



City of Helena

ADMINISTRATIVE MEETING

February 22, 2023 - 3:30 PM

City - County Building Room 326 / Zoom Online Meeting; <https://us06web.zoom.us/j/86716702549>

Leadership Interview: Michael Thomas

AGENDA

1. **Opening Remarks & Introductions**
2. **Commission comments, questions**
3. **Candidate Interview with City Leadership Staff**
 - 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.

MICHAEL D. THOMAS

December 17, 2022

CMS LLC
Hiring Authority
City of Helena, City Manager
629 Helena Ave, Suite 1
Helena, MT 59624-1251

Dear Sir/Ma'am:

I am your choice for the next Helena City Manager! I will meet the needs of Helena going forward as I have proven success, solid experience, and high potential to achieve in this position. With my three graduate degrees, added to my 3 ½ years as Amity's City Administrator, and leadership roles in the Air Force which included time working in the Pentagon and combat experience, I have the experience and diverse background you seek to thrive in this position.

As the City Administrator of Amity, Oregon, I am serving a community which has tight resources, a small staff doing incredible work, and many contract services, such as city planning and law enforcement. Plus, I am successfully navigating the constantly changing world that was thrust upon us back in early 2020. My resume shows my comprehensive public administration knowledge, creative problem-solving ability, and strong leadership skills, which I have honed during my service to Amity. I've worked with my community to undertake large scale infrastructure projects, including a \$11.9 million water project. My mayor and I worked with our County Commissioners and State Representatives to secure \$2.6 million in ARPA funds for the community's infrastructure needs. I am also engaged with my community in promoting local businesses, supporting and celebrating their successes. I'm also collaborating with our Friends of the Library to obtain a \$1.5 million Community Development Block Grant to improve our library. Each of these successes aligns with my City Council's goals and achieving council goals is something Helena seeks to obtain with its new manager.

A brief review of my resume will also demonstrate the work I have accomplished that supports Helena's need for someone who is well versed in interagency, community outreach, and intergovernmental work, as well as integrating with people from all walks of life. I am committed to equity in the workplace, and I do everything I can to be respectful to every one of Amity's community members. After my military career, I went back to college, where I was often the oldest person in my classes. I relished the opportunity that brought me to help expand my viewpoints and improve my perspective on many topics. I will bring this humility, openness, and willingness to work hard with me to Helena to keep it a vibrant and inclusive community for everyone.

While I know that many applicants will have more time working in municipal government, I spent 20 years in the military where I had the opportunity to lead large organizations and budgets. I am capable of stepping into this position without hesitation. More importantly, what I bring to Helena is a diverse background of leadership, service, potential, aptitude, and drive, while lacking the "set in one's ways," adversity to change mindset that many with years of experience may bring to the position. I am open to new opportunities, willing to learn, and flexible to accomplish the work required; all the things needed in this position. Plus, I will not "over promise" and "under deliver" as I recognize I will have a steep learning curve; that I will overcome quickly!

Finally, I will obtain residency within Helena within the year, as well as transfer all my residency requirements, too. I have been to Montana before, and I love all that it has to offer! I will ensure that Helena remains committed to its values of serving the community while working effectively and efficiently to ensure the city remains vibrant in the region and into the future.

Sincerely,



Michael D. Thomas
City Administrator
City of Amity, OR

MICHAEL D. THOMAS

SUMMARY

City Administrator of Amity, Oregon and veteran with experience in leading and managing large, complex organizations, with knowledge of current public administration practices. Proven abilities in city administration and diverse leadership. Capable of leveraging this experience to successfully step-in, engage, manage, and lead complex organizations!

WORK EXPERIENCE

CITY OF AMITY | Amity, OR

City Administrator

7/2019 – Present

- Lead and manage a City Staff of 7 full time employees, 5 contractors, 1 part time employee, and 1 volunteer providing services to a municipality of 1,809 resident and a total budget of ~\$5 million.
 - Manages city contracts for Attorney, Planning, Chief Financial, Engineering, and Law Enforcement services
- Served the city through 4 Mayors in under 3 years, plus an entire changeout in City Councilors
- Member Chemeketa Cooperative Regional Library Service Council – Municipal Government Representative
- President of Board of Directors for Yamhill County Affordable Housing Corporation
- During 3½ years on the job, accomplished the following:
 - With ARPA funds, replaced all the City's water meters with digital meters, brought online new billing system
 - Enforced City ordinances through court system – Amity's 20-yr Municipal Judge said I was the 1st to ever do so
 - Led the City's response to the COVID-19 pandemic; managed \$51,000 in relief funding; established a \$15,000 Micro grant program for the community
 - Executed \$10,000 City Hall renovation in response to COVID; improved operating efficiency, overall safety, and kept City running throughout pandemic
 - Completed the refurbishment of \$80,000 in park facilities after windstorm damage
 - Working with Public Works, PGE, and Yamhill County kept Amity from running out of water when power failed at our Water Treatment plant during the winter ice storm of February 2021
 - Completed 4-year stuck Community Development Block Grant (CDBG) worth \$2.1 million; finished massive renovations to City's water reservoirs and filtration system
 - Began construction on 6-year delayed \$11.9 million USDA/RD water infrastructure project
 - Working with our Mayor, Council, and State legislature, secured \$2 million in state funding for additional water infrastructure projects
 - Secured \$600,000 in loan and grant funding to relocate the City's main water transmission line to a safer location
 - Secured \$200,000 in Small Cities Allotment grants for badly needed road paving across the city
 - Oversaw arrival of Dollar General in Amity; 2-year project resulted in store opening 2-months early
 - Completed Labor Union contract negotiations on an expired Collective Bargaining Agreement for 4 employees
 - Hired a City Clerk and contracted a Direct Reporting Charge
 - Initiated and led a \$10,000 project to fully overhaul and codify Amity's ordinances into a new code
 - Created and enacted Amity's new parking citations and towing tags
 - Searched, interviewed, and contracted a new Municipal Court Judge and a new City Auditor
 - Placed psilocybin restrictions for Amity as a November 2022 ballot measure

UNIVERSITY OF OREGON | Eugene, OR

Graduate Student | Veterans Program Coordinator, Graduate Employee | City of Eugene, OR, Intern

- Capstone project: consulted for both Gresham and Eugene to provide policy recommendations for implementation of Autonomous Vehicles and Transportation Network Companies in each city.
- Integrated 400+ veteran and military-affiliated students into university life, developed and implemented programs to increase awareness of military presence on campus and improve student veteran graduation rates
- Researched and evaluated Eugene's Multi-Unit Property Tax Exemption (MUPT) program using financial data. Provided recommendations to citizen oversight committee regarding MUPT program improvements. Gained knowledge about urban redevelopment, affordable housing, and economic incentives within cities.

UNITED STATES AIR FORCE (USAF) | Worldwide

Lieutenant Colonel | Squadron Commander | Master Navigator and Electronic Warfare Officer

5/1996 – 6/2016

- Squadron Commander of 375+ military, unionized civilian, & contractor personnel in most diverse aircrew flight training organization in USAF. Enforced military law, maintained morale, set goals, and established fiscal budgets.
- Led and oversaw day-to-day operations of a training school, responsible for \$1.8 billion worth of capital equipment; developed and executed over 100 academic syllabi graduating 1,200 students per year into 25 different aviation career paths, with most students applying their skills in combat action within 120 days of program graduation.

- Executed and managed a 10-year, \$1.2 billion unique USAF aircrew training program contract. Conducted contract oversight, Quality Assurance programs, and new contract negotiations.
- Executive Assistant to senior Pentagon-level executives. Supervised their staffs, drafted official correspondence & policy directives, ensured deadlines for deliverables were met, managed travel & expense budgets, and coordinated event scheduling.
- Engaged with multiple media outlets as a Public Affairs Officer. Conveyed the social and economic value of Air Force operations to New Mexico residents. Improved public's trust through active community outreach programs.
- Combat aircrew veteran. Proven experience delivering successful results in highly dynamic and stressful environments.

EDUCATION

UNIVERSITY OF OREGON | Eugene, OR
Master of Public Administration

AIR UNIVERSITY | AIR COMMAND AND STAFF COLLEGE | Maxwell Air Force Base, AL
Master of Military Operational Art and Science | Distinguished Graduate (Top 10% of Class)

TRIDENT UNIVERSITY INTERNATIONAL | Cypress, CA
Master of Business Administration | Magna Cum Laude

UNITED STATES AIR FORCE ACADEMY | Colorado Springs, CO
Bachelor of Science, Management

ADDITIONAL INFORMATION

- **Technical Skills:** Adobe Professional Suite, Microsoft Office Professional, PowerPoint, Stata, Qualtrics
- **Member:** ICMA | OCCMA | Engaging Local Government Leaders | APA
- **Honors:** General O'Malley Award - Best Reconnaissance Crew in entire USAF (2000)
Distinguished Graduate & Divisional "Best Research Paper" Award – United States Air Force Weapons School (2001)
- **Security Clearance Obtained:** Top Secret with Special Compartmentalized Information (SCI) approvals
- **Miscellaneous:**
 - Covid-19 Vaccinated and boosted
 - Guest lectured 3 University of Oregon public administration classes
 - Cast as an extra in movies and TV between 2012 - 2016