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EXECUTIVE SEARCH

City Manager
CITY OF MILL CREEK, WA

THE COMMUNITY

Situated in Snohomish County approximately 20 miles north of Seattle and 10 miles south of Everett, the City of Mill Creek, Washington, is a picturesque community nestled just inland from the Puget Sound, north of Lake Washington, and west of the Cascade Mountains. Initially developed as a golf course community in a densely wooded area and incorporated in 1983, Mill Creek (pop. 20,470, 4.6 sq. mi.) is exceptionally well-planned and offers a hometown atmosphere with many of the amenities of urban living.

Mill Creek is a vibrant, safe, and friendly community where residents enjoy active lifestyles without all the big city commotion. The City provides many opportunities to enjoy sports and the great outdoors. Parks and trails are a hallmark of the City with over 43 acres of parks and 23 miles of nature trails. Mill Creek enjoys 10 neighborhood parks, as well as a Sports Park, that features a ball field for Little League and youth soccer, as well as a skate park. The City offers recreation services, classes, and special events designed to serve the active and passive recreation needs of preschoolers, youth, adults, and seniors.

The City's centerpiece is the award-winning Mill Creek Town Center,

featuring over 80 shops, restaurants, and services. Situated among nature trails and creeks, the outdoor shopping area has a park-like setting and hosts a variety of events including 5k runs, art walks, live entertainment, and sporting events. Town Center is a model for successful urban development.

Centrally located with proximity to major employment centers along the I-5 and I-405 corridors, Mill Creek is extremely desirable to homebuyers and renters. The City offers a variety of neighborhoods ranging from those with traditional single-family homes to others with smaller cottage housing, as well as numerous high-quality townhomes and apartments.

Mill Creek is served by the Everett Public Schools, which is one of the best in the State with an elementary school, a middle school, and a high school within municipal borders. Other nearby schools just outside Mill Creek's borders also serve local students. Seven excellent colleges and universities are found within a 17-mile radius. Mill Creek residents are well educated with 49% having a bachelor's degree or higher. Mill Creek Library is popular and one of the busiest branches of the well-regarded Sno-Isle Libraries system, and the City's Senior Center is a

valuable resource. Community Transit provides both local and bus rapid transit (BRT) service to connect Mill Creek to the larger metropolitan area. In six years, BRT will also connect the City west to neighboring Lynnwood, and the new light rail planned there.

Mill Creek offers an exceptional community experience, where natural beauty is preserved, neighborhoods flourish, businesses thrive, and recreational opportunities abound.

To learn more about the City of Mill Creek, please visit <https://www.cityofmillcreek.com>,

THE ORGANIZATION

The City of Mill Creek operates under the Council-Manager form of government. Citizens elect seven City Council Members at large to staggered, four-year terms, without limit. Every two years, the City Council elects from its Members a Mayor and Mayor Pro Tem. The Mayor serves as the chair of the Council. The City Council sets policies, adopts ordinances, and passes resolutions, developing strategies and objectives to achieve the City's vision and mission. The Council appoints a City Manager, who is the City's Chief Executive Officer, responsible for carrying out the Council's policies and ordinances and overseeing the day-to-day operations of the City.

The 2019-20 Biennial Budget is \$59.1 million (GF \$28.1 million, reserve \$6 million) supporting a staff of 61 FTEs. City services include police protection, public works, street maintenance, storm water, planning and zoning, parks, recreation, and general government services (human resources, finance, information technology, communications, marketing, and administration). The City contracts with Snohomish County Fire District 7 for fire and emergency medical services. The Alderwood and Silver Lake Water districts provide the



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City's water and wastewater services. The City also has a robust service issuing U.S. passports at City Hall.

With the recent election of one of its Members to the Washington House of Representatives, City Council will select a new Member to fill the vacancy after January 1, 2019. The Council Member so appointed, plus four others, may, if they choose, stand for reelection at the next election cycle. In other words, five Council Members (all but the Mayor and



Mayor Pro Tem) stand for reelection in November, 2019. Historically, council positions have been stable with members serving multiple terms. Council intends to hire a professional manager, who appreciates Mill Creek and is committed to its future.

Key issues facing Mill Creek include the following:

- Developing long-term sustainable funding to support desired services;
- Replacement of aging storm water infrastructure;
- Creating a new vision and sub-area plan for Mill Creek Boulevard, an area that connects an existing commercial in-line retail center to the Town Center;
- Exploring recreation tourism and economic development on 10 plus acres of land owned by the City; and

- Development of one of the last remaining privately owned large parcels of land, a 17-acre tract on which mixed residential and commercial uses are contemplated;

THE POSITION

Serving at the pleasure of the City Council (contract), the City Manager coordinates City resources and the work of all departments and employees to implement the City Council's policies, plans, and priorities. The City Manager heads the Executive Department (City Manager's Office, City Clerk, Human Resources, Information Technology, and Legal). Departments reporting to the City Manager include: Police, Public Works and Development Services, Finance and Administration, and Communications and Marketing.

THE IDEAL CANDIDATE

Mill Creek seeks an experienced, professional manager, and a person of the highest integrity and ethical standards as its next City Manager.

The City is looking for its next City Manager to establish stability in the position by serving for many years. The ideal candidate must be able to hit the ground running and deal with strong personalities from every corner, requiring not only a true command presence, assertiveness, and self-confidence, but experience in principled leadership and effective management. She or he must be decisive, unafraid of hard decisions, yet also collaborative and respectful at all times. The ideal candidate is dedicated to transparency in government and maintaining the public trust.

The next City Manager has a strong work ethic and is committed to continuous improvement, executing City Council's policy priorities, and keeping employees engaged. By emphasizing the Council-Manager form of government and coaching all involved in their proper roles, the ideal candidate leads by example, bringing all parts of the organization together. The new City Manager is a positive presence, expected to stabilize and quickly advance an organization dealing with momentum losses caused by leadership changes.

The successful candidate is dynamic, visionary, and strategic. She or he will share her or his strategic analysis and fresh-eyed perspective as to Mill Creek's strengths and areas for improvement, with the goal of advancing a long-term strategy for the City. The next City Manager has common sense and humility, checking his or her ego at the door.

The next City Manager must have a good business sense, and considerable



experience in municipal finance and budgeting. She or he will have significant project management expertise, and experience in economic and community development.

The ideal candidate is a team-builder. She or he is open, inclusive, and adaptive with the ability to motivate, develop, and inspire City employees, maximizing their potential. The ability to delegate and empower the City's team is essential for the collective success of the organization.

The successful candidate must be an expert collaborator, able to maintain and strengthen the City's relationships with neighboring municipalities, and building partnerships in the community. The next City Manager will foster relations with regional partners and stakeholders including neighboring governments, the Mill Creek Chamber of Commerce, Mill Creek Town Center Business Association, Mill Creek Community Association and other HOAs, Puget Sound Regional Council, Community Transit, Economic Alliance Snohomish County, the State Legislature, and others.

The new City Manager must be highly personable and engaging, with expert-level outward- and inward-facing communications skills. Council expects the City Manager to be appropriately



SEARCH SCHEDULE

Filing Deadline: February 18, 2019

Preliminary Interviews: February 26 – March 5, 2019

Recommendation of Candidates: March 12, 2019

Finalist Interview Process: March 22-23, 2019

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

visible in the community. The ideal candidate will foster a positive culture within City government.

A bachelor's degree (public administration, business, or related), and seven to ten years of progressively responsible experience as a professional city manager, assistant city manager, or equivalent are required. A master's degree and ten plus years of experience are preferred. Residence within the municipal boundaries is encouraged.

THE COMPENSATION:

The salary range for this position is \$160,000 to \$195,000 dependent upon experience and qualifications. The City of Mill Creek provides an excellent benefits package including comprehensive medical, dental, vision and life insurance, paid holiday, vacation and sick leave, vehicle allowance and professional development. Along with several other local cities, Mill Creek participates in a 401(a) Social Security Replacement Plan through MEBT (Municipal Employees' Benefit Trust). Employees are enrolled in the Washington Department of Retirement Systems Public Employees' Retirement System (PERS) Pension Plan, and may also take advantage of deferred compensation plans offerings.



THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your cover letter and resume electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Please do not hesitate to contact Andrew Gorgey toll-free at (866) 912-1919, if you have any questions regarding these positions or the recruitment process.



www.peckhamandmckenney.com