

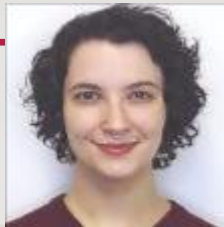
CITY CLERK BUDGET OVERVIEW



WHO WE ARE:



City Clerk: *Kylie Soden*



Deputy City Clerk: *Luisa Walsh*



Records Coordinator: *Wendy Kinkade*

Business Licensing and Receipts Clerks: *Emily McGaugh and Liz Stoner*



Operations Coordinator: *Tonya Davis*



Land Management Technician: *Dennis Dawson*



MISSION



The mission of the City Clerk Department is to provide efficient, high-quality services in a courteous, knowledgeable, and professional manner. The department is committed to supporting transparent governance, accurate recordkeeping, and responsive public service.

DEPARTMENT OVERVIEW

- Manages legislative, historical, and other records including the records retention program
- Oversees business and liquor licensing and permitting
- Maintains City-owned property files and affiliated database
- Provides municipal election assistance
- Serves as clerk to certain City boards and commissions
- Processes payments and receipts for the City
- Provides administrative services and maintains records for the Cemetery Complex
- Oversees City Codebook supplementation
- Oversees and maintains public records request data
- Participates in management of City website and streaming video services for Governing Body meetings
- Prepares City Council agendas and minutes

BUDGET SUMMARY

**FY 2027
Proposed:
\$856,024**

**FY 2026
Adopted:
\$881,908**

BUDGET CHANGES: FY 2026 TO FY 2027

- **Overall budget** decreased by **\$25,884**
- **Professional Development** increased by **\$1,200** to support employee training
- **Dues & subscriptions** increased by **\$1,000**, while **Professional Services** decreased by the same amount for anticipated LexisNexis fees
- **Professional Services** decreased by **\$26,000**
 - \$25,000 moved to temporary/part-time employee budget
 - \$1,000 moved to dues & subscriptions
- **Licenses & fees** increased by **\$200** for Laramie County filing costs
- **Telecommunications** decreased by **\$500**
- **Computer software/maintenance** increased by **\$4,584**
 - Includes \$16,684 for Granicus Peak Agenda and GovQA software costs previously paid with ARPA funds
 - Existing software subscriptions are expected to increase by 3-5%
 - Increase is partially offset by moving \$12,100 in website maintenance costs to the Mayor's budget

BUDGET CHANGES: FY 2026 TO FY 2027

- **Temporary/Part-Time Employee line item**
 - Added \$25,000 to convert a contracted position to a part-time employee position (budget neutral)
 - Added \$1,097 for part-time employee shared with Human Resources
 - Replaced full-time Operations Support Specialist position with a part-time position, reducing personnel costs by \$38,732

CONCLUSION

- The proposed FY 2027 budget maintains essential services and operational support functions while incorporating strategic staffing and software adjustments to improve efficiency and manage costs responsibly.