

**Function**

The City Clerk Division is administered by the Administration Group. The primary objectives of the City Clerk budget are:

- Preserve the history of the City as an organization.
- Relay that history to the citizens of Great Falls through a strong public information program.
- Serve as the City’s record manager in developing and implementing the records management program.

The public information program involves the development, coordination, and maintenance of communication opportunities for the City. This has included the creation and maintenance of a newsletter; web-site, live broadcasting of meetings and events, miscellaneous written materials, and strong media relations with the Great Falls Tribune and the network stations.

The City Clerk organizational chart is in the Organization Section – Administration Group.

**Budget Highlights**

*City Clerk*

Administration Group	FY 2005	FY 2006			FY 2007
	Actual	Original	Amended	Projected	Adopted
Personal Services	149,299	61,665	88,645	99,900	66,025
Supplies & Materials	2,000	3,150	3,150	2,650	3,150
Purchased Services	2,658	8,210	8,210	5,099	7,610
Other Costs	473	0	0	518	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	23,839	23,723	23,723	23,723	20,277
Subtotal Operating Expenses	178,269	96,748	123,728	131,890	97,062
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
<b>Total City Clerk</b>	<b>178,269</b>	<b>96,748</b>	<b>123,728</b>	<b>131,890</b>	<b>97,062</b>

**Goals and Objectives**

**Major Accomplishments - In the Past Year**

- Continued working for quality productions of the live broadcast of Commission meetings.
- Completed a records management project in the City attorney’s office.
- Began a records management project at the police department.
- Conducted a successful City Commission candidate orientation session.

**Priority Goals and Objectives - For the Upcoming Year**

- Rewrite the Records Management Manual and update retention schedule.
- Recodify the entire municipal code book in order to incorporate the new land development code.