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Mayor's Office: Council Agenda Item Request Form

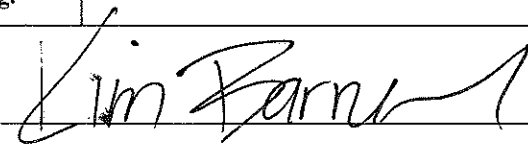
This form and supporting documents (if applicable) are due the Wednesday before the COW meeting by noon.

Date Received
(office use)

22 March 2017

Date of Request	22 March 2017
Requesting Staff Member	Darrin Casper
Requested Council Date	28 March 2017
Topic/Discussion Title	Advice & Consent
Description	Requesting advice & consent of Megan Hillyard as Department Director of Administrative Services. Her resume is attached.*
Requested Action ¹	Advice & Consent
Presenter(s)	Darrin Casper
Time Needed ²	5 minutes
Time Sensitive ³	
Specific Time(s) ⁴	
Contact Name & Phone	Darrin Casper x87075
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	* Resume will be submitted by Friday deadline.

Mayor or Designee approval:



¹ What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

² Assumed to be 10 minutes unless otherwise specified.

³ Urgency that the topic to scheduled on the requested date.

⁴ If important to schedule at a specific time, list a few preferred times.

Megan Hillyard

CORE COMPETENCIES

- Leadership/Administration
- Community Outreach/ Event Planning
- Strategic Planning/ Goal Alignment
- Policy Development/ Implementation
- Public/International Relations
- Budget Review & Planning

WORK EXPERIENCE

Department of Administrative Services – Office of Mayor Ben McAdams, Salt Lake City, Utah January 2013 - Present
Associate Director

Roles and Responsibilities

- Assist the Department Director in managing, administering and coordinating operations and internal affairs of the five Administrative Services Divisions: Contracts and Procurement, Facilities Management, Fleet Management, Human Resources, and Information Services.
- Develop and help oversee department's annual budget of over \$53million, which includes advocating for resources and prioritizing needs
- Foster effective and cooperative relationships with elected officials, department directors and division directors
- Align department goals and priorities with those of the Mayor's Office

Highlights of Achievements from 2013-Present

- Served as Mayor's project manager for the development of two new District Attorney Buildings costing over \$60 million
- Assembled local technology experts to offer recommendations for modernizing and streamlining county IT
- Served as member of the county's first Technology Advisory Board (TAB)
- Chaired the Mayor's Internal Communications Subcommittee
- Participated in a complete overhaul of the Human Resources Policies and Procedures
- Contributed to the Mayor's strategic planning efforts and worked with the Director to align the Department and Mayor's goals
- Served as Mayor's Liaison to the Salt Lake County Bicycle Advisory Committee

Council Advisor – Office of Council Member Arlyn Bradshaw, District 1, Salt Lake City, Utah January 2011 - 2013
Salt Lake County Council Advisor

Roles and Responsibilities

- As the sole staffer, responsibilities included all daily activities needed to run an organized and productive Council office:
 - Policy and issue research, drafting legislation and necessary editing
 - General office management, including intra-office coordination with eight other Council offices
 - Community outreach, including attending community events, designing handouts and social media communication
 - Generating creative solutions to community concerns and partisan disagreements
 - Budget issues, including review of Mayor's proposed ~ \$850 million dollar budget and consideration of mid-year budget adjustment requests
 - Outreach via letters, email and phone to other local, state and federal elected officials relating to issues that impact local communities

Highlights of Achievements from 2011-2012

- Drafted revisions to Foothill Canyon Overlay Zone (canyon protection ordinance) with input from multiple stakeholders, including constituents, environmental groups, developers and other county agencies
- Continued to promote active transportation by participating in SLCo's Bicycle Best Practice Stakeholder group, SLCo's Bicycle Transportation Implementation Plan, SLCo's joint Bicycle Ambassador program with UDOT and SLC, organized a field visit to Boulder, Colorado for 20 elected officials and staff, and attended monthly SLCo Bicycle Advisory Committee meetings
- Served as an administrative coordinator to the Salt Lake County Independent Redistricting Commission
- Organized legislative sponsorship of three major Salt Lake County Title 8 Ordinance modifications (Animal Services), to promote responsible pet ownership and accountability in Salt Lake County
- Helped draft and pass modifications to the Salt Lake County Government in the Sunshine Ordinance, to promote greater transparency and openness for access to government records
- Assisted Council Member by attending meetings, traveling on field visits and networking with other public officials and the community in an effort to promote economic growth in downtown Salt Lake - projects included consideration of a Convention Hotel, Utah Performing Arts Center, Ballet West Facility and the Utah Film Center

Community Liaison

Roles and Responsibilities

- Represented the Mayor's Office at eight Community Councils within Salt Lake County, which involved making community-related presentations, receiving and processing feedback from constituents and strategizing to improve the quality of life for citizens throughout Salt Lake County
- Led conflict resolution and negotiation discussions to solve community issues between constituents, community groups and County departments.
- Coordinated and orchestrated Mayor's Town Hall meetings and other community gatherings throughout the year
- Conducted policy research directed at improving government/community relations
- Reviewed and approved Community Council budget requests and end-of-year financial reports to be considered by the Mayor and formally adopted by the County Council

Achievements

- Revitalized the Salt Lake County Bicycle Advisory Committee by restructuring the board and creating a Volunteer Engagement Handbook
- Coordinated meetings between County Engineering, County Planning and Development, the Salt Lake County Bicycle Advisory Committee and residents that resulted in the realignment of an intersection to improve safety for all road users
- Collaborated with the Salt Lake County Sanitation District, the County Council and concerned residents to resolve longstanding sanitation issues in Emigration Canyon

Salt Lake County Council Internship, Salt Lake City, Utah

March 2008 – July 2008

Salt Lake County Council Fiscal Analyst Intern

Peace Corps Volunteer, Namibia, Sub-Saharan Africa

November 2006- January 2008

Namibian Peace Corps Education Volunteer

Campaign Coordinator, Salt Lake City, Utah

July 2006-November 2006

Campaign Manager/ Volunteer Coordinator for Salt Lake County Auditor campaign

EDUCATION

University of Utah, Salt Lake City, Utah

August 2010

- *MS International Affairs and Global Enterprise, graduated Sigma Iota Rho*

University of Utah, Salt Lake City, Utah

May 2005

- *BA English, Honors*

University of Sydney (Semester Abroad), Sydney, Australia

Fall 2003

Wheaton College (Freshman Year), Norton, MA

Fall 2001

- **Academic Achievements:** Academic Scholarship at Wheaton College, University of Utah Honors Thesis; "*A History of Silence: America's Reaction to International Genocide*" (Research conducted in Cambodia)
- TEFL International teaching certificate in Seville, Spain, October/ November 2005

COMMUNITY SERVICE

Utah F.A.C.E.S

Development Chair

August 2014- January 2016

Planned Parenthood Action Council, Salt Lake City, Utah

June 2006-November 2006

Volunteer

International Rescue Committee (IRC)

2004-2005

Volunteer

OTHER EXPERIENCE

- Salt Lake County Women's Leadership Training 2012
- 2011 Leadership Utah Graduate – 10 month intensive program hosted by the Salt Lake Chamber of Commerce
- American Council of Young Political Leaders (ACYPL) – Nepal, March 2010 – one of six delegates chosen from the USA to participate in an international political exchange to Nepal. Our group met with National leaders (Nepal's President and Prime Minister) and Community leaders to exchange perspectives and ideas on international relations. I had the opportunity and responsibility to speak in front of large groups on a daily basis and lead discussions on sensitive material
- Basic-intermediate Spanish skills
- Extensive travel, research and education in Eastern/Western Europe, Middle East, Thailand, Cambodia, Ecuador, Australia, Northern and Southern Africa

INTERESTS

- Running, Travel, Soccer, Hiking, Reading, Writing, and Piano

References Available Upon Request