

Charlie Santos

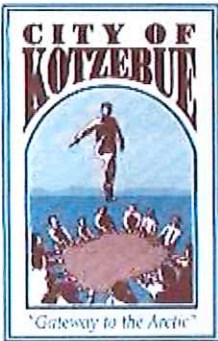
From: Tessa Baldwin
Sent: Thursday, October 31, 2024 10:14 AM
To: Charlie Santos
Cc: Joe Evans
Subject: FW: Resignation as City Manager - Effective 90 Days from October 21, 2024
Attachments: Signed Resignation.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Charlie,

We can print the email subject and letter for the packet. Thank you,

Tessa Baldwin
City Manager
City of Kotzebue
258A Third Avenue
PO Box 46, Kotzebue, AK 99752
Work: 907-442-5101
Cell: 907-412-3571
Fax: 907-442-3742



From: Tessa Baldwin
Sent: Monday, October 21, 2024 5:16 PM
To: Cory Jackson <cory.jackson@outlook.com>; dbhavilandli <dbhavilandlie@hotmail.com>; Derek Haviland-Lie <dhavilandlie@hotmail.com>; dlle <dlle@gci.com>; Josh Hadley <josh_hadley1991@yahoo.com>; Kathleen Sherman <k.shermankic@gmail.com>; Kotz Radio <kotzradio@yahoo.com>; MJ Norton <mjnorton@otz.net>; Ruthann99736@gmail.com
Cc: Joe Evans <Joe@jwevanslaw.com>
Subject: Resignation as City Manager - Effective 90 Days from October 21, 2024

Dear Mayor and City Council Members,

I hope this email finds you well. Attached, please find my formal resignation letter, which will take effect 90 days from October 21, 2024.

After considerable thought, I have made the difficult decision to resign from my position as City Manager. This role has been an incredible opportunity to serve our community and I'm proud of what we've achieved together in the last two years. However, it is now time for me to shift my focus to my family.

As noted in the letter, I am also offering my services in a consulting capacity to assist with grant writing, reporting, reimbursement efforts and transition planning. I hope this will help ease the transition as the city moves forward.

Please feel free to reach out if you have any questions or if there's anything you'd like to discuss in relation to this transition.

Thank you for your understanding and support.

Tessa Baldwin

City Manager

City of Kotzebue

October 21, 2024

Tessa Baldwin
City Manager
City of Kotzebue

Mayor Derek Haviland-Lie and City Council
City of Kotzebue
P.O. Box 46
Kotzebue, Alaska 99752

Dear Mayor and Council Members,

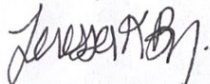
I want to first thank you for the opportunity to serve our community in this capacity. After much consideration I have decided to resign as City Manager for the City of Kotzebue. I acknowledge the importance of an easy transition and will be offering a 90-day resignation to end on January 17, 2025.

Over the past two years, I have had the privilege of leading a strong and dedicated team, working together to serve our community. In that time, we have achieved significant milestones, including securing over \$18 million dollars in funding for crucial projects that will benefit Kotzebue for years to come. I have always given my all to this position, prioritizing the work of the city and striving to build a brighter future for our residents. However, it has become clear to me that in this role, balancing the demands of the job with my responsibilities to my family is simply not possible at this time.

To help ease the transition, I am willing to continue supporting the City of Kotzebue in a consulting capacity after my tenure as City Manager is completed in mid-January. I can assist with all grant writing, reporting, reimbursement efforts and transition planning for the city at the rate of \$175 per hour, which is the current standard rate for grant writers. I believe this arrangement would offer the flexibility and expertise needed during this period without placing undue strain on city resources.

I remain committed to ensuring a smooth transition during this period and will continue to support the City of Kotzebue in any way I can as we navigate this change. Thank you for the opportunity to serve our community. It has been an honor to serve our community in this capacity.

Sincerely,



Tessa Baldwin
City Manager
City of Kotzebue