



## Accepting Applications for Mill Creek City Council Position #3



*The City of Mill Creek is accepting letters of interest from persons desiring an appointment to fill a vacancy on the Mill Creek City Council (Position #3).*

### **About the City Council**

The City operates under the Council-Manager form of government. See a presentation about this form of government at: [cityofmillcreek.com/Council-manager-govt](http://cityofmillcreek.com/Council-manager-govt). To understand more of the role of being a Councilmember read the following info from the Association of Washington Cities (AWC): [So you Want to Be an Elected Official](#)

The Council consists of seven council members elected at large to four-year terms. Every two years, the City Council elects a Mayor and Mayor Pro Tem from its members. The Mayor serves as the chair of the Council.

The Council appoints a City Manager to carry out the policies and priorities that the Council adopts. The City Manager is the Chief Executive Officer of the City.

The City Council establishes policies through the adoption of ordinances and resolutions, and develops strategies and objectives to achieve the City's vision and mission. Through its legislative actions, the Council establishes priorities for the City Manager and staff.

The Council meets on the first, second and fourth Tuesday of each month at 6 p.m. Presently, Council meetings are being held virtually due to the COVID-19 pandemic.

# Mill Creek City Council Position #3

## Term of Appointment

This appointment shall be for a term commencing on the date of appointment until certification of the next election in November 2021.

## Minimum Requirements

To be considered, applicants must meet the following minimum requirements:

- The applicant must have been a resident of the City of Mill Creek for at least one year immediately prior to the time of application ([RCW 35A.13.020](#); [RCW 35A.12.030](#)).
- The applicant must be registered to vote within the City of Mill Creek at the time of application ([RCW 35A.13.020](#); [RCW 35A.12.030](#)).

## Application Materials

Applications are public record and will be posted on the City website prior to interviews taking place.

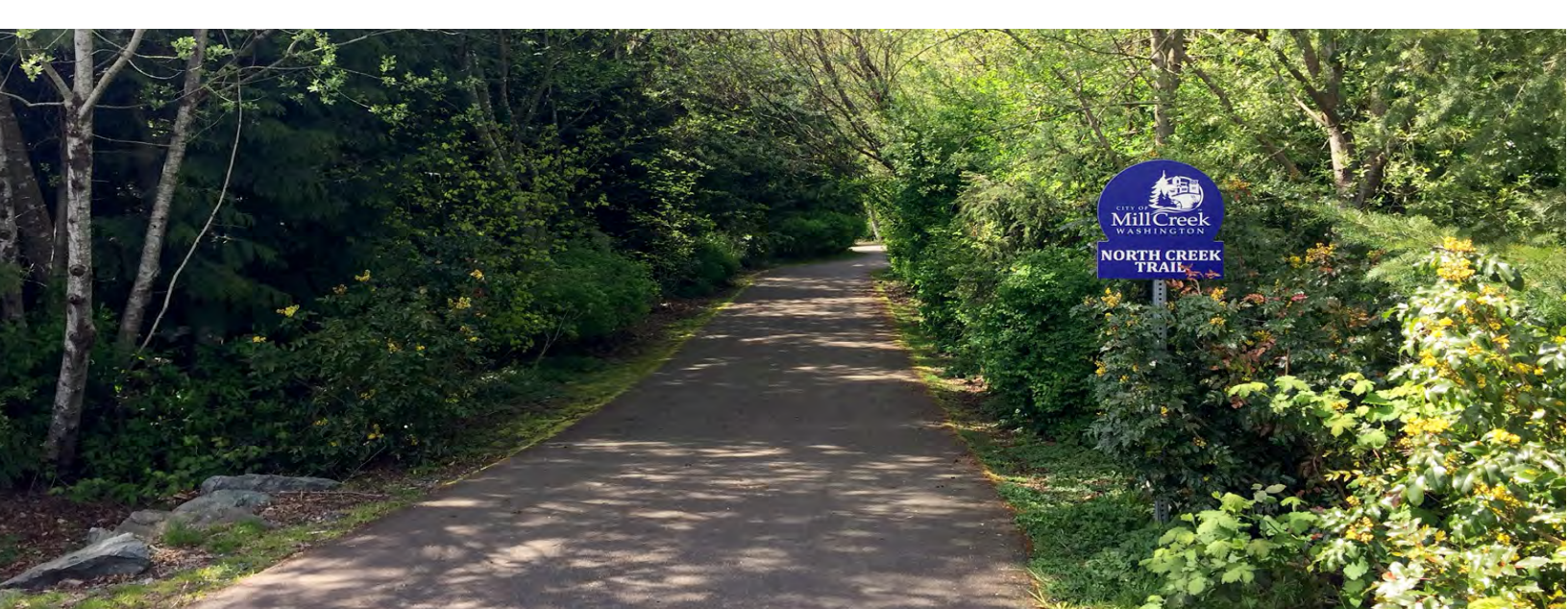
Each applicant must submit the following to be considered:

- A signed letter of interest that sets forth:
  - o Name
  - o Address
  - o Phone

- o Place of Employment
- o Educational Background
- o Years Lived in City
- o Whether applicant is a registered voter in the City of Mill Creek
- o Statement of interest addressing the following:
  - Summarize your involvement with this or previous communities. Include activities on City boards, with City events, local community groups, civic organizations, youth organizations, etc.
  - What do you like most about living in the City of Mill Creek?
  - Why are you interested in being appointed to the City Council?

- Written responses to the following supplemental questions.
  - o The City of Mill Creek operates under a Council-Manager form of government. In this form of government, the role of a councilmember is to provide policy direction, establish goals and priorities, determine spending parameters through the biennial budget process and provide governance





oversight. What background or experience do you feel you would bring to the City Council that would make you a good City Councilmember?

- o How would you describe your communication and working style?
- o How would your communication and working style enhance and foster a positive and collaborative working relationship among the Council and between the Council and the City Manager?
- o Please review the Guiding Principles on page 4 and describe:
  - How, as a member of the City Council, would you provide leadership and/or model the STAR values as set forth in the Guiding Principles?
  - What ideas do you have that would help the City achieve the goals set forth in the Guiding Principles?
  - Whether you would seek to change/add/remove any goals to the Guiding Principles? Why or Why not?
- o Do you feel you have sufficient time available to: attend Council meetings, retreats, regular meetings with the City Manager and review written materials provided to Councilmembers in order to adequately prepare for such meetings?

## Compensation and Benefits

Councilmembers receive a monthly stipend of \$500 for their service.

The City has a Social Security Replacement Plan (the Municipal Employees Benefits Trust, which means employees of the City of Mill Creek, including Councilmembers, do not contribute to or earn Social Security credit while employed with the City.

## Application Process

Applicants must submit their complete application and materials to the City Manager of the City of Mill Creek at [citymanager@cityofmillcreek.com](mailto:citymanager@cityofmillcreek.com) by **5:00 p.m. on Thursday, September 24, 2020**. Faxes and postmarks will not be accepted. Applicants are responsible for verifying the City has received applications submitted by electronic mail.

The Mill Creek City Council will begin interviewing applicants at approximately **6:00 p.m. on Tuesday, September 29, 2020 via virtual GoToMeeting format**. Please note that video conferencing is highly desired, but not required. ***The City of Mill Creek will make accommodations as required for applicants who are unable to participate by video conferencing due to lack of technology. We will provide you with remote access capability as required.***

Depending on the number of applicants, additional interviews may be conducted. If you need technical assistance and/or access to Internet and/or technology, please email the City Manager at [citymanager@cityofmillcreek.com](mailto:citymanager@cityofmillcreek.com). Questions regarding the application process should be submitted in writing or via electronic mail to the City Manager at Mill Creek City Hall South, 15728 Main Street, Mill Creek, WA 98012 or at [citymanager@cityofmillcreek.com](mailto:citymanager@cityofmillcreek.com).

# City of Mill Creek

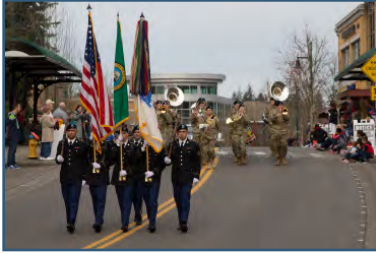
## Guiding Principles

### VISION

Mill Creek will be a City where everyone works together to foster an exceptional community experience -- a place where people are safe, the natural beauty is preserved, neighborhoods flourish, businesses thrive and recreational opportunities abound.

### MISSION

Mill Creek's mission is to set the standard of excellence for local government. Through dynamic and innovative strategies, we provide outstanding public services in a fiscally responsible manner to promote a safe, active and vibrant City.



### STAR VALUES

#### Service

Through continuous improvement, innovation, creativity, professional competence and hard work, we enthusiastically provide outstanding service to all customers, internal and external.

#### Teamwork

In order to support our shared goals and successes, we teach, learn from, collaborate and cooperate with others, while being flexible, adaptable and inclusive.

#### Accountability

We are responsible for our actions and decisions, and always portray honesty, integrity, transparency and leadership in our contributions.

#### Respect

We take pride in our work and accomplishments, and in the work and accomplishments of others. We support an environment that honors the value and dignity of all individuals.

### GOALS

#### Fiscal Responsibility

To responsibly manage the City's financial resources to provide quality public services, cultivate economic prosperity, and maintain a sustainable budget.

#### Community Preservation

To support the development, maintenance and revitalization of public and private property to ensure the continuation of Mill Creek as a safe, clean and well-maintained community.

#### Civic Pride

To achieve strong community spirit by promoting active civic participation, public-private partnerships and transparency in government.

#### Customer Service

To provide excellent service to all who interact with the City by recruiting, training and retaining a skilled, innovative and dynamic workforce.

#### Recreational Opportunities

To facilitate diverse recreational opportunities for people of all ages.

#### Public Safety

To protect the life, health and property of residents, visitors and businesses through the delivery of community focused public safety services.

#### Economic Prosperity

To engage in proactive economic development efforts that result in a robust local economy and position the City as a destination of choice.

#### Leadership

To influence regional, state and national matters impacting our community through the engagement of staff and elected officials.

#### Long Term Planning

To maintain the City's special community character by carefully evaluating future opportunities for short and long term benefits in order to protect land use, infrastructure, economic development and service delivery standards.