


TRANSMITTAL MEMORANDUM

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TO: The Honorable Mayor & City Council Initials: 

FROM: Lacey G. Simpson, Assistant City Manager File #: MGR24-631

DATE: September 27, 2024 Mtg. #: 10/03/24 MRf

RE: **Ketchikan City Councilmember Agenda Item Request – Report of Expenses for Police Chief**

Per the attached submitted Ketchikan City Councilmember Agenda Item Request form, Councilmembers Zenge and Gass have requested information regarding the total expenses associated with the hiring, employment and retirement of Police Chief Jeffrey Walls, who was employed January 31, 2022 to September 10, 2024.

Attached for City Council review is a report compiled by Human Resources Manager Jason Alderson addressing the request. I would like to note that the expenditures for Chief Walls, from recruitment to retirement, are in-line with adopted policies and rules for non-represented employees and are reflective of actions taken with other employees under the same circumstances.

Should City Councilmembers have any additional questions, staff will attempt to respond accordingly.



Memo

To: Lacey Simpson, Assistant City/General Manager
From: Jason Alderson, Human Resources Manager
Date: September 24, 2024
Re: **Jeffrey Walls Information**

At your request I have compiled the total costs associated with the recruitment, hiring, and employment of Police Chief Jeffrey Walls. Below is a detailed breakdown:

Recruitment and Hiring Costs:

- **Advertising:**
 - Ketchikan Daily News: \$163.35
 - Indeed: \$375.00
 - The Blue Line: \$250.00
 - Police Career Finder: \$260.00
- **Travel Expenses (Alaska Airlines):**
 - Tickets to Ketchikan (applicant & spouse): \$1,750.38
- **Accommodation (Cape Fox Lodge):**
 - Room & per diem for 3 days: \$560.00
 - Gift Basket: \$72.35
- **Background Check (GoodHire.com):**
 - Criminal and professional verification: \$240.94
- **Relocation Reimbursement:**
 - \$15,000.00

Total Recruitment and Hiring Costs: \$18,672.02

Employment Costs:

- **Wages Paid While on the Job:**
 - \$248,880.23
- **Wages Paid While on Administrative Leave:**
 - \$88,679.93
- **Paid Time Off (PTO) Accrued While on the Job:**
 - 606.82 hours
- **PTO Accrued While on Administrative Leave:**
 - 222 hours
- **PTO Paid While on the Job:**
 - \$26,726.61
- **PTO Paid While on Administrative Leave:**
 - \$0

- **Retirement Benefits Accrued While on the Job (City contribution):**
 - \$61,227.01*
- **Retirement Benefits Accrued While on Administrative Leave (City contribution):**
 - \$19,054.22*

Final Payments:

- **Final Check Total:** \$34,930.69
 - **Salary:** \$3,556.82
 - **Vacation Leave Payout:** \$16,388.31
 - **Sick Leave Payout upon retirement:** \$14,985.56
 - **Severance Payout:** \$0

* The State of Alaska Public Employees Retirement System (PERS) requires a 5-year employment vesting period in order for 100% of the benefits paid by the employer to be owned by the employee. As the vesting period was not met, 75% of the \$80,281.23 benefits paid by the City, or \$60,210.93, was returned.

Ketchikan City Council Member Agenda Item Request Form

All item requests along with presentation materials must be submitted to the City Clerk or City Manager at least 10 days prior to the requested Council meeting.

Request Date: 9-11-2024 Reference Department: Manager

Councilmembers initiating the request: Judy Zenge Riley Gass

Proposed agenda date if known: First regular meeting in October

Type of Agenda Item: (Proclamation/ FYI/ Discussion and Action) FYI.

Request staff Prepare a motion: Yes ☐ No ☒

Subject/ Title of Item Cost associated with recruiting and hiring of Police Chief Walls and Policy regarding new hire going forward.

Description: use space provided or attach document.

See attached document.

Attachments: List them out:

STAFF USE ONLY:

Placed on Agenda: _____ Agenda Item. _____

Department Head/Manager input: (to be discussed with persons initiating the request prior to the meeting to make sure all parties understand

If Manager deems issue is not sufficient to move forward or requires additional staff analysis
Manager will provide a verbal/written report at the next meeting.

Attachment to Agenda Item Request Form.

Date Requested: September 11, 2024

Reference: Manager:

Request Description: Looking for a breakdown of total costs associated with the hiring of Chief Walls.

Total cost of recruitment: (to include – separate line items)

Advertising/Recruiter/visits to Ketchikan

Moving allowance

Wages paid while on the job – identify wages paid while on administrative leave as a separate line item.

PTO accrued while on the job- identify PTO accrued while on administrative leave as a separate line item.

Identify any paid out PTO the same way.

Retirement benefits accrued while on the job – identify retirement benefits accrued while on administrative leave as a separate line item.

Identify any severance paid out at time of retirement.

What was Chief Walls paid as a final check from the city.