ADMINISTRATIVE MEETING
February 21, 2023 - 1:15 PM
Muni's Restaurant at Bill Roberts Golf Course / Zoom online meeting; https://us06web.zoom.us/j/81715921015
HCC Interview: Tim Burton

AGENDA

1. **Opening Remarks & Introductions**
2. **Commission comments, questions**
3. **Candidate Question and Answer with HCC Representatives**
   a. Candidate Profile
4. **Public Comment**
5. **Adjourn**

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Phone: (406) 447- 8490
TTY Relay Service 1-800-253-4091 or 711
Email: citycommunitydevelopment@helenamt.gov
Mailing Address & Physical Location: 316 North Park Avenue, Room 445, Helena, MT 59623.

TIMOTHY SCOTT BURTON

January 4, 2023

cms@mt.net

To Whom It May Concern:

I am submitting this letter and resume in response to your job posting for the Helena City Manager position. I am interested in this position because I want to continue to work with the City Commission, City staff, City strategic partners and the public to stabilize City operations and processes, work on affordable housing, homelessness, infrastructure, climate change, economic development, growth and many other challenges the City is facing. The Commission and staff have worked as a team, each with different responsibilities, to accomplish much these last several months. I am invested in this work and feel I can constructively and strategically contribute as a member of the team to continue to achieve positive results for the City of Helena for the next several years.

I have a Master of Public Administration degree and a Bachelor of Arts in Political Science degree. My work experience includes top management positions in City, County, and State Government, and Association management. I have reviewed the City Manager posting and believe I meet all of the qualifications, and required knowledge, skills and abilities for the position.

My career experience brings a skill set that perfectly aligns with the critical issues and opportunities required of the position. I have experience creating professional and strategic partnerships, have extensive communication experience, experience in economic development, budgeting and financial management, labor relations and stakeholder engagement. I have years of experience working collaboratively and inclusively with elected leaders, staff and strategic partners throughout the local, state and federal levels of government.

I can be contacted at the telephone number or email address listed above. I look forward to the opportunity to speak to you in person regarding the City Manager position.

Sincerely,



Tim Burton

Enclosures: Resume

WORK HISTORY

Helena Interim City Manager April 2022 – present
Helena, MT

This position works directly for the Helena City Commission and is responsible for implementing the short- and long-term policy and strategic goals established by the Commission. The City of Helena has an annual budget of $108 million and a staff of 374 employees. As the Interim City Manager, I am responsible for the day-to-day management and administration of the City, working with 11 department directors, the City's strategic partners and the public it serves. The Interim City Manager works with department directors to create a positive work culture and environment, overcome operational and service delivery challenges and deliver a consistently high level of service to the residents of the City.

Achievements: Working with the Commission and the highly effective City team, we successfully passed a balanced budget. The focus of the budget was to reestablish the City as an employer of choice, increase transparency and foster greater citizen access by increasing capacity in the City's records retention, digitization, and preservation program. We also focused on improving the budget process to better serve the Commission, departments, and the public. Hired four department directors including; Police Chief, City Attorney, Director of Community Development, and Park and Recreation Director. This brought the City's management team to full staffing for the first time in several months. Reviewed all City Capital Improvement Plans with the Commission in preparation for creating a deliberate and transparent process to allocate millions of dollars in Federal American Rescue Plan Act (ARPA) funds and setting the stage for further improvements to next year's budget process with the Commission and City departments.

Executive Director, Montana League of Cities and Towns January 2015 – March 2022
Helena, MT

The Montana League of Cities and Towns (MLCT) is a nonpartisan association made up of all 127 incorporated cities and towns in Montana. The Executive Director works directly for an 18-member Board of Directors made up of local government leaders throughout Montana. The Executive Director is responsible for the day-to-day management of the MLCT. Responsibilities include: advocacy efforts for all MLCT members at the federal, state and local levels of government including Congress, the state legislature and federal and state agencies; provide training, technical assistance and research for the benefit of MLCT members; maintain strategic partnerships with the Montana Municipal Interlocal Authority, Montana Association of Counties, Montana Infrastructure Coalition, the National League of Cities (NLC) and many other organizations. Reason for leaving: Hired as the Helena Interim City Manager.

Achievements: Was a founding member of the Montana Infrastructure Coalition in 2015, bringing together over 100 organizations to promote infrastructure investment in Montana. We worked with our strategic partners to raise the gas tax in 2017 for state and local governments for the first time in over 30 years, bringing an additional $26 million to local governments annually for street and road improvement projects. Worked with the state to direct over $95 million in Coronavirus Aid, Relief, and Economic Security Act dollars to local governments for pandemic relief costs. Worked with the NLC to make ARPA dollars available for water, sewer and broadband investments and established a $10 million revenue

replacement threshold for local governments under U.S. Treasury guidance. Worked with Senator Tester's office and the NLC to pass the bipartisan Infrastructure Bill. Worked to pass House Bill 632 in the 2021 Legislative Session to make $150 million in state ARPA dollars available to Montana local governments through direct allocation and $250 million for competitive grants for sewer and water infrastructure projects. Achieved 100% membership with Montana cities and towns in the NLC. Served on the NLC Board of Directors for a two-year term ending in 2019.

Chief of Staff for Montana Governor Steve Bullock January 2013 – 2014
Helena, MT

The Chief of Staff worked directly for the Governor. The State of Montana had a biennial budget of $12 billion and a staff of 12,000 employees. This position was responsible for the day-to-day management of the Executive Branch including direct supervision of Cabinet members. Responsibilities included: labor relations; budget development and management; legislative issues and process; policy development and implementation; strategic planning; constituent services; and working with local, state and federal government elected officials and agency personnel. The position had 20 direct reports, including department directors, and was responsible for running Cabinet meetings on a regular basis. Reason for leaving: Hired as Executive Director of the MLCT.

Achievements: As a member of the Governor's management team, we successfully cut taxes for small businesses in Montana holding local governments harmless. We fixed the state's pension systems without raising taxes, froze tuition for our college students, and we were able to set aside a healthy rainy-day fund.

Transition Director for Montana Governor-elect Steve Bullock November - December 2012
Helena, MT

Responsible for managing Attorney General Bullock's transition out of the Department of Justice, coordinating with Attorney General-elect Tim Fox's team, and the transition into the newly elected Governor's Office. Supervised eight to twelve employees and managed a transition budget of $50,000. Responsibilities included: recruitment and selection for 50+ Governor's Office appointed positions and Cabinet members; preparing for the upcoming legislative session defining the Governor's priorities and becoming familiar with all agency legislation; reviewing, revising and learning the state budget; developing a system to enable the Governor to recruit and appoint 1,200+ individuals to 153 boards, councils and commissions. This position ended when Governor Bullock was sworn into Office.

Deputy Director/Chief of Staff, Montana Department of Justice June 2009 – 2012
Helena, MT

This position worked directly for the Attorney General. The Montana Department of Justice had a $90 million annual budget and a staff of 750+ employees. The Deputy Director/Chief of Staff was responsible for the day-to-day management of the Department of Justice. Responsibilities included: labor relations; budget development and management; legislative issues and process; policy development and implementation; strategic planning; constituent services; and working with local, state and federal government elected officials and agency personnel. This position supervised eight division administrators. Reason for leaving: Hired as Chief of Staff for Governor Bullock.

Achievements: As a member of the senior management team at the Department of Justice, we successfully implemented the $40 million MERLIN computer system, created the Children's Justice Center, implemented the Prescription Drug Registry, and implemented the 24/7 Sobriety Program.

Helena City Manager Feb 2000 – June 2009
Helena, MT

This position worked directly for the Helena City Commission. The City of Helena had a $55 million annual budget and a staff of 285 employees. This position was responsible for the day-to-day management of the City. Responsibilities included: labor relations; budget development and management; member of the Montana Municipal Insurance Authority Board of Directors; commission support; policy development and implementation; strategic planning; constituent services; working with local, state and federal government elected officials and agency personnel; and other responsibilities required by the City Charter. This position supervised nine department directors. The position was responsible for all professional support required by the City Commission for the conduct of City business. The position tracked federal and state legislative issues that were important to the City, and coordinated City legislative efforts with local, state, and federal elected officials, city and state department heads, and the MLCT. The City Manager regularly provided testimony to the legislature on behalf of the City, represented the City with federal, state, county and city governments, school districts, non-profit organizations and citizens, and regularly represented the City to the news media. Reason for leaving: Hired as Deputy Director/Chief of Staff at the Montana Department of Justice.

Achievements: Working with the highly effective City team, we successfully implemented the I-15 Corridor projects bringing three new interchanges and other improvements to our transportation system with close to $200 million invested. We purchased hundreds of acres of land in Helena's open space lands with open space bond proceeds. We passed the Centennial Park bond and developed an old landfill into Centennial Park and connected the municipal golf course, Carroll College, the town center, and Memorial Park as the heart of the City. We completed the Great Northern Town Center with full implementation of the development agreement, rebuilt two water treatment plants, rebuilt the wastewater treatment plant, and built three new parking structures.

Chief Administrative Officer, Lewis and Clark County 1994 – 2000
Helena, MT

I was hired as the first person to implement the Chief Administrative Officer (CAO) position for Lewis and Clark County. The CAO worked directly for the Lewis and Clark County Board of County Commissioners. The County had an annual budget of $30 million and a staff of 350 employees. This position was responsible for the day-to-day management of the County. Responsibilities included: labor relations; budget development and management; commission support; policy development and implementation; strategic planning; constituent services; and working with local, state and federal government elected officials and agency personnel. This position supervised eight department directors. The position was responsible for all professional support required by the County Commission for the conduct of County business. The position tracked federal and state legislative issues that were important to the County, and coordinated County legislative strategy with local, state and federal elected officials, department heads and the Montana Association of Counties. The CAO regularly provided testimony to the legislature on behalf of the County, represented the County with federal, state, county and city governments, school districts, non-profit organizations, and citizens, and regularly represented the County to the news media. Reason for leaving: Hired as the Helena City Manager.

Achievements: Successfully reorganized and implemented County Administrative and Financial Services Department, County Public Works Department, County Public Defender's Office, Department of Community Development and Planning, and a new "One Stop" Permit Office for Lewis and Clark County. Identified problems with the County investment portfolio and diversified a high of $21 million in collateralized mortgage obligations to a level of $2.8 million.

Program Manager, Department of Commerce, Local Government Assistance Division, Home Investment Partnerships Program 1992 - 1994
Helena, MT

I was hired as the first manager to implement the new Department of Housing and Urban Development (HUD) Home Investment Partnerships Program (HOME) for the State of Montana. Established a competitive housing block grant program for local governments and eligible non-profit housing organizations that allowed affordable housing for low and very low-income people. The primary customers of the HOME Program were Montana cities and counties. The HOME Program had an annual operating budget of $400,000 and supervision responsibilities of four professional employees. This position was responsible for the day-to-day management of the HOME Program. Responsibilities included: organizational development; personnel management; policy development and implementation; program planning; administration and enforcement of local, state, and federal statutes, rules, regulations, ordinances, policies, and procedures; budget development and management; public relations; marketing; conflict resolution; working with federal and state legislators, county and city commissioners, and various state and federal agencies to establish state and federal housing policy; and conducted statewide public hearings on HOME Program rules and regulations. This position supervised the individual responsible for the Comprehensive Housing Affordability Strategy, which is a statewide housing plan required by HUD that resulted in $28 million, annually, in federal assistance to the state. Reason for leaving: Hired as the Chief Administrative Officer for Lewis and Clark County.

Achievements: Successfully established the Montana HOME Program and created many successful public-private partnerships to provide long-term affordable housing in Montana. Awarded 26 housing grants to local governments and non-profit organizations totaling $7.3 million in HOME Program funds. Total public-private dollars committed to the 26 projects was $21.9 million.

Program Manager, Department of Administration, Property and Supply Bureau 1990 – 1992
Helena, MT

I was hired as the first manager to develop and implement the Federal Surplus Property Program as required by House Bill 772 that was passed by the 51st Legislature. This position was responsible for management of both the State and Federal Surplus Property programs. Annual program revenues were $1.7 million, with a budget of $450,000 and supervision responsibilities of six employees. The primary customers of the State and Federal Surplus Property Programs were Montana cities, counties, and school districts. This position was responsible for the day-to-day management of the State and Federal Surplus Property programs. Responsibilities included: communication with city and county commissioners, and school district officials; coordinating programs with local, state, and federal governments; policy development and implementation; program planning; organizational development; personnel management; administration and enforcement of statutes, rules, policies and procedures; budget development and management; public relations; marketing; and conflict resolution. In the Bureau Chief's absence, this position was responsible for managing the Property and Supply Bureau, which included state

central stores, with 20 employees. Reason for leaving: Hired to implement the new HOME Program at the Department of Commerce.

Achievements: Successfully established the Federal Surplus Property Program, increasing annual revenue from $30,000 to $450,000 and establishing an adequate financial operating reserve. Successfully increased program participants from 50 to 530 in a two-year period. Annually placed $4-5 million of federal property with state and local governments and school districts.

Territory Sales Supervisor, M&M/Mars, Inc. 1987 – 1989
Colorado Springs, CO

This position managed all business aspects of a geographical region for M&M/Mars, Inc., at the time, the largest privately held corporation in the world. Managed an annual sales volume of $6.5 million. Responsibilities included: supervision of three to eight employees; fiscal management; strategic planning and implementation; administration and management; and marketing and sales. I was a member of a national task force charged to develop and implement employee training and development programs for M&M/Mars, Inc. Reason for leaving: My desire to move my family back to Montana.

Achievements: Successfully increased sales volume 20 percent annually.

Account Supervisor, The Dial Corporation 1985 – 1987
Colorado Springs, CO

This position managed all business aspects of a geographical region for The Dial Corporation. This position managed an annual sales volume of $3 million. Responsibilities included: working with professional buyers and marketing people; and implementing sales, marketing, and promotion programs. This position had key account responsibility for Super-Valu and Albertsons, Inc. Reason for leaving: Recruited by M&M/Mars, Inc.

MPA Graduate School Internship, City Manager's Office 1983 – 1984
Great Falls, MT

This position assisted the City Manager with the day-to-day activities of the office. With the direct supervision of the City Manager, responsibilities included: coordinating the strategic planning process that was undertaken by the City Commission, City Manager, and the general public; interacting with department directors and City Commissioners; and completing research on Great Falls Home Rule status. Completed Master's Thesis on local government finance titled, "City Government in Great Falls: Trends and Outlook." Completed research projects, coordinating with the MLCT, for the 1985 Legislative Session. Reason for leaving: To complete Master's Degree in Public Administration.

Political Science Internship, Montana Governor's Office 1982
Helena, MT

Completed legislative research for the Montana Department of Labor. Wrote press releases and drafted correspondence. Assisted with planning and organizing the State Capitol-A-Day Program, accompanying the Governor for this purpose. Reason for leaving: This experience was a competitive Carroll College Political Science internship that ended with my graduation.

OTHER EMPLOYMENT

Renco Construction, Montana Highway Department, City of Great Falls Water Distribution Department and Parks and Recreation Department, Cascade County Road and Bridge Department, Capitol City Bowl, and other life-sustaining temporary positions to fund college education.

EDUCATION

Master of Public Administration, emphasis in Local Government Administration
University of Montana, Missoula, MT

Bachelor of Arts, Political Science
Carroll College, Helena, MT

PROFESSIONAL DEVELOPMENT

I have been engaged in continual professional development throughout my career. I have taken many courses with the Professional Development Center at the Montana Department of Administration.

I am a graduate of the Rocky Mountain Program for Senior Executives in State and Local Government for the improvement of public management, University of Colorado, Denver.

I have participated in numerous professional development opportunities through the International City Managers' Association, the Great Open Spaces City Managers' Association, the National Attorney Generals' Association, the National Governors' Association, and the NLC.

OTHER ACHIEVEMENTS

Inducted into the Carroll College Hall of Fame in 1995. Captain of the Carroll College Fighting Saints Football Team in 1980 and 1981. First Team All-Conference in 1979, 1980, and 1981.