



Deadline Extended—Looking for a Few More Great Candidates

— POSITION AVAILABLE —

City Manager | Apply by May 25, 2022

Mill Creek is looking for its next outstanding, seasoned professional with experience at the highest levels of city government.

Located 20 miles north of downtown Seattle, Mill Creek is one of the true treasures in the Puget Sound metropolitan area and the Pacific Northwest. It was originally developed as a master planned golf course community in the 1970s and is exceptionally well planned. While the City has grown beyond its original development, it has retained its small-town charm. City hallmarks include numerous parks, trails, and open spaces. Recreational activities are held throughout 11 neighborhood parks and the scenic North Creek Trail runs the length of the City.

Mill Creek Town Center, a community highlight, was named “the best lifestyle center in Washington State” in 2013 and is composed of a series of pedestrian plazas in a park-like setting. A showcase that other communities frequently visit, the Town Center is often a model many cities attempt to duplicate. Featuring over 70 locally owned and franchised retail businesses and services, the Town Center is a community gathering place and a destination for many in the metro-Seattle area.



Mill Creek is served by the Everett Public School District, which is one of the best in the state. Within its boundaries, Mill Creek includes a highly regarded elementary school, middle school, and high school. Many students attend school right outside City limits. Additionally, there are 7 excellent colleges and universities found within a 17-mile radius of the City.

Nestled 20 miles North of Seattle and just over an hour from the snow-capped peaks of the Cascade Mountains, Mill Creek and its surrounding area boasts tremendous outdoor opportunities. Boating or alpine and cross-county skiing can be found within a relatively short drive. Nationally ranked year-round golf courses are also in the vicinity. Active individuals and groups can easily satisfy their sporting needs at the Mill Creek Sports Park or the Arena Sports and Entertainment facility.

For the travelling connoisseur, Mill Creek is just 36 miles from the Seattle-Tacoma International Airport or a 15-minute drive to Paine Field where commercial passenger service recently started. For those that prefer to cruise, the Port of Seattle is a popular jumping off point for voyages to Alaska.

The City is primarily residential and is composed of single-family homes, townhomes, condominiums, and apartments set in a lushly landscaped, natural environment. The median sold home price in Mill Creek is approximately \$1,100,000 for a 4 bedroom, 3 bath house between 2,000 and 2,800 square feet.

While the City has spectacular landscaping, buildings, and shopping, it is the people inhabiting the City who define Mill Creek’s character and personality. Even a casual visitor will soon notice how much the residents care about their city and their fellow citizens. Indeed, Mill Creek is a real community! Many families, couples, and singles frequent the Town Center and the City’s many parks and open spaces. In short, Mill Creek offers a small-town atmosphere with the culture and amenities of urban living.

HISTORY

Mill Creek had its beginnings in 1972 as a master plan community centered around a private golf club (Mill Creek

Country Club). It soon became sought after as a place to live. In 1983, the area’s residents decided to become a city. They wanted to ensure municipal services were provided at levels commensurate with their desires. With a population of 3,549 at its incorporation, the City grew to 8,270 by 1990. In 2010, Mill Creek’s population was over five times its original population and now exceeds 20,000. During the same timeframe, the City grew from less than 2 square miles to its present 4.69 square miles.

DEMOGRAPHICS

See Table 1 for more information.

Table I: Mill Creek Demographics

Distribution by Race		Distribution by Age	
White	63.1%	0 to 15	18.3%
Black	3.0%	15 to 25	10.6%
Asian	20.0%	25 to 45	30.5%
Native American	0.8%	45 to 65	24.8%
Two or More Races	13.1%	65 to 85	13.6%
Total	100%	85 +	2.2%
Hispanic Ethnicity	5.6%	Estimated Population: 20,930	

Educational Achievement (Over Age 25)	
High School or Higher	96%
Bachelor’s Degree or Higher	49%

Other Statistics	
Median Age—Mill Creek	41.0
Median Age—U.S.	38.6
Median Household Income—Mill Creek	\$101,061
Median Household Income—U.S.	\$61,937
Poverty Rate	5.0%

Source: U.S. Census Bureau



CLIMATE

Mill Creek's climate is temperate and relatively mild. Although temperatures peak in July/August, summer temperatures are quite pleasant, with August typically having the hottest temperatures in the mid-70's. Winter temperatures drop the lowest in December, averaging the low 30's at night. Annual average rainfall is 36 inches, with most occurring during the winter. The area also experiences an average of 4 inches of snow per year. The area's reputation for rainy days comes from the frequency and not the total accumulated rainfall. Summers and early fall are marked by gorgeous, sunny days.



GEOGRAPHY

Located in Snohomish County between the cities of Everett, Bothell and Lynnwood, Mill Creek is about 20 miles northeast of Seattle. Mill Creek encompasses an area of 4.69 square miles. Many creeks pass through the area, including North Creek, Penny Creek, and Mill Creek. Additionally, to the City's west and north are Martha Lake and Silver Lake, respectively. Less than 10 miles west of the City is Puget Sound. Average elevation is 377 feet above sea level. The City sits northeast of the intersection between Interstate 5 and Interstate 405.

COMMERCE

Mill Creek was conceived as a high-end residential community, and thus, very little land was set aside for industrial or manufacturing uses. Employment was considered to be something offered elsewhere, and it has been only relatively recently that local employment options have been developing. Most jobs within

the City tend to be retail, located primarily along the major arterials. Major employers in Mill Creek include businesses such as Safeway, Town and Country Market, The Everett Clinic, and Lowe's Home Improvement. New businesses coming to the area include Arena Sports and Amazon Go. Mill Creek's regional economy is driven by, among other industries, aircraft design and manufacturing, technology, biomedical, and Information Technology. Many residents travel to other parts of Snohomish County and King County for employment.

THE GOVERNMENT

Mill Creek is a non-charter, code city operating as a Council-Manager form of government. The City is governed by a 7-member City Council, which appoints a Mayor and Mayor Pro Tem and sets policy and provides direction to the City Manager. Councilmembers are elected to staggered 4-year terms. Every 2 years, the council selects one of its members to preside over meetings as Mayor. The position is ceremonial and has the same authority as other Councilmembers. They all have the best interests of the City at heart. They understand their roles as policy makers, and, while they do not always agree, they are collegial and collaborative and have a great deal of respect for the staff.

The City operates with a biennial budget, the latest of which began January 1, 2021. The General Fund budget for the 2021-2022 calendar years is approximately \$29 million, and the total budget for all funds is approximately \$63 million.

City-provided services with the most employees, in order of magnitude, are law enforcement, public works/streets services, community development, parks and recreation, and city administration. Mill Creek also operates a storm water utility to protect water quality, prevent flooding, control storm water runoff, and rehabilitate stream and wildlife habitat. All in all, it is a very lean government with only 53 FTEs. Its labor force is augmented by contractual services.

Water, sewer, EMS, fire protection, and curb-side garbage, recycling and yard waste services are provided by third parties.

THE CHALLENGES AND OPPORTUNITIES

The City of Mill Creek is in a good financial standing as it was conservative during the pandemic. Employees are talented and very committed to the City. That said, there are some challenges and opportunities for the next City Manager.

The first and most significant internal challenge will be staff retainage. With the market being very competitive the next Manager will need to find ways to market open positions in a way to attract the talent that the City desires. This will be an opportunity for the next Manager to lead and build a strong team.

A significant opportunity relates to economic development. The City is looking to develop a 19-acre property adjacent to the Mill Creek Sports Park referred to as the Dobson Remillard Church Cook property (DRCC) site. The Council began a process in 2021 to identify potential uses to be developed on the site and have been awarded funding from the state to continue that planning through 2022 and into 2023. Councilmembers have different opinions on how the land should be used and the next City Manager will need to work with the Council and the community to determine which use/uses will be the most beneficial. Another priority relates to vacancies in the Town Center from the pandemic. The Town Center is on private property, and the Council would like to see the vacancies filled but will need to work with the Chamber and the property owners to do so. The City would also like to create and implement a strategic economic development plan, increase City revenue streams, and develop a tourism program.

While the City is currently in a good financial situation, Council wants to plan for the future. The Council has adopted balanced budgets the last several biennium and strives to develop a long-term fiscally sustainable budget. Infrastructure is aging and the maintenance/capital improvement plan needs to be strategically aligned with aging needs. Mill Creek is largely built out, and one-time revenue from development is going to significantly decrease. The next Manager will need to find new revenue sources to avoid tax increases. Related is the Growth

Management Act (GMA) in Washington State. Population is expected to increase in Mill Creek by 3,800 by 2044. The City is required adopt a comprehensive land use plan and zone property to provide capacity for housing to accommodate this projected increase. The City is required by the GMA to update its comprehensive plan by the end of 2024 and through that process will be assessing options for providing capacity to accommodate 3,800 new residents. As the City is largely built out and land is not available, decisions will have to be made on where and how the increased housing will be accomplished while keeping true to the small town feel that residents appreciate so much.

Like the surrounding towns, the City of Mill Creek contracts out fire and emergency medical services (EMS). Mill Creek has had the same fire service provider since its inception and has enjoyed a low cost from the District as compared to residents living within the District's service area (Mill Creek is outside the service area). However, that has changed. The price is projected to increase significantly over what the City currently pays annually. A ballot initiative was proposed and will end on April 26 where the voters have been asked to annex into a new District on January 1, 2023. If the initiative is not approved, the City will need to have a funding plan for the interim service contract with South County Fire for 2023 and possibly 2024 if annexation does not pass a second time. At this point, approval is anticipated.

Other opportunities include leading the process to create a strategic plan, continuing to improve communication to the residents and businesses, creating and strengthening relationships with shareholders and key partners, finding grants and revenue streams to complete the projects the City Council has initiated, identifying staffing needs to fulfill current and future Council priorities, and leveraging the area's future light rail system.

THE IDEAL CANDIDATE

The Mill Creek City Council is seeking a seasoned manager and leader to work with it as a partner, a supporter and a trusted advisor. The City Manager (Manager) will be a consensus

builder who knows how to help everyone get to yes and will work closely with the Council implementing its priorities. The individual will understand the council/manager form of government. The Council understands that it should set policy while the Manager should run the day-to-day operations. The ideal candidate must have demonstrated experience working successfully with a City Council to establish a vision, identify goals, and collaboratively chart a course for the future.

The next Manager will be someone of high integrity who believes in transparency. The individual will be one of the City's primary representatives. As such the Manager will be an outstanding communicator and someone who realizes listening is an important part of communicating. The individual will be able to relate complex concepts in terms that are easily understood by everyone—the elected officials, residents, members of the business community, and staff. Of particular importance will be keeping the Council and the public informed concerning how the City's money is being spent so they understand it is being spent wisely. The Manager will be part of and visible in the community.

Mill Creek is a high-end community that expects the best. As such the Manager will place a high degree of importance on delivering high quality services. The desired candidate will also believe strongly in outstanding customer service and lead by example.

The selected candidate will be a leader—not a bureaucrat. The individual will be someone who is supportive of staff but who also requires accountability. The Manager will be a mentor and a coach who sets high standards and expects them to be met. The ideal candidate will create a team environment where departments work together to achieve the goals. While the Manager is responsible for making the final decision on internal matters, they will ensure that employees feel heard and valued in the decision-making process.

As noted, resources are limited so the individual will be expected to critically examine current operations with an eye to efficiently staff with community expectations. As a result, the individual will

have strong analytical skills and understand how to apply and leverage current technologies. Public/private partnerships may also play a role in conserving resources so experience working with the business community is a plus. The Manager will also need to understand the workload that the Staff is under and set reasonable expectations and priorities with the Council so that projects are structured and scheduled in a manageable way for the staff to accomplish.

As some positions are open, the Manager must have a good eye for talent and hire those individuals who will continue the tradition of excellence in the City of Mill Creek.

The Council would like someone who is personable, intelligent, upbeat, friendly, fair, honest, outgoing, patient, organized, positive—someone with a “can do” attitude. The ideal candidate will not be easily discouraged, and will be optimistic about the future, positive, and resilient. The City is looking for someone who will solve problems and build consensus without being controversial. Hence, common sense and strong people skills will be necessary, as will strongly believing in having an open-door policy with staff and the Council.

The City is looking for someone with direct experience in city government and with an operational understanding of budgeting and city finances. Experience in overseeing land use policing and public safety, planning, public works, economic development and revitalization efforts, as well as collective bargaining is a must. Experience in grant writing is important.

As the City would like to play a larger role in the region, experience working with other local government agencies and regional organizations is highly desired. Experience working with Washington State agencies and the State Legislature will be a plus. The ideal candidate will be active in the regional government associations and understand the benefits that arise from alliances and partnerships.

This position requires graduation from an accredited four-year college or university with major coursework in public administration, business administration or related field. A

Masters Degree in Public or Business Administration is preferred. Desired qualifications include at least five to seven years of direct municipal experience in a similarly sized organization as a city manager or administrator.

The City is looking for someone who will see the Mill Creek City Manager position as the wonderful opportunity it is and make a long-term commitment to being part of the City’s future.

COMPENSATION & BENEFITS

The salary range is \$175,000 to \$210,000, and the salary will depend on qualifications and experience. Benefits are excellent. Benefits include comprehensive medical, dental, vision and life insurance, vehicle allowance, professional development, public employee retirement system contributions, holiday, vacation and sick leave. The City has a 401(a) Social Security Replacement Plan (Municipal Employees Benefits Trust) which means employees of the City of Mill Creek do not contribute to nor do they earn Social Security credit while employed with the city. The City Manager will be part of the Washington State Department of Retirement System Public Employees Retirement System (PERS) plan.

THE MOST RECENT CITY MANAGER

The previous manager was hired in April 2019 and resigned for personal reasons in November 2021. The City Council is committed to finding the right person and working collaboratively with the City Manager, so they stay a long time.

RESIDENCY

The selected candidate is not required by statute or by City ordinance or policy to reside within the City limits.

HOW TO APPLY

E-mail your cover letter and resume to Recruit26@cb-asso.com by May 25, 2022. Faxed and mailed resumes will not be

considered. Questions should be directed to Lynelle Klein at (970) 433-7189 or Colin Baenziger at (561) 707-3537.

INTERNAL CANDIDATES

There may be an internal candidate. That said, the Council is committed to a level playing field and everyone will be evaluated on their own merits.

CONFIDENTIALITY

Candidate names will not be released without the candidates' permission.

THE PROCESS

Applications will be screened as they arrive. Finalists will be selected on June 14th. A reception and interviews will be held on June 24th and 25th. A selection will be made shortly thereafter.

OTHER IMPORTANT INFORMATION

The City of Mill Creek is an Equal Opportunity Employer and strongly encourages women, minorities, and veterans to apply.

ADDITIONAL INFORMATION

For additional information about the City, visit:

www.cityofmillcreek.com

www.millcreektourism.com

<https://mcca.info/>

