

2026



Legislative Reference Bureau

www.milwaukee.gov/lrb

CITY CLERK



2026 Proposed Plan and Executive Budget Review

Prepared by: Max Drickey, Legislative & Fiscal Planning Specialist

Budget Hearing: 3:00 pm on Monday, October 6, 2025

\$12,721,410

Proposed 2026 Budget

+\$508,782

Overall Change from 2025

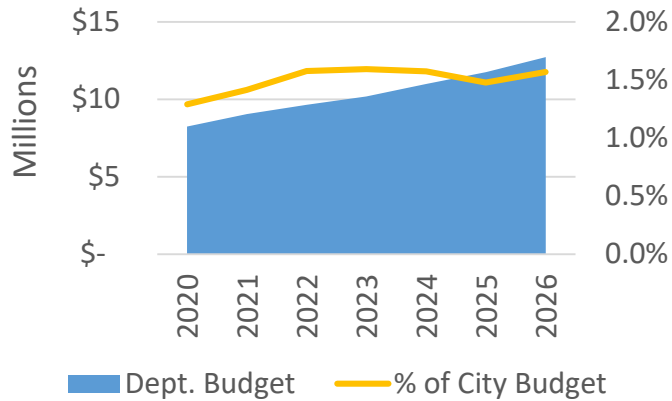
\$-541,971

Difference from Requested

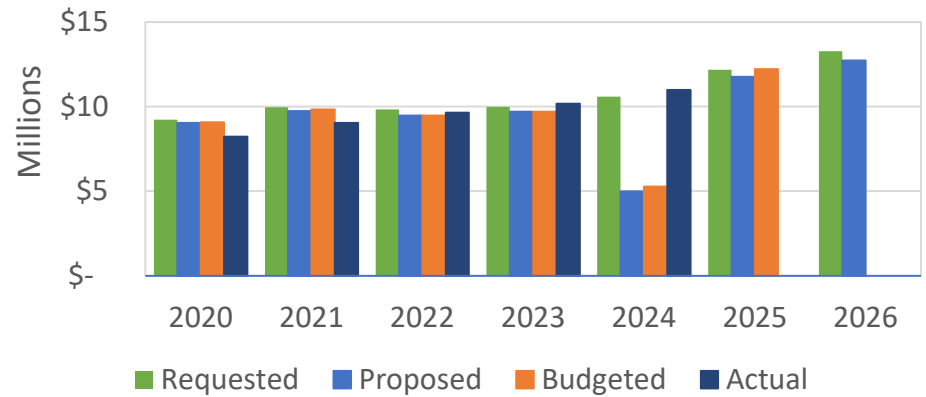
\$13,263,381

Requested 2026 Budget

Total Departmental Budget



Comparative Funding



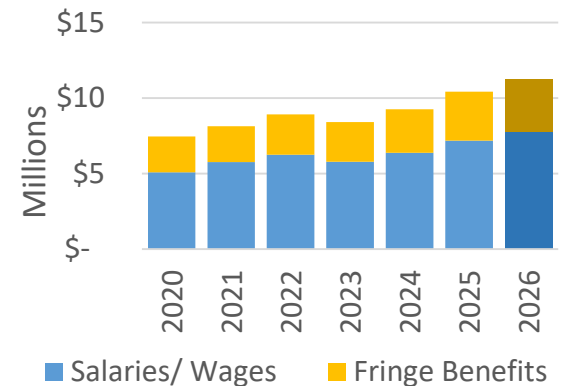
Levy Departmental Budget Appropriation by Category

Salaries/Wages Fringe Benefits Operations Equipment Special Funds

\$7,764,956 \$3,494,230 \$1,297,459 \$12,450 \$152,315

61% 27% 10% 0% 1%

Personnel Budget



+6.8%

Change in Salaries and Wages
from 2025 Budget.

7.7 years

Average tenure of department
staff (excl. Alders and Leg. Assts.)

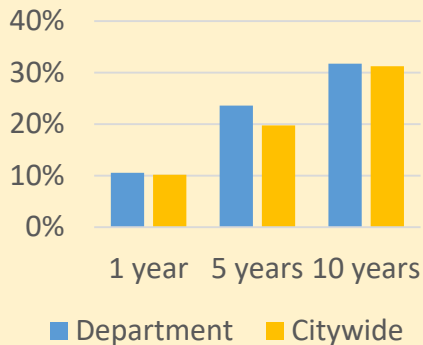
+\$494,475

Change in Salaries and Wages
from 2025 Budget.

1,061 years

Total staff time spent in
City employment
(excl. Alders and Leg. Assts.)

Retirement Eligible



Staffing Vacancies

The department has just one vacant position, down from 9 vacancies in 2024:

- One PT Executive Admin. Asst.: Vacant since September 2025. The process to fill the position will begin Late Fall 2025.

Staffing Update

In 2025 the City Clerk's Office has added:

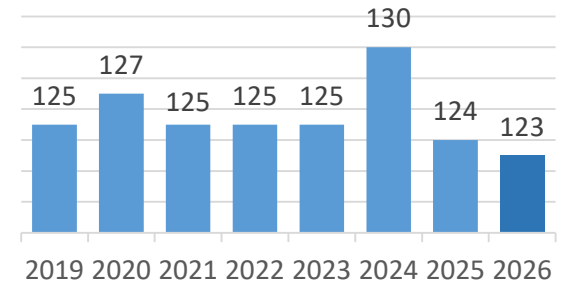
- One Police Liaison Officer

Since 2024, the City Clerk's Office has eliminated:

- One Administrative Services Coordinator.

The reduction in positions is not true reduction in staffing – it is the elimination in hiring authority for an unfunded Administrative Services Coordinator.

Department Positions



-1 Change in Positions	-0.8% % Change in Positions
1 Current Vacancy	4 Voluntary Separations in 2025

\$0

Total value of
Purchasing Contracts
greater than \$500,000.

19,084

Number of license applications
processed in 2024 by the
department.

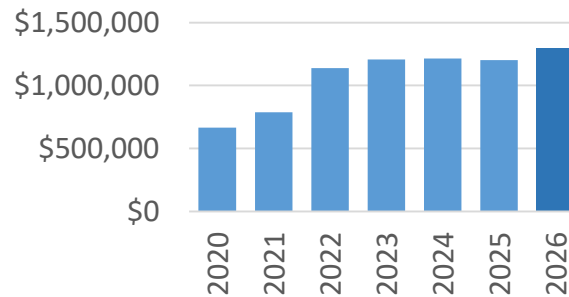
-\$81,000

Proposed change in revenues
from the department,
2025 to 2026.

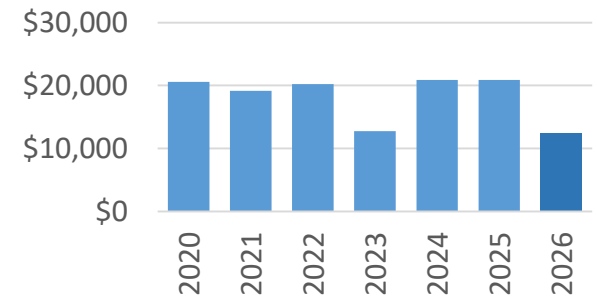
-\$124,300

Change to Special Funds from
2025 to proposed 2026 Budget.

Operating Expenditures Budget



Equipment Budget



Revenue

- Departmental revenues are estimated at \$7,814,000, an overall decrease of approximately 1% from those estimated for 2025.
- Charges for Services are estimated to decrease by \$201,000 while fees for Licenses and Permits are estimated to increase by \$120,000.

Special Purpose Accounts

The proposed budget for SPAs represents an overall increase of \$20,160 year-on-year, even as funding for the MKE Community Excellence Fund declined.

The Proposed Budget allocates funding for the following SPAs:

Audit Fund	\$325,000
Econ. Devel. Committee Fund	\$0
City Memberships	\$148,000
MKE Community Excellence Fund	\$32,762
Total	\$505,762

Grants

The Department receives no grant funding.

Capital Programs and Projects

\$120,000 in cash levy spending is budgeted towards planning for an Enterprise Records Management System (ERMS). ERMS allows for the streamlining of records collection and processing in the City Records Center.

9

Total number of
dedicated bilingual positions
within the City Clerk's Office.

480

Total number of reports and
pieces of legislation
projected for 2025,
a 7.6% increase from 2024.

16,173

Licenses issued in 2024,
up from 15,476 in 2023.

285

Projected number of public
meetings staffed in 2025,
a 5% decrease from 2024.

Special Funds

The budget limits Special Funds spending to \$152,315, a decrease of \$124,300 from 2025 levels. This reduction results from the defunding of Community Collaborative Commission Initiatives and the Legislative Expensive Fund, and the partial defunding of the Hip-Hop Week MKE Fund.

Funded Special Funds

Expense Fund for Council President	\$3,035
Computer Systems Upgrade	\$24,280
Hip-Hop Week MKE Fund	\$20,000
Office of the Inspector General	\$10,000
Youth Council	\$20,000
Emerging Youth Achieving Advisory	\$75,000

Total **\$152,315**

Unfunded Special Funds

Legislative Expense Fund	\$0
Closed Captioning Services	\$0
Multilingual Access to City Resources	\$0
Big Clean MKE Initiative	\$0
Community Collaborative Commission Initiatives	\$0
Alert Neighbor Program	\$0
City Clerk Illegal Dumping	\$0

Total **\$0**

Major Unfunded Capital Projects from 2026 Requested Budget

Project	Amount	Rationale	Impact
Room 205 Renovation	\$5,600,000	Leaks and environmental discomfort; space is dated and could be modified to improve efficiency.	Continued environmental discomfort and inefficiencies in workspace and personnel management.
Basement Exhibit Space	\$1,420,000	Lost opportunity to display City history and create a functional space.	Lost opportunity to display City history and create a functional space.

Partially-Funded Capital Projects from 2026 Requested Budget

The Proposed Budget offers \$120,000 in cash levy spending from a requested \$475,000 for an Enterprise Records Management System (ERMS) housed in the City Records Center. In 2025 the Department argued ERMS was essential for the creation, organization, storage, and disposal or archiving of public records across all City departments. Partial funding allows for an ERMS needs assessment and design study.

Service Highlights

License Division

- Starting 2025, the License Division launched and now supports individual license applications and renewals through the Accela Land Management system.
- The License Division is performing final user acceptance testing for business licenses applications and renewals through Accela, exceeding statewide legal requirements under 2023 Act 73.
- The License Division has prioritized language accessibility and public access. By the end of 2025, the License Division will have participated in 19 community events, including its first Spanish-language Pivot and off-site Municipal ID Clinic.
- To advertise and improve the efficacy of the Municipal ID, the License Division launched its “Yellow Pages” for businesses accepting the ID as a valid form of identification, including those providing financial services.

Municipal Research Library

- In partnership with the City Records Center, the Municipal Research Library will complete a long-term project digitizing and indexing building permits by early 2026. This database will streamline DNS and DCD staff access to older, property-specific information. To date, this collaborative effort has digitized 2.5 million documents.

City Records Center

- City Records Center has processed in excess of 3,422 requests for records in 2025.

Legislative Reference Bureau

- Legislative Reference Bureau is fully staffed and has received an 18% increase in requests in 2025 over 2024 levels.

Increasing access to City services:

- 4 dedicated bilingual positions in the License Division.
- 5 dedicated bilingual positions in Central Administration.
- 24-7 closed captioning in English and Spanish for City Channel broadcasts.
- Managing document translation requests for departments City-wide.
- Providing interpreters at City meetings, town halls, and informational events.
- Fully implementing a new language-access initiative, called Babel Blocks, with the goal of increasing engagement with residents who have limited English proficiency. Babel Blocks on hearing notices are used to inform residents of upcoming license committee meetings, and point to companion versions online in Spanish, Arabic, Hindi, Burmese, Karen (language in Myanmar), and Rohingya.

Legislative Reference Bureau Annual Requests by Type

