

**Regular Meeting**  
**Tuesday, March 12, 2024**  
**6:00 p.m.**



**Unalaska City Hall**  
**Council Chambers**  
**43 Raven Way**

**Council Members**  
Thomas D. Bell  
Darin Nicholson  
Daneen Looby

**Council Members**  
Anthony Longo  
Alejandro R. Tungul  
Shari Coleman

*To Provide a Sustainable Quality of Life  
Through Excellent Stewardship of Government*

## **UNALASKA CITY COUNCIL**

P. O. Box 610 • Unalaska, Alaska 99685  
Tel (907) 581-1251 • Fax (907) 581-1417 • [www.ci.unalaska.ak.us](http://www.ci.unalaska.ak.us)

**Mayor:** Vincent M. Tutiakoff, Sr. **City Manager:** William Homka  
**City Clerk:** Estkarlen P. Magdaong, [emagdaong@ci.unalaska.ak.us](mailto:emagdaong@ci.unalaska.ak.us)

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### **COUNCIL MEETING ATTENDANCE**

The community is encouraged to attend meetings of the City Council:

- In person at City Hall
- Online via ZOOM (link, meeting ID & password below)
- By telephone (toll and toll free numbers, meeting ID & password below)
- Listen on KUCB TV Channel 8 or Radio Station 89.7

### **PUBLIC COMMENT**

The Mayor and City Council value and encourage community input at meetings of the City Council. There is a time limit of 3 minutes per person, per topic. Options for public comment:

- In person
- By telephone or ZOOM - notify the City Clerk if you'd like to provide comment using ZOOM features (chat message or raise your hand); or \*9 by telephone to raise your hand; or you may notify the City Clerk during regular business hours in advance of the meeting
- Written comment is accepted up to one hour before the meeting begins by email, regular mail, fax or hand delivery to the City Clerk, and will be read during the meeting; include your name

**ZOOM MEETING LINK:** <https://us02web.zoom.us/j/83246795029>

**Meeting ID:** 832 4679 5029 / **Passcode:** 630155

**TELEPHONE: Meeting ID:** 832 4679 5029 / **Passcode:** 630155

Toll Free numbers: (833) 548-0276; or (833) 548-0282; or (877) 853-5247; or (888) 788-0099

Non Toll-Free numbers: (253) 215-8782; or (346) 248-7799; or (669) 900-9128

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## **AGENDA**

1. **Call to order**
2. **Roll call**
3. **Pledge of Allegiance**
4. **Recognition of Visitors**
5. **Awards and Presentations**
  - a. [Recognize City Employment Anniversary of Sean Peters, Department of Public Safety, 10 years](#)
6. **Adoption of Agenda**

7. **Approve Minutes of Previous Meeting** – [February 27, 2024](#)
8. **Reports**
  - a. Scott Goodman, Executive Director of the Bering Sea Fisheries Research Foundation
  - b. [City Manager](#)
  - c. Board and Commission Minutes (information only, no presentation)
    - i. [Library Advisory Meeting Minutes – January 8, 2024](#)
9. **Community Input & Announcements** *Members of the public may provide information to council or make announcements of interest to the community. Three-minute time limit per person.*
10. **Public Comment on Agenda Items** *Time for members of the public to provide information to Council regarding items on the agenda. Alternatively, members of the public may speak when the issue comes up on the regular agenda by signing up with the City Clerk. Three-minute time limit per person.*
11. **Public Hearing** *Members of the public may testify about any item set for public hearing. Three-minute time limit per person.*
  - a. [Ordinance 2024-04](#): Amending UCO § 3.40.040 to adopt a new pay range matrix; and amending § 3.40.050 basis of pay rates
  - b. [Ordinance 2024-05](#): Creating Budget Amendment #5 to the Fiscal Year 2024 Budget to fund increases in wages, fringe benefits and associated State of Alaska PERS contribution for unrepresented employees
12. **Regular Agenda** *Persons wishing to speak on regular agenda items must sign up with the City Clerk. Three-minute time limit per person.*
  - a. [Ordinance 2024-04](#): 2<sup>nd</sup> Reading, Amending UCO § 3.40.040 to adopt a new pay range matrix; and amending § 3.40.050 basis of pay rates
  - b. [Ordinance 2024-05](#): 2<sup>nd</sup> Reading, Creating Budget Amendment #5 to the Fiscal Year 2024 Budget to fund increases in wages, fringe benefits and associated State of Alaska PERS contribution for unrepresented employees
  - c. [Resolution 2024-07](#): Acknowledging the closure and completion of various capital projects and purchases.
13. **Council Directives to City Manager**
14. **Community Input & Announcements** *Members of the public may provide information to council or make announcements of interest to the community. Three-minute time limit per person.*
15. **Executive Session** *Executive Session is closed to the public.*
  - a. Discussion of City Manager Annual Evaluation
16. **Adjournment**



# EMPLOYEE ANNIVERSARY

**SEAN PETERS**

★ **10 Years** ★

Department of Public Safety

***Congratulations!***

**Regular Meeting**  
**Tuesday, February 27, 2024**  
**6:00 p.m.**



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## **MINUTES**

1. **Call to order.** Mayor Tutiakoff called the regular meeting to order on Tuesday, February 27, 2024 at 6:00 p.m.

Council Member Looby read the City's Mission Statement: *To provide a sustainable quality of life through excellent stewardship of government.*

2. **Roll call.** The City Clerk called the roll. The Mayor and all Council Members were present, with Coleman attending remotely. Mayor announced quorum established.
3. **Pledge of Allegiance.** Tungul led the Pledge of Allegiance.
4. **Recognition of Visitors.** The Mayor acknowledged the people in attendance along with Dylan Faber, Government and Community Affairs Manager for Alaska from Matson.
5. The Mayor acknowledged the 10-year employment anniversary of Jennifer Van Deventer from the Finance department. The Mayor also presented Ms. Van Deventer with an anniversary plaque and pin.

Mayor also recognized and awarded Steve and Jennifer Van Deventer the Community Extra Mile award for their time and tireless efforts to play as Mr. and Mrs. Claus during Christmas.

6. **Adoption of Agenda.** Nicholson moved to adopt the agenda, with a second by Tungul. There being no objection, the agenda was adopted by consensus.
7. **Approve Minutes of Previous Meeting.** Tungul moved to approve the proposed minutes of the council meeting held February 13, 2024 as presented, with second by Nicholson. There being no objection, the minutes were approved by consensus.

8. **Reports.**

- a. Library Advisory Committee Annual Report – M. Lynn Crane, Chair of the Library Advisory Committee presented the annual report to Council.
- b. Financials, January 2024 – Patricia Soule, Finance Director presented the January financial reports and answered Council questions.
- c. City Manager – Mr. Homka provided an overview of his report and responded to questions from Council.

9. **Community Input & Announcements** were made as follows:

- a. Roger Blakeley, PCR Director announced that the Youth Swim League will start on March 4<sup>th</sup>.
- b. Dr. Virginia Hatfield, Executive Director of the Museum of the Aleutians, announced several events for MOTA.
- c. Alyssa McDonald with University of Alaska Fairbanks mentioned that the Unalaska Learning Center provides classes for the community. Please call (907) 581-1666 for more information. Ms. McDonald also teaches yoga classes at the PCR on Mondays, Wednesdays and Fridays from 6:00 pm – 8:00 p.m.
- d. M. Lynn Crane with Unalaskans Against Sexual Assault and Family Violence will bring out Mike Walsh from the Foraker Group to provide board training for non-profit organizations, tentatively scheduled for Friday, March 22<sup>nd</sup>. Soup-off fundraiser will be on March 30, 2024.
- e. City Clerk reminded elected officials, School Board Members and Planning Commissioners to submit their annual Public Official Financial Disclosure form which is due on March 15, 2024.

**10. Public Comment on Agenda Items**

- a. Rufina Shaishnikoff provided a comment regarding Downtown Nuisance Abatement.
- b. Cole McCracken commented on the Makushin Geothermal Project.
- c. Travis Swangel commented on the Makushin Geothermal Project.
- d. Joe Henning provided a comment regarding the Makushin Geothermal Project.
- e. Alyssa McDonald provided a comment on the Makushin Geothermal Project.

**11. Work Session.** Longo moved go to into work session, with a second by Nicholson. There being no objection, Council moved into work session at 6:34 p.m.

- a. William Lierman of the Alaska Permanent Capital Management presented the Fiscal Sustainabillity Plan and answered Council questions.
- b. Noel Rea, CEO of Iliuliuk Family and Health Services, Inc. presented the IFHS clinic’s funding request and answered Council questions.

Dennis Robinson (via Zoom) provided comment regarding the funding request.

**Clerk’s note:** Mayor called for a five-minute break before proceeding with the next agenda item.

- c. Cameron Dean, Planning Director presented the Downtown Nuisance Abatement topic and answered Council questions.

Council discussion.

City Clerk read into the record a written comment submitted by Suzi Golodoff.

Laresa Syverson, Dennis Robinson, Rufina Shaishnikoff, Michael Tutiakoff and Janice Krukoff (via Zoom) provided their comments regarding this topic.

- d. Peggy McLaughlin, Port Director, provided a brief introduction and Dylan Faber, Matson’s Manager of Government and Community Affairs presented a slide show for the Matson Shipping and City of Unalaska Partnership for UMC Project Positions 5-7 Upgrades and answered Council’s questions.

Council discussion.

Travis Swangel and Frank Kelty (via Zoom) provided comment regarding this item.

- e. City Manager Homka presented an overview of the Makushin Geothermal Project & OCCP's Request for 4<sup>th</sup> Amended PPA and answered Council questions.

Council discussion.

Dennis Robinson and Ellis Berry provided their comment in person, while Ronni Wilcock, Alyssa McDonald, David Matthews and Janice Krukoff, all participating via Zoom, provided their comments as well.

City Clerk read into the record a written comment submitted by Dan Magone.

Tungul made a motion to return to regular session, with a second by Nicholson. There being no objection, Council returned to regular session at 9:33 p.m.

## 12. Regular Agenda

- a. Resolution 2024-06: Identifying the City of Unalaska's State Legislative Priorities

Nicholson moved to adopt Resolution 2024-06, with a second by Looby.

The City Manager introduced the resolution and provided a summary, followed by Council discussion.

Roll call vote: all Council Members voted in the affirmative, adopting Resolution 2024-06.

- b. Ordinance 2024-04: 1<sup>st</sup> Reading, Amending UCO § 3.40.040 to adopt a new pay range matrix; and amending § 3.40.050 basis of pay rates

Tungul made a motion to introduce Ordinance 2024-04 and schedule it for public hearing and second reading on March 12, 2024; with a second by Bell.

Council member Bell addressed conflict of interest as he is in a domestic partnership with a Title 3 employee and disclosed that there is no significant financial benefit for him should Ordinance 2024-04 pass, and asked the Mayor if he sees it otherwise. Mayor agreed that there is no significant financial benefit.

Longo also disclosed that he is in the same situation as his wife is a Title 3 employee and in the same situation as far as the financial gain. Mayor thanked him and mentioned that he could participate in the discussion and vote and that he sees no significant financial gain.

Council discussion. Mayor ruled that there is no significant financial gain for Bell and Longo from this ordinance and asked to move on.

City Manager Homka provided an overview followed by Council discussion.

Looby moved to amend Ordinance 2024-04 by changing PCR/Aquatics to just PCR; Administration department to HR department and move the Deputy City Manager to go to City Manager's office, with a second by Bell.

Council discussion.

Looby asked to withdraw amendment. City Clerk clarified that we cannot withdraw the motion as it has been seconded and it belonged to the legislative body.

Roll call vote on the amendment: All council members voted against the amendment. Motion to amend failed.

Looby made another motion to amend Ordinance 2024-04 to bring it to 78<sup>th</sup> percentile, with a second by Coleman.

Council discussion.

Roll call vote on the motion to amend: Coleman – yes; Bell – no; Looby – yes; Nicholson – no; Tungul – no; Longo – no

Motion failed 2 yes and 4 no.

City Clerk read into record the written comment submitted by Michelle Price.

Roll call vote on the main motion: All Council Members voted in the affirmative. With this vote, the Council has introduced Ordinance 2024-04 and scheduled it for public hearing and 2<sup>nd</sup> reading on March 12, 2024.

- c. Ordinance 2024-05: 1<sup>st</sup> Reading, Creating Budget Amendment #5 to the Fiscal Year 2024 Budget to fund increases in wages, fringe benefits and associated State of Alaska PERS contribution for unrepresented employees

Tungul made a motion to introduce Ordinance 2024-05 and schedule it for public hearing and second reading on March 12, 2024, with a second by Longo.

City Manager provided an introduction of the ordinance, followed by Council discussion.

Roll call vote: All Council Members voted in the affirmative. Motion passed and scheduled for public hearing and 2<sup>nd</sup> reading on March 12, 2024.

### 13. Council Directives to City Manager

- a. Coleman made a motion to direct the City Manager to initiate the development of an Investment Policy Statement for the establishment of the permanent fund, with a second by Looby.

Council discussion.

Roll call vote: All Council Members voted in the affirmative. Motion passed.

- b. Coleman made a motion to direct the City Manager to provide an administrative extension of six months to the current PPA with OCCP.

Motion failed for a lack of a second.

- c. Bell made a motion to direct the City Manager to bring to Council proposals to fund IFHS request, with a second by Tungul.

Roll call vote: Tungul – yes; Longo – yes; Coleman – no; Looby – yes; Bell – yes; Nicholson – yes

Motion passed 5-1

- d. Bell made a motion to direct the City Manager to move option 2 as presented on February 27, 2024 memorandum to Council with regards to nuisance abatement, with second by Nicholson.

Council discussion.

Roll call vote: Nicholson – yes; Longo – yes; Looby – yes; Coleman – no; Bell – yes, Tungul – yes

Motion passed 5-1

14. **Community Input & Announcements.** None

15. **Adjournment.** Having completed all items on the agenda, the Mayor adjourned the meeting at 10:45 p.m.

These minutes were approved by the Unalaska City Council on March 12, 2024.

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Estkarlen P. Magdaong  
City Clerk



## CITY MANAGER’S REPORT

TO: Mayor Tutiakoff and City Council Members  
 FROM: William Homka, City Manager  
 DATE: March 12, 2024

- CAPTAINS BAY ROAD PROJECT:** The Alaska Department of Transportation & Public Facilities, Community Transportation (CTP), recently announced the list of projects statewide slated to receive “Intent to Award” letters, and Unalaska’s Captains Bay Road project is included on that list (see below). Execution of final grant agreements is contingent upon the approval of the 2024-27 Statewide Transportation Improvement Program, which is currently awaiting approval from the Federal Highways Administration and Federal Transit Administration. This is not a guarantee of funding, but it is good news that the project has surpassed this hurdle.

Congratulations to the following:

| Project Name   | Sponsor                        | PEB Score |
|--|--------------------------------|-----------|
| Bogard Road Reconstruction: North Earl Drive to North Engstrom Road  | DOT&PF                         | 382.0     |
| Wales to Tin City Road Reconstruction                                | City of Wales via Kawerak Inc. | 371.0     |
| Seldon Road Reconstruction, Wasilla Fishhook Road to Snowgoose Drive | Matanuska Susitna Borough      | 369.3     |
| Seldon Road Reconstruction, Snowgoose Drive to Lucille Street        | Matanuska Susitna Borough      | 367.3     |
| Vintage Boulevard and Clinton Drive Reconstruction                   | City and Borough of Juneau     | 344.0     |
| Akutan Harbor Access Road  | Akutan                         | 338.8     |
| Wales Community Roads Improvement                                    | City of Wales via Kawerak Inc. | 338.0     |
| Captain's Bay Road   | City of Unalaska               | 334.0     |

- US EPA CPRG GRANT APPLICATION:** The City of Unalaska is committed to transitioning its electric power production from diesel generation to renewable energy sources, including wind and geothermal. We have assembled a team of professionals to pursue a Climate Pollution Reduction Grant from the US EPA. On February 1, 2024, the City submitted a letter of intent to apply to CPRG to fund the Makushin Geothermal Project. The grant awards up to \$500 Million and requires zero local fund contribution as a grant match. We’ve engaged the Unalaska Trilateral Group to develop a seamless submission; it’s expected to be a very competitive grant process.
- GRANT APPLICATION – ENERGY EFFICIENCY:** The City submitted an application for a building efficiency grant to Alaska Energy Authority’s Renewable Energy / Village Energy Efficiency Program (RE-VEEP). No local match is required and we should be notified about April 1<sup>st</sup>. We applied for \$169,308 to:
  - Perform an energy audit at the water treatment plant to evaluate potential efficiency gains by using excess electricity generated by the microturbines.
  - Improve the battery/solar system at Icy Lake. This would let us avoid installing a remote fossil fuel generator there.
  - Replace fluorescent lighting with LEDs in the wash bay, warehouse, DPW building and City Hall.

- JUNEAU LOBBY TRIP:** The City of Unalaska delegation met with several members of Alaska’s Legislature in Juneau on Monday, March 4 and Tuesday, March 5, 2024. We met with Senators Dunbar, Wilson, Olson, Kaufman and Keihl. We also met with Representatives Ortiz, Tomaszewski, Josephson, Edgmon, Wright, Stapp, Hannan, Sumner, Vance and Galvin. The Meetings went very well and we were able to express the City’s state priorities for capital projects. We also explained what was happening with the Makushin Geothermal Project. Included in the photograph, left to right, are Natalie Cale of Ounalashka Corporation; city consultant Chris Hladick; Representative Bryce Edgmon; Council Member and Vice Mayor Alejandro Tungul; Mayor Vincent M. Tutiakoff, Sr. and City Manager William Homka.



- UNALASKA FIRE DEPARTMENT:** The Unalaska Fire Department had representation in Juneau for the Alaska Fire Chiefs Association (AFCA) Legislative Session and Leadership Summit for the first time since 2017. The Fire Chief was able to network with colleagues and see how Unalaska is aligning our



priorities with the rest of the fire departments from around the State of Alaska. Chief Knowles met with several legislators about two main priorities: addition of CPR/First Aid in Alaska Education Curriculum and CAPSIS funding for new construction of fire facilities. AFCA had \$250 million in projects collectively. There was a lot of good conversations that came from introducing these projects to legislators. Pictured is Chief Knowles and Rep. Bryce Edgmon after a productive meeting about the support and needs for fire/rescue and pre-hospital emergency medical services in Unalaska.

- DPU DIRECTOR RECRUITMENT:** On March 19 the City will conduct interviews of two candidates by video conference. Our consultant is presently conducting background checks of both candidates. Following receipt of the background reports and interviews, the decision will be made whether to advance either candidate to an on-site visit.
- STAFFING UPDATE:** The tables below summarize HR actions and position openings.

**February 16, 2023 – March 8, 2024**

| Type of Action | Number Of | Internal | External |
|----------------|-----------|----------|----------|
| Hires          | 4         | 1        | 3        |
| Pending Hires  | 2         | 0        | 2        |
| Pending Offers | 1         | NA       | NA       |
| Resignations   | 1         | NA       | NA       |
| Separations    | 3         | NA       | NA       |

**Position Openings**

| Department     | # Openings | Notes  |
|----------------|------------|--|
| Administration | 1          | HR Mgr   |
| DPS            | 5          | Police Officer (1), Police Sergeant (3), Corrections Officer                       |
| DPU            | 6          | Director, Water Operator, Util Lineman (2), Util Lineman Chief, Apprentice Lineman |
| DPW            | 2          | City Engineer, Installation Maint Worker   |
| Finance        | 1          | Controller   |
| PCR            | 4          | 3 Lifeguards, Rec Coordinator  |
| Planning       | 1          | GIS Admin Replacement  |
| TOTAL          | 20         |  |

# UNALASKA PUBLIC LIBRARY | LIBRARY ADVISORY COMMITTEE MINUTES

Monday, January 8, 2024

**6:00 PM**

**Dan Masoni Conference Room**

***Mission:** Unalaska Public Library educates, enriches, and inspires community members by connecting them to the world and each other.*

- I. Call to Order and Roll Call **6:08 PM**  
**Present: Macke, Thompson, Hanson-Zueger (remote), Magdaong (remote), and Hazen (remote)**  
**Absent: Crane, Hatfield**
- II. Reading of Mission Statement **Magdaong read the Library Mission Statement.**
- III. Introduction of Visitors **Roger Blakeley, PCR Director**
- IV. Additions or Changes to the Agenda **None**
- V. Public Comment on Agenda Items **None**
- VI. Minutes of the December 14 meeting **Hanson-Zueger made a motion to adopt the minutes of the December 14, 2023 meeting. Thompson seconded. Motion passed by consensus.**
- VII. Librarian's Report **The City Librarian presented the November Librarian's Report. She also announced that the Department of Parks, Culture, and Recreation will begin work on a Parks & Recreation Comprehensive Plan in January 2024, and the Library Advisory Committee will act as stakeholders during creation of this plan. She also announced several upcoming library programs.**
- VIII. Old or Unfinished Business
  - A. Policy Review: Library Rules of Conduct, Second Review **The Committee gave input on the draft Library Rules of Conduct Policy.**
  - B. Calendar Year 2023 Report to City Council **The Committee reviewed the draft 2023 Annual Report to City Council. The City Librarian will work on an accompanying graphic and send to the group for review before the February Committee meeting. The Library Advisory Committee will present this report to City Council on February 27, 2024.**
- IX. New Business
  - A. Budget Goals **The Committee reviewed the longstanding Core Library Goals and discussed minor changes. The City Librarian will note the proposed changes and put these goals on the agenda again for review at the committee's February meeting.**
  - B. City of Unalaska Schedule of Fees and Charges **The Committee reviewed the current Schedule of Fees and Charges and recommended changes for the proposed FY25 fee schedule, including standardizing photocopy charges with City Hall. The Committee discussed the option of removing the \$1.00 per day overdue fine for DVDs but did not recommend removing any overdue fines at this time.**
- X. Announcements: **This is Cyri Thompson's last meeting, after serving for many years as a Library Advisory Committee member. Cyri will join the library staff as a full-time Library Assistant in February 2024.**
- XI. Next Meeting: **Monday, February 5, 5:30 PM**
- XII. Adjournment **7:07 PM**

## **Committee Members and Terms:**

M. Lynn Crane, Chair - 02/2024

Karen Macke, Vice Chair - 02/2024

Debbie Hanson-Zueger - 02/2026

Cyri Thompson - 02/2025

Virginia Hatfield – 02/2025

Estkarlen Magdaong - 02/2025

Cat Hazen - 02/2024

**Fundraising Committee:** M. Lynn Crane, Debbie Hanson-Zueger, Cat Hazen, Virginia Hatfield

CITY OF UNALASKA  
UNALASKA, ALASKA

ORDINANCE 2024-04

AN ORDINANCE OF THE UNALASKA CITY COUNCIL AMENDING UCO § 3.40.040 TO ADOPT A NEW PAY RANGE MATRIX; AND AMENDING § 3.40.050 BASIS OF PAY RATES

WHEREAS, UCO § 3.40.010 states that the objectives of the City’s plan are (a) to provide an appropriate salary structure to recruit and retain an adequate supply of competent employees; and (b) to provide appropriate pay incentives for productivity and quality; and

WHEREAS, UCO § 3.40.020 requires the City Manager to periodically (but no less often than every three years) review the pay plan and make a report to the City Council discussing whether or not the pay plan accurately reflects existing conditions; and to determine the accuracy of pay ranges; and

WHEREAS, the City retained a professional consultant to conduct a classification and compensation study for our unrepresented employees, and the report of that study was presented to the City Council on February 6, 2024; and

WHEREAS, the Council discussed the compensation and classification study again on February 13, 2024, and issued a directive to the City Manager to revise the employee classification and wage scale based on the findings of the study; and

WHEREAS, the City Manager recommends the following changes in the pay plan to keep it current.

NOW THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF UNALASKA, as follows:

**Section 1: Classification.** This Ordinance is a Code Ordinance.

**Section 2: Amendment of Section 3.40.040 Pay Range Matrix.** Section 3.40.040 of the Unalaska Code of Ordinances is hereby amended to read as follows [new language is underlined; and deleted language is ~~overstruck~~]:

**WAGE RANGES – ANNUAL**

| <b><i>Wage Range</i></b> | <b><i>Minimum</i></b> | <b><i>Midpoint</i></b> | <b><i>Maximum</i></b> |
|--------------------------|-----------------------|------------------------|-----------------------|
| A10                      | \$30,886.86           | \$35,538.36            | \$40,168.13           |
| A11                      | \$38,320.57           | \$47,906.14            | \$57,491.72           |
| A12                      | \$40,689.79           | \$50,862.24            | \$61,034.69           |
| A13                      | \$43,037.28           | \$53,796.60            | \$64,555.92           |
| B21                      | \$45,406.50           | \$56,752.70            | \$68,098.89           |
| B22                      | \$47,753.99           | \$59,687.06            | \$71,620.12           |
| B23                      | \$50,101.48           | \$62,621.42            | \$75,163.09           |
| B24/B31                  | \$53,057.58           | \$66,316.54            | \$79,575.50           |
| B25/B32                  | \$56,578.81           | \$70,728.94            | \$84,879.08           |
| C41                      | \$59,534.90           | \$74,424.06            | \$89,291.49           |

|         |             |              |              |
|---------|-------------|--------------|--------------|
| C42     | \$62,512.74 | \$78,140.92  | \$93,769.10  |
| C43     | \$65,642.72 | \$82,031.66  | \$98,442.34  |
| C44/C51 | \$68,924.86 | \$86,139.77  | \$103,376.42 |
| C45/C52 | \$72,359.14 | \$90,095.72  | \$108,549.58 |
| D61     | \$73,054.70 | \$94,964.58  | \$116,896.21 |
| D62     | \$76,706.34 | \$99,724.77  | \$123,330.06 |
| D63     | \$80,553.62 | \$104,702.31 | \$128,872.74 |
| E81     | \$84,422.62 | \$109,745.06 | \$135,067.50 |
| E82     | \$88,639.41 | \$115,244.27 | \$141,827.40 |
| E83     | \$93,073.55 | \$121,004.31 | \$148,913.34 |
| E84     | \$97,725.06 | \$127,046.92 | \$156,368.78 |

**WAGE RANGES – SEMIMONTHLY**

| <b><i>Wage Range</i></b> | <b><i>Minimum</i></b> | <b><i>Midpoint</i></b> | <b><i>Maximum</i></b> |
|--------------------------|-----------------------|------------------------|-----------------------|
| A10                      | \$1,286.95            | \$1,480.77             | \$1,673.67            |
| A11                      | \$1,596.69            | \$1,996.09             | \$2,395.49            |
| A12                      | \$1,695.41            | \$2,119.26             | \$2,543.11            |
| A13                      | \$1,793.22            | \$2,241.53             | \$2,689.83            |
| B21                      | \$1,891.94            | \$2,364.70             | \$2,837.45            |
| B22                      | \$1,989.75            | \$2,486.96             | \$2,984.17            |
| B23                      | \$2,087.56            | \$2,609.23             | \$3,131.80            |
| B24/B31                  | \$2,210.73            | \$2,763.19             | \$3,315.65            |
| B25/B32                  | \$2,357.45            | \$2,947.04             | \$3,536.63            |
| C41                      | \$2,480.62            | \$3,101.00             | \$3,720.48            |
| C42                      | \$2,604.70            | \$3,255.87             | \$3,907.05            |
| C43                      | \$2,735.11            | \$3,417.99             | \$4,101.76            |
| C44/C51                  | \$2,871.87            | \$3,589.16             | \$4,307.35            |
| C45/C52                  | \$3,014.96            | \$3,753.99             | \$4,522.90            |
| D61                      | \$3,043.95            | \$3,956.86             | \$4,870.68            |
| D62                      | \$3,196.10            | \$4,155.20             | \$5,138.75            |
| D63                      | \$3,356.40            | \$4,362.60             | \$5,369.70            |
| E81                      | \$3,517.61            | \$4,572.71             | \$5,627.81            |
| E82                      | \$3,693.31            | \$4,801.84             | \$5,909.48            |
| E83                      | \$3,878.06            | \$5,041.85             | \$6,204.72            |
| E84                      | \$4,071.88            | \$5,293.62             | \$6,515.37            |

**WAGE RANGES – HOURLY**

| <b><i>Wage Range</i></b> | <b><i>Minimum</i></b> | <b><i>Midpoint</i></b> | <b><i>Maximum</i></b> |
|--------------------------|-----------------------|------------------------|-----------------------|
| A10                      | \$14.85               | \$17.09                | \$19.31               |
| A11                      | \$18.42               | \$23.03                | \$27.64               |
| A12                      | \$19.56               | \$24.45                | \$29.34               |
| A13                      | \$20.69               | \$25.86                | \$31.04               |
| B21                      | \$21.83               | \$27.28                | \$32.74               |
| B22                      | \$22.96               | \$28.70                | \$34.43               |

|         |         |         |         |
|---------|---------|---------|---------|
| B23     | \$24.09 | \$30.11 | \$36.14 |
| B24/B31 | \$25.51 | \$31.88 | \$38.26 |
| B25/B32 | \$27.20 | \$34.00 | \$40.81 |
| C41     | \$28.62 | \$35.78 | \$42.93 |
| C42     | \$30.05 | \$37.57 | \$45.08 |
| C43     | \$31.56 | \$39.44 | \$47.33 |
| C44/C51 | \$33.14 | \$41.41 | \$49.70 |
| C45/C52 | \$34.79 | \$43.32 | \$52.19 |
| D61     | \$35.12 | \$45.66 | \$56.20 |
| D62     | \$36.88 | \$47.94 | \$59.29 |
| D63     | \$38.73 | \$50.34 | \$61.96 |
| E81     | \$40.59 | \$52.76 | \$64.94 |
| E82     | \$42.62 | \$55.41 | \$68.19 |
| E83     | \$44.75 | \$58.18 | \$71.59 |
| E84     | \$46.98 | \$61.08 | \$75.18 |

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**WAGE RANGES - ANNUAL**

| Pay Grade | Title                                   | Department/Division               | Minimum      | Control Point | Maximum      |
|-----------|---|-----------------------------------|--------------|---------------|--------------|
| 100       | Lifeguard                               | PCR / Aquatic Center              | \$47,465.60  | \$52,208.00   |              |
| 105       | Administrative Assistant I              | Any                               | \$51,272.00  | \$56,388.80   | \$71,780.80  |
| 105       | Head Lifeguard                          | PCR / Aquatic Center              | \$51,272.00  | \$56,388.80   | \$71,780.80  |
| 110       | Risk Management Assistant               | Administration                    | \$73,299.20  | \$80,620.80   | \$102,627.20 |
| 110       | Administrative Assistant II             | Any                               | \$73,299.20  | \$80,620.80   | \$102,627.20 |
| 110       | Executive Assistant I                   | City Manager's Office             | \$73,299.20  | \$80,620.80   | \$102,627.20 |
| 115       | Executive Assistant II                  | City Manager's Office             | \$79,144.00  | \$87,068.80   | \$110,801.60 |
| 120       | Human Resources Specialist              | Administration                    | \$85,488.00  | \$94,036.80   | \$119,683.20 |
| 120       | Executive Assistant III                 | City Manager's Office             | \$85,488.00  | \$94,036.80   | \$119,683.20 |
| 120       | Office Manager                          | Public Works                      | \$85,488.00  | \$94,036.80   | \$119,683.20 |
| 120       | Engineering Technician I                | Public Works                      | \$85,488.00  | \$94,036.80   | \$119,683.20 |
| 120       | Office Manager                          | Public Safety                     | \$85,488.00  | \$94,036.80   | \$119,683.20 |
| 125       | Aquatic Center Manager                  | PCR / Aquatic Center              | \$92,331.20  | \$101,566.40  | \$129,272.00 |
| 125       | Deputy City Clerk                       | City Clerk                        | \$92,331.20  | \$101,566.40  | \$129,272.00 |
| 125       | Engineering Technician II               | Public Works                      | \$92,331.20  | \$101,566.40  | \$129,272.00 |
| 125       | Associate Planner                       | Planning                          | \$92,331.20  | \$101,566.40  | \$129,272.00 |
| 125       | Planning & GIS Technician               | Planning                          | \$92,331.20  | \$101,566.40  | \$129,272.00 |
| 130       | Business & Operations Manager           | Parks, Culture & Recreation       | \$99,736.00  | \$109,699.20  | \$139,630.40 |
| 130       | Civil Engineer                          | Public Works                      | \$99,736.00  | \$109,699.20  | \$139,630.40 |
| 130       | Librarian                               | Parks, Culture & Recreation       | \$99,736.00  | \$109,699.20  | \$139,630.40 |
| 130       | Planner                                 | Planning                          | \$99,736.00  | \$109,699.20  | \$139,630.40 |
| 130       | Lab Coordinator                         | Public Utilities                  | \$99,736.00  | \$109,699.20  | \$139,630.40 |
| 135       | Project & Fixed Assets Accountant       | Finance                           | \$107,702.40 | \$118,476.80  | \$150,779.20 |
| 135       | Network Administrator                   | Finance / Information Systems     | \$107,702.40 | \$118,476.80  | \$150,779.20 |
| 135       | Senior Planner                          | Planning                          | \$107,702.40 | \$118,476.80  | \$150,779.20 |
| 140       | Risk Management Coordinator             | Administration                    | \$116,334.40 | \$127,961.60  | \$162,864.00 |
| 140       | Human Resources Coordinator             | Administration                    | \$116,334.40 | \$127,961.60  | \$162,864.00 |
| 140       | Project Manager - DPW                   | Public Works                      | \$116,334.40 | \$127,961.60  | \$162,864.00 |
| 140       | Harbormaster                            | Ports & Harbors                   | \$116,334.40 | \$127,961.60  | \$162,864.00 |
| 140       | Recreation Manager                      | Parks, Culture & Recreation       | \$116,334.40 | \$127,961.60  | \$162,864.00 |
| 145       | Controller                              | Finance                           | \$125,632.00 | \$138,195.20  | \$175,884.80 |
| 145       | Deputy Port Director                    | Ports & Harbors                   | \$125,632.00 | \$138,195.20  | \$175,884.80 |
| 145       | Deputy Utilities Director               | Public Utilities                  | \$125,632.00 | \$138,195.20  | \$175,884.80 |
| 150       | Human Resources Manager                 | Administration                    | \$135,699.20 | \$149,260.80  | \$189,987.20 |
| 150       | IT Manager                              | Finance / Information Systems     | \$135,699.20 | \$149,260.80  | \$189,987.20 |
| 150       | City Librarian                          | Parks, Culture & Recreation       | \$135,699.20 | \$149,260.80  | \$189,987.20 |
| 155       | Director of Human Resources             | Administration                    | \$149,260.80 | \$164,195.20  | \$208,956.80 |
| 155       | City Clerk                              | City Clerk                        | \$149,260.80 | \$164,195.20  | \$208,956.80 |
| 155       | Director of Parks, Culture & Recreation | Parks, Culture & Recreation       | \$149,260.80 | \$164,195.20  | \$208,956.80 |
| 155       | Director of Planning                    | Planning                          | \$149,260.80 | \$164,195.20  | \$208,956.80 |
| 155       | Deputy Chief of Police                  | Public Safety                     | \$149,260.80 | \$164,195.20  | \$208,956.80 |
| 160       | Director of Public Works                | Public Works                      | \$164,195.20 | \$180,606.40  | \$229,881.60 |
| 160       | Director of Finance                     | Finance                           | \$164,195.20 | \$180,606.40  | \$229,881.60 |
| 160       | Fire Chief                              | Fire & Emergency Medical Services | \$164,195.20 | \$180,606.40  | \$229,881.60 |
| 160       | Chief of Police                         | Public Safety                     | \$164,195.20 | \$180,606.40  | \$229,881.60 |
| 160       | Director of Ports & Harbors             | Ports & Harbors                   | \$164,195.20 | \$180,606.40  | \$229,881.60 |
| 160       | Director of Public Utilities            | Public Utilities                  | \$164,195.20 | \$180,606.40  | \$229,881.60 |
| 165       | Deputy City Manager                     | Administration                    | \$180,606.40 | \$198,660.80  | \$252,844.80 |

**WAGE RANGES - SEMIMONTHLY**

| Pay Grade | Title                                   | Department/Division               | Minimum    | Control Point | Maximum     |
|-----------|---|-----------------------------------|------------|---------------|-------------|
| 100       | Lifeguard                               | PCR / Aquatic Center              | \$1,977.73 | \$2,175.33    |             |
| 105       | Administrative Assistant I              | Any                               | \$2,136.33 | \$2,349.53    | \$2,990.87  |
| 105       | Head Lifeguard                          | PCR / Aquatic Center              | \$2,136.33 | \$2,349.53    | \$2,990.87  |
| 110       | Risk Management Assistant               | Administration                    | \$3,054.13 | \$3,359.20    | \$4,276.13  |
| 110       | Administrative Assistant II             | Any                               | \$3,054.13 | \$3,359.20    | \$4,276.13  |
| 110       | Executive Assistant I                   | City Manager'S Office             | \$3,054.13 | \$3,359.20    | \$4,276.13  |
| 115       | Executive Assistant II                  | City Manager'S Office             | \$3,297.67 | \$3,627.87    | \$4,616.73  |
| 120       | Human Resources Specialist              | Administration                    | \$3,562.00 | \$3,918.20    | \$4,986.80  |
| 120       | Executive Assistant III                 | City Manager'S Office             | \$3,562.00 | \$3,918.20    | \$4,986.80  |
| 120       | Office Manager                          | Public Works                      | \$3,562.00 | \$3,918.20    | \$4,986.80  |
| 120       | Engineering Technician I                | Public Works                      | \$3,562.00 | \$3,918.20    | \$4,986.80  |
| 120       | Office Manager                          | Public Safety                     | \$3,562.00 | \$3,918.20    | \$4,986.80  |
| 125       | Aquatic Center Manager                  | PCR / Aquatic Center              | \$3,847.13 | \$4,231.93    | \$5,386.33  |
| 125       | Deputy City Clerk                       | City Clerk                        | \$3,847.13 | \$4,231.93    | \$5,386.33  |
| 125       | Engineering Technician II               | Public Works                      | \$3,847.13 | \$4,231.93    | \$5,386.33  |
| 125       | Associate Planner                       | Planning                          | \$3,847.13 | \$4,231.93    | \$5,386.33  |
| 125       | Planning & GIS Technician               | Planning                          | \$3,847.13 | \$4,231.93    | \$5,386.33  |
| 130       | Business & Operations Manager           | Parks, Culture & Recreation       | \$4,155.67 | \$4,570.80    | \$5,817.93  |
| 130       | Civil Engineer                          | Public Works                      | \$4,155.67 | \$4,570.80    | \$5,817.93  |
| 130       | Librarian                               | Parks, Culture & Recreation       | \$4,155.67 | \$4,570.80    | \$5,817.93  |
| 130       | Planner                                 | Planning                          | \$4,155.67 | \$4,570.80    | \$5,817.93  |
| 130       | Lab Coordinator                         | Public Utilities                  | \$4,155.67 | \$4,570.80    | \$5,817.93  |
| 135       | Project & Fixed Assets Accountant       | Finance                           | \$4,487.60 | \$4,936.53    | \$6,282.47  |
| 135       | Network Administrator                   | Finance / Information Systems     | \$4,487.60 | \$4,936.53    | \$6,282.47  |
| 135       | Senior Planner                          | Planning                          | \$4,487.60 | \$4,936.53    | \$6,282.47  |
| 140       | Risk Management Coordinator             | Administration                    | \$4,847.27 | \$5,331.73    | \$6,786.00  |
| 140       | Human Resources Coordinator             | Administration                    | \$4,847.27 | \$5,331.73    | \$6,786.00  |
| 140       | Project Manager - DPW                   | Public Works                      | \$4,847.27 | \$5,331.73    | \$6,786.00  |
| 140       | Harbormaster                            | Ports & Harbors                   | \$4,847.27 | \$5,331.73    | \$6,786.00  |
| 140       | Recreation Manager                      | Parks, Culture & Recreation       | \$4,847.27 | \$5,331.73    | \$6,786.00  |
| 145       | Controller                              | Finance                           | \$5,234.67 | \$5,758.13    | \$7,328.53  |
| 145       | Deputy Port Director                    | Ports & Harbors                   | \$5,234.67 | \$5,758.13    | \$7,328.53  |
| 145       | Deputy Utilities Director               | Public Utilities                  | \$5,234.67 | \$5,758.13    | \$7,328.53  |
| 150       | Human Resources Manager                 | Administration                    | \$5,654.13 | \$6,219.20    | \$7,916.13  |
| 150       | IT Manager                              | Finance / Information Systems     | \$5,654.13 | \$6,219.20    | \$7,916.13  |
| 150       | City Librarian                          | Parks, Culture & Recreation       | \$5,654.13 | \$6,219.20    | \$7,916.13  |
| 155       | Director of Human Resources             | Administration                    | \$6,219.20 | \$6,841.47    | \$8,706.53  |
| 155       | City Clerk                              | City Clerk                        | \$6,219.20 | \$6,841.47    | \$8,706.53  |
| 155       | Director of Parks, Culture & Recreation | Parks, Culture & Recreation       | \$6,219.20 | \$6,841.47    | \$8,706.53  |
| 155       | Director of Planning                    | Planning                          | \$6,219.20 | \$6,841.47    | \$8,706.53  |
| 155       | Deputy Chief of Police                  | Public Safety                     | \$6,219.20 | \$6,841.47    | \$8,706.53  |
| 160       | Director of Public Works                | Public Works                      | \$6,841.47 | \$7,525.27    | \$9,578.40  |
| 160       | Director of Finance                     | Finance                           | \$6,841.47 | \$7,525.27    | \$9,578.40  |
| 160       | Fire Chief                              | Fire & Emergency Medical Services | \$6,841.47 | \$7,525.27    | \$9,578.40  |
| 160       | Chief of Police                         | Public Safety                     | \$6,841.47 | \$7,525.27    | \$9,578.40  |
| 160       | Director of Ports & Harbors             | Ports & Harbors                   | \$6,841.47 | \$7,525.27    | \$9,578.40  |
| 160       | Director of Public Utilities            | Public Utilities                  | \$6,841.47 | \$7,525.27    | \$9,578.40  |
| 165       | Deputy City Manager                     | Administration                    | \$7,525.27 | \$8,277.53    | \$10,535.20 |

**WAGE RANGES - HOURLY**

| Pay Grade | Title                                   | Department/Division               | Minimum | Control Point | Maximum  |
|-----------|---|-----------------------------------|---------|---------------|----------|
| 100       | Lifeguard                               | PCR / Aquatic Center              | \$22.82 | \$25.10       |          |
| 105       | Administrative Assistant I              | Any                               | \$24.65 | \$27.11       | \$34.51  |
| 105       | Head Lifeguard                          | PCR / Aquatic Center              | \$24.65 | \$27.11       | \$34.51  |
| 110       | Risk Management Assistant               | Administration                    | \$35.24 | \$38.76       | \$49.34  |
| 110       | Administrative Assistant II             | Any                               | \$35.24 | \$38.76       | \$49.34  |
| 110       | Executive Assistant I                   | City Manager's Office             | \$35.24 | \$38.76       | \$49.34  |
| 115       | Executive Assistant II                  | City Manager's Office             | \$38.05 | \$41.86       | \$53.27  |
| 120       | Human Resources Specialist              | Administration                    | \$41.10 | \$45.21       | \$57.54  |
| 120       | Executive Assistant III                 | City Manager's Office             | \$41.10 | \$45.21       | \$57.54  |
| 120       | Office Manager                          | Public Works                      | \$41.10 | \$45.21       | \$57.54  |
| 120       | Engineering Technician I                | Public Works                      | \$41.10 | \$45.21       | \$57.54  |
| 120       | Office Manager                          | Public Safety                     | \$41.10 | \$45.21       | \$57.54  |
| 125       | Aquatic Center Manager                  | PCR / Aquatic Center              | \$44.39 | \$48.83       | \$62.15  |
| 125       | Deputy City Clerk                       | City Clerk                        | \$44.39 | \$48.83       | \$62.15  |
| 125       | Engineering Technician II               | Public Works                      | \$44.39 | \$48.83       | \$62.15  |
| 125       | Associate Planner                       | Planning                          | \$44.39 | \$48.83       | \$62.15  |
| 125       | Planning & GIS Technician               | Planning                          | \$44.39 | \$48.83       | \$62.15  |
| 130       | Business & Operations Manager           | Parks, Culture & Recreation       | \$47.95 | \$52.74       | \$67.13  |
| 130       | Civil Engineer                          | Public Works                      | \$47.95 | \$52.74       | \$67.13  |
| 130       | Librarian                               | Parks, Culture & Recreation       | \$47.95 | \$52.74       | \$67.13  |
| 130       | Planner                                 | Planning                          | \$47.95 | \$52.74       | \$67.13  |
| 130       | Lab Coordinator                         | Public Utilities                  | \$47.95 | \$52.74       | \$67.13  |
| 135       | Project & Fixed Assets Accountant       | Finance                           | \$51.78 | \$56.96       | \$72.49  |
| 135       | Network Administrator                   | Finance / Information Systems     | \$51.78 | \$56.96       | \$72.49  |
| 135       | Senior Planner                          | Planning                          | \$51.78 | \$56.96       | \$72.49  |
| 140       | Risk Management Coordinator             | Administration                    | \$55.93 | \$61.52       | \$78.30  |
| 140       | Human Resources Coordinator             | Administration                    | \$55.93 | \$61.52       | \$78.30  |
| 140       | Project Manager - DPW                   | Public Works                      | \$55.93 | \$61.52       | \$78.30  |
| 140       | Harbormaster                            | Ports & Harbors                   | \$55.93 | \$61.52       | \$78.30  |
| 140       | Recreation Manager                      | Parks, Culture & Recreation       | \$55.93 | \$61.52       | \$78.30  |
| 145       | Controller                              | Finance                           | \$60.40 | \$66.44       | \$84.56  |
| 145       | Deputy Port Director                    | Ports & Harbors                   | \$60.40 | \$66.44       | \$84.56  |
| 145       | Deputy Utilities Director               | Public Utilities                  | \$60.40 | \$66.44       | \$84.56  |
| 150       | Human Resources Manager                 | Administration                    | \$65.24 | \$71.76       | \$91.34  |
| 150       | IT Manager                              | Finance / Information Systems     | \$65.24 | \$71.76       | \$91.34  |
| 150       | City Librarian                          | Parks, Culture & Recreation       | \$65.24 | \$71.76       | \$91.34  |
| 155       | Director of Human Resources             | Administration                    | \$71.76 | \$78.94       | \$100.46 |
| 155       | City Clerk                              | City Clerk                        | \$71.76 | \$78.94       | \$100.46 |
| 155       | Director of Parks, Culture & Recreation | Parks, Culture & Recreation       | \$71.76 | \$78.94       | \$100.46 |
| 155       | Director of Planning                    | Planning                          | \$71.76 | \$78.94       | \$100.46 |
| 155       | Deputy Chief of Police                  | Public Safety                     | \$71.76 | \$78.94       | \$100.46 |
| 160       | Director of Public Works                | Public Works                      | \$78.94 | \$86.83       | \$110.52 |
| 160       | Director of Finance                     | Finance                           | \$78.94 | \$86.83       | \$110.52 |
| 160       | Fire Chief                              | Fire & Emergency Medical Services | \$78.94 | \$86.83       | \$110.52 |
| 160       | Chief of Police                         | Public Safety                     | \$78.94 | \$86.83       | \$110.52 |
| 160       | Director of Ports & Harbors             | Ports & Harbors                   | \$78.94 | \$86.83       | \$110.52 |
| 160       | Director of Public Utilities            | Public Utilities                  | \$78.94 | \$86.83       | \$110.52 |
| 165       | Deputy City Manager                     | Administration                    | \$86.83 | \$95.51       | \$121.56 |

**Section 3: Amendment of Section 3.40.050 Basis of Pay Rates.** Section 3.40.050(A) of the Unalaska Code of Ordinances is hereby amended to read as follows [new language is underlined; and deleted language is ~~everstruck~~]:

**§ 3.40.050 BASIS OF PAY RATES.**

(A) *Hiring wage rate.*

(1) Appointment to any position can be made from the minimum to the midpoint control point of the wage range based on the applicant's experience and ability over and above the qualification requirements specified for the class, prior creditable city service, or on a critical shortage of applicants.

(2) Appointment above the midpoint control point of the wage range is allowed at the Department Director level. Below the Department Director level, appointment above the midpoint control point of the wage range is at the sole discretion of the City Manager, with justification provided in writing.

(3) Written approval of the hiring wage rate shall be made by the City Manager before appointment.

(4) Advancement to the maximum wage rate within a pay range shall be by successive merit increases.

**Section 3: Effective Date.** This ordinance shall take effect on April 1, 2024.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on March \_\_, 2024.

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Vincent M. Tutiakoff, Sr.  
Mayor

ATTEST:

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Estkarlen P. Magdaong  
City Clerk

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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Marjie Veeder, Assistant City Manager  
Through: William Homka, City Manager  
Date: February 27, 2024  
Re: Ordinance 2024-04: Amending UCO § 3.40.040 to adopt a new pay range matrix;  
and amending § 3.40.050 Basis of Pay Rates  
and  
Ordinance 2024-05: Creating Budget Amendment #5 to the Fiscal Year 2024  
Budget to fund increases in wages, fringe benefits, and associated State of Alaska  
PERS contributions for unrepresented employees

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**SUMMARY:** As a first step in implementing the Classification and Compensation Study requested by the Council, staff presents two ordinances for consideration. Ordinance 2024-04 places the new pay range matrix into code and makes a minor edit to refer to the control point rather than the midpoint. Ordinance 2025-05 funds the related wage increases for our existing employees for the remainder of FY24. Staff recommends adoption.

**PREVIOUS COUNCIL ACTION:** The final report and recommendations from McGrath Human Resources Consultants were presented to the Council at a special meeting on February 6, 2024. The Council discussed this matter again on February 13, 2024 and directed the City Manager to revise the Title 3 employee classification and wage scale based on the findings of the McGrath study.

**BACKGROUND:** Pay scales and wages for our Title 3 unrepresented employees are outdated and have not kept pace with the labor market or the cost of living. The last compensation study was conducted in 2013. Even though wage scales were increased by 4.5% across the board in 2019, a compensation and classification study was not completed and our pay scales have not kept pace with the market. Our Title 3 unrepresented employees have been waiting a long time for this study and for their pay scales and wages to be adjusted to market. Even though this group of employees received a 10% pay increase effective pay period ending December 31, 2022, which was retroactive to July 1, 2022 (following the approval of the IUOE 302 collective bargaining agreement), almost all of their wages are still not at the minimum of the market today.

This results in difficulty attracting new employees, current employees not being compensated fairly, and disparity and compression in relation to the pay scales of represented employees.

The City contracted with McGrath Human Resources Consultants to conduct the wage and classification study.

**DISCUSSION:** The first step in implementing the wage and classification study is to adopt the pay range matrix and bring the wages of our current Title 3 employees up to scale.

As far as implementing the new pay range matrix, we plan to:

- Bring the wages for all employees up to the minimum of the new pay scale.
- Then increase the wage, in a consistent manner, for the employee's years in the position, but no higher than the control point so employees have room to grow in the pay scale. This acknowledges their tenure in position and offsets compression issues; it also helps provide separation between existing employees and future hires.
- If an employee's present wage is already within the new pay scale, provide a 3% wage increase so everyone is guaranteed at least a 3% increase.
- For recently hired employees with many years of experience in their role, bring them up to no higher than the control point to acknowledge that experience.
- The new pay scales have already been trended for 2024, meaning a 3.5% COLA has been applied. Moving forward, the plan is to provide a cost of living adjustment each year in January and update the pay scales accordingly, based on an economic indicator.
- For this implementation year only, we don't recommend merit increases on July 1, 2024, due to the significant wage increases being provided; and we also don't recommend applying pay increases retroactively.
- Beginning in 2025, provide annual merit increases on July 1<sup>st</sup> based on satisfactory performance evaluations.
- Future movement within the pay scales will then occur based on satisfactory performance.

**ALTERNATIVES:** Alternatives include –

1. The Council can follow the recommendation of our professional consultant and the City Manager to implement new pay scales and wage increases for our Title 3 unrepresented employees.
2. The Council could increase or decrease the desired percentile of the labor market. It is not recommended to decrease the percentile, as that would cause a newly adopted pay scale to pretty quickly fall behind the market and ultimately continue the difficulties we are already experiencing.
3. The Council could do nothing (also not recommended).

**FINANCIAL IMPLICATIONS:** The new pay range matrix will result in newly hired employees being paid at market. It would be difficult, if not impossible, to estimate the financial implications for newly hired employees. However, the new pay range matrix, as applied to existing employees, has a financial implication for FY25, the next budget year, of approximately \$880,000 more as compared to the FY24 original budget.

The budget amendment for the remainder of FY24 requests a total of \$218,743: (a) an additional \$161,041 from the General Fund for City Administration, Clerks, Finance, Information Systems, Planning, Public Safety, Public Works and PCR; and (2) \$57,202 for the proprietary funds for Electric, Water, Wastewater, Solid Waste, Ports, Airport and Housing. Wages touch each of these funds due to the allocation of employee wages.

The FY24 budget impact, summarized by fund, is as follows:

**Title 3 Increase - FY24 Budget Impact**

*Includes Wages, Taxes, PERS*

|                               |                |
|-------------------------------|----------------|
| City Manager's Office         | 5,689          |
| Administration                | 29,396         |
| Clerks                        | 17,441         |
| Finance                       | 12,644         |
| IS                            | 7,030          |
| Planning                      | 5,781          |
| Police & Admin                | 10,860         |
| Communications                | 2,212          |
| Corrections                   | 2,212          |
| Fire/EMS                      | 9,026          |
| DPW Admin                     | 14,737         |
| PCR Admin                     | 2,112          |
| Rec Programs                  | 7,261          |
| Community Center              | 9,797          |
| Library                       | 10,952         |
| Aquatics Center               | 13,891         |
| <b>General Fund Total</b>     | <b>161,041</b> |
| <br>                          |                |
| Electric Utility Admin        | 7,765          |
| <b>Electric Fund Total</b>    | <b>7,765</b>   |
| <br>                          |                |
| Water Utility Admin           | 7,308          |
| Water Operations              | 785            |
| <b>Water Fund Total</b>       | <b>8,093</b>   |
| <br>                          |                |
| Wastewater Utility Admin      | 6,587          |
| Wastewater Operations         | 2,358          |
| <b>Wastewater Fund Total</b>  | <b>8,945</b>   |
| <br>                          |                |
| Solid Waste Utility Admin     | 6,276          |
| <b>Solid Waste Fund Total</b> | <b>6,276</b>   |
| <br>                          |                |
| Harbor Office Admin           | 19,147         |
| CEM Small Boat Harbor         | 1,765          |
| <b>Port Fund Total</b>        | <b>20,912</b>  |
| <br>                          |                |
| Airport Admin/Operations      | 1,824          |
| <b>Airport Fund Total</b>     | <b>1,824</b>   |
| <br>                          |                |
| Housing Admin/Operations      | 3,887          |
| <b>Housing Fund Total</b>     | <b>3,887</b>   |
| <br>                          |                |
| <b>Total Increase</b>         | <b>218,743</b> |

**LEGAL:** None.

**STAFF RECOMMENDATION:** Staff recommends adopting both ordinances as a first step in implementing the classification and compensation study for our Title 3 unrepresented employees.

**PROPOSED MOTIONS:**

Ordinance 2024-04

- 1<sup>st</sup> reading: I move to introduce Ordinance 2024-04 and schedule it for public hearing and second reading on March 12, 2024.
- 2<sup>nd</sup> reading: I move to adopt Ordinance 2024-04.

Ordinance 2024-05

- 1<sup>st</sup> reading: I move to introduce Ordinance 2024-05 and schedule it for public hearing and second reading on March 12, 2024.
- 2<sup>nd</sup> reading: I move to adopt Ordinance 2024-05.

**CITY MANAGER COMMENTS:** I support the Staff's recommendation.

**ATTACHMENTS:** None.



CITY OF UNALASKA  
UNALASKA, ALASKA

ORDINANCE 2024-05

AN ORDINANCE OF THE UNALASKA CITY COUNCIL CREATING BUDGET AMENDMENT #5 TO THE FISCAL YEAR 2024 BUDGET TO FUND INCREASES IN WAGES, FRINGE BENEFITS AND ASSOCIATED STATE OF ALASKA PERS CONTRIBUTIONS FOR UNREPRESENTED EMPLOYEES

BE IT ENACTED BY THE UNALASKA CITY COUNCIL

- Section 1. Classification: This is a non-code ordinance.  
 Section 2. Effective Date: This ordinance becomes effective upon adoption.  
 Section 3. Content: The City of Unalaska FY24 Budget is amended as follows:

- A. That the following sums of money are hereby accepted and the following sums of money are hereby authorized for expenditure.  
 B. The following are the changes by account line item.

**Amendment #5 to Ordinance 2023-03**

|  | Current       | Requested  | Revised       |
|--|---------------|------------|---------------|
| <b>I. OPERATING BUDGETS</b>                                |               |            |               |
| <b>A. General Fund</b>                                     |               |            |               |
| Sources  |               |            |               |
| General Fund - Appropriated Fund Balance                   | \$ 566,849    | \$ 157,492 | \$ 724,341    |
| PERS Non-Employer Contribution                             | 317,311       | 3,549      | 320,860       |
|  | \$ 884,160    | \$ 161,041 | \$ 1,045,201  |
| Uses   |               |            |               |
| City Administration  | \$ 2,441,401  | \$ 35,085  | \$ 2,476,486  |
| Clerks   | 649,340       | 17,441     | 666,781       |
| Finance/IS   | 2,381,138     | 19,674     | 2,400,812     |
| Planning   | 817,155       | 5,781      | 822,936       |
| Public Safety  | 7,879,413     | 24,310     | 7,903,723     |
| Public Works   | 6,453,759     | 14,737     | 6,468,496     |
| Parks, Culture & Recreation                                | 3,968,428     | 44,013     | 4,012,441     |
|  | \$ 24,590,634 | \$ 161,041 | \$ 24,751,675 |
| <b>B. Proprietary Funds</b>                                |               |            |               |
| Sources  |               |            |               |
| Electric Fund - Budgeted use of unrestricted net assets    | \$ 3,569,924  | \$ 7,600   | \$ 3,577,524  |
| Electric Fund - PERS Non-Employer Contribution             | 66,328        | 165        | 66,493        |
| Water Fund - Budgeted use of unrestricted net assets       | 1,759,394     | 7,920      | 1,767,314     |
| Water Fund - PERS Non-Employer Contribution                | 28,278        | 173        | 28,451        |
| Wastewater Fund - Budgeted use of unrestricted net assets  | 1,481,168     | 8,752      | 1,489,920     |
| Wastewater Fund - PERS Non-Employer Contribution           | 26,941        | 193        | 27,134        |
| Solid Waste Fund - Budgeted use of unrestricted net assets | 1,201,793     | 6,146      | 1,207,939     |
| Solid Waste Fund - PERS Non-Employer Contribution          | 26,610        | 130        | 26,740        |
| Ports Fund - Budgeted use of unrestricted net assets       | 1,824,011     | 20,440     | 1,844,451     |
| Ports Fund - PERS Non-Employer Contribution                | 41,841        | 472        | 42,313        |
| Airport Fund - Budgeted use of unrestricted net assets     | 245,693       | 1,781      | 247,474       |
| Airport Fund - PERS Non-Employer Contribution              | 4,973         | 43         | 5,016         |
| Housing Fund - Budgeted use of unrestricted net assets     | 160,160       | 3,796      | 163,956       |
| Housing Fund - PERS Non-Employer Contribution              | 4,112         | 91         | 4,203         |
|  | \$ 10,441,226 | \$ 57,702  | \$ 10,498,928 |

| Uses   | Current              | Requested        | Revised              |
|--|----------------------|------------------|----------------------|
| Electric Fund - Utility Administration Expenses    | 5,164,707            | 7,765            | 5,172,472            |
| Water Fund - Utility Administration Expenses       | 1,816,514            | 7,308            | 1,823,822            |
| Water Fund - Operating Expenses                    | 1,588,068            | 785              | 1,588,853            |
| Wastewater Fund - Utility Administration Expenses  | 1,980,404            | 6,587            | 1,986,991            |
| Wastewater Fund - Operating Expenses               | 2,073,158            | 2,358            | 2,075,516            |
| Solid Waste Fund - Utility Administration Expenses | 1,724,668            | 6,276            | 1,730,944            |
| Ports Fund - Harbor Office Expenses                | 7,120,438            | 19,147           | 7,139,585            |
| Ports Fund - CEM Small Boat Harbor Expenses        | 1,072,634            | 1,765            | 1,074,399            |
| Airport Fund - Admin/Operating Expenses            | 614,488              | 1,824            | 616,312              |
| Housing Fund - Admin/Operating Expenses            | 431,442              | 3,887            | 435,329              |
|  | <u>\$ 23,586,521</u> | <u>\$ 57,702</u> | <u>\$ 23,644,223</u> |

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on March \_\_\_\_, 2024.

\_\_\_\_\_  
 Vincent M. Tutiakoff, Sr.  
 Mayor

ATTEST:

\_\_\_\_\_  
 Estkarlen P. Magdaong  
 City Clerk

- 1) General Fund - Operating Budget  
Add \$161,041 for Title 3 Wages & Benefits
- 2) Proprietary Funds - Operating Budgets  
Add \$57,702 for Title 3 Wages & Benefits

|   | <u>Org</u> | <u>Object</u> | <u>Current</u> | <u>Requested</u> | <u>Revised</u> |
|---|------------|---------------|----------------|------------------|----------------|
| <b>1) General Fund - Operating Budget</b> |            |               |                |                  |                |
| <b>Sources:</b>                           |            |               |                |                  |                |
| Appropriated Fund Balance                 | 01010049   | 49900         | 566,849        | 157,492          | 724,341        |
| PERS Non-Employer Contributions           | 01010041   | 42355         | 317,311        | 3,549            | 320,860        |
| <b>Uses:</b>                              |            |               |                |                  |                |
| <b>City Manager's Office</b>              |            |               |                |                  |                |
| Salaries and Wages                        | 01020251   | 51100         | 173,993        | 4,285            | 178,278        |
| FICA & Medicare Emplr Match               | 01020251   | 52200         | 12,851         | 329              | 13,180         |
| PERS Employer Contribution                | 01020251   | 52300         | 43,120         | 1,075            | 44,195         |
| <b>Administration</b>                     |            |               |                |                  |                |
| Salaries and Wages                        | 01020351   | 51100         | 469,887        | 22,141           | 492,028        |
| FICA & Medicare Emplr Match               | 01020351   | 52200         | 35,639         | 1,698            | 37,337         |
| PERS Employer Contribution                | 01020351   | 52300         | 115,928        | 5,557            | 121,485        |
| <b>Clerks</b>                             |            |               |                |                  |                |
| Salaries and Wages                        | 01020551   | 51100         | 315,754        | 13,138           | 328,892        |
| FICA & Medicare Emplr Match               | 01020551   | 52200         | 25,416         | 1,005            | 26,421         |
| PERS Employer Contribution                | 01020551   | 52300         | 78,125         | 3,298            | 81,423         |
| <b>Finance</b>                            |            |               |                |                  |                |
| Salaries and Wages                        | 01020651   | 51100         | 679,267        | 9,524            | 688,791        |
| FICA & Medicare Emplr Match               | 01020651   | 52200         | 53,837         | 728              | 54,565         |
| PERS Employer Contribution                | 01020651   | 52300         | 165,784        | 2,392            | 168,176        |
| <b>Information Systems</b>                |            |               |                |                  |                |
| Salaries and Wages                        | 01020751   | 51100         | 262,646        | 5,293            | 267,939        |
| FICA & Medicare Emplr Match               | 01020751   | 52200         | 21,102         | 406              | 21,508         |
| PERS Employer Contribution                | 01020751   | 52300         | 59,056         | 1,331            | 60,387         |
| <b>Planning</b>                           |            |               |                |                  |                |
| Salaries and Wages                        | 01020851   | 51100         | 422,522        | 4,354            | 426,876        |
| FICA & Medicare Emplr Match               | 01020851   | 52200         | 33,206         | 334              | 33,540         |
| PERS Employer Contribution                | 01020851   | 52300         | 101,159        | 1,093            | 102,252        |
| <b>Police &amp; Admin</b>                 |            |               |                |                  |                |
| Salaries and Wages                        | 01021151   | 51100         | 1,910,172      | 8,181            | 1,918,353      |
| FICA & Medicare Emplr Match               | 01021151   | 52200         | 165,773        | 625              | 166,398        |
| PERS Employer Contribution                | 01021151   | 52300         | 518,458        | 2,054            | 520,512        |
| <b>Communications</b>                     |            |               |                |                  |                |
| Salaries and Wages                        | 01021251   | 51100         | 504,267        | 1,666            | 505,933        |
| FICA & Medicare Emplr Match               | 01021251   | 52200         | 42,427         | 128              | 42,555         |
| PERS Employer Contribution                | 01021251   | 52300         | 125,464        | 418              | 125,882        |
| <b>Corrections</b>                        |            |               |                |                  |                |
| Salaries and Wages                        | 01021451   | 51100         | 600,139        | 1,666            | 601,805        |
| FICA & Medicare Emplr Match               | 01021451   | 52200         | 49,914         | 128              | 50,042         |
| PERS Employer Contribution                | 01021451   | 52300         | 149,582        | 418              | 150,000        |

| <b>Fire/EMS</b>             | <b>Org</b> | <b>Object</b> | <b>Current</b> | <b>Requested</b> | <b>Revised</b> |
|-----------------------------|------------|---------------|----------------|------------------|----------------|
| Salaries and Wages          | 01021551   | 51100         | 695,448        | 6,799            | 702,247        |
| FICA & Medicare Emplr Match | 01021551   | 52200         | 67,618         | 521              | 68,139         |
| PERS Employer Contribution  | 01021551   | 52300         | 195,668        | 1,706            | 197,374        |

|                             |          |       |         |       |         |
|-----------------------------|----------|-------|---------|-------|---------|
| <b>DPW Administration</b>   |          |       |         |       |         |
| Salaries and Wages          | 01022051 | 51100 | 371,725 | 8,466 | 380,191 |
| Temp Employees              | 01022051 | 51200 | 10,400  | 3,244 | 13,644  |
| FICA & Medicare Emplr Match | 01022051 | 52200 | 29,101  | 899   | 30,000  |
| PERS Employer Contribution  | 01022051 | 52300 | 91,043  | 2,128 | 93,171  |

|                             |          |       |         |       |         |
|-----------------------------|----------|-------|---------|-------|---------|
| <b>PCR Administration</b>   |          |       |         |       |         |
| Salaries and Wages          | 01023151 | 51100 | 153,854 | 1,591 | 155,445 |
| FICA & Medicare Emplr Match | 01023151 | 52200 | 11,770  | 122   | 11,892  |
| PERS Employer Contribution  | 01023151 | 52300 | 38,115  | 399   | 38,514  |

|                             |          |       |         |       |         |
|-----------------------------|----------|-------|---------|-------|---------|
| <b>Rec Programs</b>         |          |       |         |       |         |
| Salaries and Wages          | 01023251 | 51100 | 461,262 | 5,470 | 466,732 |
| FICA & Medicare Emplr Match | 01023251 | 52200 | 38,883  | 418   | 39,301  |
| PERS Employer Contribution  | 01023251 | 52300 | 108,849 | 1,373 | 110,222 |

|                             |          |       |         |       |         |
|-----------------------------|----------|-------|---------|-------|---------|
| <b>Community Center</b>     |          |       |         |       |         |
| Salaries and Wages          | 01023351 | 51100 | 470,486 | 7,380 | 477,866 |
| FICA & Medicare Emplr Match | 01023351 | 52200 | 36,634  | 565   | 37,199  |
| PERS Employer Contribution  | 01023351 | 52300 | 85,284  | 1,852 | 87,136  |

|                             |          |       |         |       |         |
|-----------------------------|----------|-------|---------|-------|---------|
| <b>Library</b>              |          |       |         |       |         |
| Salaries and Wages          | 01023451 | 51100 | 390,624 | 8,250 | 398,874 |
| FICA & Medicare Emplr Match | 01023451 | 52200 | 31,557  | 631   | 32,188  |
| PERS Employer Contribution  | 01023451 | 52300 | 77,361  | 2,071 | 79,432  |

|                             |          |       |         |        |         |
|-----------------------------|----------|-------|---------|--------|---------|
| <b>Aquatics Center</b>      |          |       |         |        |         |
| Salaries and Wages          | 01023551 | 51100 | 289,331 | 11,445 | 300,776 |
| FICA & Medicare Emplr Match | 01023551 | 52200 | 22,597  | 875    | 23,472  |
| PERS Employer Contribution  | 01023551 | 52300 | 52,187  | 1,571  | 53,758  |

2) **Electric Fund - Operating Budget**

|   |          |       |           |       |           |
|---|----------|-------|-----------|-------|-----------|
| <b>Sources:</b>                         |          |       |           |       |           |
| Budgeted use of unrestricted net assets | 50015049 | 49910 | 3,569,924 | 7,600 | 3,577,524 |
| PERS Non-Employer Contributions         | 50015041 | 42355 | 66,328    | 165   | 66,493    |

|  |          |       |         |       |         |
|--|----------|-------|---------|-------|---------|
| <b>Uses:</b>                             |          |       |         |       |         |
| <b>Electric - Utility Administration</b> |          |       |         |       |         |
| Salaries and Wages                       | 50024051 | 51100 | 502,245 | 5,324 | 507,569 |
| Temp Employees                           | 50024051 | 51200 | 4,084   | 649   | 4,733   |
| FICA & Medicare Emplr Match              | 50024051 | 52200 | 38,732  | 457   | 39,189  |
| PERS Employer Contribution               | 50024051 | 52300 | 120,245 | 1,335 | 121,580 |

**Water Fund - Operating Budget**

|   |          |       |           |       |           |
|---|----------|-------|-----------|-------|-----------|
| <b>Sources:</b>                         |          |       |           |       |           |
| Budgeted use of unrestricted net assets | 51015549 | 49910 | 1,759,394 | 7,920 | 1,767,314 |
| PERS Non-Employer Contributions         | 51015541 | 42355 | 28,278    | 173   | 28,451    |

|                                       |          |       |         |       |         |
|---------------------------------------|----------|-------|---------|-------|---------|
| <b>Uses:</b>                          |          |       |         |       |         |
| <b>Water - Utility Administration</b> |          |       |         |       |         |
| Salaries and Wages                    | 51024051 | 51100 | 302,670 | 4,982 | 307,652 |
| Temp Employees                        | 51024051 | 51200 | 1,485   | 649   | 2,134   |
| FICA & Medicare Emplr Match           | 51024051 | 52200 | 23,237  | 428   | 23,665  |
| PERS Employer Contribution            | 51024051 | 52300 | 72,873  | 1,249 | 74,122  |

| <b>Water - Operations</b>                               | <b>Org</b> | <b>Object</b> | <b>Current</b> | <b>Requested</b> | <b>Revised</b> |
|---|------------|---------------|----------------|------------------|----------------|
| Salaries and Wages                                      | 51024351   | 51100         | 582,219        | 592              | 582,811        |
| FICA & Medicare Emplr Match                             | 51024351   | 52200         | 48,903         | 45               | 48,948         |
| PERS Employer Contribution                              | 51024351   | 52300         | 148,145        | 148              | 148,293        |
| <b><u>Wastewater Fund - Operating Budget</u></b>        |            |               |                |                  |                |
| <b><u>Sources:</u></b>                                  |            |               |                |                  |                |
| Budgeted use of unrestricted net assets                 | 52016049   | 49910         | 1,481,168      | 8,752            | 1,489,920      |
| PERS Non-Employer Contributions                         | 52016041   | 42355         | 26,941         | 193              | 27,134         |
| <b><u>Uses:</u></b>                                     |            |               |                |                  |                |
| <b><u>Wastewater - Utility Administration</u></b>       |            |               |                |                  |                |
| Salaries and Wages                                      | 52024051   | 51100         | 253,103        | 4,439            | 257,542        |
| Temp Employees  | 52024051   | 51200         | 743            | 649              | 1,392          |
| FICA & Medicare Emplr Match                             | 52024051   | 52200         | 19,382         | 386              | 19,768         |
| PERS Employer Contribution                              | 52024051   | 52300         | 61,194         | 1,113            | 62,307         |
| <b><u>Wastewater - Operations</u></b>                   |            |               |                |                  |                |
| Salaries and Wages                                      | 52024551   | 51100         | 575,166        | 1,776            | 576,942        |
| FICA & Medicare Emplr Match                             | 52024551   | 52200         | 48,975         | 136              | 49,111         |
| PERS Employer Contribution                              | 52024551   | 52300         | 147,630        | 446              | 148,076        |
| <b><u>Solid Waste Fund - Operating Budget</u></b>       |            |               |                |                  |                |
| <b><u>Sources:</u></b>                                  |            |               |                |                  |                |
| Budgeted use of unrestricted net assets                 | 53016549   | 49910         | 1,201,793      | 6,146            | 1,207,939      |
| PERS Non-Employer Contributions                         | 53016541   | 42355         | 26,610         | 130              | 26,740         |
| <b><u>Uses:</u></b>                                     |            |               |                |                  |                |
| <b><u>Solid Waste - Utility Administration</u></b>      |            |               |                |                  |                |
| Salaries and Wages                                      | 53024051   | 51100         | 203,417        | 4,204            | 207,621        |
| Temp Employees  | 53024051   | 51200         | 743            | 649              | 1,392          |
| FICA & Medicare Emplr Match                             | 53024051   | 52200         | 15,559         | 369              | 15,928         |
| PERS Employer Contribution                              | 53024051   | 52300         | 49,199         | 1,054            | 50,253         |
| <b><u>Ports and Harbors Fund - Operating Budget</u></b> |            |               |                |                  |                |
| <b><u>Sources:</u></b>                                  |            |               |                |                  |                |
| Budgeted use of unrestricted net assets                 | 54017049   | 49910         | 1,824,011      | 20,440           | 1,844,451      |
| PERS Non-Employer Contributions                         | 54017041   | 42355         | 41,841         | 472              | 42,313         |
| <b><u>Uses:</u></b>                                     |            |               |                |                  |                |
| <b><u>Harbor Office</u></b>                             |            |               |                |                  |                |
| Salaries and Wages                                      | 54025051   | 51100         | 753,846        | 13,899           | 767,745        |
| Temp Employees  | 54025051   | 51200         | 2,228          | 649              | 2,877          |
| FICA & Medicare Emplr Match                             | 54025051   | 52200         | 57,852         | 1,113            | 58,965         |
| PERS Employer Contribution                              | 54025051   | 52300         | 172,065        | 3,486            | 175,551        |
| <b><u>CEM Small Boat Harbor</u></b>                     |            |               |                |                  |                |
| Salaries and Wages                                      | 54025451   | 51100         | 166,438        | 1,330            | 167,768        |
| FICA & Medicare Emplr Match                             | 54025451   | 52200         | 13,684         | 101              | 13,785         |
| PERS Employer Contribution                              | 54025451   | 52300         | 38,974         | 334              | 39,308         |

**Airport Fund - Operating Budget**

**Sources:**

|   | <u>Org</u> | <u>Object</u> | <u>Current</u> | <u>Requested</u> | <u>Revised</u> |
|---|------------|---------------|----------------|------------------|----------------|
| Budgeted use of unrestricted net assets | 55017549   | 49910         | 245,693        | 1,781            | 247,474        |
| PERS Non-Employer Contributions         | 55017541   | 42355         | 4,973          | 43               | 5,016          |

**Uses:**

**Airport Admin/Operations**

|                             |          |       |        |       |        |
|-----------------------------|----------|-------|--------|-------|--------|
| Salaries and Wages          | 55025651 | 51100 | 79,365 | 1,374 | 80,739 |
| FICA & Medicare Emplr Match | 55025651 | 52200 | 5,923  | 104   | 6,027  |
| PERS Employer Contribution  | 55025651 | 52300 | 18,283 | 346   | 18,629 |

**Housing Fund - Operating Budget**

**Sources:**

|   |          |       |         |       |         |
|---|----------|-------|---------|-------|---------|
| Budgeted use of unrestricted net assets | 56018049 | 49910 | 160,160 | 3,796 | 163,956 |
| PERS Non-Employer Contributions         | 56018041 | 42355 | 4,112   | 91    | 4,203   |

**Uses:**

**Housing Admin & Operating**

|                             |          |       |        |       |        |
|-----------------------------|----------|-------|--------|-------|--------|
| Salaries and Wages          | 56025851 | 51100 | 55,712 | 2,928 | 58,640 |
| FICA & Medicare Emplr Match | 56025851 | 52200 | 4,284  | 225   | 4,509  |
| PERS Employer Contribution  | 56025851 | 52300 | 13,706 | 734   | 14,440 |

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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Marjie Veeder, Assistant City Manager  
Through: William Homka, City Manager  
Date: February 27, 2024  
Re: Ordinance 2024-04: Amending UCO § 3.40.040 to adopt a new pay range matrix;  
and amending § 3.40.050 Basis of Pay Rates  
and  
Ordinance 2024-05: Creating Budget Amendment #5 to the Fiscal Year 2024  
Budget to fund increases in wages, fringe benefits, and associated State of Alaska  
PERS contributions for unrepresented employees

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**SUMMARY:** As a first step in implementing the Classification and Compensation Study requested by the Council, staff presents two ordinances for consideration. Ordinance 2024-04 places the new pay range matrix into code and makes a minor edit to refer to the control point rather than the midpoint. Ordinance 2025-05 funds the related wage increases for our existing employees for the remainder of FY24. Staff recommends adoption.

**PREVIOUS COUNCIL ACTION:** The final report and recommendations from McGrath Human Resources Consultants were presented to the Council at a special meeting on February 6, 2024. The Council discussed this matter again on February 13, 2024 and directed the City Manager to revise the Title 3 employee classification and wage scale based on the findings of the McGrath study.

**BACKGROUND:** Pay scales and wages for our Title 3 unrepresented employees are outdated and have not kept pace with the labor market or the cost of living. The last compensation study was conducted in 2013. Even though wage scales were increased by 4.5% across the board in 2019, a compensation and classification study was not completed and our pay scales have not kept pace with the market. Our Title 3 unrepresented employees have been waiting a long time for this study and for their pay scales and wages to be adjusted to market. Even though this group of employees received a 10% pay increase effective pay period ending December 31, 2022, which was retroactive to July 1, 2022 (following the approval of the IUOE 302 collective bargaining agreement), almost all of their wages are still not at the minimum of the market today.

This results in difficulty attracting new employees, current employees not being compensated fairly, and disparity and compression in relation to the pay scales of represented employees.

The City contracted with McGrath Human Resources Consultants to conduct the wage and classification study.

**DISCUSSION:** The first step in implementing the wage and classification study is to adopt the pay range matrix and bring the wages of our current Title 3 employees up to scale.

As far as implementing the new pay range matrix, we plan to:

- Bring the wages for all employees up to the minimum of the new pay scale.
- Then increase the wage, in a consistent manner, for the employee's years in the position, but no higher than the control point so employees have room to grow in the pay scale. This acknowledges their tenure in position and offsets compression issues; it also helps provide separation between existing employees and future hires.
- If an employee's present wage is already within the new pay scale, provide a 3% wage increase so everyone is guaranteed at least a 3% increase.
- For recently hired employees with many years of experience in their role, bring them up to no higher than the control point to acknowledge that experience.
- The new pay scales have already been trended for 2024, meaning a 3.5% COLA has been applied. Moving forward, the plan is to provide a cost of living adjustment each year in January and update the pay scales accordingly, based on an economic indicator.
- For this implementation year only, we don't recommend merit increases on July 1, 2024, due to the significant wage increases being provided; and we also don't recommend applying pay increases retroactively.
- Beginning in 2025, provide annual merit increases on July 1<sup>st</sup> based on satisfactory performance evaluations.
- Future movement within the pay scales will then occur based on satisfactory performance.

**ALTERNATIVES:** Alternatives include –

1. The Council can follow the recommendation of our professional consultant and the City Manager to implement new pay scales and wage increases for our Title 3 unrepresented employees.
2. The Council could increase or decrease the desired percentile of the labor market. It is not recommended to decrease the percentile, as that would cause a newly adopted pay scale to pretty quickly fall behind the market and ultimately continue the difficulties we are already experiencing.
3. The Council could do nothing (also not recommended).

**FINANCIAL IMPLICATIONS:** The new pay range matrix will result in newly hired employees being paid at market. It would be difficult, if not impossible, to estimate the financial implications for newly hired employees. However, the new pay range matrix, as applied to existing employees, has a financial implication for FY25, the next budget year, of approximately \$880,000 more as compared to the FY24 original budget.

The budget amendment for the remainder of FY24 requests a total of \$218,743: (a) an additional \$161,041 from the General Fund for City Administration, Clerks, Finance, Information Systems, Planning, Public Safety, Public Works and PCR; and (2) \$57,202 for the proprietary funds for Electric, Water, Wastewater, Solid Waste, Ports, Airport and Housing. Wages touch each of these funds due to the allocation of employee wages.



The FY24 budget impact, summarized by fund, is as follows:

**Title 3 Increase - FY24 Budget Impact**

*Includes Wages, Taxes, PERS*

|                               |                |
|-------------------------------|----------------|
| City Manager's Office         | 5,689          |
| Administration                | 29,396         |
| Clerks                        | 17,441         |
| Finance                       | 12,644         |
| IS                            | 7,030          |
| Planning                      | 5,781          |
| Police & Admin                | 10,860         |
| Communications                | 2,212          |
| Corrections                   | 2,212          |
| Fire/EMS                      | 9,026          |
| DPW Admin                     | 14,737         |
| PCR Admin                     | 2,112          |
| Rec Programs                  | 7,261          |
| Community Center              | 9,797          |
| Library                       | 10,952         |
| Aquatics Center               | 13,891         |
| <b>General Fund Total</b>     | <b>161,041</b> |
| <br>                          |                |
| Electric Utility Admin        | 7,765          |
| <b>Electric Fund Total</b>    | <b>7,765</b>   |
| <br>                          |                |
| Water Utility Admin           | 7,308          |
| Water Operations              | 785            |
| <b>Water Fund Total</b>       | <b>8,093</b>   |
| <br>                          |                |
| Wastewater Utility Admin      | 6,587          |
| Wastewater Operations         | 2,358          |
| <b>Wastewater Fund Total</b>  | <b>8,945</b>   |
| <br>                          |                |
| Solid Waste Utility Admin     | 6,276          |
| <b>Solid Waste Fund Total</b> | <b>6,276</b>   |
| <br>                          |                |
| Harbor Office Admin           | 19,147         |
| CEM Small Boat Harbor         | 1,765          |
| <b>Port Fund Total</b>        | <b>20,912</b>  |
| <br>                          |                |
| Airport Admin/Operations      | 1,824          |
| <b>Airport Fund Total</b>     | <b>1,824</b>   |
| <br>                          |                |
| Housing Admin/Operations      | 3,887          |
| <b>Housing Fund Total</b>     | <b>3,887</b>   |
| <br>                          |                |
| <b>Total Increase</b>         | <b>218,743</b> |

**LEGAL:** None.

**STAFF RECOMMENDATION:** Staff recommends adopting both ordinances as a first step in implementing the classification and compensation study for our Title 3 unrepresented employees.

**PROPOSED MOTIONS:**

Ordinance 2024-04

- 1<sup>st</sup> reading: I move to introduce Ordinance 2024-04 and schedule it for public hearing and second reading on March 12, 2024.
- 2<sup>nd</sup> reading: I move to adopt Ordinance 2024-04.

Ordinance 2024-05

- 1<sup>st</sup> reading: I move to introduce Ordinance 2024-05 and schedule it for public hearing and second reading on March 12, 2024.
- 2<sup>nd</sup> reading: I move to adopt Ordinance 2024-05.

**CITY MANAGER COMMENTS:** I support the Staff's recommendation.

**ATTACHMENTS:** None.

CITY OF UNALASKA  
UNALASKA, ALASKA

RESOLUTION 2024-07

A RESOLUTION OF THE UNALASKA CITY COUNCIL ACKNOWLEDGING THE CLOSURE  
AND COMPLETION OF VARIOUS CAPITAL PROJECTS AND PURCHASES

WHEREAS, Unalaska City Code Section 6.12.050(B) states all appropriations lapse at the end of the budget year to the extent that they have not been expended or lawfully encumbered, except an appropriation for capital improvements or projects which shall not lapse until the purpose of the appropriation has been accomplished or abandoned; and

WHEREAS, the City of Unalaska has numerous capital projects and purchases which are deemed to be complete; and

WHEREAS, combined together, all projects deemed complete are under budget; and

WHEREAS, any unused monies in completed projects will be returned to the appropriate fund.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council acknowledges that the capital projects and purchases as outlined on the attached list are deemed complete for their intended purpose.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on March 12, 2024.

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Vincent M. Tutiakoff, Sr.  
Mayor

ATTEST:

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Estkarlen P. Magdaong  
City Clerk

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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Patricia Soule, Finance Director  
Through: William Homka, City Manager  
Date: March 12, 2024  
Re: Resolution 2024-07: Acknowledging the closure and completion of various capital projects and purchases

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**SUMMARY:** With adoption of this resolution, Council acknowledges that various capital projects and purchases are being closed out of the Capital Budget. Periodically staff reviews capital projects and if a project is complete or no longer feasible, staff makes a recommendation to close that project. This recommendation includes projects in several funds and the projects are listed by fund.

**PREVIOUS COUNCIL ACTION:** Council reviews and acknowledges the closure of various capital projects periodically.

**BACKGROUND:** UCO 6.12.050 (B) states that “All appropriations lapse at the end of the budget year to the extent that they have not been expended or lawfully encumbered, except an appropriation for capital improvements or projects which shall not lapse until the purpose of the appropriation has been accomplished or abandoned.”

**DISCUSSION:** Periodically, staff evaluates active capital projects to determine if the project is complete or should be closed for other reasons. The attached list includes eleven projects recommended for closure. The list includes three projects where abandonment is recommended. Those projects are listed below with additional information as to why the abandonment is recommended.

### Projects Recommended for Abandonment

- **PS19A (Fire Training Facility):** Staff is in the process of redeveloping this project. The small amount of funds expended to date for a temporary training area in the valley will not contribute towards the new redeveloped project.
- **PW23B (Equipment Storage Building):** When this project was approved by council it was estimated at a total cost of \$1,054,000. After scoping and engineering the cost was determined to be \$3,500,000. The building as initially designed would only accommodate 2/3 of our fleet making it impractical to move forward.
- **WW24B (WWTP Air Intake Hood):** The intake hood was found to require only repairs with no need to replace the hood vents. The repairs took place in-house, eliminating the need for a project.

**ALTERNATIVES:** 1) Accept staff recommendations to close identified capital projects by adopting Resolution 2024-07; or 2) Leave one or more projects open for additional work.

**FINANCIAL IMPLICATIONS:** Unused monies will be returned to the appropriate funds, as follows:

|                            |                     |
|----------------------------|---------------------|
| General Fund               | \$ 1,676,032.65     |
| 1% Fund                    | \$ 6,802.93         |
| Electric Enterprise Fund   | \$ 107,018.59       |
| Water Enterprise Fund      | \$ 39,083.29        |
| Wastewater Enterprise Fund | <u>\$ 52,000.00</u> |
| Total                      | \$1,880,937.46      |

**LEGAL:** None

**STAFF RECOMMENDATION:** Staff recommends approval.

**PROPOSED MOTION:** I move to adopt Resolution 2024-07.

**CITY MANAGER'S COMMENTS:** I support staff's recommendation.

**Resolution 2024-07 Closing Completed/Abandoned Capital Projects**

| Project Number | Governmental |  | Budget              | Project Costs       | Under/(Over)        | Return to             | Return to Spec.              | Return to Other | Return to                             |
|----------------|--------------|--|---------------------|---------------------|---------------------|-----------------------|------------------------------|-----------------|---------------------------------------|
|                |              |  |                     | To Date             |                     | General Fund          | Revenue Fund<br>1% Sales Tax |                 | Proprietary Fund                      |
|                |              | <b>Public Safety</b>                   |                     |                     |                     |                       |                              |                 |                                       |
| FR21A          |              | AERIAL LADDER REPLACEMENT              | 1,500,000.00        | 1,488,065.04        | 11,934.96           | \$5,132.03            | \$6,802.93                   |                 |                                       |
| PS19A          |              | FIRE TRAINING FACILITY                 | 12,000.00           | 6,400.00            | 5,600.00            | \$5,600.00            |                              |                 |                                       |
|                |              | <b>Public Works</b>                    |                     |                     |                     |                       |                              |                 |                                       |
| PR22A          |              | KELTY FIELD DRAINAGE IMPROVEMENTS      | 100,000.00          | 81,112.33           | 18,887.67           | \$18,887.67           |                              |                 |                                       |
| PW22B          |              | DPW INVENTORY ROOM SHELVING            | 150,000.00          | 122,080.01          | 27,919.99           | \$27,919.99           |                              |                 |                                       |
| PW23B          |              | EQUIPMENT STORAGE BUILDING             | 1,545,830.00        | -                   | 1,545,830.00        | \$1,545,830.00        |                              |                 |                                       |
|                |              | <b>Education</b>                       |                     |                     |                     |                       |                              |                 |                                       |
| SS22A          |              | ELEMENTARY SCHOOL HEATING REPAIRS      | 100,000.00          | 69,240.35           | 30,759.65           | \$30,759.65           |                              |                 |                                       |
| SS601          |              | UCSD PLAYGROUND RENOVATION             | 1,326,485.00        | 1,284,581.69        | 41,903.31           | \$41,903.31           |                              |                 |                                       |
|                |              |  | <b>4,734,315.00</b> | <b>3,051,479.42</b> | <b>1,682,835.58</b> |                       |                              |                 |                                       |
|                |              | <b>Enterprise Funds</b>                |                     |                     |                     |                       |                              |                 |                                       |
|                |              | <b>Electric</b>                        |                     |                     |                     |                       |                              |                 |                                       |
| EL22D          |              | ELECTRICAL DISTRIBUTION EQUIPMENT REPL | 115,000.00          | 105,303.52          | 9,696.48            |                       |                              |                 | \$9,696.48                            |
| EL23B          |              | GENERATOR SETS REBUILD (FY23)          | 1,002,154.00        | 904,831.89          | 97,322.11           |                       |                              |                 | \$97,322.11                           |
|                |              |  | <b>1,117,154.00</b> | <b>1,010,135.41</b> | <b>107,018.59</b>   |                       |                              |                 | <b>Total Electric \$107,018.59</b>    |
|                |              | <b>Water</b>                           |                     |                     |                     |                       |                              |                 |                                       |
| WA18A          |              | GENERALS HILL WATER BOOSTER PUMP       | 1,241,000.00        | 1,201,916.71        | 39,083.29           |                       |                              |                 | \$39,083.29                           |
|                |              |  | <b>1,241,000.00</b> | <b>1,201,916.71</b> | <b>39,083.29</b>    |                       |                              |                 | <b>Total Water \$39,083.29</b>        |
|                |              | <b>Wastewater</b>                      |                     |                     |                     |                       |                              |                 |                                       |
| WW24B          |              | WWTP AIR INTAKE HOOD INSTALLATION      | 52,000.00           | -                   | 52,000.00           |                       |                              |                 | \$52,000.00                           |
|                |              |  | <b>52,000.00</b>    | <b>-</b>            | <b>52,000.00</b>    |                       |                              |                 | <b>Total Wastewater \$52,000.00</b>   |
|                |              |  |                     |                     |                     |                       |                              |                 | <b>Total Proprietary \$198,101.88</b> |
|                |              | <b>City Total</b>                      | <b>7,144,469.00</b> | <b>5,263,531.54</b> | <b>1,880,937.46</b> | <b>\$1,676,032.65</b> | <b>\$6,802.93</b>            | <b>\$0.00</b>   |                                       |