

Mayor
Robert D. Houston
City Manager
Joseph M. Decker
Treasurer
Katherine Ohlwiler



City Council
Brent Chamberlain
Celeste Meyers
Jeff Yates
Michael East
Byard Kershaw

KANAB CITY COUNCIL

January 22, 2019

26 NORTH 100 EAST, KANAB, UTAH

NOTICE is hereby given that the Kanab City Council will hold its regular council meeting on the 22nd day of January 2019, in the Council Chambers at the Kanab City Offices, 26 North 100 E, Kanab, Utah. The Council Meeting will convene at 6:30 p.m. and the agenda will be as follows:

6:30 P.M. Work Meeting

- Dan Ellison Kanab Rec Director

Business Meeting

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of minutes of previous meeting
4. Approval of Accounts payable vouchers
5. Public Comment Period – Members of the public are invited to address the Council. Participants are asked to keep their comments to 3 minutes and follow rules of civility outlined in Kanab Ordinance 3-601
6. Discuss – Vote on Appointment of replacement for the vacated City Council Position
7. Discuss – Vote on Waving Impact fees for the Kane County Hospital Project
8. Closed Session:
 - Discuss the purchase, exchange, or lease of real property
 - Discuss the character, professional competence, or physical or mental health of an individual.
 - Discuss pending or reasonably imminent litigation.

Times listed for each item on the agenda may be accelerated as time permits. If you are planning to attend this public meeting and due to a disability need assistance in understanding or participating in the meeting, please notify the City eight or more hours in advance of the meeting, and we will try to provide whatever assistance may be required. Please contact Katherine Ohlwiler at the Kanab City offices.

— A Western Classic —

Kanab City Council Meeting
January 8, 2019
26 North 100 East
Kanab City Council Chambers
6:30PM

In Attendance: Mayor Robert D Houston, Council Members Michael East, Celeste Meyeres, Jeff Yates, Byard Kershaw, Attorney Jeff Stott, Recorder Joe Decker and Treasurer Katherine Ohlwiler.

City Attorney Jeff Stott presented the Council with Open and Public Meeting Training. Mr. Stott highlighted on making sure Council Members aren't meeting and discussing City issues with three or more members present. Mr. Stott also talked about special and closed meeting procedures, and explained the appropriate time Council members are supposed to recuse themselves if they are involved with an applicant.

Prayer was offered by Jeff Yates and the pledge was led by Byard Kershaw. Mayor Houston called the meeting to order and roll call was taken.

Approval of Agenda: A motion was made by Jeff Yates and 2nd by Michael East to approve the agenda for January 8, 2019. Motion passed.

Approval of Minutes: A motion was made by Byard Kershaw and 2nd by Jeff Yates to approve the minutes of December 11, 2018 with amendments. Motion passed.

Approval of Accounts Payable Vouchers: A motion was made by Michael East and 2nd by Celeste Meyeres to approve the vouchers and check register dated December 20, 2018 in the amount of \$170,024.30. Motion passed. A motion was made by Jeff Yates and 2nd by Byard Kershaw to approve the vouchers and check register dated January 8, 2019 in the amount of \$217,290.94. Motion passed.

Public Comment Period: Kathy Chadbourne, whom works at the Peekaboo Restaurant, explained that the small business owners of the City have put together a group to work with the City on regulations and other ordinances and are happy to do so.

Josh Warburton, newly elected chairman of the Arts Council, wanted to say thank you to the Council for their support and in adding two members to the Arts Council, they have applied for several grants lately to do different things to benefit and are also pleased to say that this is the first 7 member Arts Council in a long while.

Discuss – Vote on Appointment of Mike Lee to the Arts Council with a term ending 12-31-2020: Celeste Meyeres explained that Mike Lee has been active in the Arts of the City and would make a great addition to the Arts Council. A motion was made by Celeste Meyeres and 2nd by Michael East to appoint Mike Lee to the Arts Council with a term ending 12-31-2020. Motion passed.

Discuss – Vote on Appointment of Katherine Van Hagen to the Arts Council with a term ending 12-31-2020: Celeste Meyeres explained Katherine Van Hagen has had financial experience and also experience in grant writing. A motion was made by Celeste Meyeres and 2nd by Michael East to appoint Katherine Van Hagen to the Arts Council with a term ending 12-31-2020. Motion passed.

Discuss – Vote on Anticipated Meeting Schedule: Joe Decker explained the anticipated meeting schedule for 2019 and added two changes. The Kanab Arts Board will meet the 1st Wednesday of each month and the Kanab Heritage Board will meet the 1st Monday of each month. A motion was made by Jeff Yates and 2nd by Byard Kershaw to approve the anticipated meeting schedule for 2019. Motion passed.

A motion was made by Jeff Yates and 2nd by Michael East to go into closed session to: discuss the purchase, exchange, or lease of real property, discuss the character, professional competence, or physical or mental health of an individual and to discuss pending or reasonably imminent litigation. Motion passed.

Mayor

Recorder

Dale T Taylor

483 South 100 East

Kanab, UT 84741

email: dale@dnktaylor.com

mobile: 801.376-8697

My name is Dale Taylor and I am a resident of Kanab, Utah where I live at, own and run the Kanab RV Corral. Prior to moving to Kanab, I was a software engineer with 34 years of software development experience in many languages and operating systems. Augmenting my professional life, I invested much of my time to serving in both the political (community and HOA) and volunteer sectors of life.

I would like to be considered for the current Kanab City Council position. Previous experience listed below.

Personal and Volunteer Experience

TimberLakes, Utah (East of Heber City) 9 years; 3 as HOA president, 6 on water district (2 as president). Elected to the board, I was then appointed as HOA president where I served 3-years. During my tenure, we organized a county SSD, which facilitated the purchase of the water system from the developer as a county organization to improve functionality, enabling full time occupancy and increasing the usability of our property. I then served on the water district board for 6 years with the first 2 years as president, to organize and run the water district.

Utah Soaring Association I served on the board several times, a couple years as president of this organization focused on providing reasonable cost shared ownership Gliders to the Glider Pilot community. During my tenure as President I facilitated the sale of 2 older gliders upgrading them to newer models the more senior population of membership could then fly as the membership evolved from a training club to a flying club.

Boy Scouts of America As a Wood-badge trained Scouting leader, I consistently spend time each week working with youth to guide them to be successful adults. This often includes a week or more as an adult chaperone and leader at summer camps each summer and has continued for over 20 years. I raised 2 Eagle Scout sons.

BYU Graduate with a BS in Computer Science in 1987 with a minor in Business Management.

Private Pilot license with a Glider rating (350 hours). Active pilot for Radio Controlled airplanes and helicopters, including 3D flying and FPV flying of quad helicopters. AMA member since the 1970's.

Ham radio license N7OXF, with Extra rating (highest possible). Served for 5 years as net controller on a busy AZ net. Currently helping coordinate Kanab's emergency communications working with Alan Aldrege.

Professional Experience

Kanab RV Corral (Oct 2016 – Present)

Built a company, designed a package and bought the Kanab RV Corral in Kanab, Utah. Successfully improved the site, finances and operation of the organization, increasing demand, occupancy and revenue.

Intel project history (Aug 1999 – May 2016) Application Engineer (software tuning for our largest customers)

The overall theme of my work at Intel was power and performance tuning of focused applications to ensure key ISV's (Independent Software Vendors) continue to run considerably faster and more efficient on x86 hardware. A problem solver assigned the difficult issues and able to decipher the lowest level issues and provide solutions.

- **RealSense 3D camera enabling.** Focus on US shipping and logistics accounts, met with industry leaders to build understanding of market. Built sample applications to demonstrate feasibility of using 3D cameras for box and luggage measurements for postal, airlines and shipping companies.
- **Android mobile device enabling.** Focus on top 400 US ISVs on Google and Windows mobile app stores. Using Android Studio to recompile their applications to native x86, resolving OS and Application issues.
- **Linux mobile device enabling.** Enabled mobile applications and hardware to run well on the Linux OS.
- **Enterprise application enabling.** Focus on optimizing very large data analysis companies such as SAS to get the most out of their Intel hardware by tweaking their compilation and data retrieval methods.
- **LanDesk networking software** developed network query and mapping software, received a patent.

YeahWrite project history (May 1996 – July 1999) Senior Programmer

Individually designed and implemented all the networking features of this word processing package.

WordPerfect project history (June 1984 – April 1996) Programmer and Development Manager

Very early developer of the WordPerfect program for DOS and Apple. All code written in 8086 assembly including work on the overlay loader to allow swapping of memory to enable a program larger than 640k. Prior to this I wrote in 6502 and 65816 assembly language for several years.

Eyring Research (Jan 1983- May 1984) Contract Programmer

Designed and wrote software to interpret and visualize Minute Man Missile test results in graphical format for the US Government using Fortran IV. This was a contract position with Eyring Research, working at Hill Air Force base while a student at BYU. This position required a US security clearance.

Personal Statements

I am a committed family-based person who places value in how we treat each other and would like to work with people who also treat each other fairly and with respect. I have spent most of my life working in a diverse workforce and enjoy the diversity of languages, races and opinions all of which can be combined to build the best community for our mutual benefit.

I have excellent and clear communication skills both written and verbally. I can document progress and keep the team informed on critical issues, progress and needs.

Years of service others as a Scouting leader and volunteer for various community organizations (HOA, water company, clubs, boards of directors) have given me experience that helps to negotiate win-win situations when conflict and differences of opinions occur. I listen to all sides and work to help accomplish the goals of the community while maintaining integrity and helping each contributor to feel value.

JOSH PORTER

813 Rocky Road • Kanab, UT 84741
801/520-9907 • jdporte1980@gmail.com

An organized, highly motivated, and detail oriented Project Management and Marketing Professional offering years of experience in fast-paced, high pressure environments. Excellent communication skills: listening, verbal, and written.

Relevant Professional Strengths & Experience

Process Creation

Create/Adhere to /Enforce policies and procedures

Market Research

Training / development

Resolving issues in a highly professional manner

Organization and time management

Project management; event coordination / execution

Computer Skills

Professional Employment

November 2013 – Present- Xima Software, based out of South Jordan UT (Working Remotely)

Project Manager

Due to the success of the Xima VRTX and the increase in revenue through Xima Care, through the processes that I created, I was placed in a position of Project Manager to create processes to mitigate revenue loss due to returns. The creation of my processes has effectively decreased the amount of unsatisfied customers and returns by 100%.

This now includes all large implementations of Chronicall for Avaya IP Office, ShoreTel/Mitel, Avaya Communication Manager, and Cisco UCM as well as all VRTX Call Recording Implementations. There were an average of 100 open projects in various stages.

Implementation assistance includes the following:

1. Reseller and Customer engagement to ensure proper server expectations are met, SOW is discussed, and timelines are established.
2. Implementation Coordination and Support with Xima's technical team
3. Post installation support including follow ups and referrals to the training department to ensure complete satisfaction with the solution.

Xima Care Renewal Specialist

Due to the success of the Xima VRTX, through the processes that I created, I was placed in this position to create and manage the renewal of all maintenance contracts of which includes proactive outreach to Xima Software resellers on End User contracts up for renewal. I also created the process of reaching directly to the End User if partners were unresponsive. During my time in this position, Xima Software saw a jump of over 45% in contracts renewing YOY under my management.

Business Development Manager

Spearheaded the roll-out of Xima's hardware, the Xima VRTX, by:

1. Management of its pre-release.
2. Assist in marketing initiatives
3. Manage all aspects all of supply chain management including the selection of vendors (electronic suppliers, shipping partners, Injection molding, process creation etc.
4. All programming and testing of firmware
5. Manage its integration into the existing Channel of Resellers, international and domestic

**This product to date has brought in over \$3 Million dollars by itself since its introduction in July 2014 and has historically been a driver in the purchase of the Chronicall Suite over competitors to the tune of an additional several million over its lifetime.*

June 2007- November 2013

Various Hospitality Sales Roles among Several Hotel Brands and locales

Primary roles included marketing to groups that utilize convention space and sleeping rooms. However, I also handled the event and catering functions as needed/assigned.

I successfully created and maintained clientele by ensuring complete satisfaction by offering solutions, maintaining rapport and facilitating communication between departments.

Among my responsibilities in various roles I was also the property liaison with the Utah State Film Commission and Visit Salt Lake to bring Tourism and Film dollars to the state by offering goods and services via hotel rooms and meeting space.

Education

2018 Remote Work Certification- Utah State University Extension

2007 Bachelor's Degree in Marketing Southern Utah University

2000-2002 LDS Mission (District Leader) Milan, Italy- Fluent in Italian

- Microsoft Office,
- Adobe programs
- Zendesk
- SalesForce
- Jira
- Master Connections Sales Graduate

January 2, 2019

Mr. Decker,

The purpose of this letter is to inform you and the City Council my intent to be considered for the vacant City Council seat.

By way of introducing myself-

I am a Kane County transplant via the Salt Lake City area. My heart has always been in Southern Utah as has my family.

When the opportunity came to move to the community of Kanab, my family and I jumped at the opportunity.

Leslie, my wife, is one of the 1st Grade teachers at Kanab Elementary.

As you can see from my enclosed resume, I currently work remotely as a Project Manager for a Utah based software company.

Prior to Xima Software, I worked extensively with the Utah State Film Commission and Visit Salt Lake in various roles at Salt Lake area hotels to bring out-of-state Tourism, Convention, and Film dollars to the state.

As such, I understand the importance that government can play into the economy of a community reliant to a certain extent on those industries.

On the other hand, I also cherish (and understand the importance of) the wide open and rural roots of Kanab- One of the many reasons I made Kanab my home- and understand that it is something to fight to keep.

As a remote worker, I have come to understand why the state is pushing the Rural Online Initiative so hard.

As a graduate of that program, I have come to realize how the knowledge and skills obtained individually, can be translated to good jobs that help out the community economically without upsetting the balance and charm that rural Utah has for me and so many of our neighbors.

I believe I have something unique to offer Kanab City and as a resident, I feel it not only my duty but my pleasure to be part of keeping Kanab a "Western Classic".

I look forward to hearing from you.

Josh Porter

801-520-9907

Jdporte1980@gmail.com

June 5, 2018

Mayor Houston, Mr. Decker, and Members of Kanab City Council;

I am writing this letter to express my interest in applying for the position of City Council. I have regularly attended both Planning and Zoning and City Council meetings over the last year. I research the issues presented and try to add constructive feedback. I believe there is a strong need for community involvement in local government. I feel that I would be able to fairly represent the citizens of Kanab City. Thank you for your consideration.

Scott Colson

(435)689-2276

colson.scott@yahoo.com

78 S. 300 E.

Kanab, Utah 84741



SCOTT COLSON

OBJECTIVE

To serve the people of Kanab City and represent conservative values. To diligently study issues facing our community and work towards real solutions.

EDUCATION

Associates of Science- Snow College (Business Management Emphasis)

J Journeyman Lineman

High School Graduate- Fredonia High

EXPERIENCE

LINEMAN • GARKANE ENERGY •

Duties that include the day to day care of Garkane Energy line maintenance. Providing productive and positive consumer relationships.

OWNER/ OPERATOR • SIGNATURE CABINETS •

In charge of production of goods. Responsible for the positive building of customer and vendor relationships. Oversaw the training and work procedures of employees.

SKILLS

Solution driven with a focus on win-win outcomes. Fair and honest with others. Adaptable to varying environments. Passionate towards goals. Personal communication abilities that create constructive experiences.

VOLUNTEER EXPERIENCE OR LEADERSHIP

Actively involved in community leadership through ecclesiastical responsibilities

Prior experience as Coach and Youth Mentor



COLSON.SCOTT@YAHOO.COM



435-689-2276

Dear Mayor Houston,

January 9, 2019

My name is Arlon Chamberlain. I would like you and the council to consider me for the open position on the city council.

My great grandfather Thomas Chamberlain was one of first civic and ecclesiastical leaders in Kanab in the late 1800's. My father Cloyd was involved in many projects that have helped make Kanab a place we all desire to live.

I was born in Kanab in 1951, and was privileged to grow up here and graduated from Kanab High school class of 1970. I attended BYU before serving a church mission to Japan. After being in Japan for two years I returned to BYU where I met my wife Leslie. We moved to Kanab and I worked for several years in the family ready mix business. We went back to school in at Southern Utah State College where we both graduated. I took a teaching job in Mesa, Arizona where we lived for two years while I taught biology and chemistry. As our family was growing we wanted to be in a smaller city to raise our children. We moved back to Kanab in 1981 and have been here since then. We have five children, three of them live here with their families. We have 14 grandchildren and 3 great grandchildren.

I have been active in the community all of my life. I love Kanab and will do anything to keep it a place that we can be proud of. I have served on the planning and zoning commission for many years.

I have worked closely with the city on many projects, from parks to public improvement projects. Through working with the city I have come to understand the workings of the different departments and the challenges they face. I feel I would be able to serve where needed.

I am now retired and have time that I can invest in the interest of the city. Please consider me for the position.

Sincerely,

Arlon Chamberlain

Bart Battista
660 W. Kane Drive
Kanab, Utah, 84741
barbattista@gmail.com

14 January 2019

Mr. Joe Decker
City Manager
City of Kanab
26N 100E
Kanab, Utah, 84741

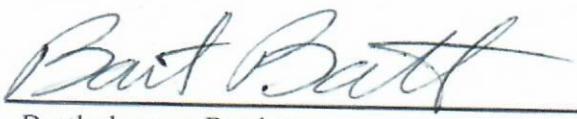
Dear Mr. Decker,

My name is Bart Battista and I am writing this letter to express my interest to fill the open position on the Kanab City Council. Participation in government is important and I cannot think of a better way than to do so as a member of the City Council. Though a new resident of Kanab, my family has lived in the city and county since the mid-1980s, and I am familiar with the vision and goals outlined in the Kanab General Plan. As a member of the commission, I would seek to facilitate economic growth and development that respects the city's traditions, communities, citizens and encourages outside investment.

I believe that I am well suited to fill the current vacancy. From September of 2010 to May of this year, I served in numerous roles performing and supervising land use planning functions on Marine Corps Base Camp Pendleton, a 125,000-acre military installation located in San Diego County, California. I oversaw planning and permitting of numerous infrastructure, facility, and land management projects. A key component of this work was understanding the needs of multiple constituencies and shaping projects to maximize the desires of the proponent while limiting or removing effects on other stakeholders. I also have experience managing multi-million-dollar federal budgets and understand the importance of fiduciary responsible to responsible management and stewardship of public funds. Additionally, as a professional engineer licensed in both Utah and Arizona, I have a practical understanding of the physical and regulatory requirements of land use development that would be beneficial to understanding many of the issues presented before the city council.

In closing, I would like to highlight my lifetime commitment to public service. I am a retired Major in the United States Marine Corps, having served honorably for 20 years both as an enlisted man and as an officer. I am a graduate of the United States Naval Academy. And I served as a Federal employee. Now that I am a resident of Kanab, I would like to contribute here as a member of the Kanab City Council.

Sincerely,


Bartholomew Battista

Bart Battista
660 West Kane Drive • Kanab, UT 84741
(808)348-9769 • bartbattista@gmail.com

Leader, Engineer, and Natural Resources Management Professional

Organizational Leader: 27 years as a private sector, military, and federal government leader with experience managing teams of up to 300+ personnel. Experience developing teams focused on high performance and fostering comradery and esprit de corps.

Professional Engineer and Environmental Professional: 8 years of experience focusing on infrastructure management, natural resource management, and regulatory compliance on military installations, and infrastructure and resource management at Best Friends Animal Sanctuary.

Professional Experience

Director, Canyon Operations, Best Friends Animal Society, Kanab, UT 6/ 2018 – Present
Lead, direct, and supervise the Canyon Division consisting of 45 staff responsible for capital projects management, small construction, utilities, building and infrastructure maintenance, landscaping, vehicle maintenance, fleet management, and shipping and receiving operations in support of Best Friends Animal Society operations at the ~4000 acre Best Friends Animal Sanctuary and properties in Kanab, and provide facilities management support as necessary for Best Friends operations at city centers throughout the United States.

- Supervising the execution of the organization's capital improvements plan consisting of numerous multimillion dollar capital projects in various phases of planning and construction. Provided leadership to capital projects teams throughout phases of execution to ensure products are consistent with organizational needs, and are being delivered within timelines and budget.
- Supervised and ensured the efficient and timely execution of ~\$7M in operations and maintenance and small capital projects throughout the sanctuary by focusing on fast turnover of work orders, efficient utilization of labor, and prioritization of work based on animal care division needs.
- Ensuring development at the Sanctuary does not result in sprawl by developing a Canyon Master Plan and by holding regular meetings with organization founders to develop guidance for development in keeping with their vision for the Sanctuary to be a center for Best Friends operations while maintaining the intrinsic natural beauty of the local area.

Assistant Director of Operations and Maintenance Branch, Water Resources Department, Marine Corps Base Camp Pendleton, CA (temporary detail) 11/ 2017 – 3/ 2018

Chosen to lead a branch of 60 operators and maintainers responsible for the operations and maintenance of the installations drinking water and wastewater systems providing services to max daytime populations of up to 75,000 people dispersed in more than 18 cantonment areas on the 125,000 acre installation. Focus of detail was to provide leadership and oversight of team to successfully execute conditions of an EPA issued administrative order on consent against the installation's management of its two permitted potable drinking water systems.

- Provided leadership and guidance that ensured timely water quality sampling, corrective maintenance, and disinfection was performed on the base's 35 potable water reservoirs minimizing interruption to the production and distribution of ~ 4 million gallons of potable water per day.
- Facilitated the sections daily operations, preventative maintenance, corrective maintenance, and water quality sampling of the water and waste water systems consisting of 24 drinking water production wells, 2 iron-manganese removal plants, 1 reverse osmosis advanced water treatment plant, 21 potable water booster stations, 35 reservoirs, and 275 miles of drinking water distribution lines, 70 wastewater lift stations, 150 miles of wastewater main collection lines, 1 secondary wastewater treatment plant, 1 reclaimed water facility, and reclaimed water injection wells.
- Facilitated the coordination between the previously stove piped water and wastewater sections resulting in streamlined emergency maintenance and corrective maintenance response and the sharing of best practices between the sections.

Head, Environmental Planning Branch, Marine Corps Base Camp Pendleton, CA**9/ 2015 – 5/ 2018**

Managed the installation's Environmental Planning Branch, a staff of 15 environmental professionals, to ensure accurate and timely environmental review of all installation and tenant unit actions, compliance with environmental permitting and mitigation requirements, and consultation with various Federal and State regulators.

- Supervised and coordinated efforts of the environmental planning team to more effectively review projects (greater than 500 per year) resulting in faster award times and minimizing delay to project stakeholders at the same time increasing site visits during project planning and execution to avoid and minimize impact to both the human and natural environment. Increases presence resulted in greater understanding of requirements and proactive efforts by stakeholder leadership to minimize environmental impacts.
- Coordinated directly with all stakeholders and various natural resource regulators to permit hundreds of projects on base. Camp Pendleton is a base where more than 50% of the undeveloped land area is encumbered by natural and cultural resources, and has a continually increasing military training and construction operational tempo. In this environment, I focused on working directly with stakeholders to develop the least environmentally damaging alternative and with regulators to develop conservation measures that were protective of the environment while being implementable.
- Supervised the development of multiple US Fish and Wildlife Service approved species specific resource management plans that through base commitments to species population goals, stewardship actions, and training and construction best management practices resulted in streamlined environmental permitting processes.

Research Scientist, Battelle, Inc**2/ 2015 – 08/ 2015**

Provided environmental engineering field and office support to numerous projects within the Energy and Environmental Business Unit. Additionally, spearheaded the Camp Pendleton business development team.

- Analyzed the environmental impacts of proposed antenna maintenance activities at sites in Okinawa, Japan and Honolulu, Hawaii; and prepared reports documenting the potential impacts and proposed mitigation measures.
- Developed site safety health plans and accident prevention plans for numerous industrial waste clean-up operations throughout the United States that provided guidance to Battelle employees on appropriate best management practices and required personal protective equipment to ensure on-site worker safety.
- As on-site project leader, supervised the daily execution of sub-contractors performing a time critical clean-up action at Building 379 (a 3.75 acre facility) on Naval Air Station North Island, Coronado, California. Conducted detailed coordination with facility occupants to ensure work was performed with minimal interruption, and inspected all work of sub-contractors to ensure quality work and a safe working environment.

Environmental Compliance Officer, Marine Corps Air Station Camp Pendleton, CA**3/ 2011 – 10/ 2014**

Managed the MCAS Environmental Department responsible for ensuring environmental compliance in one of the most heavily regulated localities in the United States. Supervised a staff of 15 marines and civilian environmental professionals while directing an organization with an annual budget of \$4M.

- Developed and implemented a comprehensive Environmental Management System (EMS) for the Air Station in full conformance with applicable Marine Corps and DoD requirements modeled after the ISO 140001 standard. This included the development of a detailed EMS Manual that described MCAS environmental programs, and the formal establishment of an MCAS EMS Board that included installation stakeholders and key leaders in EMS, environmental planning, and sustainability management decisions. Developed improved tracking procedures for all program areas in concert with media managers.
- Supervised the development of numerous planning documents and associated programs that improved the installations compliance posture, reduced the installation's regulatory exposure, lessened risk to human health and safety, and minimized adverse impacts to the natural environment. By incorporating input from installation and regulatory stakeholders, I ensured programs had both installation units and regulatory buy-in.
- Conducted semi-annual performance appraisals and position description development and review for all staff. Managed work schedules to include leave, sick leave, schedule changes, and bi-weekly certification of time cards. Reorganized Marine Corps personnel into two sections to streamline execution of functions. To promote professional growth, encouraged and funded staff attendance at professional schools and meetings. Worked one-on-one with media managers to develop in-house management plans that served to increase staff professional knowledge, improve staff professional