

## **TOWN CLERK**

### **JACQUELINE BORJA**

Town Clerk Jacqueline Borja is the Town of Lake Hamilton's record custodian. Florida Statutes 119.12

Contact Jacqueline for your public record request needs. See contact information on the side bar.

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.

## **OVERVIEW**

Maintain and certify records of all Town business, including:

- Ordinances and Resolutions
- Meeting minutes
- Building Permits
- Business Tax Receipts
- Official deeds
- Leases
- Contracts
- Agreements
- Administer all municipal elections.

Provide and manage all petition forms for any purpose under the provisions of the Town's Charter and Handle the posting of all public notices

### **Town Clerk - Duties & Responsibilities**

There Shall be a Town Clerk who shall be appointed by and serve at the pleasure of the town council. The town clerk's salary shall be set by the council. The town clerk shall be an officer and employee of the town and shall be under the supervision of the town council. The Council shall have the exclusive authority to suspend or remove the Town Clerk except the Town Administrator shall have the authority to temporarily suspend the Town Clerk with pay for a reasonable period of time, not to exceed sixty (60) days to allow the Council an opportunity to consider matters which constitute the basis of suspension at the next regularly scheduled Town

Council meeting. The town clerk shall give notice of town council meetings to the council and the public, attend all meetings of the town council, and keep a journal of all such proceedings. The town clerk and the town administrator shall certify the correctness of such journal by signature upon council approval. The town clerk shall also be the custodian of the seal of the town, and of all records and papers of a general character pertaining to the affairs of the town. The clerk shall have the power to administer oaths and to certify, under the seal of the city, true copies of all minutes, journal entries, and other records of the town. The town clerk shall give notice of all Town meetings to the Council persons and the public as required by law and shall attend all such meetings in person or by designee and shall keep minutes of the proceedings. The town clerk shall authenticate by signature and be the custodian of this Charter, all ordinances, resolutions, and other Town documents and shall perform such other duties as required by law or by the Town Council. The town clerk shall be the supervisor of elections for the Town. In addition to the powers and duties especially imposed under this charter, the clerk shall perform such other duties as may be required by the general laws of the State of Florida, or by direction of the town council not inconsistent with the charter or with any ordinance or resolution passed by the council. The council shall have the authority to appoint an employee to serve as deputy town clerk to serve in the absence of the town clerk. The town council, in its discretion, may hire one person to perform the duties of both town administrator and town clerk.

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