



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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## MEMORANDUM

**To:** Mayor Paxton and Assembly members  
Dave Miller, Acting Municipal Administrator

**From:** Lt. Jean Achee

**Date:** June 18, 2019

**Subject:** Approval of re-appropriation of FY2019 funds for purchase of Heat Pump system for Police Department in FY2020

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### **Background**

The Police Department is looking to initially install one heat pump system on the administration side of the building to help regulate both heating and cooling of the offices. Currently the heating system is tied into the aged and outdated HVAC system for the building and some of the admin side vents are regulated by the second floor thermostat settings. The admin offices, which all are on the sunny side of the building, can get to be over 80 degrees in the summer with no windows to open or way to cool down that side of the building. And then in the winter we have the opposite problem where the offices will be in the low 60's or high 50's and if the heat is turned up it over heats the jail/dispatch side of the department and doesn't heat up the admin side.

A second area of concern in the jail and dispatch area, which are facing similar heating/cooling issues. A second heat pump on the jail/dispatch side would address those issues.

### **Analysis**

A relatively cost effective solution for this, until a new Police Department is built, is to install heat pumps, first on the admin side and then the jail side of the department. As there are no definite timelines around building a new Police Department, these upgrades are necessary to ensure that staff are in an environment in which they can comfortably work.

### **Fiscal Note**

We project that the Police Department as a whole will come in under budget by about \$400,000 this year. We seek authorization to reduce FY2019 appropriation by \$23,000, and increase FY2020 capital appropriations by the same amount, essentially rolling over a portion of the FY2019 surplus.

### **Recommendation:**

Approve a supplemental capital appropriation for \$23,000 for the purchase and installation of two heat pumps in the Police Department, using surplus from FY2019.