

Common Council City Clerk 2026 Proposed Executive Budget

Mission: To establish city policy and law, oversee the administration of city government, adopt the annual budget, ensure the delivery of services to constituents, provide the public with information about the duties and actions of city government, and to manage an equitable and efficient licensing system that supports business operations while providing adequate protections for the public.



2026 Budget Summary



	2025 Adopted Budget	2026 Proposed Budget	Amount Change	Percent Change
FTEs – O&M	105.20	101.20	-4.00	-4%
FTEs - Other	1.20	1.20	0	0%
FTEs - Total	106.40	102.40	-4.00	-4%
Total Positions Authorized	124	123	-1	-1%
Salaries & Wages	\$7,270,481	\$7,764,956	\$494,475	7%
Fringe Benefits	3,271,716	3,494,230	222,514	7%
Operating Expenditures	1,360,988	1,297,459	-63,529	-5%
Equipment	32,828	12,450	-20,378	-62%
Special Funds	276,615	152,315	-124,300	-45%
TOTAL	\$12,212,628	\$12,721,410	\$508,782	4%

Salaries and Positions



	2025 Adopted Budget	2026 Proposed Budget	Amount Change	Percent Change
FTEs – O&M	105.20	101.20	-4.00	-4%
FTEs - Other	1.20	1.20	0	0%
FTEs - Total	106.40	102.40	-4.00	-4%
Total Positions Authorized	124	123	-1	-1%
Salaries & Wages	\$7,270,481	\$7,764,956	\$494,475	7%

Position Changes

- FTEs: Corrected
- Position Authority: Removed 2nd Admin Service Coordinator (unfunded in 2025 adopted)

Salary Changes

- Additional funding for 4th Police Liaison Officer
- Several market study reclassifications

Operating & Equipment Expenses



	2025 Adopted Budget	2026 Proposed Budget	Amount Change	Percent Change
Operating Expenditures	\$1,360,988	\$1,297,459	\$-63,529	-5%
Equipment	\$32,828	\$12,450	\$-20,378	-62%

Operating Changes

- Decrease reflects expenditure history

Equipment Changes

- Fewer small equipment needs for 2026

Special Funds



Account	2025 Adopted Budget	2026 Proposed Budget	Amount Change	Percent Change
Expense Fund for Common Council President*	\$3,035	\$3,035	\$0	0%
Legislative Expense Fund*	4,000	0	-4,000	-100%
Computer System Upgrades*	24,280	24,280	0	0%
Hip-Hop Week MKE Fund*	50,000	20,000	-30,000	-60%
Community Collaborative Commission Initiatives*	90,300	0	-90,300	-100%
Office of the Inspector General*	10,000	10,000	0	0%
Youth Council*	20,000	20,000	0	0%
Emerging Youth Achieving Advisory*	75,000	75,000	0	0%
TOTAL	\$276,615	\$152,315	-\$124,300	-45%

Special Fund Changes:

- Legislative Expense Fund not funded due to current balance
- Hip Hop Week appropriation returned to 2023 appropriation
- Community Collaborative Commission Initiatives not funded due to current balance

Special Purpose Accounts



Account	2025 Adopted Budget	2026 Proposed Budget	Amount Change	Percent Change
Audit Fund	\$302,000	\$325,000	\$23,000	8%
Economic Development Committee Fund	20,000	0	-20,000	-100%
Memberships, City	133,602	148,000	14,398	11%
MKE Community Excellence Fund	70,000	32,762	-37,238	-53%
TOTAL	\$525,602	\$505,762	\$ (19,840)	-4%

Special Purpose Account Changes:

- Economic Development Committee Fund not funded due to current balance
- City Membership increased due to increased membership cost
- MKE Community Excellence Fund due to current balance

Revenues



Category	2025 Adopted Budget	2026 Proposed Budget	Amount Change	Percent Change
<u>Licenses and Permits</u>	\$4,891,000	\$5,011,000	\$120,000	2%
Food Licenses	2,300,000	2,300,000	0*	0%
Miscellaneous Business Licenses	2,227,000	2,347,000	120,000*	5%
Scales	364,000	364,000	0	0%
<u>Charges for Services</u>	\$3,004,000	\$2,803,000	-\$201,000	-7%
City-Clerk Services	228,000	203,000	-25,000	-11%
Cable Franchise Fee	2,776,000	2,600,000	-176,000	-6%
TOTAL	\$7,895,000	\$7,814,000	\$ (81,000)	-1%

Revenue Changes:

- Cable Franchise Fee; steadily declining, due to statutory funding scheme
- Anticipated Fee Increase for License Division
 - * Food Dealer License - 15% increase (+\$450k)
 - * Miscellaneous Business Licenses - 15-20% increase (+\$175k)

Capital Expenses



Project	2025 Adopted Budget	2026 Proposed Budget	Amount Change	Percent Change
Enterprise Records Management System	0	120,000	120,000	100%
TOTAL	\$0	\$120,000	\$120,000	100%

Capital Changes:

- Enterprise Records Management System

Unfunded Requests

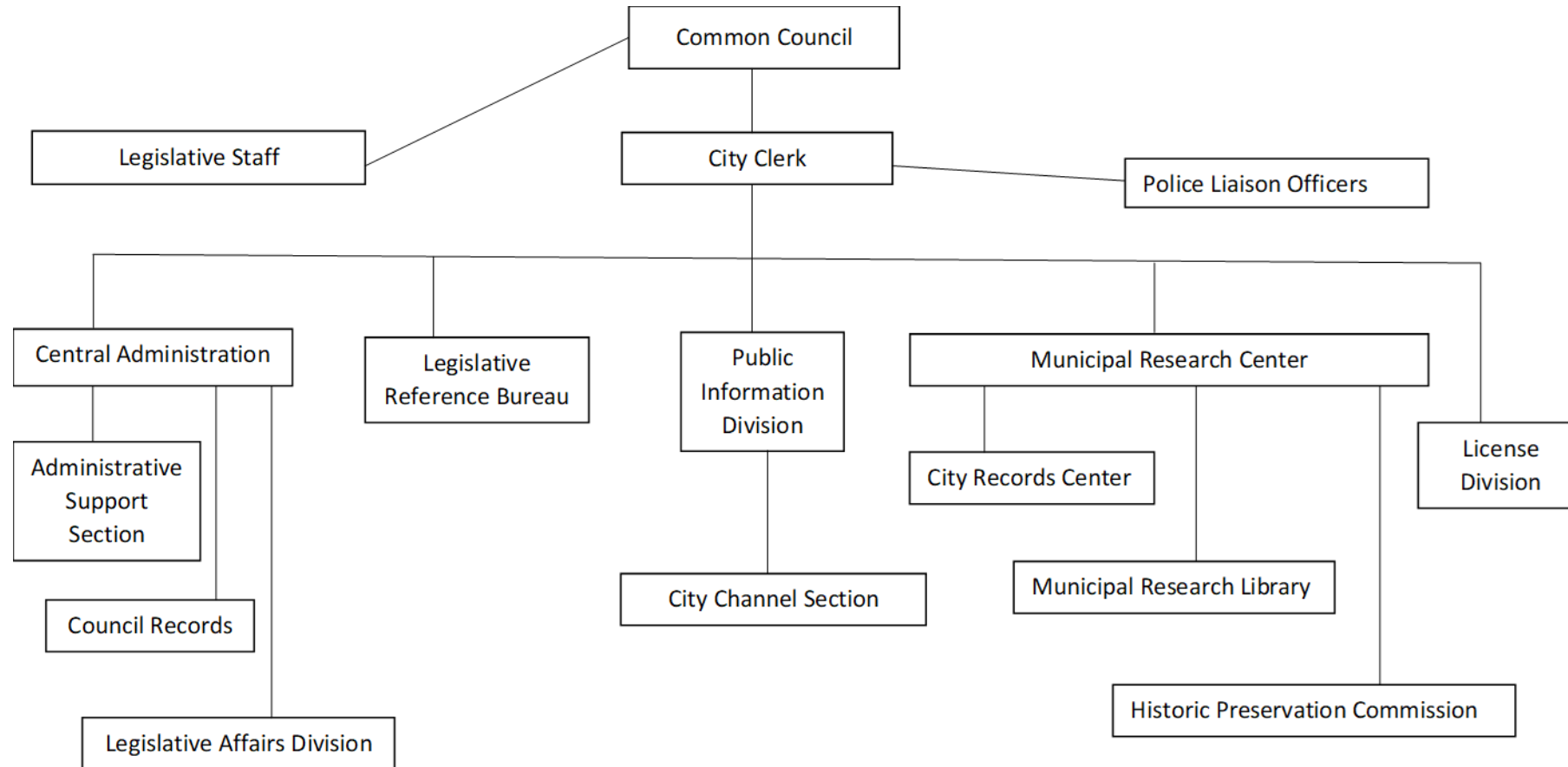
- Room 205 renovation
- City Hall Basement exhibit space
- Camera replacements for 301-B and Council Chambers

Budget by Service



Core Service Area	Budget	% Budget	FTE's	% FTE's
Common Council & Central Administration	\$ 7,810,690	59%	57	56%
License Division	1,437,999	11%	13	13%
City Records Center	930,712	7%	8	8%
Municipal Research Library	409,414	3%	3	3%
City Channel	544,785	4%	4	4%
Public Information Section	697,605	5%	5	5%
Historical Preservation	320,243	2%	2.4	2%
Legislative Reference Bureau	1,285,724	9%	10	10%
Total	\$ 13,437,172	100%	102.4	100%

Common Council-City Clerk



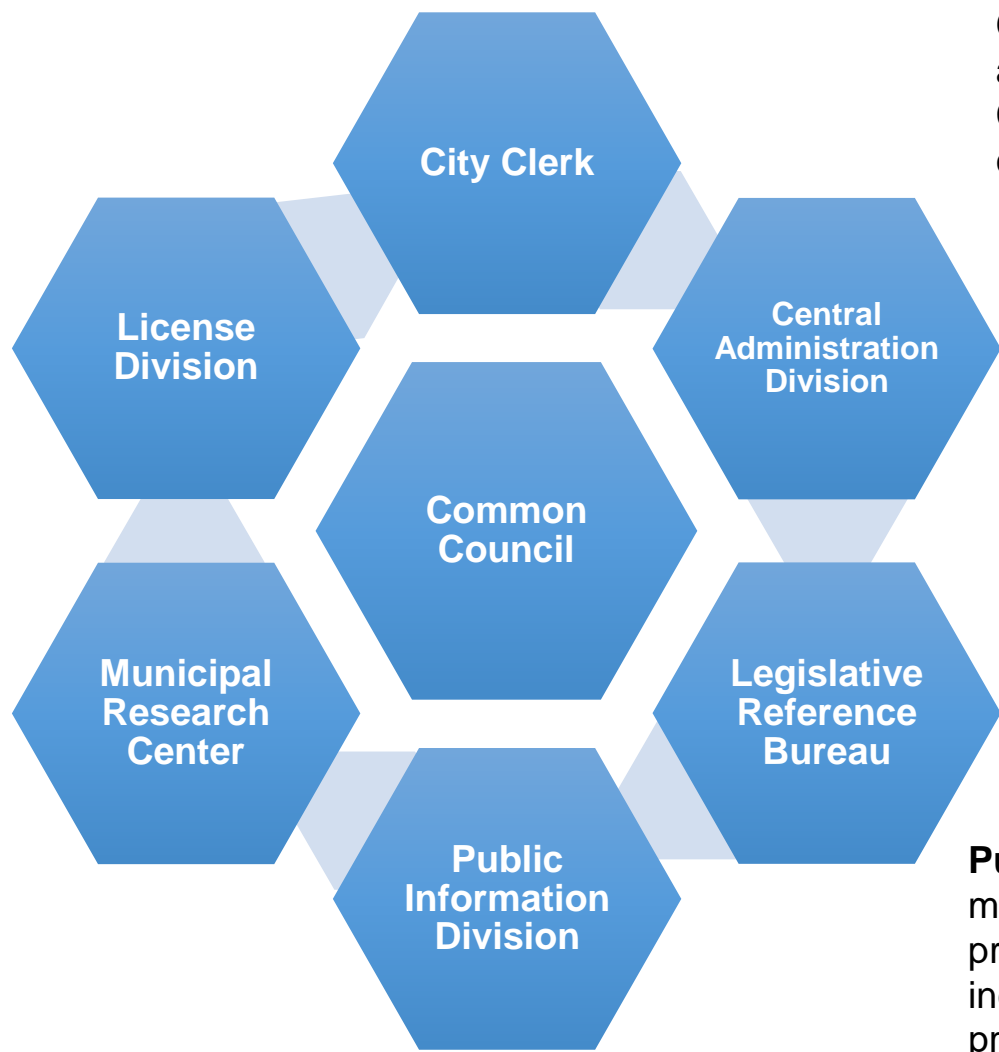
Core Services



Common Council- legislative branch of city government with 15 members representing distinct districts.

License Division – registers lobbyists, administers 66 types of licenses including liquor, home improvement, and other occupational licenses, as well as assisting the Common Council in reviewing license applications.

Municipal Research Center – includes the City Records Center, Historic Preservation Commission, and Municipal Research Library, offering a combination of document & information services to city departments and the public.



City Clerk - responsible for providing staff and record keeping services for the Common Council and administering a number of other city functions.

Central Administration Division – provides admin support function to the department, the Common Council, and their staff. This division also includes the Inspector General and lobbying staff.

Legislative Reference Bureau – a research arm, dedicated to providing nonpartisan, factual information on governmental issues.

Public Information Division – uses design, marketing, and public relations expertise to provide outreach communication. This division includes the City Channel, who operate and produce the city’s online/cable television channel with more than 500 broadcast hours in 2024.

Department Demographics



	Female	Male	Total	
Black	24	9	33	32%
White	18	36	54	52%
Hispanic	10	5	15	14%
Asian	1	1	2	2%
Total	53	51	104	100%
	51%	49%		

85% Residency vs 15% Non-residency

Key Performance Indicators

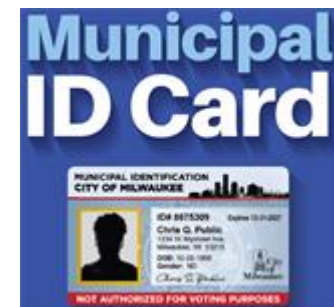


Key Performance Measures	2024 Actual	2025 Projected	2026 Planned
License applications processed	19,084	18,500	18,500
Licenses issued	16,173	14,500	16,500
Public meetings staffed	241	285	295
Legislation and reports prepared	446	480	500
Documents scanned, processed and indexed	2,069,170	2,400,000	2,000,000
Reference requests filled	1,263	1,300	1,350
Records boxes received and processed	2,193	1,715	1,500
HPC Section 106 reviews performed (rather than contracted out)	582	570	600

2026 Major Updates - Licenses




- License Division implemented functionality for individual license on the Accela LMS platform; adding business licenses early 2026.
- Regularly tweak staffing models to reduce wait times and accommodate seasonal patterns; all front office staff are bilingual, plus four back-office staff.
- Outreach into the community is a priority –
 - Business MKE Entrepreneurship Summit
 - Know Your Rights – Jan/March
 - Pivot – 5 events, including first bilingual
 - District town halls
 - City's Vendor Fair
 - Bronzeville Fair
 - Off-site Muni ID clinic
 - NIDC Panel
 - MPS Fairs and Family Days



2026 Major Updates - PID



- City Channel adding limited over-the-air broadcasting in 2026 to expand local viewership base.
- Award-winning productions – Elections and Bronzeville
- PID provides support and photography for an expanding roster of Council and special events, including Girls Day, Bronzeville Week, Hip-Hop Week, Back to School, Hispanic Heritage Month, Pride Month, Budget, along with producing newsletters, on-demand press releases and graphics, and website management.






Flood Assistance Available

APPLY TODAY!

Residents who sustained flood-related losses can begin applying for federal assistance at DisasterAssistance.gov, or by calling the Federal Emergency Management Agency (FEMA) helpline at 800-621-FEMA (3362).

*Please note: FEMA cannot provide assistance for disaster needs that have been met by another source such as insurance or other programs. But, if your insurance or another program does not cover all your disaster-caused needs, individuals may be eligible for assistance from FEMA.




You're Invited
PUBLIC COMMUNITY LISTENING SESSION
ON THE MAYOR'S PROPOSED 2026 BUDGET

Share your thoughts, ideas and priorities with the Finance and Personnel Committee.

To participate virtually, register online at tinyurl.com/2026BudgetPCLS

SATURDAY, OCTOBER 18
9:30AM - 11AM
MLK Library **NEW ADDRESS**
2901 N. MLK Jr. Drive



Reasonable accommodations can be made with at least 72-hours-notice before the event by calling (414) 286-2233 to make arrangements.

2026 Major Updates – City Records



- Electronic records management system
 - Solution needed to mitigate escalating risks of loss, disorganization, and over-retention
 - Intended to break down departmental records and data silos
 - Total implementation costs likely \$1-2 million
 - Preliminary design study and info ecosystem analysis
 - \$120,000 in capital program
 - In-depth assessment of integration needs, access, and management
 - Build RFP parameters for future solution

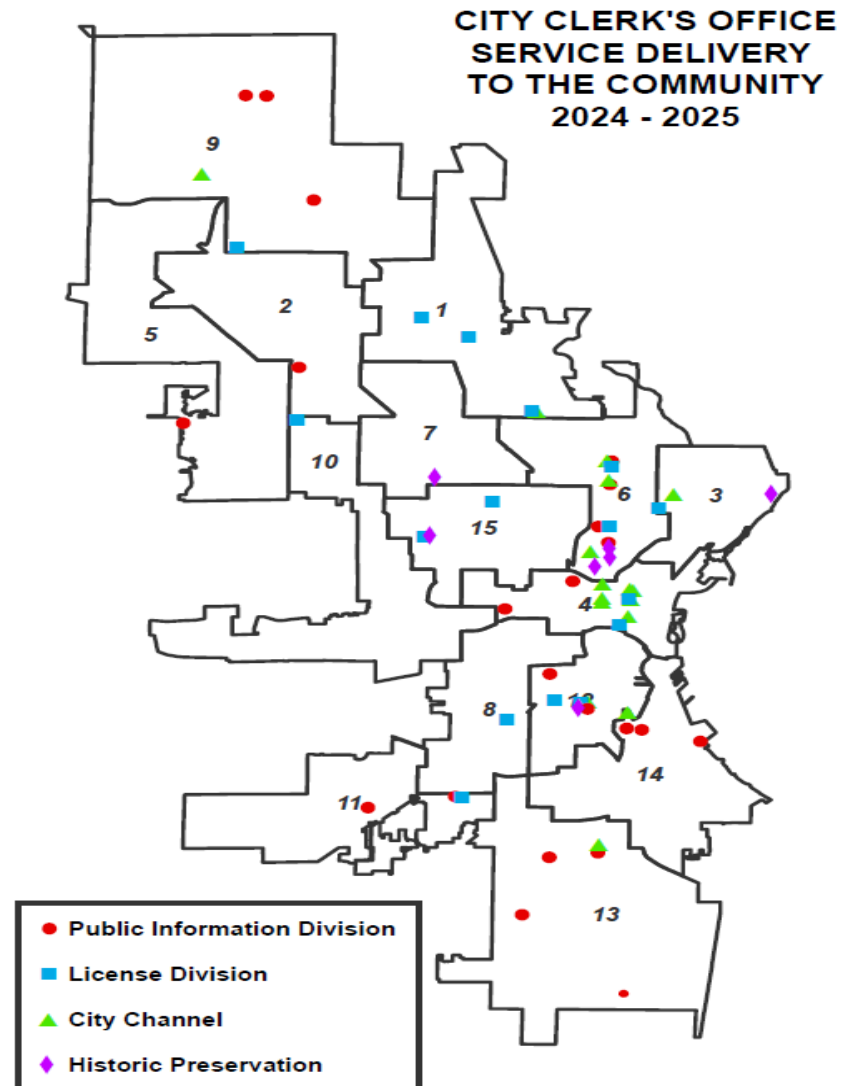
2026 Major Updates - HPC



- HPC Staff performed 582 Section 106 reviews, along with in-depth archaeological reviews of Riverwalk expansions, to identify or rule-out any impacts to historic sites.
- Regularly staff off-site events to discuss role and benefits of preservation
- Staff research and reporting helped avoid demolition of the Alonzo Robinson, Jr.-designed Central City Plaza.



Service Uniformity



Environmental Impact



- Eliminating Paper Processes
 - Council files, Statements of Economic Interest, license applications
- Reducing Customer Travel
 - On-line license applications and renewals cuts down on trips to and from City Hall
- Investing in Energy Efficient Equipment
 - Working to replace cameras with energy efficient models

Artificial Intelligence



- Automated transcription and closed captioning in English and Spanish
- Internal and public-facing training documents and instructions
- Potential future directions
 - Meeting minutes
 - Managing electronic records

2025 Amendment Update



- #1F Dimitrijevic:
 - Funding for one LRB analyst – ***position filled***
 - \$20,000 to a new Youth Council special fund – ***Youth Council re-launched in 2025***
 - \$159,026 to the operating budget in various accounts – ***in use to support various department activities***
 - \$11,950 for equipment replacement – ***in use***
 - \$30,000 to the Hip-Hop Week Special Fund – ***successful 2025 event***
 - \$50,000 to the Community Collaborative special fund – ***funds unspent***
 - \$20,000 to the Economic Development Committee Fund SPA – ***funds supported various events***
 - \$20,000 to the MKE Excellence Fund SPA – ***matching funds supported various events***
- #18A Perez: Create a Special Fund with \$75,000 of funding for the Emerging Youth Achieving Advisory Committee
 - ***EYAAC successfully launched in 2025; funds supported coordinating with outside partners, planning intergenerational talk events, and reporting to members***
- #46 Coggs: Insert a footnote instructing all departments to study the feasibility of having all the department's resources and reporting available on the City Action app
 - ***Reporting tool for license and HPC violations; eNotify sign-ups***
- #47 Coggs: Insert a footnote instructing all departments to examine possible opportunities for internships or apprenticeships that could be developed in each department.
 - ***Council, PID, HPC, Earn & Learn, Youth Council, Emerging Youth Achievement Advisory Council***