



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## MEMORANDUM

**To:** Mayor Eisenbeisz & Assembly Members  
**Thru:** John Leach, Municipal Administrator *John Brantley*, Acting  
**From:** Brooke Volschenk, Finance Director  
**Date:** June 30, 2025  
**Subject:** Supplemental Appropriations for Custodial Services

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### **Background and Analysis**

During the review of the FY26 adopted budget, we discovered that funding for contracted custodial services was inadvertently omitted for the Library, Electric Department, and Central Garage.

To correct this oversight, a supplemental appropriation is needed for contracted/purchased services for the Library (\$25,536.72), Electric Department (\$7,533.36), and Central Garage (\$5,235.00).

### **Fiscal Note**

The total previously unbudgeted increases to operations are as follows:

- General Fund - \$25,536.72
- Electric Fund - \$7,533.36
- Central Garage Fund - \$5,235.00

### **Recommendation**

Approve Ordinance 2025-21 making supplemental appropriations for custodial services to the FY2026 budget.