

# 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

**DUE TO COVID- 19 pandemic, the City of Mill Creek City Council will hold their Regular meetings virtually and via audio meeting format until further notice.**

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. in the Mill Creek Council Chambers located at 15728 Main Street, Mill Creek, Washington. 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. If you require special accommodations, please call the office of the Acting City Clerk at (425) 921-5725 three days prior to the meeting.

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.** 2020 - 864

**Next Resolution No.** 2020 - 592

**October 20, 2020  
City Council Special Meeting  
6:00 PM**

## **VIRTUAL MEETING INFO**

- A. City Council Special Meeting  
Tue, Oct 20, 2020 6:00 PM - 8:30 PM (PDT)

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/624463221>

**You can also dial in using your phone.**

United States: [+1 \(224\) 501-3412](tel:+12245013412)

**Access Code:**624-463-221

New to GoToMeeting? Get the app now and be ready when your first meeting starts:  
<https://global.gotomeeting.com/install/624463221>

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**RECESS TO EXECUTIVE SESSION**

- B. To discuss the qualifications of candidates for appointment public office pursuant to RCW 42.30.110 (1)(h)

The Council will take no action in executive session and will return to regular session.

**NEW BUSINESS**

- C. City Council Interviews and Appointment Council Position #6 Vacancy

**RECESS TO EXECUTIVE SESSION**

*(Confidential Session of the Council)*

- D. To discuss the qualifications of candidates for appointment public office pursuant to RCW 42.30.110 (1)(h)

Action may or may not be taken.

**ADJOURNMENT**



Agenda Item # \_\_\_\_\_

**Meeting Date: October 20, 2020**

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: CITY COUNCIL INTERVIEWS & APPOINTMENT – COUNCIL POSITION #6**

**KEY FACTS AND INFORMATION SUMMARY:**

Mill Creek City Council Position No. 6 is currently vacant. Effective September 23, 2020, the City Council began taking applications from those interested in filling the vacancy. Applications were due by 5:00 p.m. on October 14, 2020. The City received seven (7) applications.

**Initial Interviews - The following process may be utilized by the Council for the conduct of initial applicant interviews.**

1. The order in which applicants will be interviewed has been determined by a random drawing. The City Council respectfully requests that all applicants refrain from coming online until invited to their scheduled interview time. After completion of their interview, applicants are invited to remain as a participant in the Regular Council Meeting GoToMeeting Room for the remainder of the public meeting.

\*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. The City of Mill Creek will provide candidates with remote access capability as required.

2. The initial interview round will be up to 15 minutes per applicant, including the applicant's opening statement.
  - a. Each applicant will be given 2 an opportunity to make an opening statement. Only the applicant may speak on his or her behalf.
  - b. After the applicant's opening statement, the Council will interview the applicant. *Note: The City Attorney will provide a list of candidate questions to the Council prior to the interview session.*
  - c. The City Clerk shall alert the Council when there is 1 minute remaining.
3. After completion of applicant interviews, pursuant to RCW 42.30.110, the City Council may adjourn to the Council's Executive Session GoToMeeting Room to discuss the qualifications of the candidates.

**Final Interviews (if desired) - The following process may be utilized by the Council for the selection of applicants to advance to the finalist round.**

1. After any executive session, the Council shall reconvene to regular session and nominate applicants to advance to the finalist round.

- a. Any member of the Council may nominate any candidate(s) to progress to the finalist round.
  - b. Nominations shall require a second to place the nominee in contention for selection as a finalist.
  - c. A simple majority vote of the Council will move the nominated candidate to finalist status.
  - d. The City Clerk will email a ballot of nominated candidates for each Councilmember to fill out and send back. The City Clerk will tabulate the votes. Results will be announced by either the City Clerk or Finance Director. The City Manager, City Attorney and Finance Director shall be copied on the emails to confirm the tabulation.
2. After selection of finalists, the Council shall determine whether it wishes to hold an additional round of interviews on a separate date.
  3. If the Council does not feel an additional round of interviews is necessary, the Council shall proceed with nominating finalists for appointment to the Mill Creek City Council.

**Appointment - The following process may be utilized by the Council for appointment of a finalist to City Council Position No. 6.**

1. Any member of the City Council may nominate any finalist(s) for appointment to City Council Position No. 6.
2. Nominations shall require a second to place the nominee in contention for selection.
3. At the close of nominations, the City Clerk shall place the names of all nominated candidates on a written ballot, shall designate the ballot as “Ballot #1, and shall distribute the ballot to each Councilmember via email due to virtual meeting format.
4. The Council shall vote on the email ballot provided by the City Clerk with each Councilmember casting one (1) vote for the candidate of his/her choosing (or writing “abstain” on the ballot).
5. The ballot shall be collected by the City Clerk and tabulated. The City Clerk will forward a copy of the emails to confirm the tabulation to the City Manager, City Attorney and Finance Director.
6. The City Clerk and/or the Finance Director shall announce the names of each nominee, the number of votes received, and the Councilmembers voting for that nominee.
7. If no nominee obtains at least four votes of the Council, the nominee(s) receiving the lowest number of votes shall be removed from the ballot, provided that at least two nominees shall move forward to the next ballot.
8. The City Clerk shall prepare the next ballot, which shall contain the names of the remaining nominees and shall be designated as “Ballot #2.” The Council shall vote on that email ballot in the manner provided above.

9. Ballot preparation and voting shall continue in the above manner until one nominee receives at least four votes of the Council.
10. All ballots from all rounds shall be retained by the City Clerk as part of the record and shall be available for public inspection at the close of the meeting.
11. The successful nominee shall be sworn in by the City Clerk.

**Candidate Interview Schedule – The order of the interviews was determined by random drawing.**

**The following schedule will ensure an efficient and effective interview process:**

6:15 – 6:30 p.m.	Interview: Gaurav Kumar, Candidate
6:30 – 6:45 p.m.	Interview: Sid Siegel, Candidate
6:45 – 7:00 p.m.	Interview: Joni Earl, Candidate
7:00 – 7:15 p.m.	Interview: Adam Morgan, Candidate
7:15 – 7:30 p.m.	Interview: Jon Ramer, Candidate
7:30 – 7:45 p.m.	Interview: Melissa Duque, Candidate
7:45 – 8:00 p.m.	Interview: Ryan Nichols, Candidate

**ATTACHMENTS:**

- Applications
- Council Candidate Recruitment Brochure for Position No. 6

Respectfully Submitted:

*Michael Ciaravino*

---

Michael Ciaravino  
City Manager

# **City Council Position #6**

**Candidate 1:  
Gaurav Kumar**



# **City Council Position #6**

**Candidate 2:  
Sid Seigel**



Sidney (Sid) Siegel



I would like to express my interest in the appointment to the vacancy on the Mill Creek City Council (Position 3). I have been a resident of Mill Creek for over 5 years and am a registered voter here. I am a retired technology professional and was lastly employed with Milliman, Inc. in Seattle for just over 20 years. I earned my BS in Computer Information Systems from City University and my MBA from the University of Washington.

I am currently volunteering in a number of capacities in Mill Creek. I am the treasurer and International Service Committee co-chair for the Rotary Club of Mill Creek and the treasurer for the Rotary District 5030 Foundation. I hold several volunteer positions with the Mill Creek Community Association (MCCA) as vice-chair of the Inspection & Engineering committee and on the Nominating Committee. I am the president of Belvedere Place HOA.

My prior involvements in other organizations are numerous.

- Treasurer and Board member, Parent Teachers Organization at Glacier Peak High School
- Board member, Highlands HOA
- Softball coach for South Snohomish Girls Softball team
- Watchdogs – parent involvement organization for Little Cedar Elementary School
- Mill Creek Food Bank volunteer
- Logistics manager for Ear/Nose/Throat surgical medical mission to Guatemala
- Susan G. Coleman 3-day Breast Cancer Walk – Camp Logistics manager
- Goodwill games volunteer
- Treehouse volunteer – services for kids/families in foster care system

Picking a “most like” reason that I like living in Mill Creek is a tough one as there are so many competing reasons. I would describe my reason as “livability.” We have a combination of the Town Center, Nature Reserve, walking trails and parks, passionate neighbors and high standards of so many neighborhoods. These all work together to make this a community I want to live in and belong to – not just commute in and out of.

I am interested in joining the council as it will be an impactful way for me to contribute to the ongoing health and improvement of the administration and operation of our city. Rotary’s motto of “service above self” is one of the main reasons I am a Rotarian and my history of volunteering speaks to my belief in giving back and serving others. I have been blessed in my life with health, education, experience and family. I believe its my responsibility to contribute to our community and would gladly do so.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Sid Siegel', written over the printed name.

Sidney Siegel



Sidney Siegel – Supplemental questions

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

Family – having raised a family, in part here in Mill Creek, I understand the perspective of young families and their priorities for having a good place to call home.

Work – in my career I worked successfully in many capacities – an individual contributor, manager of a team of professionals and as part of a diverse cross-functional team. My collaborations ranged from working with accounting clerks to dealing with “C” level executives. Doing so impressed me with the need to understand your audience when communicating as well as seeking commonality and consensus when creating solutions.

Volunteerism – my broad and ongoing commitment to volunteering is not only self-satisfying but beneficial to those around me. Approaching service without agenda, with integrity and honesty and in a spirit of collaboration is what makes so much in our community work.

**How would you describe your communication and working style?**

My communication style leans most predominantly to the assertive. By this I would describe my process as one of asking questions, seeking to understand the other person and responding confidently with my viewpoint. I understand I may be wrong at times and do not hesitate to admit such or request help from others to understand other perspectives. My working style is predominantly logical, data-oriented and analytical as influenced by my career in technology and engineering.

**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?** My working style would encourage addressing issues and topics from a perspective that is logical and supported by the facts and data. I find that making tough or unpopular decisions can be easier when the emotion can be taken out by respectfully looking at the numbers/facts. My communication style would help in working to broaden the understanding of issues and topics while in discussion for myself as well as others. It would also encourage the feeling of being heard in those who are speaking, as truly understanding the other person is as important as being able to respond.

**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?** The STAR values align quite well with my own personal values. My history of service speaks for itself and my interest in serving in this position shows my passion for serving as well. The Council is in a great position to strengthen its service to the citizens of Mill Creek but also with the Manager and city staff. Continuing to strengthen this spirit of service will require and foster the teamwork between citizens, council and staff that is needed to ensure the goals listed in the guiding principles are achieved. “Say what you mean, mean what you say and do what you say you will” is a statement I work hard to live by and model in my life. Without being accountable to your word you cannot develop the trust required for strong teamwork. I would model the value of accountability by working with the Council to communicate expectations and direction clearly with our citizens as well as the Manager. Ongoing follow-up in both directions is critical to ensure we are all holding each other accountable to our pledge of service to the community. Lastly, valuing and respecting our work, ideas and concerns through open communication is a must for continuing to develop teamwork.

**What ideas do you have that would help the City achieve the goals set forth in the Guiding Principles?**

The goals set forth in the City's Guiding Principles are pretty complete, establish a high standard for governance and make Mill Creek the great city it is. 2 areas that have received attention recently affecting the City's ability to achieve those goals are the COVID affected impact of the City's finances and the need to strengthen and rebuild staffing to ensure the City effectively serves the community. I look forward to taking a deep dive into the finance areas of revenue and budgeting as well as working together with Council supporting the Manager in building a strong staff. I am also encouraged by the Council's attention to update the Governance Manual and look forward to contributing from the perspective of a new member.

**Whether you would seek to change/add/remove any goals to the Guiding Principles? Why or Why not?**

I would not change/add/remove any goals. As I mentioned above the goals are very robust for supporting a great livable city. I would focus on working hard to ensure our execution of duties supports those goals.

**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? Yes.**

# **City Council Position #6**

**Candidate 3:  
Joni Earl**



October 7, 2020

Dear Mayor and City Council:

Please accept my application for the city council vacancy for position 6. I have been fond of the City and community of Mill Creek since being City Manager from June 1987 through December 1991. I was appointed to the position of Deputy County Executive by the newly elected County Executive Bob Drewel and stayed in that position from January 1992 to October 2000. I was hired as Chief Operating Officer for Sound Transit in October 2000, then appointed Executive Director in June 2001 after a national search. My position title was changed to Chief Executive Officer in 2003.

My husband, Charlie, and I moved to Tacoma in 2006 for his job change and we moved back to Mill Creek in June 2019 buying a condominium in Fairway Village. I am registered to vote in Mill Creek. We are really enjoying living in the City with the sense of community, the greenery, and the friendly people we have met. It is exciting to see what a people place Town Center is – to see the vision that started back in 1990 implemented.

During my tenure as City Manager the following highlights occurred:

- Prepared the first Comprehensive Plan under the new Growth Management Act, establishing the urban growth boundary for the City
- Hired Bill Trimm as the Planning and Community Development Services Director
- Purchased 50 feet of right-of-way that became Main Street in Town Center as step one in implementing the City's vision for Town Center.
- Planned and started construction of sidewalk ramps to meet the requirements of the 1990 Americans with Disabilities Act.
- Reached consensus with City Council on plans and development of Heron Park
- I was Project Manager for new City Hall (now I believe is city hall south) and brought it in on time and on budget
- Changed the address system from subdivision street names to a numerical grid system to comply with 911 goals
- And much more

I have a clear understanding of the role of City Council having worked for, and with, elected bodies my entire career as follows:

- Accountant and Assistant City Treasurer for city of Bremerton – 3 member commission 1975-1979
- Chief Fiscal Officer, Budget Director and Director of Administrative Services for Kitsap County – 3 member commission 1979-1987
- Mill Creek City Manager – 7 member City Council 1987-1991
- Deputy County Executive – 5 member County Council 1992-2000
- CEO Sound Transit – 18 member directly-elected officials appointed to the Board of Directors 2000-2016

Higher Education:

- MBA with majors in Accounting and Finance from the University of Puget Sound – 1981
- BA with major in Accounting from Washington State University – 1975

- AA from Olympic Community College – 1973

I retired due to disability in April 2016 after being struck by a bicycle, falling and suffering a subdural hematoma/traumatic brain injury in April 2014. My right leg doesn't bend as it needs to in order to walk independently so I use a motorized wheelchair, walker or occasionally a cane to get around. I have physical therapy 3 times per week. I, fortunately, have no cognitive disability.

My communication style is very open and direct. I like to be prepared before I speak and I believe my style is conducive to a great working relationship with the City Council and City Manager.

I would definitely model the STAR values. I feel the goals are comprehensive and set clear expectations.

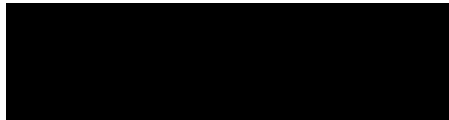
My community involvement included Mill Creek Rotary, Everett Rotary, United Way, and Camp Fire Boys and Girls.

Though I have been retired for a few years, I would bring to the City Council some understanding of the complexities of city and county government, transportation financing and operations, and land use planning and policy. I am interested in serving on the City Council partly due to my history but also because I love local government and Mill Creek is our home where I want to be more active and involved. As I am retired, I believe I have plenty of time to fulfill the duties of a City Council member.

I would be proud to represent Mill Creek citizens and assist in further building their appreciation and trust in their City government.

Sincerely,

Joni Earl



# **City Council Position #6**

**Candidate 4:  
Adam Morgan**



## **Mill Creek City Council**

### **Position 3 or 6**

Name - Adam Morgan  
Address - [REDACTED]  
Phone - [REDACTED]  
Email - [REDACTED]  
Place of Employment - Owner of Porch Light Homes INC.  
Educational Background - Bachelor of Science in  
Business Administration from  
California State University at Northridge  
Years Lived in Mill Creek - 6  
Registered in Mill Creek - Yes



Good evening to our fine representatives of the Mill Creek City Council. My name is Adam Morgan, and I would be honored to join Mill Creeks wonderful City Council. I have lived in Mill Creek for over 6 years now and have never been happier. Mill Creek is a fantastic city with tremendous local pride and citizens who truly care about their community. I have witnessed this first hand acting as President of my community Home Owners Association, as a Coach for the Mill Creek Little League, and as a Charity Community Organizer. I have found that the most important thing when trying to bring people together for a common purpose is to provide a platform where they can be heard and to listen to all of the voices of our community. If we tackle problems solely with our own agenda in mind it is bound to fail, only by collaboration can we find a solution that will work for all members of our community.

I have always been interested in serving my community. In 2019 I had the pleasure to run for Mill Creek City Council. I pride myself on my knowledge of financial systems and the importance of proper budgeting, as I used to be a Merrill Lynch financial advisor and now run my own business. My goal for running for City Council was not to push any preconceived agenda but to provide expertise while listening to all sides of each issue. It is our job as City

Representatives to implement the will of the people not to tell the people what we can and can not do. When there is a will there's a way and I know I can help find the way. I ended up losing the election to the Honorable John Steckler in a close race but gained so much in the process. Namely I was provided the opportunity to meet all of my Mill Creek neighbors, and gain a much more intimate knowledge of their feelings and desires and the ins and outs surrounding our city government. I am so proud to call myself a member of the Mill Creek family.

Mill Creek has a wonderful form of government. I see a Council-Manager system extremely efficient. The city runs almost independently in their day to day operations but the council provides the vision and the plan based upon the desires of the community. Mill Creek has a very solid foundation based around its guiding principles of Service, Teamwork, Accountability and Respect. Each vital to a properly functioning government. Most important in my mind is Teamwork and Respect. We must always begin with Respect for if we Respect one another it opens us to working together(Teamwork) which in turn allows us to best Serve our City as we are all Accountable for what happens to her. The Goals stated in our Mill Creek Guiding Principles are thoughtful and thorough and I don't believe anything needs to be added or subtracted but of course I am open to alternate viewpoints.

Thank you for taking the time to consider me for Mill Creek City Council. I know that no matter who you ultimately decide upon, Mill Creek will be a better place as a result. Thank you for the tireless effort and thankless devotion you give to your City. Have a great evening.

Best Regards,

Adam Morgan



# **City Council Position #6**

**Candidate 5:  
Jon Ramer**



10 Oct 2020

Jon Ramer  
[REDACTED]

Dear Mill Creek City Council Members,

I am interested in filling position #6 of the City Council. My contact info is phone numbers [REDACTED] or [REDACTED]. I am the Vice President of the company Catalytic Resources, LLC, based in Mt Vernon, WA. I have a Bachelor of Science in Computer Programming and Physics and a Master's degree in Aerospace Engineering. Additionally, I graduated from Air Command and Staff College and Joint Command Staff College for the US Air Force. I have lived in Mill Creek for four years and am a registered voter here.

I am active in my local community with the Mill Creek Kiwanis and Mill Creek AMVETS Post 2018. I also participate on the Mill Creek 2040 community vision panel and ran the City's Memorial and Veterans Days parades and ceremonies for three years. Additionally, I am on the Board of Directors for the Northwest Veterans Museum.

I love living in Mill Creek because it is the first city I have lived in since I retired from military service that has made me and my family feel like welcome members of the community. It has an amazing "home town" vibe that goes well beyond the excellent mix of modern architecture and natural beauty.

I am interested in serving as a City Councilmember because I want to give back to my community. Mill Creek has supported me and welcomed me like no other place. I have leadership and management skills honed over 25 years of military service which I feel would be very beneficial to Mill Creek. I have twice commanded units with more people than the city staff and far greater budgets than the city. I have extensive experience with budgeting, personnel evaluations, strategic planning, and managing civil engineering projects like pipelines, road works, and construction, plus managing fire departments, police, and inter-government relations.

As for my management style, I was told by troops in both of my commands that I was the best leader they had even served with because I led by example with open and honest communication. I feel that a leader needs to listen to the people they lead and show them the respect they deserve. When you do that, those people will do their absolute best in every job they have.

I strongly believe in and have always operated with the Air Force motto as my guiding principle – Integrity First. This is what I would bring to the council, military integrity, ethical standards, and reasonable, disciplined leadership. I see no reason to change the guiding STAR principles at this time.

As I have attended City Council meetings for over two years, I definitely have the time to continue doing so in the future, plus any needed time to prepare for said meetings.

Thank you for your consideration and I hope to be serving with you.



Jon Ramer

# **City Council Position #6**

**Candidate :  
Melissa Duque**



Melissa Duque  


October 13, 2020

Letter of Intent for Mill Creek City Council Position No. 6

Dear City Manager, Mayor and City Councilmembers,

My name is Melissa Duque and I am submitting my letter of interest to fill the Mill Creek City Council Position No. 6 vacancy. I have been a resident of the city of Mill Creek for the past 8 years and feel so lucky to be part of this community.

Our community is growing and changing and the events of this year has made it abundantly clear that the city will be facing a difficult time as we move forward. I hope to be a part of the council helping and guiding the city during this time.

Professionally, I am a project manager with a background in digital media, communications, and social media. I have my degrees in Journalism (BA) and History (BA) from California State University, Long Beach. I have focused my career working with nonprofits and philanthropic foundations on some of society's most pressing challenges.

When we began house-hunting eight years ago, my husband and I were looking for a community where we could plant our roots and raise a family. We looked all around Snohomish County and fell for the City of Mill Creek. We appreciated its access to transit and freeways, local businesses, and beautiful parks. As we have lived here, we have come to enjoy the great community events, growth in diversity of the city's residents and of course the friendliness of its residents. I am registered voter in the City of Mill Creek and am active in my HOA.

I have always been interested in local government growing up in California. I was "that kid" in school that was active with student government. I held all types of appointed and elected positions while in College. I loved it and I thrived because of it. Like many, once I graduated, I began to focus on my career, but continued volunteering with local organizations (American Cancer Society in Everett, Healing the Children of Oregon and Western WA) and didn't make the time to focus on government issues beyond voting. Becoming a homeowner and a parent has reignited this interest; I want the community – and the world – in which my sons live to be one where they can excel in all ways.

To that end, I made a promise to become active. I have participated in a communications focus group that informed the development of the city's revamped website and had the opportunity to learn about the city's vision. I later took on a research project with the Art and Beautification Board where I was able to interview former councilmembers, former residents, current residents, and city staff to develop a more robust history of the city and its growth. I spent time

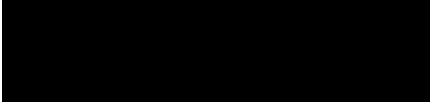
reading past city council minutes, proclamations, and many news articles to get a grasp on not just what happened historically but what the changes meant for all those involved. It was eye opening.

I did previously apply for an open city council position. I remember sitting outside the chamber waiting for my turn to be interviewed and chatting with all the other applicants (there were so many of us) and I felt so proud that all of us were this excited to be involved. It didn't work out, but I didn't want that to discourage me. Later that year, an opening for the Park and Recreation Board was available and I applied, interviewed, and was appointed. It has been such an incredible experience. I really encourage all residents to join a board at some point. I also recently applied for city council position #3.

The Park and Recreation Board has been a highlight and I am fortunate to be currently serving as its chair. We have seen some incredible improvements to parks and some fantastic projects come from the local youth organization. This current year, the Board is working through what I consider becoming more proactive as aboard with our goals and less reactionary. We are thinking through what parks should be now, in a year, and in five years. Since being on this board I have also been able to work with multiple city staff and see first-hand their roles.

Thank you for taking the time to read my letter of intent, and I appreciate the opportunity to continue to support the City of Mill Creek and its residents.

Melissa Duque



October 13, 2020

Responses to Supplemental Questions for Mill Creek City Council Position No. 6

*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?*

**A few years back, I made a commitment to give back to the community where I live. For the past two years, I have had the pleasure of being a member of the Park and Recreation Board and am currently serving as its chair. Additionally, I worked with the Art and Beautification Board on a research project.**

**My background is in project management and communications. I have a strong understanding in audience engagement, storytelling, marketing, and the importance of transparency with your stakeholders. As a project manager I develop budgets, assess projects, and develop timelines that have achievable deadlines.**

**I have previously served as a board of director for two nonprofits. I have participated in budget development, the approval process while also maintaining and supporting programmatic objectives. Professionally, I have also supported executive boards and executive directors. I feel my experience from both sides would make me a strong city councilmember and allow me to have a seamless transition to the current city council.**

*How would you describe your communication and working style?*

**Inclusive.**

**I listen, observe, and ask questions. I enjoy working in an open collaborative environment. I'm never afraid to voice my opinion but I also strive to be respectful and knowledgeable. I work to understand other opinions and would make it my priority to focus on hearing and learning from others that aren't always as vocal.**

*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?*

**I prefer working in teams. I find it motivates me to do my best and I always want to be supportive of others and their opinions. While I may disagree, I**

**try not to take things personally. I think that is what can be difficult in these types of roles. I also pride myself in always thinking about how actions impact different audiences including different communities (e.g., ethnicities, age, socioeconomic). I'm empathetic and that helps me to defend and build spaces that foster a positive environment.**

**Most importantly, I strive to meet deadlines and hold myself accountable for responsibilities and actions needed.**

*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?*

**As a member of the City Council, I would make sure to focus on being cooperative, inclusive and adaptable with my interactions with fellow City councilmembers, staff and residents. I think those three would be core to being a model of the STAR values. I think valuing others opinions even when disagreeing is key. It's important to not disregard opinions even if they seem to be the minority.**

*What ideas do you have that would help the City achieve the goals set forth in the Guiding Principles?*

**As a resident, I've noticed the vision being implemented through recreational opportunities, customer service and community preservation. I think including a timeline for public consumption about how the guiding principles will be met would be a strong way to affirm to the community the importance of the vision, mission, star values and goals. I feel one strong way I can help is thinking through how things should be shared publically. To achieve these goals the strategies being used to reach them need to be shared and this process needs to be transparent including where the city is with meeting these goals. A mission and vision guides us but the goals are what tells us we are getting there.**

*Whether you would seek to change/ add/remove any goals to the Guiding Principles?  
Why or Why not?*

**I believe the Guiding Principles are clear and concise and speak to strong standards for a strong City. If I were to add anything, it would be about diversity. Specifically within Civic Pride or Leadership. I think it would be appropriate to include language (if it is a goal) about increasing diversity and inclusion for civic participation (all ages, ethnicities and socio-economic). The city is growing with the increase of housing and it makes sense that the City would want to encourage diversity in civic participation.**

*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?*

**Yes, I will have sufficient time to attend Council meetings, retreats, regular meetings with the City Manager and review written materials.**



# **City Council Position #6**

**Candidate 7:  
Ryan Nichols**



Name: Ryan Nichols

Place of Employment: T-Mobile

Educational Background: MS – University of Oregon, BS – Purdue University

Years Lived in Mill Creek: 1 yr. 9 mo.

Registered Voter: Yes

*Statement of Interest:*

I am currently the Vice Chairperson for the Parks and Rec Board here in Mill Creek. I have enjoyed being part of the board and part of the decision-making process for our town's great parks. I joined the board because my wife and I immediately fell in love with Mill Creek when we moved to Washington and knew this was where we wanted to make our home. And having five kids aged 19 down to 4 yr old twins, I knew I wanted to be able to provide input to our town. Now, after being on the board for just over a year, I have come to really enjoy making a difference in our town. I would like to deepen my involvement and ability to make a difference in the town that has been so great to us.

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

In my current role as Director of Technology for T-Mobile, my responsibilities include setting strategy and direction for my team, understanding my customer's needs, both external and internal, evaluating vendor proposals for our project initiatives and managing my budget for my entire organization. I feel these skills align closely with the tasks required of the City Councilmembers. I have excelled in my field and truly believe I could translate these skills to be an asset to the city council.

*How would you describe your communication and working style?*

I have a very collaborative, team focused working style. In my role, my team manages the backend of our enterprise technology. Therefore, we need to collaborate with many different application teams to ensure all of T-Mobile applications are successful. We need to be collaborative and I am committed to bringing that skill to the City Council. As for my communication style, I am very open and I believe in direct, collaborative communication. We need to work and communicate together to come to a common goal for the betterment of the organization. I believe that would be the same for the city council. The councilmembers would need to openly communicate with each other to ensure the best outcome for the city.

*How would your communication and working style enhance and foster a positive collaborative working relationship among the Council and between the Council and the City Manager?*

Part of my strength as a leader at T-Mobile is bringing teams together. I have a very open, non-combative communication style that brings people ease and allows teams to focus on the issue at hand. I have the ability to diffuse issues before they arise or help deescalate them, so they stay under control. At the same time, I always try and look at multiple scenarios to solve a problem and help teams determine which is the best path out of our options.

*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?*

The STAR values are the same values we follow at T-Mobile within our leadership team. At T-Mobile, we pride ourselves on being the “Uncarrier”, and providing outstanding customer service. In order to do this the entire company lives by that mantra and we provide that service in whatever we do. That is also seen in our teamwork, needed to provide outstanding customer service. As a leader, we need to be accountable for our teams. Also, we need to hold our vendors accountable for the service they provide to us. Finally, T-Mobile has been ranked as one of the top companies to work for in regard to diversity and inclusion, which translates to RESPECT. We need respect our colleagues and each other and understand, that it is our diversity that makes us great.

*What ideas do you have that would help achieve the goals set forth in the Guiding Principles?*

As a relatively new member to Mill Creek, as well as being part of the Parks and Rec Board, I believe I would initially focus on areas around Recreational Opportunities in Mill Creek. As well, I’d like to focus on Civic Pride opportunities. I feel if we can showcase these two areas, it could lead to benefits in other goals like economic prosperity and community preservation.

*Whether you would see to change/add/remove any goals to the Guiding Principles? Why or Why not?*

Initially, I do not think I would change any of the goals. I feel I would need time on the board to determine how the goals are being implemented and potentially modify them if it appears there could be better ways to reach our goals.

*Do you feel you have sufficient time?*

Yes, I do feel I have sufficient time to participate on the Council. We are fortunate enough have an au pair, who lives with us and helps us care for our children. Therefore, it allows me time to handle my current workload and the additional time required to focus on Councilmember duties.



## Accepting Applications for Mill Creek City Council Position #6



*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 #6).*

### **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 #6

## 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:

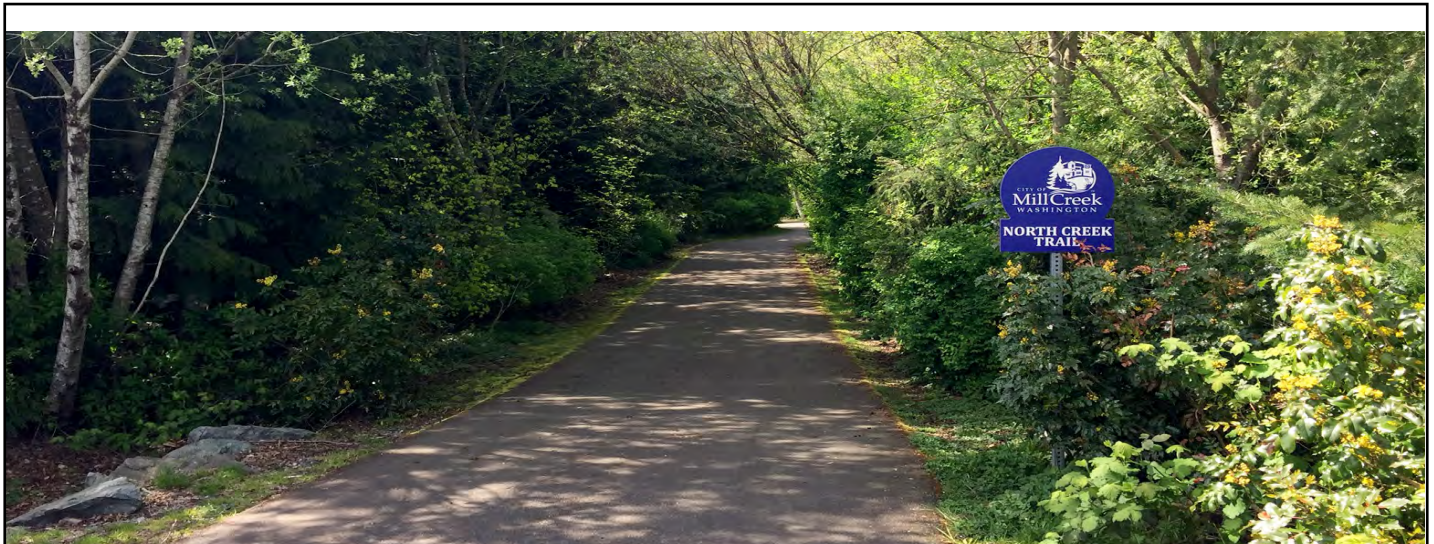
- A signed letter of interest that sets forth:
  - o Name
  - o Address
  - o Phone

- 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 Wednesday, October 14, 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, October 20, 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).

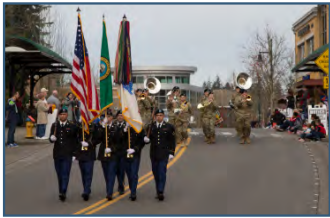
# City of Mill Creek Guiding Principles

## 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.