

Dawn Wright



The City Clerk's Office

The "Clerk" is one of the oldest and most honorable professions beginning with the early Middle Ages when churches and governments recognized the need for accurate record keeping. The first settlers in American created the office of town clerk and this position continues today as essential to municipal government. Every city and town in the nation, regardless of size or form of government, has a clerk or equivalent position. Clerks are expected to know almost everything about the operation of the government or where to find the information.

Responsibilities

The City Clerk shall give notice of Commission meetings, attend all meetings of the Commission and keeps a journal of its proceedings. The Clerk shall certify the correctness of such journal by signature upon Commission approval. The City Clerk is the custodian of the seal of the city, and of all records and papers of a general character pertaining to the affairs of the city. The Clerk has the power to administer oaths, and to certify, under seal of city, true copies of all minutes, journal entries and other records of the city. The City Clerk's office is dedicated to serving the needs of the public with timely and quality services in a positive and professional manner and maintaining all official City records in compliance with State, Federal, and Local regulations.

E-MAIL DISCLAIMER: 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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Web Links

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Directions

75 N. 7th Street

Mailing Address: P.O. Box 129

Eagle Lake, FL 33839

United States

[View in Google Maps](#)

27.977156, -81.75382