

**Department New Request Form
Fiscal Year 2026**

Program	Central Services	Title of New Request:	Rank:	2
Department	City Clerk			
Request Category	Baseline Adjustment	Increase funding for Clerk and Recorder Fees		
Request Rating	Required			
Department Goal		# of FTE's in this request		

1. How will request assist in achieving Department Goal and benefit the customer

The Clerk's Office is required by MCA to file a variety of official documents with the County Clerk and Recorder.

2. What specifically is needed to achieve this goal?

HB 192 increased filing fees from \$8 per page to \$20 initially and \$10 per page thereafter. This will result in an estimated 44% increase in costs to the city. We were approximately \$5000 short in FY25 (covered by department savings in other areas). Therefore, we an estimated \$10,000 to cover the previous shortfall and account for the fee increase, totalling \$14,500 next year.

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2026 Unfunded	FY 2026 Funded	Proposed FY 2027 Ongoing
Ongoing Expenses								
1000.223.410910.390	Clerk & Record Fees (CICLE)	1	10000		10,000	10,000	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
One-time Expenses								
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
Expense Sub-Total				—	10,000	10,000	—	—

Revenue Offset:

Account #	Revenue Description			Proposed One-time Revenue	Proposed Ongoing Revenue
Revenue Sub-Total				—	—

4. What sort of data will be used to report results and outcomes of request?

Requested/Proposed Funding Source

	One-time	Ongoing
Tax or Assessment	—	—
Non-tax	—	—
Fund Balance	—	—
Total	—	—