

2010

City of Mill Creek

*City Services Guide*

Information and Referrals



Mill Creek City Hall

*“The City of Mill Creek is dedicated to providing exceptional public services valued by the community to preserve and enhance our quality of life.”*

## CITY OF MILL CREEK COUNCILMEMBERS

Position #1 (Expires 12/31/2013) ..... Terry Ryan  
Position #2 (Expires 12/31/2013) Donna Michelson, Mayor Pro Tem  
Position #3 (Expires 12/31/2013) ..... Kathy Nielsen  
Position #4 (Expires 12/31/2013) ..... Bart Masterson  
Position #5 (Expires 12/31/2011) ..... Mark Harmsworth  
Position #6 (Expires 12-31-2011) .....Mike Todd, Mayor  
Position #7 (Expires 12/31/2011) .....Mark Bond

## CITY STAFF

City Manager .....Tim Burns  
Finance Director ..... Landy Manuel  
Director of Community Development.....Bill Trimm  
Director of Public Works..... Tom Gathmann  
Police Chief ..... Bob Crannell  
Public Works Supervisor ..... Les Anderson  
Recreation Supervisor ..... Pam Olson  
Building Official..... Tim Nordtvedt  
City Clerk ..... Kelly Chelin

## CITY OFFICES AND POLICE DEPARTMENT

15728 Main Street

Mill Creek, WA 98012

[www.cityofmillcreek.com](http://www.cityofmillcreek.com)

Administrative Offices .....425-745-1891  
or .....425-337-1116  
Fax.....425-745-9650  
Police Department.....425-745-6175  
or .....425-337-1115  
Fax.....425-745-4680  
Building Inspection Line.....425-338-1133

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## **Welcome to the City of Mill Creek**

*We are proud to present this informational brochure to new and current City residents. Its purpose is to provide you with information about City services, such as licensing your pets, obtaining business licenses and building permits.*

*Successful City operations depend on participation from residents. The City has many boards and commissions who advise the City Council on a variety of issues. This brochure describes the function of our boards and commissions, their meeting dates and times and the role of our City departments.*

*We have included information about local services, such as garbage and recycling pick-up, water and sewer service, and vehicle licensing. Also, informational listings are provided for elected officials, local schools, social service agencies and community recreational services.*

*We hope that the information in this service guide is helpful.*

**Mill Creek City Council and Staff**



## History of the City

The City of Mill Creek is part of a larger vision that has been developing since the 1950's its name has varied from that of the home of the Greek gods, Olympus, to the Chinook Indians' idea of open, free and outdoors, Klahanie.

After some earlier proposals Mill Creek finally grew out of a vision for a planned community, which was developed in the 1970's. In 1973 Tokyu Land Development (Hawaii), Ltd., acquired control of approximately 1,200 acres of what would later become the City of Mill Creek. Tokyu assigned their interest in the land to United Development Corporation (UDC) along with the Ohbayashi Corporation. UDC conducted planning and engineering studies and with the consulting firm of Wilsey and Ham prepared a master development plan, which was submitted to Snohomish County in January 1974. The master development plan envisioned a total of over 4,600 dwelling units with a population of 12- 14,000 when construction was completed.

The City of Mill Creek was incorporated in 1983 with a population of 3,351 on 1.92 square miles. The primary impetus for incorporation was the desire by residents to receive a more equitable tax structure and to improve police and fire protection services. By 2009, the City had grown to a population of 18,480 on approximately 4.7 square miles. With it's own police department, a fire station through the Snohomish County Fire District #7, and administration offices.



Waterwheel at "The Mill"

# City Government



The City of Mill Creek has a Council/Manager form of government. The voters elect seven part-time Councilmembers, in a non-partisan election, to four-year terms. The City Council is the legislative body for the City. It establishes the laws and policies of the City through the adoption of ordinances and resolutions. The Council hires a City Manager to carry out City Policies, administer the City's laws, oversee the department managers and the City staff. The Council establishes priorities for the City Manager through the adoption of the biennial budget and strategic objectives designed to help achieve the City's mission.

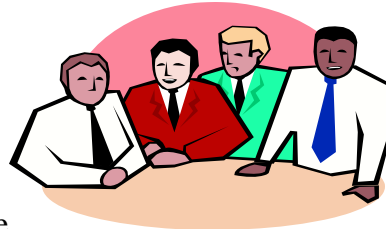
The Council elects a Mayor to serve a two-year term as a representative of the City. The Mayor chairs the City Council meetings but has no veto power over the Council's decisions. The City Council meets regularly on the first, second and fourth Tuesday of each month at 6:00 p.m.

Citizen participation is welcomed during regular City Council meetings. Each meeting allots a time for "Audience Communication," to allow citizen comment on any City related issue. Citizens wishing to speak to the Council are asked to sign up on the "Audience Communication" sheet at the entrance to the Council Chambers, and they will be recognized by the Mayor at the appropriate time. During public hearings, citizens may address the Council only on the topic of the hearing.

# City Departments

## Executive

The City Manager, who heads the Executive Department, manages the administrative affairs of the City under the direction of the City Council. This department includes the City Manager, the Administrative Support Staff, and the Recreation Division.



The Administrative Staff is responsible for the City Council Minutes, official records of the Council's actions including ordinances, resolutions, contracts, and other legal documents. The Administrative Staff issues business licenses, peddlers, solicitors and special events permits. They also send out random customer service surveys twice a year.

The Recreation Division develops and schedules programs, and community events including a city run basketball league. Quarterly Brochures are published with information about current and upcoming programs.



## Finance

The Finance Department provides financial and administrative support in accounting, budgeting, treasury, surface water billing, debt management, human resources, technology planning and implementation, civil service and risk management.

The City has a biennial budget which is a reflection of the Focus Areas, Goals and Policies that have been adopted or established by the City Council.

In addition, the Finance Department prepares financial statements that are part of the annual audit conducted by the Washington State Auditor's Office.



## Community Development

The Department of Community Development has two divisions: **Planning and Building**. The Planning Division prepares, administers and implements land use plans, proposals and policies including parks and open space proposals, as well as codes that guide and regulate the physical development of the City. This division prepares and administers the City's Comprehensive Plan and ensures consistency with the state's growth management and environmental laws. They also implement the plan through the administration of zoning, subdivision, annexation, and the design review applications.

The Building Division reviews all permit applications and conducts inspections for building, plumbing and mechanical permits for conformance with various building codes and City ordinances.

## Police Department

The Police Department provides security, protection, and emergency aid to citizens. The Department is divided into three divisions: **Patrol, Investigative and Support**. Uniformed personnel including sergeants, patrol officers, detectives, a code enforcement officer and a school resource officer are available to serve the community.



Community Service is an important component to the operation of the police department. A full-time Community Services Officer is on staff to stay in contact with the public regarding non-violent crimes, crime prevention and education programs. Additional services provided by the Department include passport services, vacation house checks, fingerprinting and concealed weapons permits.

The City of Mill Creek has one of the lowest crime rates in Snohomish County. This level of safety is due to a pro-active police department working in partnership with its citizens.

## **Public Works**

The Public Works Department provides services through two divisions:

### **Engineering and Maintenance**

The Engineering Division handles design, inspection and coordination of public roads, storm drains and parks. They also handle traffic signs, signals and striping.



The Maintenance Division manages the operation and maintenance in four areas: Public Streets, Parks, City Buildings and Special Services.

Maintenance provides street sweeping, snow and ice control, storm drain cleaning, pothole repair, landscape services and general repair of the City streets.

In the City's parks Maintenance provides services such as mowing, weeding, cleaning and general repairs.

City Buildings are kept clean and functional by Maintenance.

Special Services provided by the Maintenance Division include responding to a natural disaster (i.e., snow storms, earthquake, etc.) setting up traffic control and preparing for special events.

## **Other Government Services**

There are a variety of services that are provided by agencies other than the City. These include the following:

Fire Station #76 is operated by Snohomish County Fire District #7. The Fire District is contracted by the City to provide fire education, inspection, and suppression services.

Sno-Isle Regional Library Systems operates the Hammit Public Library. Sno-Isle runs the library and its staff. Though the City owns the library building and the property.

# Boards and Commissions

The City has standing citizen boards and commissions whose purpose is to advise the City Council on a variety of issues. A few of the boards and commissions have quasi-judicial functions. All board and commission members, except Civil Service Commissioners, are appointed by the City Council. Whenever a vacancy occurs applications are invited and applicants are interviewed by a City Council subcommittee that makes a recommendation to the entire City Council.

Some of the boards and commissions meet on a regular basis, be it monthly, weekly, etc, while others meet on an as needed basis. Meetings of the various boards and commissions are open to the public and are held at City Hall.

## Arts and Beautification Board

The Arts and Beautification Board has eleven members, comprised of eight citizen at large positions appointed to three-year terms by the City Council and a representative of the Mill Creek Garden Club appointed to a 1 year term. The primary functions of the board are to advise the City Council about utilization of the Municipal Arts Fund regarding selection and acquisition of art work for the City. In addition, this board is charged with programs that beautify the City, such as decorative banners and beautification awards. Meetings are held on the second Wednesday of each month at 4 p.m. in the City Hall Council Chambers.



## **Board of Appeals/Adjustments**

The Board of Appeals/Adjustments is a quasi-judicial body comprised of five members, who are appointed for three-year terms. Four of the members are to be qualified by experience and training to pass upon matters pertaining to building construction and other pertinent matters. Any resident of the City may be appointed to the fifth position. This board hears appeals related to the interpretation by the City Building Official, of fire and building codes. They make decisions regarding variances from the City's zoning ordinances as well as appeals of the decisions made by City officials in regard to the enforcement and administration of the zoning ordinances. Meetings of this board are held as needed.

## **Civil Service Commission**

The Civil Service Commission is comprised of three members appointed by the City Manager to four-year terms. The members are required to be US citizens, residents of the City of Mill Creek for at least one year and need to be registered voters in Snohomish County. This commission adopts rules and regulations, that pertain to the hiring in the police department. The Commission also hears appeals regarding disciplinary actions. The Civil Service Commission meets the second Thursday of each month at 5:30 p.m. in City Hall.



## **Library Board**

The Library Board has five members who are appointed to three-year terms. These five board members are individuals who have an interest in library matters as evidenced by training or experience. This board advises the City Council on matters concerning the library, including service provisions and budget recommendations. The Library Board meets the first Monday at 5 p.m. of the following months; February, April, June, August, October and December, in the City Hall Council Chambers.

## **Design Review Board**



The Design Review Board is made up of seven members, of which two are staff members, the other five are from the professions of architecture, landscape architecture, urban design planning or similar disciplines and do not have to be residents. Members are appointed to five-year terms. This board reviews and makes decisions to promote visual quality throughout the City. This applies to all applications for sign permits, subdivision entrance landscaping, and commercial buildings. The Design Review Board meets on the third Thursday of each month at 5:15 p.m. in the City Hall Council Chambers.

## **Parks and Recreation Board**



The Parks and Recreation Board is comprised of seven members who are all citizens of Mill Creek appointed to three-year terms. This board advises the City Council about acquiring parks, recreation programming, development, design and operation of parks and recreation facilities. They establish use fees, procedures and concessions. The Parks and Recreation Board meets the first Wednesday of each month at 5 p.m. in the City Hall Council Chambers.



## **Planning Commission**

The Planning Commission is made up of seven members who are appointed to three-year terms. The functions of this commission include advising the City Council in matters regarding the Comprehensive Plan, land use regulations and land development applications. The Planning Commission meets the third Thursday of each month at 7 p.m. in the City Hall Council Chambers.



## **Youth Advisory Board**

The Youth Advisory Board is made up of 25 students from the local high school and middle schools. The purpose of this board is for the members to create new programs, special activities and plan community service opportunities for their peers in the community. Members are on the board until they graduate or resign their position. New members are selected to fill vacated positions by an interview process every May. For meeting days and times contact Brian Davern at 425-745-1891.

We strive to make all of our public meetings accessible to all members of the community. If you are in need of special accommodations, please contact City Hall at least three (3) days prior to the meeting.  
425-745-1891 or 425-337-1116

## **Frequently Asked Questions**

Telephone numbers for all services in this section are listed beginning on page 17.

### ***Who do I call for garbage pick-up or other utilities?***

Garbage, recycling and yard waste are picked up on Thursdays by Waste Management Northwest. Electricity is provided by Snohomish County P.U.D. Telephone service is from Verizon NW. Puget Sound Energy supplies natural gas and cable is through Comcast. Additional info on page 26.

### ***When is the “Mill Creek Garage Sale”?***

The garage sale is held twice a year. The first Saturday in May and the first Saturday in October. *(This event is neither sponsored nor sanctioned by the City of Mill Creek.)* If you have additional questions regarding garage sales you should contact your Homeowners Association.

### ***When do I need a parking permit and how do I get one?***

A parking permit is required if a vehicle is over seven feet wide or a non-passenger vehicle, like a boat or a trailer, if the vehicle is to be parked on the street between 2 a.m. and 5 a.m. Pick up a parking permit at the Police Department, they are open from 7 a.m. until 6 p.m. Monday through Friday.

### ***Where do I pay traffic/parking tickets or other fines?***

You can mail in your payment to: Mill Creek Police Dept  
15728 Main Street  
Mill Creek, WA 98012

Or you may pay in person M-F between 9 a.m. and 5 p.m.

### ***Are pet licenses required in the City?***

Yes, dogs over 4 months are required to be licensed. You may need to provide proof of rabies vaccinations and neuter/spaying. You can obtain a pet license at the Police Department M-F 9 a.m. until 5 p.m.

### ***What do I do if my pet is missing or picked up by the Animal Control?***

If your animal has a license, the Police will try to notify you. If your pet is missing contact the Police Department 425-745-6175 and the Everett Animal Shelter 425-257-6000. If you find a lost animal call the Police Department to have a police officer come to pick it up.

***Is a license required to solicit in the residential areas of the City?***

Yes, a peddlers or solicitors permit is required. They can be obtained at City Hall. If someone is soliciting in your neighborhood they are required to have the permit visible.

***Where do I get a business license?***

Business licenses applications can be obtained at the City Hall Reception Desk. Monday through Friday 9 a.m. until 5 p.m.

***Do I need a business license for my home based business?***

A business license is required for any business being operated inside the City limits. For a business being operated out of a home a Home Occupation Permit is also required. For additional information contact City Hall 425-745-1891 Monday through Friday 9 a.m. until 5 p.m.

***How do I get a building permit?***

Building permit applications are available at City Hall, permits are issued Monday through Friday 9 a.m. to 4 p.m. If you have permit questions contact the Building Department 425-745-1891.

***Can I get a passport at City Hall?***

The Mill Creek Police Department offers Passport Services to qualified US Citizens. Passport Services are available Monday through Friday 11 a.m. to 6 p.m. and Saturdays 10 a.m. to 5 p.m. For additional info see pages 27 & 28.

***How do I register to vote?***

You can register to vote by mail. There are registration forms available at City Hall, the library and the post office or you can call 1-800-448-4881 to request one by mail and for additional information.

***Who do I call for a street light that doesn't work?***

You should contact City Hall, 425-745-1891, during regular business hours. Please have the location of the street light and if possible the number on the light head (visible from the ground looking up at the light.), it will usually start with an 'S'.

***What is the property tax rate for the City?***

In 2009 the rate was \$1.54 per \$1,000 assessed valuation.

***How do I report a pothole or other hazardous street conditions?***

You can call the Public Works Department at City Hall during regular business hours, 425-745-1891. For dangerous conditions after hours call 911.

***What is the Surface Water Utility Fee?***

The City of Mill Creek, as with other local municipalities, has enacted an ordinance to help prevent and control stormwater pollution. Each property owner in the City, including commercial properties, multi-family complexes and single family dwellings, pay the utility fee to the City for storm drain maintenance, capital improvements and developing programs for public education.

***What is the Mill Creek Volunteer Patrol?***

The Volunteer Patrol is a group of residents who assist the Police Department with clerical duties, vacation home checks, crime prevention education, etc. For more information contact Anne Kruger 425-745-6175.

***What is CERT and why do we have it?***

CERT stands for Community Emergency Response Teams. These people are trained to help communities during the first 72 hours after a disaster. The purpose of CERT is to provide private citizens with the basic skills that they may need to handle themselves and others in their community in the aftermath of a disaster. For additional information contact Anne Kruger at the Mill Creek Police Department, 425-745-6175 or Dan Good with ESCA (Emergency Services Coordinating Agency), 425-776-3722.

***Do I need a permit to build a fence, install a new roof or remove a tree?***

Yes, in all cases. Permit applications are available at City Hall. The cost of a fence permit is \$25, roof permits are \$104.50 and tree permits require a \$50 fee that may be refunded if the tree is determined to be hazardous.

***Can I get fingerprinted somewhere in the City?***

The Mill Creek Police Department will do fingerprinting between 9 and 11 am M-F no appointment required.

***Where can I get a concealed weapons permit?***

The Mill Creek Police Department processes concealed weapons permits for residents. For additional information please call the Police Department, 425-745-6175.

## Resource Phone Numbers

### *Business and Community Clubs*

Mill Creek Business Association  
Meets at Noon on the 3rd Tuesday  
of every month at City Hall.  
Contact MCBA at 425-673-6200  
or millcreekbiz.com

Mill Creek Country Club  
15500 Country Club Drive  
Mill Creek, WA 98012  
425-743-1444

Mill Creek Lions Club  
P.O. Box 12022  
Mill Creek, WA 98082

Mill Creek Senior Center  
Branch of Northshore Senior Ctr.  
15720 Main Street  
Mill Creek, WA 98012  
425-948-7170

Mill Creek Rotary  
P.O. Box 12012  
Mill Creek, WA 98082

South Snohomish County  
Chamber of Commerce  
3815 196th St SW #136  
Lynnwood, WA 98036  
425-774-0507

Mill Creek Community Assoc.  
15714 Country Club Drive  
Mill Creek, WA 98012  
425-316-3344  
425-348-8787 (Security)

Greater Bothell Chamber  
PO Box 4353  
Bothell, WA 98041  
4254854353

Tri-Way Grange  
3509 Seattle Hill Road  
Mill Creek, WA 98012  
425-337-3040



## *Churches*

Cedar Cross Methodist Church  
1210 132nd Street SE  
Mill Creek, WA 98012  
425-742-5111

Faith Fellowship and  
American Baptist Church  
14616 35th Avenue SE  
Mill Creek, WA 98012

Church of Jesus Christ of  
Latter Day Saints  
16124 35th Avenue SE  
Mill Creek, WA 98012  
425-338-3487

Mill Creek Foursquare Church  
1415 164th Street SE  
Mill Creek, WA 98012  
425-742-3366

Mill Creek Community Church  
16415 North Road  
Lynnwood, WA 98037  
425-745-2094

North Creek Presbyterian  
621 164th Street SE  
Mill Creek, WA 98012  
425-743-2386

St. Francis Episcopal Church  
13716 Bothell-Everett Highway  
Mill Creek, WA 98012  
425-338-2407

St. Elizabeth Ann Seton  
Catholic Church  
2316 180th Street SE  
Bothell, WA 98012  
425-481-0303



## *Elected Officials*

Governor Christine Gregoire (D)  
PO Box 40002  
Olympia, WA 98504  
360-902-4111

Congressman Jay Inslee (D)  
308 Cannon House Office Bldg  
Washington, DC 20515  
202-225-6311  
425-640-0233 (Local)

Senator Patty Murray (D)  
111 Russell Senate Office Bldg  
Washington, DC 20510  
202-224-2621  
425-259-6515 (Local)

Senator Maria Cantwell (D)  
464 Russell Senate Office Bldg  
Washington, DC 20510  
202-224-3441

State Senator Steve Hobbs (D)  
PO Box 40482  
Olympia, WA 98504  
360-786-7686

State Rep. Hans Dunshee (D)  
360-786-7804

State Rep. Liz Loomis (D)  
360-786-7892

The City of Mill Creek is located in Snohomish County in the State of Washington. The current governor is Christine Gregoire (D). Maria Cantwell (D) and Patty Murray (D) are representing the State of Washington in the US Senate. Representing Mill Creek in the 1st Congressional District is Congressman Jay Inslee (D). In the 44th Legislative District by Senator Dave Schmidt(R) and Representatives Hans Dunshee (D) and John Lovick (D).

***Legislative Hotline 1-800-562-6000.***

## *Snohomish County Officials*

Aaron Reardon, County Executive  
Snohomish County Admin Bldg  
3000 Rockefeller Avenue  
Everett, WA 98201  
425-388-3879

Dave Gossett, District 4 Rep  
Snohomish County Council  
3000 Rockefeller Avenue  
Everett, WA 98201  
425-388-3494

## ***Emergency Services***

***In case of an emergency please dial 911***

***For non-emergency situations please use the following numbers***

Mill Creek Police Department  
15728 Main Street  
Mill Creek, WA 98012  
425-745-6175 or  
425-337-1115

Snohomish County Sheriff  
15928 Mill Creek Blvd  
Mill Creek, WA 98012  
425-744-6868

Fire Station #76  
1020 153rd Street SE  
Mill Creek, WA 98012  
425-212-2776

Fire District #7  
8010 180th Street  
Snohomish, WA 98296  
425-486-1217  
Gary Meek, Deputy Chief

## ***Walk-In Clinics***

The Everett Clinic Walk-In  
15418 Main Street  
Suite 200  
Mill Creek, WA 98012  
425-225-8005



## ***Hospitals***

Stevens Memorial Hospital  
21601 76th Avenue W  
Edmonds, WA 98026  
425-640-4000

Providence Hospital  
916 Pacific Avenue  
Everett, WA 98201  
425-258-7123



## *Library*

Hammit Public Library  
15429 Bothell Everett Highway  
Mill Creek, WA 98012  
425-337-4822

Sno-Isle Regional Library System  
7312 35th Avenue NE  
Marysville, WA 98271  
360-659-8447

## *Post Office*

My Garden  
Contract Post Office  
17414 Bothell-Everett Hwy  
Mill Creek, WA 98012  
425-402-1842  
9:00-5:00 M-F 10-1 Sat.



Mill Creek Post Office  
15833 Mill Creek Blvd  
Mill Creek, WA 98012  
425-379-8698 (Local)  
1-800-275-8777

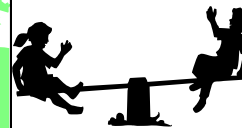
## *Public Transportation*

Community Transit  
7100 Hardeson Road  
Everett, WA 98203  
425-353-RIDE (Schedules)  
425-745-6100 (Administration)

Everett Transit  
3200 Cedar  
Everett, WA 98201  
425-353-7433 (Schedules)  
425-259-8803 (Administration)

Sound Transit  
401 S Jackson Street  
Seattle, WA 98104  
1-800-201-4900





## ***Parks***

**Highlands Park**  
 16110 ½ 29th Drive SE  
 Mill Creek, WA 98012  
 Restrooms, picnic tables, playground,  
 grassy play area, basketball & tennis courts

**Pine Meadow Park** *(In The Parks)*  
 15803 32nd Avenue SE  
 Mill Creek, WA 98012  
 Restrooms, grassy play area, playground,  
 picnic tables, 1/2 basketball court.

**Heron Park** *(In Parkside)*  
 2701 155th Street SE  
 Mill Creek, WA 98012  
 Restrooms, picnic shelter, picnic tables,  
 playground, tennis court, grassy play area.

**Library Park**  
 15429 Bothell Everett Highway  
 Mill Creek, WA 98012  
 Playground, grassy play area, picnic tables.

**Nickel Creek Park** *(In Winslow)*  
 1900 164th Street SE  
 Mill Creek, WA 98012  
 Basketball hoop, playground, picnic tables,  
 trails, grassy play area.

**Cougar Park** *(In Brighton)*  
 3221 148th Street  
 Mill Creek, WA 98012  
 2 playgrounds, restroom, covered picnic  
 shelter, grassy play area

**Hillside Park** *(In Vineyards)*  
 14721 12th Ave SE  
 Mill Creek, WA 98012  
 1/2 court B-ball , playground, grassy play  
 area

**Silver Crest Park**  
 13621 28th Dr SE  
 Mill Creek, WA 98012  
 Picnic tables, playground, full court b-ball,  
 grassy play area

**Mill Creek Sports Park** 13903 North Creek Dr Mill Creek, WA 98012  
 Lighted artificial turf Little League/modified soccer field, skate park, restroom, concession stand,  
 picnic tables, grassy play area



## ***County Parks***

**North Creek Park**  
 1011 183rd Street SE  
 Bothell, WA 98012  
 425-744-0847

**McCollum Park**  
 600 128th Street SE  
 Everett, WA 98204  
 BMX Track Info 425-485-3461  
 Swim Info 425-357-6036 Summer only

## *Recreation Services*

Mill Creek Parks & Recreation  
425-745-1891

Mill Creek Seniors  
425-316-0398

Mill Creek Little League  
P.O. Box 12445  
Mill Creek, WA 98082  
425-338-5410

Boys & Girls Club  
4322 Rucker Avenue  
Everett, WA 98203  
425-258-2436  
425-774-3022 (Lynnwood Branch)

YMCA of Snohomish County  
Southeast Family Branch  
13723 Puget Park Drive  
Everett, WA 98203  
425-337-0123

LA Fitness  
15024 Main St.  
Mill Creek, WA 98012  
425-379-9703

Everett School District Athletics  
425-385-4170

Snohomish County Parks  
425-339-1208

Silver Lake Soccer  
425-481-2665

Silver Lake Football  
425-337-9015

Campfire Boys & Girls  
425-258-5437

Boy Scouts – 425-338-0380  
Girl Scouts – 206-633-5600

West Coast Aquatic Center  
15622 Country Club Drive SE  
Mill Creek, WA 98012  
425-745-3474



## *Public Schools*

Cedar Wood Elementary School  
3414 168th Street SE  
Bothell, WA 98012  
425-385-7700

Mill Creek Elementary School  
3400 148th Street SE  
Mill Creek, WA 98012  
425-385-6800

Silver Firs Elementary School  
5909 146th Place SE  
Everett, WA 98208  
425-385-6500

Penny Creek Elementary School  
4117 132nd Street SE  
Everett, WA 98208  
425-385-7200

Woodside Elementary School  
17000 23rd Avenue SE  
Bothell, WA 98012  
425-385-7800



Heatherwood Middle School  
1419 Trillium Blvd SE  
Mill Creek, WA 98012  
425-385-6300

Gateway Middle School  
15404 Silver Firs Drive  
Everett, WA 98208  
425-385-6600

Jackson High School  
1508 136th Street SE  
Mill Creek, WA 98012  
425-385-7000

Everett School District  
4730 Colby Avenue  
Everett, WA 98201  
425-385-4040 (Communications/Public Info)

## *Continuing Education*

Edmonds Community College  
20000 68th Avenue W  
Lynnwood, WA 98036  
425-640-1500



Everett Community College  
801 Wetmore Avenue  
Everett, WA 98201  
425-388-9100

## *Social Services*

American Red Cross  
1925 26th Street  
Everett, WA 98201  
425-252-4103  
*CPR Classes*



Snohomish County Food Bank  
PO Box 1364  
Snohomish, WA 98291  
360-568-7993

Care Crisis Line  
425-258-4357

Day Care Referrals  
425-258-4213

Community Information Line  
1-800-223-8145

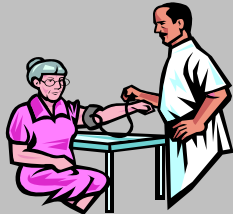
Snohomish Co Health District  
425-339-5200

## *Senior Services*

Social Security Administration  
1-800-772-1213

Human Services/Div. of Aging  
2722 Colby Avenue Suite 104  
Everett, WA 98201  
425-388-7200

Nutrition Services  
1-800-223-8145



United Way of Snohomish Co  
917 134th Street SW  
Everett, WA 98204  
425-258-4521

## *Snohomish County Offices*

County Info 425-388-3411  
Assessor 425-388-3433  
Marriage Licenses 425-388-3483  
Burn Ban 800-552-3565  
Drivers Licenses 425-388-3371

South Snohomish County  
District Court  
20520 68th Avenue W  
Lynnwood, WA 98036  
425-774-8803

## *Utilities*

Verizon Telephone (*Payments*)  
1402 SE Everett Mall Way  
Everett, WA 98201  
1-800-483-4100 (*Service problems,  
general info, start new service*)



Alderwood Water District  
3626 156th Street SW  
Lynnwood, WA 98037  
425-743-4605 (*Main*)  
425-787-0220 (*Billing*)  
425-787-0250 (*Maintenance*)

Snohomish County PUD  
(*Electric*)  
2320 California Street  
Everett, WA 98201  
425-783-1000 (*Payments, service  
problems, general info.*)  
1-800-424-5555 *Buried Cable Assistance*

Silver Lake Water & Sewer  
District  
15205 41st Ave SE  
Bothell, WA 98012  
425-337-3647 (*Service problems,*

Comcast Cable  
15815 25th Ave W  
Lynnwood, WA 98204  
1-877-824-2288 (*Service problems,  
payments, general info, start new service*)

Waste Management NW (*Garbage*)  
13225 NE 126th Pl  
Kirkland, WA 98034  
425-481-1100 (*Payments, general info,  
service problems*)

Puget Sound Energy (*Natural Gas*)  
PO Box 91269  
Bellevue, WA 98009  
425-454-6363 (*Payments, general  
info, service problems, start new service*)

## *Vehicle/Driver's Licensing*

Driver's Licensing  
18132 Bothell Way NE  
Bothell, WA 98011  
425-483-1745

Emissions Testing Facility  
19726 64th Avenue W  
Lynnwood, WA 98037  
425-771-7614

Vehicle License Tabs– Various locations. See Blue pages under  
Snohomish County Auditor or call 425-388-3371.

## ***Passport Services***

*The passport office at the City of Mill Creek Police Department is open  
Tuesday through Friday 1 pm – 6 pm  
and Saturday 12 am – 5 pm.*

### **You will need to bring**

Proof of US Citizenship:

- ➔ For US born citizens a certified copy (will have a raised or colored seal) of birth certificate issued by the state, county or city in which you were born. Including Puerto Rico, N Marianas, American Samoa, and the US Virgin Islands. **(Hospital birth certificates, photo copies or notarized copies are NOT acceptable.)**

**OR**

- ➔ Expired US Passport if more than 5 years expired (If less than 5 years you can do a renewal by mail.) and if Passport was issued after age 16. (Must be in good condition.)

**OR**

- ➔ Naturalized Citizens need to provide Naturalization paperwork from the INS or acquisition of US Citizenship through parents naturalization.

**AND**

Proof of identity:

- ➔ Drivers License (State ID's are not acceptable alone)or,
- ➔ Identifying witness with a State ID or,
- ➔ Previously issued passport (expired) or,
- ➔ Military/Federal issued ID

**AND**

Passport photographs

- ➔ Two identical 2x2 photos taken by a designated passport photo agency. Available at City Hall for \$16.

### **General Information**

- ➔ Children under the age of 14 need to have **both** parents appear at the time of application along with certified birth certificate and previous passport. **(Please note: previous passports are not acceptable by themselves for children under 14)**
- ➔ Everyone applying for a passport needs to be present at the time of application, including children.
- ➔ You can request a copy of your birth certificate through the department of vital statistics in the city, county or state you were born or through [www.vitalchek.com](http://www.vitalchek.com).

## ***Passport Fees***

\$75                      *Adults age 16 and over*

***or***

\$60                      *Children under age 16*

***plus***

\$25                      *City of Mill Creek Execution Fee*

**Two separate payments must be made.**

The first payment of \$75 or \$60 (per passport) is to ***US Passport Services***. This payment must be either a check or money order. Cash is not acceptable, as it will be sent by mail along with the application.

The second payment is payable to the ***City of Mill Creek*** for the \$25 (per passport) execution fee. This payment can be made by check, money order, cash, debit or credit card. (no American Express)

You should receive your passport in about 6 weeks, if you need your passport sooner, you can pay an **additional \$60** to have it expedited and receive it in 2 weeks. **If you are leaving within 14 days you will need to contact the Seattle Passport Office to make an appointment 1-877-487-2778, messages only.**

## ***Passport Photos***

***\$16***

## ***Parking Tips***

*When you park in the City of Mill Creek follow these tips to help keep our roads safe and help you avoid a ticket.*

- ➔ Your right tires should be no more than 12 inches from the curb
- ➔ Do not park facing the wrong way (left wheels to curb)
- ➔ Do not park on the street for more than 24 consecutive hours
- ➔ Obtain a parking permit for large or non-passenger vehicles to be parked between 2 am and 5 am, or for more than 24 hours.
- ➔ Be aware of Safety Zones, aka bike lanes or pedestrian ways, set apart from public ways, marked with paint, signs or buttons and are easily seen. Parking is prohibited in these zones.