



The Village Clerk functions as the official record custodian, official custodian of the seal of the Village, supervisor of Village elections, and the village records management and records disposition program administrator.

The Village Clerk is responsible for attending all Village Council meetings, keeping the official minutes of all meetings of the Village Council, assisting in the preparation of official documents, attesting to all village documents, and codifying and recording all local laws, ordinances, resolutions and legal documents adopted by the Village Council.

The Village Clerk handles public records requests, publishing legal notices, updating and distributing supplements to the Village Code and updating Village Financial Disclosure Statements.

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

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