

# City of Rockland

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## City Clerk

### **Mission Statement**

To accurately maintain city records, conduct elections with professionalism in accordance with State Law, prepare City Council meeting agendas and minutes, issue City Licenses, and provide information to both City officials and the general public in a friendly and confidential manner.

### **Previous Year's Highlights**

- Continued scanning and transcribing historical records.
- Provided high level of customer service.
- Attended conferences and seminars in order to continue education.
- Held two elections and vote recount on referendum question.
- Provided information to Council, city staff and public.

### **Goals & Objectives**

- Conduct Annual Election.
- Provide superior customer support.
- Respond to requests in a timely and accurate manner.
- Continue with digitizing historical archives.