

CITY OF UNALASKA
UNALASKA, ALASKA

ORDINANCE 2026-07

AN ORDINANCE OF THE UNALASKA CITY COUNCIL AMENDING UNALASKA CODE OF ORDINANCES TITLE 2, ADMINISTRATION AND TITLE 3, PERSONNEL, MODIFYING THE ASSISTANT CITY MANAGER POSITION'S TITLE TO "DEPUTY CITY MANAGER"

WHEREAS, the City retained a professional consultant to conduct a classification and compensation study for unrepresented employees; and

WHEREAS, the Council issued a directive to the City Manager to revise the employee classification and wage scale based on the findings of the study; and

WHEREAS, with the adoption of Ordinance 2024-04, the title for the Assistant City Manager was modified to Deputy City Manager, necessitating a change in the Code of Ordinances to reflect the new title.

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 2.04.010. Section 2.04.010, CITY OFFICIALS, of the Unalaska Code of Ordinances is hereby amended to read as follows: [new language is underlined; and deleted language is ~~overstruck~~]

§ 2.04.010 CITY OFFICIALS.

...

(C) The following employees shall be appointed by the City Manager and shall serve at the discretion of the City Manager:

- (1) Deputy Assistant-City Manager;
- (2) City Clerk;
- (3) Director of Finance;
- (4) Director of the Department of Planning;
- (5) Chief of Police;
- (6) Director of the Department of Public Works;
- (7) Director of the Department of Parks, Culture and Recreation;
- (8) Director of Public Utilities;

- (9) Fire Chief;
- (10) Port Director; and
- (11) Such other employees as may be authorized by the City Council.

Section 3: Amendment of Section 2.04.020. Section 2.04.020, OATH OF OFFICE, of the Unalaska Code of Ordinances is hereby amended to read as follows: [new language is underlined; and deleted language is ~~overstruck~~]

§ 2.04.020 OATH OF OFFICE.

City officers, before taking office, shall affirm in writing that they will honestly, faithfully, and impartially perform their duties. The oath shall be filed with the City Clerk. The following city officials are required to sign the oath:

- (A) All elected officials;
- (B) Planning Commission members;
- (C) City Manager;
- (D) Deputy ~~Assistant~~ City Manager;
- (E) City Clerk;
- (F) Director of Finance;
- (G) Public Safety employees identified in 2.44.100;
- (H) Fire and emergency medical services employees identified in 2.46.040; and
- (I) City Attorney.

Section 4: Amendment of Section 2.32.010. Section 2.32.010, DEPARTMENT OF ADMINISTRATION, of the Unalaska Code of Ordinances is hereby amended to read as follows: [new language is underlined; and deleted language is ~~overstruck~~]

§ 2.32.010 DEPARTMENT OF ADMINISTRATION.

There is created a Department of Administration, the head of which shall be the Deputy ~~Assistant~~ City Manager.

Section 5: Amendment of Section 2.32.020. Section 2.32.020, ASSISTANT CITY MANAGER, of the Unalaska Code of Ordinances is hereby amended to read as follows: [new language is underlined; and deleted language is ~~everstruck~~]

§ 2.32.020 DEPUTY ASSISTANT CITY MANAGER.

The Deputy Assistant City Manager shall be appointed by the City Manager and shall hold office at the discretion of the City Manager.

Section 6: Amendment of Section 2.32.030. Section 2.32.030, DUTIES OF THE ASSISTANT CITY MANAGER, of the Unalaska Code of Ordinances is hereby amended to read as follows: [new language is underlined; and deleted language is ~~everstruck~~]

§ 2.32.030 DUTIES OF THE DEPUTY ASSISTANT-CITY MANAGER.

Under the supervision of the City Manager, the Deputy Assistant-City Manager shall have the following duties:

- (A) Unless otherwise established by written directive of the City Manager, function as the City Manager in the absence of the City Manager;
- (B) Supervise the personnel systems of the City, including compensation, recruitment, selection, and training of employees;
- (C) Manage the City's housing program;
- (D) Establish and maintain personnel and administrative policies and procedures;
- (E) Supervise risk management for the City, including safety/loss control and insurance programs; and
- (F) Perform other such duties as may be specified in this Code or by the City Manager.

Section 7: Amendment of Section 2.96.045. Section 2.96.045, SUCCESSION TO OFFICE OF DIRECTOR OF EMERGENCY PREPAREDNESS, of the Unalaska Code of Ordinances is hereby amended to read as follows: [new language is underlined; and deleted language is ~~everstruck~~]

§ 2.96.045 SUCCESSION TO OFFICE OF DIRECTOR OF EMERGENCY PREPAREDNESS.

Should the Director of Emergency Preparedness become a vacant or should the Director be absent or unable to perform their duties, the order of interim succession of the Director of Emergency Preparedness shall be determined as follows:

- (A) The Deputy Assistant City Manager.
- (B) The Director of Public Works.
- (C) The Director of Public Utilities.
- (D) Remaining Directors in order of seniority.

Section 8: Amendment of Section 2.96.075. Section 2.96.075, INTERIM SUCCESSION OF DEPARTMENT DIRECTORS FOR EMERGENCY PREPAREDNESS PURPOSES, of the Unalaska Code of Ordinances is hereby amended to read as follows: [new language is underlined; and deleted language is ~~overstruck~~]

§ 2.96.075 INTERIM SUCCESSION OF DEPARTMENT DIRECTORS FOR EMERGENCY PREPAREDNESS PURPOSES.

...

(C) Should the Director of Planning position become vacant or should the Director of Planning be absent or unable to perform the duties of the office, the interim succession of the Director of Planning shall be the Deputy Assistant City Manager.

...

Section 9: Amendment of Section 3.04.010. Section 3.04.010, DEFINITIONS, of the Unalaska Code of Ordinances is hereby amended to read as follows: [new language is underlined; and deleted language is ~~overstruck~~]

§ 3.04.010 DEFINITIONS.

...

(O) “Executive position” means a full-time or part-time position which involves principal responsibility for carrying out policies and programs, including, but not limited to the following:

- (1) City Manager;
- (2) Deputy Assistant City Manager;
- (3) All department directors;
- (4) City Clerk;
- (5) Chief of Police;

(6) Fire Chief.

...

Section 10. Effective Date. This ordinance is effective upon adoption.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on April 14, 2026.



Vincent M. Tutiakoff, Sr.
Mayor

ATTEST:



Estkaflen F. Magdalong, CMC
City Clerk



MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Marjie Veeder, Deputy City Manager
Through: Abner Hoage, Interim City Manager
Date: March 24, 2026
Re: Ordinance 2026-07: Amending Unalaska Code of Ordinances Title 2, Administration and Title 3, Personnel, modifying the Assistant City Manager Position's title to "Deputy City Manager"

SUMMARY: The title of the Assistant City Manager position was changed during the Classification and Compensation study for unrepresented employees conducted by McGrath Human Resources Consultants. While the title was changed in the wage matrix, additional sections of code need to be amended to reflect the new title. Ordinance 2026-07 accomplishes those amendments and staff recommends adoption.

PREVIOUS COUNCIL ACTION: There has been no previous council action on this ordinance. However, Council issued a directive to the City Manager in February 2024 to revise the employee classifications and wages based on the findings of the McGrath study, which was accomplished with Ordinance 2024-04 adopted on March 12, 2024.

BACKGROUND AND DISCUSSION: During the classification and compensation study, the title for the Assistant City Manager position was changed to be consistent with the naming convention of job titles within the city. In many government organizations, a "deputy" is the second-in-command, and the person is authorized to act, decide, and lead on behalf of a superior, in our case, the City Manager, if the city manager is absent or unavailable.

ALTERNATIVES: Council may choose to adopt the ordinance, or not. If the ordinance is not adopted, inconsistencies in the code will remain.

FINANCIAL IMPLICATIONS: None.

LEGAL: City Attorney Sam Severin wrote the proposed ordinance.

STAFF RECOMMENDATION: Staff recommends adoption.

PROPOSED MOTION: First Reading: I move to introduce Ordinance 2026-07 and schedule it for public hearing and second reading on April 14, 2026.

Second Reading: I move to adopt Ordinance 2026-07.

CITY MANAGER COMMENTS: The proposed ordinance is a housekeeping update that brings the Unalaska Code of Ordinances into alignment with the title change previously adopted through the McGrath classification and compensation study. The Deputy City Manager title has already been implemented operationally and in the wage matrix; this ordinance simply ensures that the code reflects that change consistently.

This update does not alter duties, reporting structure, or organizational authority, and it carries no financial impact. Staff recommend adoption to maintain clarity and consistency within the code.

ATTACHMENTS: None.