

Mary A. Miller, PE
PO Box 864
Sitka, Alaska 99835
(907) 738-9305

May 29, 2017

City and Borough of Sitka Assembly
c/o Human Resources
100 Lincoln Street, Room 300,
Sitka, AK 99835.

Dear Sitka Assembly:

I believe I am eminently qualified to serve as the Interim Sitka Municipal Administrator. I offer to you the skills and abilities to manage the City and staff through this transition period until such time as you find a permanent Municipal Administrator. I can provide a steady management continuum through this transition, with prior experience serving in various capacities as an "Acting or Interim" manager. Most significantly, I was Acting Regional Engineer for the Alaska Region of the US Forest Service in Juneau for nearly a year, an assignment for which I received a performance award for successfully overseeing over \$75 million in projects and supervising over 40 employees mostly in SE Alaska. I also served as the Acting National Transportation Development Engineer for the USFS, in Washington DC on a 90 day interim assignment.

I am a lifelong Sitkan. I was born and raised in Sitka, and am a product of the Sitka School System. I left for over 25 years to pursue my education and professional career and eventually returned permanently to be closer to my family and aging parents. I hold both a bachelor's degree in Civil Engineering from the University of Alaska Fairbanks, and an Executive MBA from the University of Washington. I have been a licensed registered civil engineer in Alaska (CE 7891) for nearly 30 years.

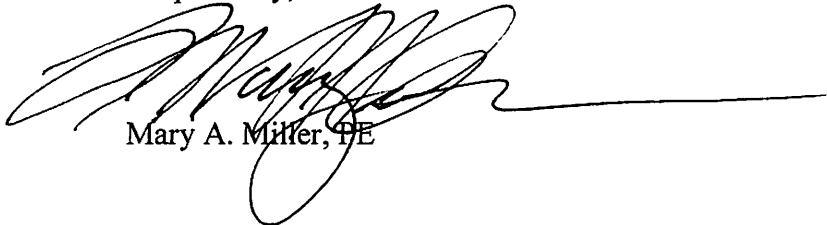
I previously have worked for an Alaska municipal government, the North Slope Borough, for approximately 5 years doing all manner of Capital Improvement projects, from developing water and wastewater systems to airport master planning. In this assignment, I was heavily involved in project and contract scoping, A&E consultant selections, fee negotiations and contract management.

If selected as Sitka City Interim Administrator my approach would be to maintain a transparent and stable workman-like government, recognizing that the course set by former Administrator Mark Gorman can and should largely be carried forward with only minor course corrections during the 4 month window until a new permanent administrator arrives. There will, of course, need to be decisions made in the routine day to day operations of government and constant focus to alert to any financial management issues. Also, certain other non-routine decisions that cannot wait will need to be addressed. In those cases I will seek the advice of the relevant department heads, advisory committee or members of the constituency, and make the best decision for my

community, or the best recommendation with documented rationale to the Assembly, as the case may be.

I have discussed this assignment with STA General Manager Lisa Gassman who will grant me a leave of absence from my employment with Sitka Tribe to assist you with leading the city through this transition, if it serves the interest of the Assembly. I hope you choose me as Interim Municipal Administrator. I would like to serve you and the citizens of Sitka during the next few months.

Respectfully,

A handwritten signature in black ink, appearing to read 'Mary A. Miller', followed by a long horizontal line extending to the right.

Mary A. Miller, PE

cc: Municipal Administrator Mark Gorman

Enclosure: Resume

MARY A. MILLER, PE

PO Box 864, Sitka, Alaska 99835, Office (907) 747-7394, Cell (907) 738-9305

Email: miller04@gci.net

PROFESSIONAL SUMMARY

National Park Superintendent (DOI)

Professional Civil Engineer

Shee Atika Corporation Director)

Trans Alaska Pipeline Project Manager

Internal Auditor experience

Tribal Government Program Manager

AREAS OF EXPERTISE

Strategic Thinking
Organization Restructuring
Benchmarking
Internal Control Application
Alaska/Arctic Issues

Civil Engineering
Transportation Engineering
Environmental Engineering
Project Management
Project Development

National Park Management
National Forest Management
Tribal Mgmt. /Operations
Program Management
Partnership Development

PROFESSIONAL/EXECUTIVE EXPERIENCE

National Park Superintendent

Sitka National Historical Park, Dept. of Interior

Reinstituted Tlingit cultural art program at the Park's Cultural Center. Led 'Friends of Sitka National Historical Park' partner creation 501(c)(3). Assumed State of Alaska park maintenance due to State budget crisis. Convened multi-agency Science Symposium. Envisioned Spring Break "Herring Camp" for school kids, partnering with Sitka Tribe and school district. Negotiated sensitive return of tribal human remains to the Kiksadi clan. Planned w/statewide entities 150th Anniversary Russian Transfer of Alaska. Directed four day "100 Year Anniversary Celebration of Sitka National Historical Park." Planned the 2010 *International Russian American Conference* in Sitka. Established agency prototype program for visiting academics, "*Scholars in the Park*," to offset unfunded park historian.

Partnered with the *Trust of Public Land*, acquired tideland easement for park as wetland mitigation for Sitka's airport project. Envisioned and secured funding for the Sitka Seawalk. Partnered with Sitka's Against Family Violence (SAFE) for staff training and Safe Park Trails. Provided Incident Command leadership during multiple emergency and oil spill events. Shifted park focus to improve attention to local visitors. Developed fiscal plan based on long range budget forecasts. Led comparative organizational benchmarking to external peer organizations.

Regional Transportation Engineer/Regional Engineer

US Forest Service Alaska Region

Managed the transportation program on 23 million acres for the USFS Alaska Region. Implemented major upgrades through the Forest Highway Program to various communities in SE Alaska, and maintained road program for resource development and stewardship.

Selected for temporary promotion to Acting Regional Engineer for one year. My responsibilities substantially increased to overseeing all Regional engineering and aviation functions. I supervised all senior engineering and aviation personnel. I responded to congressional inquiries, and provided litigation support.

Formulated and led effort to downsize the engineering organization from that needed to support the prior 30+yr 'timber era' and secured early retirement, and Reduction in Force (RIF) authority from the Office of Personnel management to right size the organization.

Selected for temporary promotion to the Washington office as the Acting National Transportation Development Engineer to develop and implement national programming based on the new highway bill.

Project Manager/Internal Auditor

Alyeska Pipeline Service Company

Led multiple special project evaluations, studies, and reviews for the Trans Alaska Pipeline. I conducted performance benchmarking exercises for both the Valdez Marine Terminal (with the North Sea Sullom Voe Marine Terminal in Scotland) and the TransAlaska Pipeline (with Enbridge Canada, and with Transmountain Pipeline). I developed rightsizing recommendations for the TAPS engineering organization, along with developing performance measures for engineering divisions.

During Executive MBA program I requested a developmental assignment to internal auditing, learning to conduct audits of Alyeska business control systems to determine compliance with law, regulations, policy and procedures in accordance with *International Standards for the Prof. Practice of Internal Auditing*. Work prior to MBA included managing various engineering projects (right-of-way work, pipeline and facility maintenance and operations support, river and floodplain stabilization).

Tribal Director

Sitka Tribe of Alaska (STA), and

Central Council of Tlingit and Haida Indian Tribes (CCTHITA)

As Economic Director for STA I restructured and turned around failing tribal businesses. I identified key management gaps and hired performance driven managers. We developed corrective action plans. I reconstructed critical financial indicators, consolidated operations, ensured adequate funding for baseline staffing, and recommended jettisoning of 'no value' enterprises.

As Transportation Director for CCTHITA in addition to major program management duties I acquired several land parcels in the historic Indian Village for Central Council through innovating partnering with the City and Borough of Juneau. Leveraged transportation funding for a new tribal subdivision partnering with the Regional Housing Authority. Restructured and restated general ledger accounting for an improperly coded grants. Reduced department overhead and tribal expenses by streamlining operations.

Other Professional Expertise (+30 yrs.)

Extensive engineering experience in Alaska; Civil, Transportation, Environmental, Project Management w/Arctic Slope Consulting Group, North Slope Borough, US Forest Service, Harding Lawson Associates.

EDUCATION, LICENCES, CERTIFICATES

Executive Masters of Business Administration (MBA), University of Washington, (2002)

Bachelors of Civil Engineering (BSCE); University of Alaska-Fairbanks (1985)

Sitka High School (1979)

Professional Civil Engineer, Alaska No. 7891;

Professional Engineer Washington No. 30405 (Inactive), Idaho No. 7283 (Inactive)

National Park Service Superintendent's Academy (2009)

Law Enforcement for Managers; Federal Law Enforcement Training Center (2009)

MEMO

To:	Mark Gorman, Municipal Administrator
From:	Mary A. Miller
Date:	May 30, 2017
RE:	Miller NPS Performance

Mark, should it come up in any discussion, I am providing you with my performance appraisals from the National Park Service - where I consistently achieved superior performance ratings and awards.

My termination from the NPS is because I refused to be reassigned from Sitka, not performance. Feel free to share with anyone and especially with the Assembly if they have concerns since I will be applying to serve as Interim Municipal Administrator.

Thank you, and certainly feel free to contact me if you have questions on this or anything else.

UNITED STATES DEPARTMENT OF THE INTERIOR RECOMMENDATION AND APPROVAL OF AWARDS

Agency/Bureau DOI/NPS/SITK	Name Of Employee (Last, First, Middle Initial) Miller, Mary	
Social Security No. [REDACTED]	Position Title Superintendent	Pay Plan-Series/Grade/Step GS-0401-13
Duty Station Sitka, AK	Period Covered For Award (MM/DD/YY) From: 10/01/14 To: 09/30/15	
Cost Account Number		

COMPLETE THE APPROPRIATE AWARD SECTION BELOW

MONETARY AWARD:

_____ Performance-Based Cash Award

_____ Exceptional (Level 5) Performance Rating \$ _____ or % _____

_____ **x** Superior (Level 4) Performance Rating \$ **2,223.00** or % **1.75%**

_____ Quality Step Increase
(Exceptional (Level 5) Performance Rating Required)

_____ Star (Special Thanks for Achievement) Award \$ _____

_____ Productivity Improvement Award \$ _____

_____ Invention/Patent Award \$ _____

NON-MONETARY AWARD:

_____ Time-Off Recognition
Number of Hours: _____

_____ Non-Monetary Recognition
Cash Value of \$ _____

HONOR AWARD:

_____ Distinguished Service Award

_____ Partners in Conservation Award

_____ Valor Award

_____ Outstanding Service Award

_____ Meritorious Service Award

_____ Unit Award for Excellence of Service

_____ Superior Service Award

_____ Exemplary Act Award

_____ Citizen's Award for Exceptional Service Award

_____ Citizen's Award for Bravery

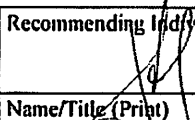
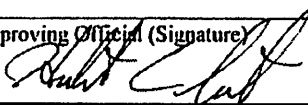
_____ Other Award _____

BUREAU-SPECIFIC AWARD:

Name of Award: _____

It is the policy of the Department to ensure that consideration for awards is made without regard to race, color, national origin, religion, sex, age, marital status, disability, or other non-merit factors. Information on this form is protected by the Privacy Act. Disclosure may be made only to authorized persons according to Title 5 U.S.C., Section 552a(b).

RECOMMENDATION AND APPROVAL

Recommending Individual (Signature) 	Date 12/8/15	Reviewing Official (Signature)	Date
Name/Title (Print) Joel Hard/Deputy Regional Director		Name/Title (Print)	
Reviewing Official (Signature)	Date	Approving Official (Signature) 	Date 12/4/2015
Name/Title (Print)		Name/Title (Print) Herbert Frost/Regional Director	

CONVOCATION HONOR AWARD REVIEW APPROVAL

HR Review of Official Personnel Folder (Signature)	Date	Finding
Bureau Office of Civil Rights (Signature)	Date	Finding
Department Office of Civil Rights (Signature)	Date	Finding
Office of Inspector General (Signature)	Date	Finding
Office of the Solicitor (Signature)	Date	Finding

JUSTIFICATION

<u>Summary of Accomplishments/Contributions Being Recognized by Award</u>
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It is the policy of the Department to ensure that consideration for awards is made without regard to race, color, national origin, religion, sex, age, marital status, disability, or other non-merit factors. Information on this form is protected by the Privacy Act. Disclosure may be made only to authorized persons according to Title 5 U.S.C., Section 552a(h).

Department of the Interior
Supervisory Performance Appraisal Plan

DI-3100S
September 2012 (previous edition obsolete)

**U.S. DEPARTMENT OF THE INTERIOR
AKR Superintendent - Supervisory Performance Appraisal Plan**

Employee Name: Miller, Mary A.		Title/Series/Grade: Superintendent, Sitka NHP/GS-0025-13:	
Duty Station: Sitka, AK	Appraisal Period: Fiscal Year 2015	From: 10/1/14	To: 9/30/15

Part A-1: Notification of Standards: Signatures certify that Critical elements/standards were discussed. (Part E)

Employee: 	Rating Official: 	Reviewing Official (if applicable):
Date: 2/3/15	Date: 2/3/15	Date:

Part A-2: Employee Input into Development of Standards: Signatures certify employee involvement was solicited by supervisor.

Employee: 	Date: 2/3/15	Rating Official: 	Date: 2/3/15
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Part A-3: Employee Training: Signatures certify employee was provided training in Performance Management System.

Employee: 	Date: 2/3/15	Rating Official: 	Date: 2/3/15
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Part A-4: Individual Development Plan: Signatures certify that supervisor's Individual development plan was created (required)

Employee: 	Date: 2/3/15	Rating Official: 	Date: 2/3/15
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Part B: Progress Review: Signatures certify that performance was discussed.

Employee: 	Date: 8/4/15	Rating Official: 	Date: 8/6/15
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Part C: Summary Rating Determination: Assign the numerical rating level that accurately reflects the employee's performance for each of the Critical elements (Use only whole numbers. Exceptional = 5 points; Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points.) See reverse for complete instructions.

Element Number	Numerical Rating
1	4
2	3
3	3
4	3
5	3
Total:	22

Total Numerical Rating	22	+	Number of Elements	5	=	Numerical Summary Rating	4.2
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Part D: Summary Rating: Use conversion chart to determine rating. Check appropriate box:

<input checked="" type="checkbox"/> Exceptional	4.6 - 5.00 AND No Critical element rated lower than "Superior".
<input type="checkbox"/> Superior	3.6 - 4.59 AND No Critical element rated lower than "Fully Successful".
<input type="checkbox"/> Fully Successful	3.0 - 3.59 AND No Critical element rated lower than "Fully Successful".
<input type="checkbox"/> Minimally Successful	2.0 - 2.99 AND No Critical element rated lower than "Minimally Successful".
<input type="checkbox"/> Unsatisfactory	One or more Critical elements rated "Unsatisfactory".
Employee: 	Rating Official:
Date: 8/4/15	Date: 12/2/15
Reviewing Official: (if applicable):	

U.S. DEPARTMENT OF THE INTERIOR
Supervisory Performance Appraisal Plan

Employee Name: <u>MARY A. MILLER</u>	Title/Grade: <u>SUPERINTENDENT 025 65 B</u>
Duty Station: <u>SITKA</u>	Appraisal Period: <u>FY14</u>
From: <u>10/1/2013</u>	To: <u>9/30/2014</u>

Part A-1: Notification of Standards: Signatures certify that Critical elements/standards were discussed. (Part E)

Employee: <u>[Signature]</u>	Rating Official: <u>[Signature]</u>	Reviewing Official (if applicable):
Date: <u>1-29-14</u>	Date: <u>2/13/14</u>	Date:

Part A-2: Employee Input into Development of Standards: Signatures certify employee involvement was solicited by supervisor.

Employee: <u>[Signature]</u>	Date: <u>1-29-14</u>	Rating Official: <u>[Signature]</u>	Date: <u>2/13/14</u>
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Part A-3: Employee Training: Signatures certify employee was provided training in Performance Management System.

Employee:	Date:	Rating Official:	Date:
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Part A-4: Individual Development Plan: Signatures certify that supervisor's Individual development plan was created (required)

Employee: <u>[Signature]</u>	Date: <u>1-29-14</u>	Rating Official: <u>[Signature]</u>	Date: <u>2/13/14</u>
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Part B: Progress Review: Signatures certify that performance was discussed.

Employee: <u>[Signature]</u>	Date: <u>1-22-14</u>	Rating Official: <u>[Signature]</u>	Date: <u>2/22/14</u>
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Part C: Summary Rating Determination: Assign the numerical rating level that accurately reflects the employee's performance for each of the Critical elements (Use only whole numbers: Exceptional = 5 points; Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points.) See reverse for complete instructions.

Element Number	Numerical Rating
1	3
2	5
3	4
4	4
5	4
Total:	20

Total Numerical Rating 20 + Number of Elements 5 = Numeric Summary Rating 4

Part D: Summary Rating: Use conversion chart to determine rating. Check appropriate box:

<input checked="" type="checkbox"/> Exceptional	4.6 - 5.00 AND No Critical element rated lower than "Superior".
<input type="checkbox"/> Superior	3.6 - 4.59 AND No Critical element rated lower than "Fully Successful".
<input type="checkbox"/> Fully Successful	3.0 - 3.59 AND No Critical element rated lower than "Fully Successful".
<input type="checkbox"/> Minimally Successful	2.0 - 2.99 AND No Critical element rated lower than "Minimally Successful".
<input type="checkbox"/> Unsatisfactory	One or more Critical elements rated "Unsatisfactory".

Employee: <u>[Signature]</u>	Rating Official: <u>[Signature]</u>	Reviewing Official (if applicable):
Date: <u>1/19/14</u>	Date: <u>4/19/14</u>	Date:

Check here if Interim Rating: _____
Performance Award: QSI _____

Cash: \$ 2054 or 1.75 % of pay Time Off _____