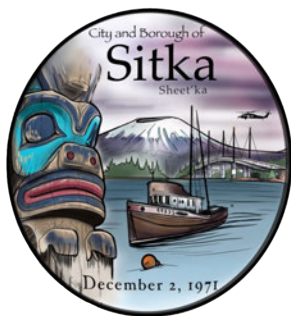


POSSIBLE MOTION

I MOVE TO approve the promotion of Mark Seavey from Asset Manager to Public Works Director.




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: John Leach, Municipal Administrator 

Date: July 15, 2025

Subject: Promotion Offer to Mark Seavey for the Position of Public Works Director

Background

Since September 1, 2024, the Public Works Director position for the City and Borough of Sitka has remained either vacant or filled on an interim basis. The position has been actively advertised since its vacancy date. On June 25, 2025, I extended a promotion offer to Mark Seavey for the role of Public Works Director, which he has formally accepted.

Analysis

Mark Seavey has served as Sitka's Asset Manager since September 6, 2024, and stepped into the role of Acting Public Works Director in February 2025. Over the past six months, he has provided effective leadership, ensured operational continuity, and delivered strong results while overseeing the department. His deep understanding of infrastructure systems, combined with his demonstrated performance, made him the clear choice for permanent appointment. Promoting Mark to Public Works Director supports the City's goals for stability, strategic leadership, and continued departmental progress.

Mark brings over 20 years of leadership experience, including a distinguished career in the U.S. Coast Guard, where he held senior roles in logistics, facility management, aviation operations, procurement, and environmental compliance. His background in civil engineering, paired with extensive technical training and supervisory expertise, uniquely positions him to succeed in this role. His blend of municipal and military experience ensures he can lead the department with both discipline and vision into the future.

Fiscal Note

The Public Works Director position is funded at Range 17 in the FY26 budget. I made the following offer to Mark, which he has accepted:

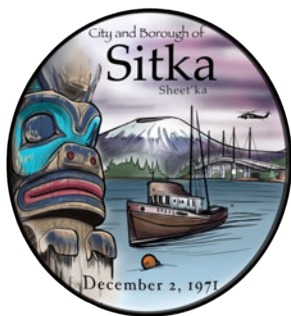
- Starting wage at Grade/Step 17/A, regular, full-time, exempt, non-represented, and benefitted

- Annual leave accrual rate continues at the current rate
- Other benefits continue at the current rate

Recommendation

Approve the hiring of Mark Seavey as Sitka's Public Works Director under the terms stated above.

Encl: Offer Letter to Mark Seavey
Resume of Mark Seavey



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

ADMINISTRATION

100 Lincoln Street | Sitka, Alaska 99835

www.cityofsitka.com

administrator@cityofsitka.org

907-747-1812

June 25, 2025

[VIA EMAIL ONLY]

Mark Seavey

[REDACTED]

Sitka, AK 99835

mark.seavey@cityofsitka.org

Re: Promotion Offer Letter for the Position of Public Works Director

Dear Mark,

On behalf of the City and Borough of Sitka, Alaska, I am pleased to make the following offer of promotion to you for the position of Public Works Director with the City and Borough of Sitka, contingent upon Assembly approval, as follows:

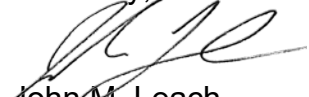
Starting Date:	Proposed for July 30, 2025.
Starting Salary:	\$154,028.16 (Grade 17, Step A), paid bi-weekly, regular full-time.
Annual Leave Accrual	Continue at current rate.
Sick Leave Accrual	Continue at current rate.
Other Benefits	Continue at current rate.

This offer is effective until 5:00 p.m. Alaska time on Thursday, July 3, 2025.

Please acknowledge your acceptance by signing and returning this offer by email at hr@cityofsitka.org or in person to Denise Salter. If you do not accept this offer, please email Denise Salter at hr@cityofsitka.org. If you need more time to consider the offer, please contact Human Resources at (907) 747-1816 or my office at (907) 747-1812 before the deadline.

Congratulations Mark! I am grateful and excited to have you continue your superb work in a new role within the CBS Leadership Team.

Sincerely,



John M. Leach
Municipal Administrator

I accept this promotion and terms of employment

Mark Seavey 03 July 2025
Signature / Date

Cc: Human Resources [via email only]

Mark E. Seavey
Sitka, AK 99835
mark.seavey@cityofsitka.org 907-747-4087
[linkedin.com/in/mark-e-seavey](https://www.linkedin.com/in/mark-e-seavey)

OBJECTIVE

Potential Promotion, City and Borough of Sitka, Alaska – Public Works Director

SUMMARY PROFILE

- Experienced in Facility Maintenance Management through employment of Digital Asset Management Software / Computerized Maintenance Management Software
- Experienced Team Leader, 4-32 member teams conducting Procurement, Contracting, Facility Maintenance, Administration and Aviation Operations

WORK HISTORY

City and Borough of Sitka, Alaska (Acting Public Works Director)

January 2025 - Present

City and Borough of Sitka, Alaska (Asset Manager)

September 2024 - Present

- Designs, develops, interprets and provides expertise and leadership delivering a risk-based infrastructure asset management program consistent with goals and objectives of the municipality
- Determines and ranks the conditions of the targeted facilities based upon developed criteria to determine life remaining, life extension through maintenance activities, risk analysis of failure probability, and associated consequences
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees and disciplines as necessary
- Manages, oversees, evaluates, and reports on work output and staff in the other maintenance and operational divisions as assigned
- Coordinates the production of maps in the GIS environment for water, wastewater, streets, storm drain, traffic and other facilities reflecting existing conditions, projected decline of facilities, remaining life, and potential life extension utilizing established condition assessment software
- Responsible for the preparation of annual budget for maintenance, repair, and construction activities for each unit and ensures annual expenditures are within current fiscal year limits
- Coordinates work with municipal staff from other PW divisions, other municipal departments, and outside agencies to support the asset management program
- Defines and implements approved asset management policy, processes, and procedures for PW infrastructure aligned with departmental goals and objectives
- Develops, reviews, analyzes, evaluates, and prioritizes data to make recommendations to assist in the development of annual maintenance and capital improvement programs for PW infrastructure
- Reviews to ensure quality control of the reports, products, and practices produced by direct report and other department staff
- Develops and maintains Asset Management Plans in accord with municipal goals and objectives and industry best practices
- Oversees approval of Asset Management Policy and procedures recommendations are communicated to staff or other departments before implemented
- Maintains accurate, timely, and updated asset data and assessments to ensure informed decision making and planning for maintenance and capital programs

- Oversees the work of contractors who are hired to develop, improve, or implement different aspects of the department's asset management systems to ensure consistency with Asset Management Plan
- Performs technical research as related to specific programs or systems and presents findings in verbal or written format to PW Director, Municipal Administrator, Assembly, co-workers, other departments' staff, and or the public
- Reviews and provides technical expertise and assistance to direct reports and other department staff regarding policies, procedures and methods related to asset management.
- Investigates grievances from other departments and units involving asset management output and supervision
- Serves as Public Works Director in their absence
- Performs other duties as assigned

United States Coast Guard (various locations)

May 2004 - May 2024

Logistics Department Head / Facility Manager (Environmental Compliance, Hazardous Materials Compliance, Corrective/Preventative Maintenance for Buildings, Grounds, Heavy Equipment and Government Vehicles; Procurement/Contracting/Property Officer) Sitka, Alaska Jun 2020 - May 2024

- Directed 25-member department to support a 60-acre facility with 11 buildings and 60 housing units.
- Maintained Environmental Compliance with ADEC/EPA for Storage and Disposal of HAZMAT.
- Reviewed Design-Build Plans for Facility Upgrades/Maintenance.

Assistant H60 Division Chief (Fleet Check Airman / Flight Instructor) Mobile, AL Sep 2017 - May 2020

- Supervised team of 14 in syllabus development, procedural standardization and flight instruction for U.S. Coast Guard H60 Fleet. Led annual service-wide audits of asset operations/training.
- Instructor for High-Risk training at Advanced Helicopter Rescue School.

Logistics Department Head / Facility Manager (Environmental Compliance, Hazardous Materials Compliance, Corrective/Preventative Maintenance for Buildings, Grounds, Heavy Equipment and Government Vehicles; Procurement/Contracting/Property Officer) Sitka, Alaska Aug 2014 – Aug 2017

- Directed 25-member department to support a 60-acre facility with 11 buildings and 60 housing units • Reviewed Design-Build Plans for Facility Upgrades/Maintenance.
- Maintained Environmental Compliance with ADEC/EPA for Storage and Disposal of HAZMAT.
- Reviewed Design-Build Plans for Facility Upgrades/Maintenance.

Flight Operations Specialist/ Administrative Professional (Aviation Mission Scheduler, Assistant Department Head) Kodiak, Alaska Jun 2012 - Aug 2014

- Managed daily employment of 15 government aircraft in support of mission directives.
- Supervised team of 10 in completion of required correspondence (evaluations, awards, unit instructions/policy/directives/file management).

EDUCATION

United States Coast Guard Academy, New London CT Bachelor's in Civil Engineering	May 2004
Rampart High School, Colorado Springs CO	Jun 2000

TRAINING

USCG – Instructor Development Course	Oct 2017
South California Safety Institute – Aircraft Accident Investigation	Apr 2012
South California Safety Institute – Gas Turbine Accident Investigation	Aug 2011
South California Safety Institute – Aviation Safety Systems	Sep 2011
USCG – Leadership and Management	Mar 2009
Meridian KSI – Contracting Officer Representative Mentor Program	Feb 2006
Meridian KSI – Contracting Orientation	Jan 2006
OSHA / US Department of Labor – 30 Hour Course in General Industry Safety and Health	Sep 2004

PROFESSIONAL ORGANIZATIONS

American Society of Military Engineers	2004 – Present
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Print Date: 09 Jul 2025