICC 500 for Group E Occupancies, any addition to such existing occupancies where the occupant load of the addition is 50 or more will trigger the construction of a storm shelter.
- Carbon Monoxide provisions have been added in the Prescriptive Method Additions, Alterations Level 2 Additions, and in Additions for I-1, I-2, I-4 and R Occupancies.
- Emergency Escape and Rescue Opening provisions related to being operational have been added to Prescriptive Compliance Method and Alterations Level 1.
- Single exit buildings and spaces under Alteration Levels 2 and 3 have been modified to be more consistent with the IBC.
- The Alterations Level 2 requirement that water for automatic fire sprinkler system be available at the floor of alteration without the need for a fire pump has been moved to Chapter 9 for Alterations Level 3 and the fire pump criterion was deleted.



2018 International Swimming Pool and Spa Code® (ISPSC®)

- It was clarified that flotation tank systems for sensory deprivation therapy are not within the scope of the ISPSC.
- Hot water storage tanks are now required to be listed and labeled to a standard.
- New sections were introduced into the code to cover solar thermal water heating systems. Installation requirements refer to the IMC.



<https://www.iccsafe.org/about/periodicals-and-newsroom/key-changes-in-the-2018-i-codes/>

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Date: February 23, 2021

A/P Check Batches		
Dated	Check Numbers	Amount
02/16/2021	63059-63123	\$143,943.38
Total		\$143,943.38

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 63059 through 63123, in the amount of \$143,943.38.

We recommend approval of the above stated amount with the following exceptions:

Councilmember

Lane R. Gipe

Director of Finance

Councilmember

City Manager

F:\DATA\EXECUTIVE\WP\FORMS\FIN\Voucher Approval 1.doc

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 2/19/2021 11:12 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
63059	911SUPPL INV-2-8319 INV-2-8360	911 Supply Inc 5 - Prowool Flexfit Cap - PW Crew 3 - Mock Training Guns	02/16/2021		157.96 202.18
Total for Check Number 63059:				0.00	360.14
63060	ADPLLC 573514397	ADP, LLC ADP Workforce Now 12/31 & 01/15, HCM 01/1	02/16/2021		1,354.97
Total for Check Number 63060:				0.00	1,354.97
63061	INTEGRA 17305366	Allstream T-1 Monthly Chgs - Feb	02/16/2021		713.50
Total for Check Number 63061:				0.00	713.50
63062	AMTESTIN 119927	Am Test, Inc 5 - Fecal Coliform Analysis	02/16/2021		125.00
Total for Check Number 63062:				0.00	125.00
63063	AMAZON 1NX3-7XKW-37X7 IRRM-QGV3-XXWY 1VTD-JQTV-FWJQ	Amazon Capital Services 2 - Lee Expandable Collator/Organizer File - CM Total Blackout Window Film - Patrol Windows 1 Rubbermaid 32 Gallon Trash Can - PD	02/16/2021		91.16 96.12 41.69
Total for Check Number 63063:				0.00	228.97
63064	AXONENT SI-192663	Axon Enterprise Inc 4 - Yellow X2 CEW Handles - Taser Replaceme	02/16/2021		5,635.50
Total for Check Number 63064:				0.00	5,635.50
63065	BLUEBEAM 1346299	Bluebeam Software Inc 7 - Bluebeam Revu: Standard Annual Maint Ren	02/16/2021		765.77
Total for Check Number 63065:				0.00	765.77
63066	CABDOW Jan 2021	Cabot Dow Associates, Inc Labor Relations Services 01/01 - 01/31	02/16/2021		5,775.00
Total for Check Number 63066:				0.00	5,775.00
63067	CDW 6751112 6964166	CDW Government Laptop Computer Mount - PW11 Ipad for SW Inspections	02/16/2021		267.97 661.05
Total for Check Number 63067:				0.00	929.02
63068	CODPUBCO 68284	Code Publishing Company Municipal Code - Cumulative Print Supplement	02/16/2021		893.61

AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 63068:	0.00	893.61
63069	COMCAST 849831021045701 849831021072434	Comcast High Speed Internet Fee 02/18 - 03/17 Internet for ITS 02/14 - 03/13	02/16/2021		191.42 106.42
			Total for Check Number 63069:	0.00	297.84
63070	DEPINFSR 16145376	Dept of Enterprise Services Program Annual Participation Fee 01/01 - 12/31	02/16/2021		600.00
			Total for Check Number 63070:	0.00	600.00
63071	DOWELLCN 2021.01.002	Andrea Dowell Prof Svcs - Financial Consultant - January	02/16/2021		3,957.50
			Total for Check Number 63071:	0.00	3,957.50
63072	FBILEEDA 200049606	FBI-LEEDA Media & Public Relations Training - I Durkee 04	02/16/2021		695.00
			Total for Check Number 63072:	0.00	695.00
63073	FELDMAJ 2021-0001	Feldman & Lee, P.S. Public Defense Service - Jan	02/16/2021		5,510.00
			Total for Check Number 63073:	0.00	5,510.00
63074	BGOLSINC 602561167	GOLS Inc Refund Overpayent Business License	02/16/2021		50.00
			Total for Check Number 63074:	0.00	50.00
63075	GREATLND 7257225 RI	Greatland Corporation 1099-G, 1099-NEC Forms & Envelopes - Year E	02/16/2021		316.19
			Total for Check Number 63075:	0.00	316.19
63076	IACP-MEM 0132367 0132368 0132369	IACP-Membership IACP Membership Renewal - R Fleming IACP Membership Renewal - B Foutch IACP Membership Renewal - S Conner	02/16/2021		75.00 75.00 75.00
			Total for Check Number 63076:	0.00	225.00
63077	IAPE M21-C548060	IAPE 2021 IAPE Membership - J Lee	02/16/2021		50.00
			Total for Check Number 63077:	0.00	50.00
63078	ISO CW249004	ISOsource Professional Server/Workstation Monitoring - Fe	02/16/2021		185.64
			Total for Check Number 63078:	0.00	185.64
63079	JANIMALH 001350	Julz Animal Houz NWN Frozen Bulk Bars & Whole Grain Turkey	02/16/2021		223.52
			Total for Check Number 63079:	0.00	223.52
63080	KDBCO 7755	KDBCO, LLC Replacement of Circuit Board - Car #41	02/16/2021		360.67

AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 63080:	0.00	360.67
63081	LESSCHW 39500534168	Les Schwab Tire Repair - PW10	02/16/2021		62.91
			Total for Check Number 63081:	0.00	62.91
63082	LYNHONDA 5065502 5065568	Lynnwood Honda Air Filter - Sanding Truck Air Filter - Sanding Truck	02/16/2021		11.28 20.19
			Total for Check Number 63082:	0.00	31.47
63083	OMWATT 847997	Ogden Murphy Wallace Attorneys Prof Legal Services - Exec - Jan	02/16/2021		390.00
			Total for Check Number 63083:	0.00	390.00
63084	OREILLY 2986-284159 2986-284245 2986-285097 2986-285821	O'Reilly Automotive Inc Paint - Graffiti Cover-up @ Cougar Park Remote Batteries - Leaf Car Oil - Ford Escape, Foam Cleanr - Car Interior Car Ramps - PW Shop	02/16/2021		46.34 12.14 59.38 66.29
			Total for Check Number 63084:	0.00	184.15
63085	PACAIR 36700 36701 36706	Pacific Air Control, Inc. HVAC Repair - CHS HVAC Repair - CHN HVAC Repair - CHS	02/16/2021		1,123.38 3,951.62 1,264.12
			Total for Check Number 63085:	0.00	6,339.12
63086	ELLITIRE 064462016075 064462016145 064462016166 064462016307	PepBoys-Remittance Dept LOF - Car #48 LOF - Car #46 4 Tires, Align, Tie Rod End w/Labor & Coolant R & R Steering Gear - Car #32	02/16/2021		65.87 52.18 1,297.54 698.24
			Total for Check Number 63086:	0.00	2,113.83
63087	PETEKASS 725	Petek & Associates Pre-Employment Psychological Evaluation - J Yr	02/16/2021		300.00
			Total for Check Number 63087:	0.00	300.00
63088	PILCHVT 74827	Pilchuck Vet Hospital Wellness Exam, 3 Yr. Rabies, Meds - Hondo	02/16/2021		222.54
			Total for Check Number 63088:	0.00	222.54
63089	SNOCOPLD 1000550387	Snohomish County Planning and Developm 2021 SCT Dues	02/16/2021		4,030.00
			Total for Check Number 63089:	0.00	4,030.00
63090	PLATT 1F42188	Platt Electric Supply, Inc Lights - PD Chief's Officed	02/16/2021		58.21
			Total for Check Number 63090:	0.00	58.21
63091	SNOCPUD	PUD No. 1 of Snohomish County	02/16/2021		

AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	100482392	Street Lights - 386 Lights - 100W 01/01-01/31			1,717.70
	108813256	Street Lights - 189 Lights 200W 01/01-01/31			1,736.91
	118712937	3401 148th St SE 12/25 - 01/27			182.08
	125345988	928 Dumas Rd 12/22 - 01/21			115.97
	125352749	Street Light - 1 Light - 160W 01/01-01/31			5.39
	128613697	2725 Seattle Hill Rd 12/15 - 01/14			16.74
	128621453	1700 Mill Creek Rd 12/31-01/30			91.75
	128621976	Street Lights - 8 Lights - 200W 01/01-01/31			63.04
	128621977	Street Lights - 38 Lights - 250W 01/01-01/31			403.18
	128621978	Street Lights - 39 Lights - 400W 01/01-01/31			636.87
	138435410	13901 North Pointe Cir Irrig 12/11 - 01/12			17.82
	138438839	15720 Main St 12/17 - 01/19			2,052.00
	138445411	Street Lights - 49 Lights - 20W 01/01-01/31			32.83
	141750917	2720 Seattle Hill Rd 12/15 - 01/14			16.74
	141756754	2501 147th Pl SE 12/29 - 01/28			14.30
	145091461	15601 22nd Ct SE 12/31-02/01			26.85
	148374846	13628 N Creek Dr 12/17 - 01/19			9.18
	148377082	13510 N Creek Dr 12/22 - 01/21			50.70
	148384186	15510 Village Green Dr 12/31-02/01			17.82
	151675919	16110 1/2 29th DR SE 12/29-02/01			66.01
	151676429	Street Light - 1 Light - 240W 01/01-01/31			8.08
	151678645	14729 12th Ave SE 01/05-02/03			16.20
	154916995	15720 Main St Unit B 12/17 - 01/19			363.83
	158119211	Street Lights - 91 Lights - 250W 01/01-01/31			985.53
	158119212	Street Lights - 843 Lights - 100W 01/01-01/31			5,133.87
	161290822	Street Lights - 17 Lights - 100W 01/01-01/31			57.29
	164495879	15803 32nd Ave SE 12/16 - 01/14			23.58
	164503487	Street Lights - 21 Lights - 400W 01/01-01/31			312.90
	167713918	14810 35th Ave SE 12/15 - 01/14			65.71
	167720519	Street Lights - 6 Lights - 150W 01/01-01/31			34.56
			Total for Check Number 63091:	0.00	14,275.43
63092	PUGETSO 200004765331 200004765463	Puget Sound Energy 15720 Main St 12/17 - 01/19 15728 Main St 12/18 - 01/20	02/16/2021		593.66 563.42
			Total for Check Number 63092:	0.00	1,157.08
63093	PVPCOMM 128692 128692A	PVP Communications N 100-5 PD Motorcycle Helmet Communication Use Tax-N 100-5 PD Motorcycle Helmet Comm	02/16/2021		885.18 -84.11
			Total for Check Number 63093:	0.00	801.07
63094	RONGERJ 9506	John Rongerude P.S. Conflict Public Defender 9Z1058173	02/16/2021		300.00
			Total for Check Number 63094:	0.00	300.00
63095	SAFEBLT 0075163-IN	SAFEbuilt LLC Prof Svcs - Plan Review/Bldg Inspection Service	02/16/2021		16,252.33
			Total for Check Number 63095:	0.00	16,252.33
63096	SANDAACLN Dec 2020	Sanda Cleaners Uniform Dry Cleaning - S Conner - Dec	02/16/2021		54.69
			Total for Check Number 63096:	0.00	54.69
63097	SHI	SHI International Corp	02/16/2021		

AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	B12959938	Renewal Barracuda Cloud Archiving			2,789.90
			Total for Check Number 63097:	0.00	2,789.90
63098	SILVERL	Silverlake Water District	02/16/2021		
	14112-27585	132nd & SR 527 Irrig 01/01 - 01/31			7.60
	14737-19068	13617 28th Dr SE Irrig 01/01 - 01/31			7.60
	14969-56155	13716 Bothell Everett Hwy 01/01 - 01/31			7.60
	17679-27345	15429 1/2 Bothell Everett Hwy 01/01 - 01/31			7.60
	17684-27596	15429 Bothell Way - Irrig 01/01 - 01/31			7.60
	24079-27593	Hillside Irrig 01/01 - 01/31			7.60
	32140-27632	13903 N Creek Dr - Irrig 01/01 - 01/31			7.60
	32141-27633	13903 N Creek Dr 01/01 - 01/31			73.85
	35995-27914	SR 527 - Irrig 01/01 - 01/31			7.60
	35996-27914	14600 SR 527 - Irrig 01/01 - 01/31			7.60
	35997-27914	13800 N SR 527 - Irrig 01/01 - 01/31			7.60
	35998-27914	1600 SR 527 - Irrig 01/01 - 01/31			7.60
	35999-27914	15200 SR 527 - Irrig 01/01 - 01/31			7.60
	36000-27914	15100 N SR 527 - Irrig 01/01 - 01/31			7.60
	36016-27914	SR 527 & Trillium Blvd - Irrig 01/01 - 01/31			7.60
	36025-27914	14600 SR 527 - Irrig 01/01 - 01/31			7.60
	36026-27914	SR 527 & Dumas Rd - Irrig 01/01 - 01/31			7.60
	36365-27593	Dumas Rd Irrigation 01/01 - 01/31			22.30
	37034-30017	14721 12th Ave SE - Irrig 01/01 - 01/31			7.60
	37680-27914	0 33rd Dr & Northpointe Circle - Irrig 01/01 - 01/31			7.60
	40191-27914	13401 44th Ave SE - Restroom 01/01 - 01/31			68.00
			Total for Check Number 63098:	0.00	300.95
63099	SNOCOM 3253	Snohomish County 911 Dispatch Services - Feb	02/16/2021		20,238.26
			Total for Check Number 63099:	0.00	20,238.26
63100	SNOCOAD 1-VR-11	Snohomish County Auditor 2020 Voter Registration File Maintenance	02/16/2021		22,747.26
			Total for Check Number 63100:	0.00	22,747.26
63101	SDISTCRT I000550013 I000550013A	Snohomish County District Court Filing Fees - SD Court - Dec Interpreter Costs - Dec	02/16/2021		3,460.60 250.00
			Total for Check Number 63101:	0.00	3,710.60
63102	SNOCOPW I000550505	Snohomish County Public Works Adaptive Traffic Signal Control System ILA - 4th	02/16/2021		111.16
			Total for Check Number 63102:	0.00	111.16
63103	BSNOT&E 604709467	Snohomish Tents and Events Refund Overpaid Business License Fees	02/16/2021		50.00
			Total for Check Number 63103:	0.00	50.00
63104	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Premium - MEBT - ER - Feb	02/16/2021		3,729.00
			Total for Check Number 63104:	0.00	3,729.00
63105	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem - MEBT - ER Paid - Feb	02/16/2021		1,785.55

AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 63105:	0.00	1,785.55
63106	STAPLEAD 70107960LA	Staples Advantage HP Laser Jet Toner Cartridge - PW Supervisor Pr	02/16/2021		198.89
			Total for Check Number 63106:	0.00	198.89
63107	STARDMSV 0124556-IN 0124556-IN1 0124556-IN2 0124556-IN3	Stardom Services Inc January Services - Janitorial - CHS January Services - Janitorial - CHN January Services - Janitorial - Extra Friday Clear January Services - Janitorial - Extra Friday Clear	02/16/2021		1,105.40 1,349.60 175.00 125.00
			Total for Check Number 63107:	0.00	2,755.00
63108	STATEAUD L140634	State Auditor's Office Statutory Audit Services 2019-2019	02/16/2021		113.10
			Total for Check Number 63108:	0.00	113.10
63109	STERICYC 3005389944 3005417455 3005427716	Stericycle Inc Biomedical Waste Services - Monthly Fee Biomedical Waste Services - Monthly Fee Biomedical Waste Services - 28 Gal Square Tub	02/16/2021		10.36 0.77 46.27
			Total for Check Number 63109:	0.00	57.40
63110	TACSCREW 18299012	Tacoma Screw Products Inc Hardware - Historical Panels on Main St.	02/16/2021		46.50
			Total for Check Number 63110:	0.00	46.50
63111	TERMINIX 404486298	Terminix Processing Center Pest Control - WO# 17734588429-MC Library	02/16/2021		95.03
			Total for Check Number 63111:	0.00	95.03
63112	BTOURCHB 603523478	Tourchbaseinc.com Refund Overpayment Business License	02/16/2021		50.00
			Total for Check Number 63112:	0.00	50.00
63113	TRANSUN 01107974	Trans Union LLC Basic Service Monthly Fee - Credit Checks 12/2-	02/16/2021		66.30
			Total for Check Number 63113:	0.00	66.30
63114	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations - Jan	02/16/2021		82.88
			Total for Check Number 63114:	0.00	82.88
63115	ULINE 128473774 129365625	Uline 10 Bx - Standard Respirator 15 Bx - Standard Respirator	02/16/2021		511.47 757.99
			Total for Check Number 63115:	0.00	1,269.46
63116	USIC 418037 418037A	USIC Receivables, LLC 50 Ticket Locates/2 ENH 01/01 - 01/31 51 Ticket Locates/3 ENH 01/01 - 01/31	02/16/2021		1,341.99 1,342.00

AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 63116:	0.00	2,683.99
63117	UULC 1010178 1010178A	Utilities Underground Location Center On- Call Location Services - 48 Locates On- Call Location Services - 47 Locates	02/16/2021		61.28 61.27
			Total for Check Number 63117:	0.00	122.55
63118	VERIZON 9871802527	Verizon Wireless Access & Usage Chgs - Public Safety 12/23 - 01	02/16/2021		1,890.76
			Total for Check Number 63118:	0.00	1,890.76
63119	WALTNELS 792280 793524 793525 793525A	Walter E. Nelson Co. Lysol Disinfectant Wipes, Hand Sanitizer 3 CS - Dial Sanitizer - CHS Hand Sanitizer, Paper Towels, Lysol Disinfectant Paper Towels, Industrial Wiper, Seat Covers - Pa	02/16/2021		114.89 228.67 411.88 724.97
			Total for Check Number 63119:	0.00	1,480.41
63120	WASTPAT I21004119	Washington State Patrol Background Check - N Fay	02/16/2021		21.00
			Total for Check Number 63120:	0.00	21.00
63121	WAVEDIV 102743301000863	WaveDivision Holdings, LLC Fiber Lease - 15728 Main St to 3000 Rockefeller	02/16/2021		641.25
			Total for Check Number 63121:	0.00	641.25
63122	WINSUPP 042329 01 042371 01	Winsupply Company Supplies - Irrigation - SHR Supplies - Irrigation - SHR	02/16/2021		107.12 343.15
			Total for Check Number 63122:	0.00	450.27
63123	AFSCME Jan 2021	WSCCCE, AFSCME, AFL-CIO Union Dues - AFSCME - Jan	02/16/2021		630.24
			Total for Check Number 63123:	0.00	630.24
			Total for 2/16/2021:	0.00	143,943.38
			Report Total (65 checks):	0.00	143,943.38



Date: February 23, 2021

Payroll Check Batches		
Dated	Check Numbers	Amount
02/10/2021	ACH Wire- Assoc. of WA Cities	\$75,642.62
02/10/2021	ACH Automatic Deposit Checks	\$133,201.63
02/10/2021	ACH Wire- FWT & Medicare Taxes	\$25,196.18
02/10/2021	ACH Wire MEBT- Wilmington Trust	\$19,895.47
02/10/2021	ACH Wire- ICMA RC- Def. Comp	\$3,035.61
02/10/2021	ACH Wire- BAC- Flex Spending Acct	\$1,542.11
02/10/2021	ACH Wire- MCPD Guild Dues	\$1,940.00
Total		\$260,453.62

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$260,453.62.

We recommend approval of the above stated amount with the following exceptions:

Councilmember

Luella Gijo

Finance Director

Councilmember

City Manager

AWC Employee Benefit Trust

PO Box 6
C/o Vimly Benefit Solutions, Inc
Mukilteo, WA 98275-0006

MILL CREEK, CITY OF

15728 Main St
Mill Creek, WA 98012-1518

Billing Details

Billing ID: 14522	Month: 02/2021
Customer Ref: 000199631X000	Invoice Date: 01/18/2021

Payment Details

Payment Amount: \$75,642.62	ACH Payment Ref: N/A
Settlement Date: N/A	Account Type: Checking
Date/Time Paid: 02/08/2021 9:28:17 am	Account Number: _____
Paid By: Dana Volk	Transaction Number: py_1lIdYsGpAtMY3xQIQrhQ8BeY

Simon has processed your payment request

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:6 Pay Date:02/10/2021 P/E Date:01/31/2021
 Qtr/Year:1/2021 Run Time/Date:16:26:40 PM EST 02/08/2021

Taxes Debited				
	Federal Income Tax		18,941.98	
	Earned Income Credit Advances		0.00	
	Social Security - EE		0.00	
	Social Security - ER		0.00	
	Social Security Adj - EE		0.00	
	Medicare - EE		2,778.63	
	Medicare - ER		2,778.62	
	Medicare Adj - EE		0.00	
	Medicare Surtax - EE		0.00	
	Medicare Surtax Adj - EE		0.00	
	COBRA Premium Assistance Payments		0.00	
	Federal Unemployment Tax		0.00	
	Families First FMLA-PSL Payments Credit		0.00	
	Families First ER Medicare Credit		0.00	
	Families First FMLA-PSL Health Care Premium Credit		0.00	
	CARES Retention Qualified Payments Credit		0.00	
	CARES Retention Qualified Health Care Credit		0.00	
	State Income Tax		0.00	
	Non Resident State Income Tax		0.00	
	State Unemployment Insurance - EE		0.00	
	State Unemployment Insurance Adj - EE		0.00	
	State Disability Insurance - EE		0.00	
	State Disability Insurance Adj - EE		0.00	
	State Unemployment/Disability Ins - ER		0.00	
	State Family Leave Insurance - EE		232.26	
	State Family Leave Insurance - ER		0.00	
	State Family Leave Insurance Adj - EE		0.00	
	State Medical Leave Insurance - EE		209.05	
	State Medical Leave Insurance - ER		255.64	
	Transit Tax - EE		0.00	
	Workers' Benefit Fund Assessment - EE		0.00	
	Workers' Benefit Fund Assessment - ER		0.00	
	Local Income Tax		0.00	
	School District Tax		0.00	
	Total Taxes Debited		25,196.18	
			133,201.63	
Other Transfers	Full Service Direct Deposit Acct. No			Total Liability
	Total Amount Debited From Your Account		158,397.81	158,397.81
Bank Debits & Other Liability	Checks	0.00		158,397.81
	Adjustments/Prepay/Voids	0.00		158,397.81
Taxes- Your Responsibility	None this payroll			158,397.81



Funds Transfer Request Authorization (FTRA)

Customer Information

Name: MILL CREEK, WA CITY OF Address: 15728 MAIN ST
 Phone: (425)921-5723 MILL CREEK
 WA 980121518 US

Account Information

Account: BUS_4700
 Account Title: CITY OF MILL CREEK TREASURER
 CHECKING
 Requestor Name: LAUREL GIMZO

Wire Information

Wire Type: DOMESTIC Wire Date: 02/11/2021
 Country: US Wire Amount (USD): 19,895.47
 Currency of Recipient Account: USD Wire Fee: 30.00
 Source: IN PERSON
 ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH
 ID Verification/Type: DEBIT CARD WITH VISA OR MASTERCARD

Recipient Information

Recipient Name: MATRIX TRUST COMPANY Bank Name: JPMORGAN CHASE BANK NATIONAL
 ASSOCIATION
 Account Number Type: ACCOUNT NUMBER Bank ID:
 Account Number: Address: 1111 POLARIS PKWY
 Address: COLUMBUS
 OHIO US OH 43240 US

Information about payment:

Purpose of Payment: OTHER Additional Phone Advice:

Additional Reference Information:

REF: CITY MILL CREEK N3177E

Additional Bank Instructions:

Customer Approval

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

Customer Signature _____ Date of Request ____/____/____

IMPORTANT: FOR EACH WIRE Indicate Method of Signature Verification: (must complete one of the below)

<p>Not Applicable (check box if no signature verification is required)</p> <input type="checkbox"/>	<p>Signature Card (check box if signature card was reviewed)</p> <input type="checkbox"/>	<p>Business Resolution (check box if business resolution was reviewed)</p> <input type="checkbox"/>	<p>Posted Check# (reference PRO for date guidelines) (complete field below) Check # _____</p>	<p>Leader Exception Granted (leader must place their initials or signature in box below)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Exception Reason: _____</p>
--	--	--	--	--

FOR BANK USE ONLY: Financial Center Information

Financial Center Name	MILL CREEK BANKING CENTER	Date:	February 11, 2021
Company #/Cost Center #:	00353 0037019	Phone #:	425-481-5498
Initiating Associate Name:	DAO, JUSTIN THINH	Remittance ID #:	WLLWN8GF7

Payroll 02/08/2021

MEBT ER	12,244.01
MEBT EE	13,166.01
Sub-Total	25,410.02
Less Standard Insurance	(5,514.55)

Wire Total 19,895.47

8796.25	LEO	Total
836.60	MBX	Total
12202.48	MEB	Total
85.40	MEB2	Total
41.53	MME	Total
41.53	MMR	Total
5225.30	P2E	Total
1978.27	P3E	Total
12202.48	TER	Total
41409.84	Grand Total	



Funds Transfer Request Authorization (FTRA)

Customer Information

Name: MILL CREEK, WA CITY OF Address: 15728 MAIN ST
 Phone: (425)921-5723 MILL CREEK
 WA 980121518 US

Account Information

Account: BUS_4700
 Account Title: CITY OF MILL CREEK TREASURER
 CHECKING
 Requestor Name: LAUREL GIMZO

Wire Information

Wire Type: DOMESTIC Wire Date: 01/27/2021
 Country: US Wire Amount (USD): 3,035.61
 Currency of Recipient Account: USD Wire Fee: 30.00
 Source: IN PERSON
 ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH
 ID Verification/Type: U.S. PASSPORT (WITH PHOTO) (INCLUDE)

Recipient Information

Recipient Name: ICMA RC Bank Name: MANUFACTURERS AND TRADERS TRUST
 COMPANY
 Account Number Type: ACCOUNT NUMBER Bank ID:
 Address: ONE M AND T PLAZA, 15TH FL
 BUFFALO
 NY 14203 US
 Address: PO BOX 64553
 BALTIMORE
 MARYLAND 21264 US

Information about payment:
 Purpose of Payment: OTHER Additional Phone Advice:

Additional Reference Information: CITY OF MILL CREEK Additional Bank Instructions:

Customer Approval

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

Customer Signature _____ Date of Request ____/____/____

IMPORTANT: FOR EACH WIRE Indicate Method of Signature Verification: (must complete one of the below)

Not Applicable (check box if no signature verification is required) <input type="checkbox"/>	Signature Card (check box if signature card was reviewed) <input type="checkbox"/>	Business Resolution (check box if business resolution was reviewed) <input type="checkbox"/>	Posted Check# (reference PRO for date guidelines) (complete field below) _____ Check #	Leader Exception Granted (leader must place their initials or signature in box below) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Exception Reason: _____
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FOR BANK USE ONLY: Financial Center Information

Financial Center Name	MILL CREEK BANKING CENTER	Date:	January 26, 2021
Company #/Cost Center #:	00353 0037019	Phone #:	425-357-3609
Initiating Associate Name:	MAGRISO, IZZET	Remittance ID #:	MQUR4SARJ

Payroll Date 02/10/21

ICMA

Fleming, Rodney J	\$ 438.24
Gimzo, Laurel R	\$ 50.00
Hookland, Rebecca J	\$ 137.60
Kidwell, Tyler A	\$ 551.44
LaRose, Scot P	\$ 700.00
Ringstad, Sherrie M	\$ 25.00
Todd, Michael S	\$ 1,083.33
White, Stanley R	\$ 50.00

Total **\$ 3,035.61**



Funds Transfer Request Authorization (FTRA)

Customer Information

Name: MILL CREEK, WA CITY OF Address: 15728 MAIN ST
 Phone: (425)921-5723 MILL CREEK
 WA 980121518 US

Account Information

Account: BUS_4700
 Account Title: CITY OF MILL CREEK TREASURER
 CHECKING
 Requestor Name: LAUREL GIMZO

Wire Information

Wire Type: DOMESTIC Wire Date: 02/11/2021
 Country: US Wire Amount (USD): 1,542.11
 Currency of Recipient Account: USD Wire Fee: 30.00
 Source: IN PERSON
 ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH)

Recipient Information

Recipient Name: BENEFIT ADMINISTRATION COMPANY LLC Bank Name: SOUND CU
 Account Number Type: ACCOUNT NUMBER Bank ID:
 Account Number: Address: 1331 BROADWAY
 Address: TACOMA
 WASHINGTON US WA 98402 US

Information about payment:

Purpose of Payment: OTHER Additional Phone Advice:

Additional Reference Information: Additional Bank Instructions:

Customer Approval

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

Customer Signature _____ Date of Request ____/____/____

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Not Applicable (check box if no signature verification is required)	Signature Card (check box if signature card was reviewed)	Business Resolution (check box if business resolution was reviewed)	Posted Check# (reference PRO for date guidelines) (complete field below)	Leader Exception Granted (leader must place their initials or signature in box below)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check # _____	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> Exception Reason: _____

FOR BANK USE ONLY: Financial Center Information

Financial Center Name	MILL CREEK BANKING CENTER	Date:	February 11, 2021
Company #/Cost Center #:	00353 0037019	Phone #:	425-481-5498
Initiating Associate Name:	DAO, JUSTIN THINH	Remittance ID #:	3FC5J467Q

Payroll Date 02/10/2021	Deferred Daycare	Deferred Healthcare
Fleming, Rodney J	\$ 0.00	\$ 100.00
Foutch, Bart A	\$ 0.00	\$ 114.58
Heath, Ilia C	\$ 0.00	\$ 114.58
Hughes, Tyrone A	\$ 0.00	\$ 114.00
Lee, Joanna M	\$ 500.00	\$ 25.00
Pigott, Larissa V	\$ 0.00	\$ 114.58
Rasmussen, Kristen A	\$ 208.00	\$ 25.00
Rogers, Thomas B	\$ 0.00	\$ 50.00
Schmidt, Christi A.M.	\$ 0.00	\$ 62.50
Todd, Michael S	\$ 0.00	\$ 20.00
Grand Totals	\$ 708.00	\$ 740.24
Total	\$ 708.00	\$ 740.24
Total Due to BAC	\$ 1,448.24	

Payroll Date 02/10/2021

Employee	HSA EE EE Cont	HSA ER ER Cont
Gimzo, Laurel	\$35.00	\$58.87

Grand Total **\$93.87** ✓

Police Guild Dues for January 2021

Payroll Name	Guild Dues
Bittinger, Tony M	\$ 100.00
Bridgman, Todd M	\$ 100.00
Conner, Sean A	\$ 100.00
Durkee, Ian M	\$ 100.00
Eikenberry, Tobias	\$ 100.00
Fleming, Rodney J	\$ 100.00
Foutch, Bart A	\$ 100.00
Hughes, Kyle C	\$ 100.00
Hughes, Tyrone A	\$ 100.00
Kidwell, Tyler A	\$ 100.00
LaRose, Scot P	\$ 100.00
Lerma, Nathan S	\$ 100.00
Mack, Jesse H	\$ 20.00
Mundwiler, Rory P	\$ 100.00
Phillips, Robert	\$ 100.00
Schuermeyer, Marc B	\$ 100.00
Smith, Steven C	\$ 20.00
Thompson, Brett L	\$ 100.00
White, Christine D	\$ 100.00
Saga, Joshua L	\$ 100.00
White, Stanley R	\$ 100.00
Grand Totals	
Total	\$ 1,940.00 ✓

Jan-21



MINUTES
City Council Regular Meeting

6:00 PM - Tuesday, February 9, 2021
Virtual and Audio Meeting Format during COVID-19 Pandemic

Minutes are the official record of Mill Creek City Council meetings. Minutes summarize the council meeting and documents any actions taken by City Council.

A video recording of this City Council meeting can be found [here](#):
The agenda packet for this City Council meeting can be found [here](#).

VIRTUAL MEETING INFO

- A.** Join Zoom Meeting
<https://zoom.us/j/93152618576>

Meeting ID: 931 5261 8576
One tap mobile
[+12532158782](tel:+12532158782),,93152618576# US (Tacoma)
[+13462487799](tel:+13462487799),,93152618576# US (Houston)

CALL TO ORDER

Mayor Holtzclaw called the meeting of the Mill Creek City Council to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

- B.** The Pledge of Allegiance was led by Councilmember Briles.

ROLL CALL

Councilmembers Present:
Brian Holtzclaw, Mayor
Stephanie Vignal, Mayor Pro Tem
Vince Cavaleri, Councilmember
Mark Bond, Councilmember
John Steckler, Councilmember
Benjamin Briles, Councilmember
Adam Morgan, Councilmember

Councilmembers Absent:

AUDIENCE COMMUNICATION

- C.** There were no public comments on items on or not on the agenda.

PRESENTATIONS

- D.** Waste Management Garbage, Recycling, and Organics Contract Annual Report
(Marcy Manibusan, Public Sector Manager from Waste Management LLC.)

February 9, 2021 CITY COUNCIL REGULAR MEETING MINUTES

Public Works and Development Services Director Mike Todd introduced Marcy Manibusan, Public Sector Manager from Waste Management LLC. In order to adhere to the yearly requirement, Ms. Manibusan presented the report to provide an overview of Waste Management operations for the changing environment for waste, recycling, and organics collection during the COVID-19 pandemic.

The following topics were discussed:

2020 - A Year in Review

- COVID-19 response focus - Serving communities, supporting customers, and protecting employees.
- Providing examples of local customer appreciation.
- Waste diversion success rates - Approximately 60% of waste diverted to recycling or compost.
- Focusing on recycling solution - Sorting and processing and education and outreach.

Council engaged in discussion and Q&A.

Public Works and Development Services Director Mike Todd provided a reminder of the effects of China's Operation Blue Sky and the changes that have occurred since the topic was last presented to Council in September 2019. The effects of Operation Blue Sky included:

- Recycling materials are no longer being shipped to China only.
- The value of recyclables has decreased.
- Less tolerance for contamination.
- Tighter standards on allowable materials.

Waste Management looked at ways to mitigate the cost increases caused by China's Operation Blue Sky and asked the City to volunteer, mid contract, to:

- An extraordinary recycling rate increase,
- Assessment of a contamination charge,
- A revision of the contract's approved Recycling List.

The City did not agree to the extraordinary rate increase or the contamination charge but did agree to a revision in the approved recycling list however this was never codified into Mill Creek Municipal Code.

Outstanding contract issues include Mill Creek's opportunity to extend its current contract by 15 months. The deadline to give notice of extension is March 31, 2021.

Council engaged in discussion and Q&A.

[Output Document \(AB - 12\) - Pdf](#)

[Mill Creek 2020 Report](#)

[Mill Creek 2020 Report Appendix](#)

[WM - City of Mill Creek 2020 Annual Report Update powerpoint](#)

[WM contract items 2.9.2021 - Powerpoint](#)

February 9, 2021 CITY COUNCIL REGULAR MEETING MINUTES

STUDY SESSION

E. Dobson Remillard Church Cook (DRCC) Property
(Karen Reed, Consultant)

City Manager Michael Ciaravino introduced Local Government Consultant Karen Reed to facilitate the DRCC Study Session focused on guiding principles for the property development. The discussion was based upon identifying goals and objectives to define generally the direction and range of possibilities that Council supports for future development of the property. The primary focus discussed was the City's Comprehensive Plan, goals, and policies with the intention to build cohesion among Members of Council.

Ms. Reed presented a PowerPoint [presentation](#) that addressed the following:

- Recap, review and identify points of Council consensus and confirm next steps.
- Proposed initial process including public input.
- Acreage, zoning, year acquired for each property, vicinity map and critical areas map.
- Guiding Principles for Development - Goals, objectives, criteria, and attributes of success.
- Topic list, Council response, preliminary consensus of Council.
- Topic List – grouping Council ideas:
 - Process for Decision
 - Types of Uses.
 - Types of Users
 - Desired Community Outcomes for public and local businesses
 - Role of Private or Non-profit partners
 - Impact on City finances and operation
 - Impact on environment and on neighbors
 - Re-cap & Next Steps.

Council Engaged in discussion and Q&A and agreed to the proposed language for potential consensus items on the topic list.

Ms. Reed recapped the discussion and decision making of the discussion. Next steps include community involvement, a review of other regional multi-use facilities, and Council brainstorming session.

[Council Presentation 2.9.21 FINAL](#)

CONSENT AGENDA

- F.** Approval of Checks #63016 through #63058 and ACH Wire Transfers in the Amount of \$316,633.51.
(Audit Committee: Councilmember Cavaleri and Mayor Holtzclaw)
[02-09-21 AP Voucher](#)
- G.** Payroll and Benefit ACH Payments in the Amount of \$192,103.12

February 9, 2021 CITY COUNCIL REGULAR MEETING MINUTES

(Audit Committee: Councilmember Cavaleri and Mayor Holtzclaw)
[02-09-21 PR Voucher](#)

- H. City Council Meeting Minutes of February 2, 2021
[City Council Regular Meeting - 02 Feb 2021 - Minutes](#)

Councilmember Cavaleri made a motion to approve the consent agenda. Councilmember Steckler seconded the motion. The motion passed unanimously.

REPORTS

I. Mayor Holtzclaw reported on the following:

- His attendance at the Association of Washington Cities (AWC) and Snohomish County Mayors meeting where the topic of discussion was regarding pending police reform legislation.
- Mayor Holtzclaw requested for Council to have a discussion regarding a potential budget item for lobbyist representation in Olympia, WA.

Mayor Pro Tem Vignal reported on the following:

- Her meeting with the Youth Advisory Group and participating in a question-and-answer discussion regarding local government.
- She will be participating in AWC Online City Action Days Conference and will report back her findings.

Councilmember Steckler reported the following:

- Four (4) empty Mill Creek sanitation stations at several businesses around town.
- The lighting on the bridge near Frost Donuts has been fixed and thanked Director Todd and staff for a great job.
- Councilmember Steckler requested an update from the City Manager regarding contacting the USS Ralph Johnson service men and women in order for the City of Mill Creek to officially welcome them home.

Councilmember Briles reported he will also be attending AWC City Action Days.

Councilmember Cavaleri reported on the following:

- SNO911 reported that Mill Creek will be one of the first cities to receive new radios.
- Requested an update on additional CARES Act funding.
- Exploration Park is the number one destination park in the City.

J. City Manager

- [Planning Schedule](#)

City Manager Michael Ciaravino reported on the following:

- The City is looking into applying for grant funding to possibly remodel Silver

February 9, 2021 CITY COUNCIL REGULAR MEETING MINUTES

Crest Park. The Local Community Project Information Grant is an opportunity as recommended by Mayor Pro Tem Vignal. The filing deadline is February 19, 2021. City Manager Ciaravino asked for the support of Council for pursuing this funding source in the form of a motion.

Councilmember Bond made a motion to support the administration and applying and filling out the Local Community Project Information Form. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

- City Manager Ciaravino reported that staff is continuing to work on obtaining contacts for the USS Ralph Johnson.
- The Manager thanked Councilmember Cavaleri for the update from SNO911 on the radios. Manager Ciaravino emphasized how important communications are in all types of structures and a top priority for the safety of the Mill Creek Police Department.

K. Staff

- Status of in-person public meetings under the Governor's Proclamation (*Grant Degginger, City Attorney*)

City Attorney Grant Degginger reported that under the current gubernatorial proclamations all public meetings have a continued requirement to be held remotely. Because Snohomish County has moved into phase two, there is an option for holding in person meetings in addition to holding remote meetings. In person meetings would be limited to 25% capacity or 200 people, whichever is less. Masking, social distancing, pre-registration, and extra cleaning will still be required.

- Update on Adopt a Street, Park, Trail or Service Day in Mill Creek (*Mike Todd, Director of Public Works and Development Services*)

Director Todd, Councilmember Briles, the City Manager and staff held a brainstorming session to determine the best way to kick off the Adopt a Street, Park, Trail or Service Day Program. Additional meetings are planned.

Councilmember Briles added that this is a program that is meant to continue in perpetuity.

- Update Regarding electronic retrofit of City Council Chambers for hybrid remote/in-person participation of Council Meetings. (*Joe Socoloski, IT Manager*)

City Manager Ciaravino reiterated what City Attorney Degginger reported about the constraints under the current proclamation with regards to in person meetings. Manager Ciaravino reported that staff is looking at possibilities for preparing the Council Chambers for in person meetings in a limited capacity.

Manager Ciaravino introduced IT Manager Joe Socoloski who provided a status

update on work done so far regarding the retro fit. An update will be provided to Council at the February 23, 2021 regular meeting.

[Memo to city council](#)
[COVID19 Misc Venue Guidance \(002\)](#)

AUDIENCE COMMUNICATION

L. Public comment on items on or not on the agenda

Barb Heidel, a Mill Creek resident, expressed that she felt both Consultant Karen Reed and Council did a great job on the DRCC Study Session discussion and that she looks forward to the opportunity to provide input.

Jaeden Bond stated he was glad to hear that the new lighting near Frost Donuts was well received by Councilmember Steckler.

Shoshauna Mohlman, a Mill Creek resident, echoed Barb Heidel's comments about the excellent discussion on the DRCC properties. Ms. Mohlman inquired about touring the DRCC property.

City Manager Michael Ciaravino suggested that Ms. Mohlman contact City Clerk Naomi Fay to make arrangements.

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- M.**
- To discuss one item of potential litigation pursuant to RCW 42.30.110(i). No action will be taken.

Council recessed into Executive Session at 8:08 PM for 15 minutes along with a two-minute break before starting.

Council reconvened regular session at 8:24 PM

ADJOURNMENT

With no objection, Mayor Holtzclaw adjourned the meeting at 8:25 PM

Brian Holtzclaw, Mayor

Naomi Fay, City Clerk

February 9, 2021 CITY COUNCIL REGULAR MEETING MINUTES

FEBRUARY 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Council	3	4	5	6
7	8	9 Council	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Council	24	25	26	27
28						

MARCH 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Council	3	4	5	6
7	8	9 Council	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Council	24	25	26	27
28	29	30	31			

APRIL 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 Council	7	8	9	10
11	12	13 Council	14	15	16	17
18	19	20	21	22	23	24
25	26	27 Council	28	29	30	

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: February 12, 2021

City Council Meetings are the first, second and four Tuesdays of every month at 6 p.m.,

March 2, 2021

- Study Session - Governance Manual Session 2 Standards of Conduct and City Administration
- New Business - Proclamation of Emergency Extension (if needed)
- Presentation: Public Works Maintenance Team Update
- Reports - Update on Council Chambers Retro-Fit Hybrid Meetings
- Reports: Update to DRCC

March 9, 2021 or March 23, 2021

- Presentation: Legislative Guests

April 6, 2021

- Study Session - Governance Manual Session 3 - Rules Governing the Conduct of Council Meetings
- Proclamation: Earth Day

April 13th or 27, 2021

- Study Session: DRCC Properties

May 4, 2021

- Review of draft Revision to the Manual based upon input received from Council.
- Proclamation: Music4Life

Future Agenda Items

- Update from Snohomish County Health Board
- New Business - Snohomish County 911 Lease Agreement
- New Business Amendment to Public Records Policy Ordinance
- Presentation - Council Chambers Virtual Meeting Format
- Proposed New Initiatives: Potential Farmer's Market.
- Update on Development projects and permit activity.
- Update on Public Works projects and program activity.
- Update on Surface Water Utility
- Body Worn Camera Update
- Victim Coordination Services Agreement



15728 Main Street, Mill Creek, WA 98012
Administration 425-745-1891
Police 425-745-6175
All Other Departments 425-551-7254

**Park & Recreation Board Meeting Minutes
January 6, 2021**

Members:

Melissa Duque, Chair
Bridget Casey
Tyler Hogan
Michael Bauer
Jim Erlewine

Not Present:

Peter Lalic
Ryan Nichols, Vice Chair
Vince Cavaleri, Council Representative

Also Present:

Kristen Rasmussen, Community Engagement Coordinator

CALL TO ORDER

Chair Duque called the meeting to order at 5:02pm. Members and staff were present as noted above.

YOUTH ADVISORY BOARD UPDATES

Youth Advisory Board Member Laura Anderegg provided an update of the virtual volunteer opportunities the YAB members that concluded in December. The members made donations to the Cocoon House which supports homeless teens. Members continued writing letters to senior citizens and health care workers as a way to brighten their day and thank them for what they are doing to support the community. They will begin writing letters to military members in the spring. Additionally, YAB members donated to the JHS Toy Drive. They will participate in a drive-thru event to collect donations for Veterans this weekend. YAB members are volunteering with NHS to tutor students. Some in person volunteer opportunities members continue which include volunteering at the Mill Creek Food Bank and Neighbors in Need with a four person limit.

APPROVAL OF MINUTES

Member Hogan moved to approve the December 2, 2020 minutes and was seconded by Chair Duque. The motion passes unanimously.

OLD BUSINESS

Board Position Updates

Community Engagement Coordinator Rasmussen updated the board that the recruitment process for the two board members with expired terms is underway. The interviews are planned for January 26, 2021 and the appointed members will attend the February meeting. Chair Duque confirmed her availability to assist with the interviews on this date. Both members Hogan and Bauer are interested in reapplying to renew their term.

NEW BUSINESS**Park Signage & Amenities Recommendations**

Chair Duque created a PowerPoint presentation of all the City's parks and current way finding signs. Each park has an aerial view highlight lighting the park location, the current location of park signs if available, and recommendations for new or additional park signage as needed. Additionally, Chair Duque made a mock-up design for future signs to include the name of the park and identifying language to designate it as a City of Mill Creek park. Please see attached slideshow for additional information.

The board went through each of the city's parks and commented on placement of the signs. There was much discussion regarding the placement of signs, if they may be placed in medians, along roads and distance from the park. Community Engagement Coordinator Rasmussen informed the board members she will work with city staff to ensure the proposed locations are approved for placement and are on city property since some of the sign locations may fall on county property.

Discussion continued regarding the location of signage for the North Creek Trail and where to place signs to direct visitors to park. Some suggestions include combining signs for the Mill Creek Sports Park with the North Creek Trail.

The board concluded they would like to hear Councilmember Cavaleri's recommendations of next steps about how to present this information to City Council for approval. Ms. Rasmussen stated she will work with the Public Works Supervisor and Director of Public Works & Development Services to review the sign locations and put together costs for the project.

Brainstorm Silver Crest Park Upgrades and Ideas for CIP

Chair Duque submitted photos of the park to share with the board members so everyone may reference these visuals when discussing improvements to the park. Each member presented ideas for the park.

Member Erlewine posed the question of what is the public using the park for? He recommended imagining what the park may be used for, perhaps reducing the basketball court to half-court to open up additional space for more play area or new features.

Member Casey recalls the basketball court being busy when she visited the park. Therefore she suggested adding additional lines to the court to make it multi-purpose, such as adding pickle ball lines. Ms. Casey recommending upgrading the playground equipment as well.

Member Hogan suggested keeping the basketball court as a full size court.

Member Bauer saw people walking dogs at the park and need more open space for people to enjoy the park. He echoed the idea to make the court a multi-sport court or reduce the basketball court to half court.

Chair Duque supported the recommendation for playground upgrades. Adding signage to the north side of the park so there is a clearly marked entrance to the park. She has seen high school students playing on the court but they are generally in groups of three or less. This park is highly used by dog walkers.

The board continued with the ideas of incorporating an off leash dog park or fenced-in dog park such as Willis Tucker. Concern regarding drainage and the associated cost to fix these items were expressed by the board, noting this cost may take away for other improvements such as equipment replacement or upgrades. The idea of fencing in a small kid playground was discussed to help keep small children safe while at the playground. They talked about adding in more parking spaces or making the current spaces diagonal to add in another space or two. Finally, the board discussed an option to keep the basketball court full sized but reduce the size to accommodate 3 vs 3 instead of current court size for 5 vs 5. Members noted Highlands Park has a basketball court lined for basketball and pickle ball.

Community engagement Coordinator Rasmussen informed the board members that the Arts & Beautification Board is also interested in submitting ideas for the park upgrades. The board members were interested to hear the ideas from the Arts & Beautification members as another perspective to make improvements to the Silver Crest Park.

Next steps in the process include: narrowing down the final priority list, incorporating ideas from the Arts & Beautification Board and establishing potential costs. Ms. Rasmussen stated she will find out the planning dates for this project, affecting when the Board needs to finalize their submissions for consideration.

Mitigation for the nature path by The Farm development

Community engagement Coordinator Rasmussen shared images of the property and updates regarding the developer's plans for this project. The board discussed meeting in March for a walk-through of the nature path.

FOR THE GOOD OF THE ORDER

Chair Duque asked if there is a way to communicate restroom closures to the public either on the website or at the park.

ADJOURNMENT

Member Bauer moved to adjourn the meeting at 6:23pm, seconded by Member Casey. The motion passed unanimously. The next meeting is scheduled for February 3, 2021, at 5 p.m. virtually via Zoom Virtual Meeting.

Submitted by:

Kristen Rasmussen

Kristen Rasmussen, Community Engagement Coordinator



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Art & Beautification BOARD MINUTES
15728 Main Street, Mill Creek, Washington 98012 – 425-745-1891

January 13, 2021
4 p.m.

I. CALL TO ORDER

Acting Chair Good called the meeting to order at 4:07 p.m. via Zoom Virtual Meeting.

II. ROLL CALL:

Guy Armfield
Jamie Barrett
Jeanne Smart
Michelle Edwards
Ravi Ubriani
Shoshauna Mohlman
Vanessa Good, Acting Chair
John Steckler, Council Representative

Staff

Kristen Rasmussen, Community Engagement Coordinator

III. ANNOUNCEMENTS

Acting Chair Good announced she is moving out of the area and this will be her last meeting. The board members congratulated her on the move and wished her well.

IV. APPROVAL OF MINUTES

Member Armfield moved to approve the October 12, 2020 minutes and December 9, 2020 was seconded by Member Smart. The motion passes unanimously.

V. OLD BUSINESS

a. Historical Preservation Project updates

N/A

VI. NEW BUSINESS

a. Brainstorming Session/Goals for 2021

Community Engagement Coordinator Rasmussen put together a brief timeline of the board's past, current, and ongoing events with a brief description for the members to reference during this discussion.

Acting Chair Good asked everyone to share an idea for a potential project/interest the board may pursue for this year.

Member Ubriani presented the idea of adding flower baskets and/or coordinated decorative flags to be displayed on lights posts on the streets. This initiative may be coordinated with MCCA as a potential partner and to have unified decorations throughout the city. Member Ubriani also presented the idea of adding events at town center.

Member Smart stated her interest in sharing art opportunities in Mill Creek to the community through a regular publication available to the public. Councilmember Steckler informed the board that the Mill Creek Arts & Living magazine is interested in working with the Kiwanis volunteer group to publish upcoming events, and this may be a good option for the Art Board to pursue. A representative from the board may be the liaison to the magazine to find and share art opportunities in the community for this publication. Ms. Rasmussen noted she would be able to share this information on the City's social media and website as well.

Member Edwards expressed interest in developing a lending library for the community. The board discussed trying this at two city parks or easily accessible locations. Another idea is to make a library for a certain age such as kids or adults.

Member Barrett shared an idea she saw in Oregon which could be modified for Mill Creek. This idea included painted ducks being displayed around town. The board talked about having ceramic owl's for Mill Creek which may be sponsored and decorated by local businesses.

Member Mohlman expressed an interest in creating a monthly open mic night at the forum in Town Center. Councilmember Steckler shared the idea of purchasing a trailer that turns into a traveling stage which is portable and available to use all over the Mill Creek community.

Member Armfield is happy to support the above ideas and will champion Acting Chair Good's idea of the Great Light Award idea.

b. Elect new Chair and Vice Chair

Acting Chair Good led the discussion of electing a new Chair and Vice Chair for the upcoming year. After some discussion, the board voted to appoint Member Armfield as the new Chair. The vote passed unanimously with no objections, Member Ubriani was not present for the vote. The board voted to appoint Member Mohlman as the new Vice Chair. The vote passed unanimously with no objections, Member Ubriani was not present for the vote.

VII. ROUNDTABLE

N/A

VIII. REPORTS

Member Barrett provided an update from the Mill Creek Boulevard Project Advisory Committee. She informed the board the Advisory Committee is looking into rezoning the area around the Post Office to the gas station at 164th and Mill Creek Blvd from retail to multi-zone residential. Three options were presented: making no change, increasing use by 30% for new mix use, or increasing by 50% for new mix use in this area.

Member Barrett discussed potential impacts of the rezoning options and how that may affect the area. She has been asked by the committee to design her perfect road and brainstormed ideas with the board members about this topic. Different cities were referenced in this discussion including redevelopment in Green Lake, University Village shopping area and the Totem Lake development in Kirkland. The next meeting will discuss traffic impacts which is on Jan. 27.

IX. ADJOURNMENT

Member Armfield moved to adjourn the meeting at 5:13pm, seconded by Member Smart. The motion passed unanimously. The next meeting is scheduled for February 10, 2021, at 4 p.m. virtually via Zoom Virtual Meeting.

Submitted by:

Kristen Rasmussen

Kristen Rasmussen, Community Engagement Coordinator