



City of Helena

ADMINISTRATIVE MEETING

February 21, 2023 - 5:15 PM

City - County Building Room 326 / Zoom Online Meeting; <https://us06web.zoom.us/j/83641055389>

Leadership Interview: Clifford Strachan

AGENDA

1. **Opening Remarks & Introductions**
2. **Commission comments, questions**
3. **Candidate Interview with City Leadership Staff**
 - a. **Candidate Profile**
4. **Public Comment**
5. **Adjourn**

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities.

Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, Ellie Ray, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

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.

Clifford Strachan

City of Helena
P.O. Box 1251
Helena, MT 59624

December 29, 2022

Re: City Manager Recruitment

The aims of local government are to build community and deliver needed services, and I am proud of the work I have done to help the communities I have served. I would like to help the City of Helena become even better.

Experienced in both local and state government, I have worked in a variety of positions both in operations and administration, in cities large and small, including responsibilities as Chief Administrative Officer, Council Executive Director, and as a director of various departments.

A forward-looking, relationship-building leader, I thrive on building consensus and trust, resolving problems, improving processes and policy, and developing personnel.

- At Provo City, with the cooperation of the Administration and the Council, my patient and steady efforts improved the budget and financial management process, and public engagement within the community.
- At the Governor's Office of Management and Budget, I performed budget management and policy analysis for large departments, including an in-depth budget review of the Department of Agriculture and Food, and created an evaluation tool to decide whether a given service might better be delivered by the private sector.
- At South Jordan City, I managed strategic planning, public works, and other municipal services, at a time when our population grew from 20,000 to 50,000 residents, including developing the Daybreak community and The District.

An advocate for lifelong learning, I am currently learning Spanish, and I am currently working on assessments needed to earn the Credentialed Manager designation from the International City Management Association (ICMA).

I welcome an opportunity to discuss how I might help you meet your community and organizational goals.

Sincerely,



Cliff Strachan

Clifford Strachan

Leader who drives exceptional results in management, operations, and public policy.

Administrative competencies: administration | strategy | public works | engineering | environmental | safety | economic development | finance | legislation | council relations

Key skills: leadership | public policy development and implementation | budgeting | public speaking | board support | legislative affairs | research | public works | capital programs | economic development

Professional Experience

Chief Administrative Officer | City of Sandy | Sandy, UT | 2022

- Led day to day operations and administration of the City under the direction of the Mayor; liaised with the City Council, and the public; served on the Board of the South Valley Chamber.

Key results

- Delivered on the Mayor's first-year budget proposals.
- Recruited various senior Administration positions.

Municipal Council Executive Director | City of Provo | Provo, UT | 2016-2022

- Led the Council Office in support of the City Council's primary functions for legislation, appropriations, and review of municipal administration; serve as liaison to the City Administration, news media, and the public.

Key results

- Organized Council's nine priorities into a two-year action plan and made considerable progress.
- Completed update to the General Plan – the first since 2009.
- Transformed the culture and productivity of the Council Office.

Program Specialist | Budget and Policy Analyst | State of Utah, Governor's Office of Management and Budget | Salt Lake City, UT | 2009 -2016

- Led and staff Free Market Protection and Privatization Board; review agency programs and make recommendations for the privatization of government services.
- Promoted interests of the Governor on complex agency budget matters and policy issues; represented office before departments, legislative committees, and task forces.
- Analyzed and developed multi-billion dollar agency budgets (e.g., Departments of Natural Resources, Agriculture, and Health).

Key results

- Developed consolidated approach to Medicaid reporting that improved accountability between state Medicaid providers and agencies.
- Identified opportunities to improve service delivery by completing in-depth budget review of Department of Agriculture and Food.
- Developed opportunity to increase competition and provide better value by recommending privatization of student information systems at State Office of Education.
- Developed analytical tool for evaluating state programs and recommending alternative service delivery models.

Associate Director, Municipal Services Group | City of South Jordan, UT | 2003 - 2008

- Directed operations of Public Works, Engineering, Strategic Planning and Budgets, and Environmental Management Divisions; managed up to 50 staff and \$11 million operating and \$53 million capital budgets.
- Represented the city on various interagency committees including Mid-Jordan Light Rail, Storm Water Coalition, and state highway projects.

Key results

- Implemented departmental safety program that earned APWA-Utah's 2008 Safety Award.
- Promoted environmental protection and improved storm water services by launching new Environmental Management Division; built 2 wetlands projects.
- Increased public transit ridership as stakeholder representative; partnered with other municipalities and Daybreak to establish Trax extension to South Jordan.
- Saved \$1.1 million by reversing plans to municipalize solid waste collection.
- Saved \$70,000 per year by identifying savings and amending solid waste contracts.
- Developed and implemented culinary water, storm water, and transportation master plans.

Chief Administrative Officer | District of Ucluelet, BC | 1999 - 2002

- Directed operation and corporate administration of small full service municipality; 17 staff and \$6 million budget.
- Organized and led the Ucluelet Economic Development Corporation.

Key results

- Successfully negotiated a three-year collective bargaining agreement.
- Initiated and implemented a regional emergency plan covering several communities.
- Created the *Ucluelet Harbour Advisory Commission*, and established the small craft harbour environmental management plan.
- Added \$700,000 to the local economy by launching Ucluelet Economic Development Corporation.

Administrator | North Cedar Improvement District | Cedar, BC | 1996 - 1999

- Directed operation and administration of water, street lighting and fire services for community of 3,500; managed staff of 5 and budget of \$1 million.

Key results

- Improved revenue collection by changing procedures; reduced arrears to 10% from 25%.
- Achieved surpluses annually by implementing 20-year capital and 5-year financial plans.
- Successfully negotiated a four-year collective bargaining agreement.

Education & Professional Development

Master of Business Administration | University of Utah | Salt Lake City, Utah

Master of Arts (Public Administration) | Carleton University | Ottawa, Canada

Bachelor of Arts (Political Science) | Brigham Young University | Provo, Utah

Senior Certificate in Local Government Administration | British Columbia Board of Examiners

Certified Municipal Clerk | International Institute of Municipal Clerk