


**b. 2025 General Government Operating & Capital Budget Update No. 5: KPD Vacant Position Update**



## TRANSMITTAL MEMORANDUM

TO:	The Honorable Mayor & City Council	Initials:	
FROM:	Delilah A. Walsh, City Manager	File #:	MGR24-760
DATE:	December 9, 2024	Mtg. #:	12/09/24 LOTb
RE:	<b>2025 General Government Operating &amp; Capital Budget Update No. 05: KPD Vacant Position Update</b>		

The attached budget update was prepared by Finance Director Michelle Johansen. In response to the Council's request to identify positions that may remain vacant in FY25, the Finance Department has identified four Police Officer positions that will likely remain unfilled for at least a portion of FY25. The recommendation is to reduce the spending plan by 0.5 for those four FTEs ( $0.5 \times 4 = 2$ ). Acting Police Chief Eric Mattson has requested we defund two of the FTEs (meaning we keep the FTEs on the list but fund at \$0.00) and keep the other two fully funded. The impact to the spending plan is the same net change in either scenario.

Currently KPD does have seven vacancies and we expect an additional retirement in January 2025. The Department does have at least one active candidate in the hopper undergoing background checks with other potential candidates being reviewed.

Please refer to Ms. Johansen's memorandum for further details. Please note that Ms. Johansen is completing further review for the KPU budget regarding vacancies.

A motion has been prepared for City Council consideration.

### **Recommended Motion:**

I move the City Council amend the 2025 General Government Operating and Capital Budget for the Police Department by decreasing its Operations Division 2025 Regular Salaries and Wages Account (500.01) in the amount of \$196,950, the Payroll Taxes Account (505.00) in the amount of \$15,066, the Pension Account (506.00) in the amount of \$44,314, the Health Insurance Account (507.00) in the amount of \$40,752, the Worker's Compensation Account (507.30) in the amount of \$6,086, and the Other Benefits Account (508.00) in the amount of \$4,156.

**MEMORANDUM**  
**CITY OF KETCHIKAN, ALASKA**  
**Finance Department**  
*Office of the Finance Director*

*Michelle L. Johansen, Finance Director*  
*Meghan Traudt, Financial Analyst*  
*Phone: (907) 228-5621*  
*Facsimile: (907) 228-5617*

TO: Delilah Walsh, City Manager/KPU General Manager

FROM: Michelle L. Johansen, Finance Director

DATE: December 7, 2024

**SUBJECT: 2025 General Government Budget Update No. 05: Vacant Position Update**

At the City Council's special budget meeting of November 25, 2024 the Council directed staff to bring back a budget update to address vacant positions that may continue to remain vacant in 2025. Staff has identified four Officer positions in the Police Department Operations Budget that have been vacant more than 6 months. The Acting Police Chief has requested permission to keep two of the four budgeted positions as full FTE's rather than reducing all four to a 0.5 FTE. This will allow for a more complete hiring process when a viable applicant can be hired. Due to fact that Police Departments services are essential services for the community the Council may not want to reduce Police Department FTE's at this time. However, if the Council decides to remove the funding for two-full FTE's or four-one-half FTE's, the impact of this change is as follows:

	2025 Proposed Budget	Reduction	2025 Amended Budget
Regular Wages	3,145,715	(196,950)	2,948,765
Payroll Taxes	257,295	(15,066)	242,229
Pension	748,730	(44,314)	704,416
Health Insurance	703,610	(40,752)	662,858
Workers Compensation	104,640	(6,086)	98,554
Other Benefits	150,060	(4,156)	145,904
<b>Total Personnel &amp; Benefits</b>	<b>5,110,050</b>	<b>(307,324)</b>	<b>4,802,726</b>

Should the Council desire to amend the 2025 General Government Operating and Capital Budget to reduce Police Department Operations Personnel Services Budget, a motion has been prepared for consideration.

**Motion:**

I move that the City Council amend the 2025 General Government Operating and Capital Budget for the Police Department by decreasing its Operations Division 2025 Regular Salaries and Wages Account (500.01) in the amount of \$196,950, the Payroll Taxes Account (505.00) in the amount of \$15,066, the Pension Account (506.00) in the amount of \$44,314, the Health Insurance Account (507.00) in the amount of \$40,752, the Worker's Compensation Account (507.30) in the amount of \$6,086, and the Other Benefits Account (508.00) in the amount of \$4,156.