

## City of Kotzebue Budget Retreat Agenda

**Dates:** January 6-7<sup>th</sup>, 2025

**Location:** City of Kotzebue Youth Center

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### Day 1: Financial State of the City

**Focus:** Overview of current finances, grants, projects, and the 2024 budget.

#### 9:00 AM – 9:15 AM: Welcome and Purpose

- **Facilitator:** Tessa Baldwin, City Manager
  - Opening remarks
  - Review of agenda and objectives for Day 1

#### 9:15 AM – 10:15 AM: Financial Overview

- **Presenter:** Mike Laughlin, Finance Director
  - State of the 2024 budget: successes and challenges
  - Analysis of revenues and expenditures
  - Long-term financial outlook and reserve status

#### 10:15 AM – 10:30 AM: Break

#### 10:30 AM – 11:15 AM: Grant and Project Overview

- **Facilitator:** Tessa Baldwin
  - Summary of ongoing and upcoming grants
  - Update on major projects:
    - Cape Blossom Port planning and design
    - State employee and low-income housing
    - Infrastructure improvements
  - Discussion: maximizing grant opportunities in 2025

#### 11:15 AM – 12:15 PM: Impact of Financial Challenges

- **Facilitator:** Tessa Baldwin/ Mike Laughlin
  - Tax Form 941 resolution update
  - Discussion of financial challenges and redundancy planning (e.g., internet, emergency systems)

- Stakeholder input: Addressing funding gaps

**12:15 PM – 1:15 PM: Lunch Break**

**1:15 PM – 2:30 PM: Capital Projects Assessment**

- **Presenter:** Public Works Department
  - Current status of capital projects: Cape Blossom Road, housing, and port infrastructure
  - Evaluation of project progress and obstacles
  - Realigning priorities based on financial constraints

**2:30 PM – 3:15 PM: Economic Study for Cape Blossom Port Project**

- **Presenter:** DOWL Engineering

**3:15 PM – 4:00 PM: Wrap-Up and Preview of Day 2**

- Recap of financial findings
  - Preview of departmental budget requests and strategic planning for FY2025
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**Day 2: Budget Development and Strategic Planning**

**Focus:** Departmental budgets, capital project prioritization, and legislative agenda for 2025.

**9:00 AM – 9:15 AM: Welcome and Purpose**

- **Facilitator:** Tessa Baldwin, City Manager
  - Recap of Day 1 and objectives for Day 2

**9:15 AM – 10:45 AM: Departmental Budget Requests and Budget Cut Discussion**

- Presentations by department heads on FY2025 funding needs

**10:45 AM – 12:00 PM: Utility Rate Study Overview and Where We are**

- **Facilitator:** DOWL Engineering
  - Discussion: Balancing essential services with fiscal responsibility
  - Staff and council input on cost-saving measures

**12:00 PM – 1:00 PM: Lunch Break**

**1:00 PM – 2:15 PM: Capital Project Reorganization**

- **Facilitator:** Public Works Department
  - Reassessing capital project timelines and budgets

- Aligning priorities with available funding

**2:15 PM – 3:15 PM: Legislative Agenda for 2025**

- **Facilitator:** Tessa Baldwin, Eldon, Ben and Drue
  - Identifying state and federal lobbying priorities
  - Discussion: Advocacy strategies

**3:15 PM – 3:30 PM: Break**

**3:30 PM – 4:00 PM: Closing and Next Steps**

- Summary of key decisions and action items
- Assigning responsibilities for follow-up
- Establishing timelines for budget finalization and legislative planning

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**Preparation for Participants:**

1. Department heads: Submit budget requests and capital project updates one week before the retreat.
2. Finance team: Prepare reports on revenues, expenditures, and project budgets.
3. Review Day 1 findings to inform discussions on Day 2.

**Materials to Bring:** Budget packets, laptops/notebooks, department reports.