

CITY OF UNALASKA
UNALASKA, ALASKA

RESOLUTION 2026-15

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE INTERIM CITY MANAGER TO ENTER INTO AN AGREEMENT WITH REFFETT ASSOCIATES LTD TO RECRUIT A NEW CITY MANAGER

WHEREAS, the former City Manager resigned creating a vacancy; and

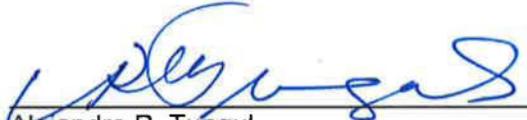
WHEREAS, the Unalaska City Council requires the services of an executive search firm to assist recruiting our next City Manager; and

WHEREAS, Reffett Associates LTD has been recommended by a Council-formed Ad Hoc Committee to provide such services; and

WHEREAS, the Unalaska City Council wishes to retain the services of Reffett Associates pursuant to the terms of the attached Retained Search Agreement and Fee Schedule.

NOW THEREFORE BE IT RESOLVED that the Interim City Manager is authorized to enter into the attached Retained Search Agreement and Fee Schedule with Reffett Associates LTC.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on March 10, 2026.


Alejandro R. Tungul
Mayor Pro Tem

ATTEST:


Estkarlen P. Magdaong, 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 10, 2026
Re: Resolution 2026-15 Authorizing the Interim City Manager to enter into an agreement with Reffett Associates LTD to recruit a new City Manager

SUMMARY: The City needs a permanent City Manager and Council chose to engage a professional recruitment firm. A Council-formed committee reviewed the proposals and recommends Reffett Associates. Resolution 2026-15 authorizes the Interim City Manager to enter into an agreement with Reffett Associates LTD to recruit our next City Manager.

PREVIOUS COUNCIL ACTION:

November 25, 2025: Work Session to Discuss Interim City Manager and City Manager Recruitment; Council approved Directives to City Manager to (1) solicit proposals from executive recruitment firms; and (2) identify potential candidates for Interim City Manager.

December 16, 2025: Work Session to Discuss Interim City Manager; Executive Session to Discuss Candidates for Interim City Manager; Council approved a Directive to the Acting City Manager to organize a City Manager Search Committee to select a municipal executive recruitment firm.

December 30, 2025: Interviews of Candidates for Interim City Manager; and Executive Session discussion regarding Interim City Manager Candidates.

January 2, 2026: Executive Session to discuss Interim City Manager Candidates; and Council approved Directive to Mayor to negotiate with Abner Hoage for Interim City Manager.

January 20, 2026: Recruitment Committee Meeting held, at which time the recruitment firm proposals were discussed and Reffett Associates was selected.

January 27, 2026: Adopt Resolution 2026-07, approving the City Manager job description; Adopt Ordinance 2026-01, FY26 Budget Amendment #3, providing funding for the Interim City Manager and City Manager Recruitment efforts

BACKGROUND & DISCUSSION: William Homka resigned as City Manager, creating a vacancy.

The City Council formed a Committee to review proposals from recruitment firms to recruit our next City Manager. Committee Members are HR Manager Amy Stanford; Acting City Manager Marjie Veeder; Mayor Tutiakoff; and Council Members Coleman, Longo and Schasteen, with the intention to include the Interim City Manager on the Committee once appointed.

The proposals were reviewed and discussed, and the Committee chose to proceed with Reffett Associates (hereafter Reffett).

Human Resources Manager Amy Stanford spoke with professional references supplied by Reffett and all references were positive.

Reffett provided a proposed agreement, which was reviewed and edited by our City Attorney. Reffett agreed to all changes and has signed the document indicating their agreement. Staff is bringing the proposed agreement to Council for authorization to proceed.

ALTERNATIVES: Council may choose to proceed with Reffett Associates; select another firm; publish a formal Request for Proposals; or decide not to engage a recruiting firm.

FINANCIAL IMPLICATIONS: Reffett proposed to complete the recruitment for a flat fee of \$28,600. Additional City-requested services include a recorded video interview of the finalists for \$300 each; and \$1,000 for onboarding support and a transition plan.

LEGAL: The city attorney reviewed and provided feedback on the proposed agreement, and all of the attorney's suggestions were incorporated into the agreement and accepted by Reffett.

STAFF RECOMMENDATION: No recommendation as this is a Council decision.

PROPOSED MOTION: I move to adopt Resolution 2026-15.

CITY MANAGER COMMENTS: No additional comments

ATTACHMENTS: None.

Retained Search Agreement and Fee Schedule

This agreement ("Agreement"), to be effective as of March 3, 2026 ("Effective Date"), is entered into by Reffett Associates LTD., with its principal place of business located at 2737 78th Ave SE, Suite 101, Mercer Island, Washington, and the City of Unalaska ("the City"), with its principal place of business located at 43 Raven Way, P. O. Box 610, Unalaska, AK.

1. Reffett Associates' professional search services fee for the City is **a flat fee of \$28,600.00** with the following additional potential fees:
 - a. \$300 per screened candidate to be added to the 2nd invoice.
 - b. \$1,000 to be added to the 3rd invoice to cover the cost of the onboarding plan.
2. This executive search assignment is for the following role: **City Manager**.
3. Scope of services provided by Reffett Associates shall be:
 - a. **Needs Assessment & Position Profiling**
 - i. Meet with Council leadership and staff to identify immediate organizational needs, desired leadership characteristics, and priorities specific to Unalaska.
 - ii. Develop a clear City Manager profile and a unique recruitment plan.
 - b. **Targeted Candidate Sourcing**
 - i. Conduct outreach to experienced Pacific Northwest municipal executives, government associations, chambers of commerce and more to solicit interest in this role.
 - ii. Conduct outreach to newly identified sources, contacts, and potential candidates.
 - iii. Strategically post the opportunity through relevant regional and professional outlets.
 - c. **Candidate Screening & Evaluation**
 - i. Review resumes, conduct preliminary interviews, and evaluate candidates based on municipal management experience, familiarity with city governance, knowledge of Alaska and coastal community issues, and leadership alignment with Unalaska's values.
 - ii. Present 3-5 top candidates to the City Council with evaluation summaries, resumes and other requested application materials.
 - iii. **Note:** Reffett shall conduct and record short screening interviews of each presented candidate. Interviews shall be comprised of an agreed upon set of questions that shall be asked by Reffett of each selected candidate.
 - iv. \$300 per screened candidate to be added to the 2nd invoice.
 - d. **Council Interview Support and Reference Checks**
 - i. Assist with interview coordination and development of the interview process.

Retained Search Agreement and Fee Schedule

- ii. Conduct reference checks and related checks (social media, academic verification, etc.) on the final candidate.
- e. **Selection, Onboarding & Transition**
 - i. Assist with contract discussions, start-date coordination, and an onboarding plan.
 - ii. Reffett shall create and implement an onboarding plan that includes regular check-ins with the successful candidate and a designated representative from the city. Check-ins shall be quarterly at a minimum. The purpose of these check-ins is to make sure the hired candidate is settling in successfully and make sure the City is satisfied with the new City Manager's work.
 - iii. \$1,000 to be added to the 3rd invoice to cover the cost of the onboarding plan.
- 4. Invoicing for services will occur as follows with payment due within 30 days of invoicing:
 - a. First invoice for one-third (1/3rd) of flat fee upon getting to know your organization/ "Kick-Off call", \$9,533.33;
 - b. Second invoice for one-third (1/3rd) of flat fee, \$9,533.33, plus screening charges (\$300 each) upon the presentation of a minimum of two (2) qualified candidates for the position; and
 - c. Third invoice for final one-third (1/3rd) of flat fee \$9,533.34 plus \$1,000 onboarding fee upon candidate hire and start date agreement.
- 5. While we hope it will not be necessary, the City has the right to cancel the search at any time. Cancellation will be effective upon receipt of written notice. In the event the City cancels the search assignment at any point during the engagement, all previously issued invoices, described above, will be payable by the City. Any future invoices after the cancellation notice will be waived.
- 6. Reffett Associates undertakes every search engagement with the full understanding that it will be conducted on a continuous, uninterrupted basis until its successful conclusion. To that end Reffett Associates will continue in their efforts until the search is completed or cancelled, provided that all billings are paid in a timely manner. Reffett Associates recognizes there are times when business situations require the City to place a search on hold. Should the search engagement be placed on hold in excess of thirty days, the search will be considered cancelled. All pending invoices will be payable by City.
- 7. In the event the City hires any submitted candidates for any other position within the first year of being submitted by Reffett Associates, the City will be responsible for a placement fee of \$15,000.00 which will be due to Reffett Associates.
- 8. In the event that the successfully placed candidate does not remain employed with the City for a period of one year and the Client feels that the circumstances are a reflection on the caliber of the work performed by Reffett Associates and not for reasons such as health-related, an organizational realignment or restructuring, Reffett Associates will do the following: upon written request from the City, Reffett Associates will bring its full resources to bear on the search for a replacement candidate for the original role. This search shall be conducted by Reffett at cost.

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9. Reffett Associates agrees not to solicit any of the City's employees for a position with another city or organization for a period of one year from the date of last fee received from the City.
10. A waiver by either party or any breach or default by the other party is not a waiver of any other breach or default of this Agreement that may occur.
11. This Agreement is nonexclusive between the Parties. Both Parties have the right to enter into similar relationships with anyone else on any other engagement.
12. In case any individual provision of the Agreement is deemed illegal or unenforceable, the entire remaining portion of this Agreement shall remain valid and in effect.
13. This Agreement shall be deemed made in the State of Alaska and shall be governed, construed and enforced in accordance with the laws of the State of Alaska. The Parties submit to the personal jurisdiction of the courts within the State of Alaska for the purposes of service.
14. Reffett Associates complies with all local, state, and federal laws which prohibit discrimination because of race, color, national origin, disability, age, sex, religion, sexual orientation and political affiliation.
15. Each Party agrees to indemnify, defend and hold harmless the other party from any liability, losses or claims caused directly or indirectly by the indemnifying party, or its contractors, employees, officers or agents.
16. Reffett Associates and Client agree not to disclose, without written permission of the other, any confidential information, legal privilege, personnel, or business planning and financial information, and/or records, of which either Party will become aware of during the course of this Agreement. Client agrees to keep the terms of this agreement confidential and not share any of the provisions with individuals not employed by the Client. This provision survives the termination of this Agreement.

Both Parties signing this Agreement acknowledge that they understand and agree to the terms of the Agreement as written.

Date: 3/3/26
Company: Reffett Associates
Name: William Reffett
Managing Partner
Signature: 16064154-638c-46e6-a04c-72fb168c98d0
Digitally signed by
16064154-638c-46e6-a04c-72fb168c98d0
DN: cn=16064154-638c-46e6-a04c-72fb168c98d0
Reason: I am the author of this document
Location: your signing location here
Date: 2026.03.03 14:28:04-08'00'
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Date: _____
Client: City of Unalaska
Name: Abner L. Hoage
Interim City Manager
Signature: _____