



City of Marco Island

To: City Council
From: Joan Taylor, City Clerk
Through: Casey Lucius, Interim City Manager
Date: January 23, 2026
Re: January 2026: Monthly City Council Report from the City Clerk's Office

The City Clerk's Office provides a broad range of services, including serving as the official custodian of City documents and records; administering City elections and oversight of Political Action Committees; preparing agendas and minutes for City Council meetings; coordinating ordinances and resolutions; providing public notice of meetings; managing the operational needs of Advisory Committees; and responding to inquiries from walk-in visitors and callers to City Hall.

The City Clerk's Office is staffed by one full-time City Clerk, one full-time Deputy Clerk, one part-time Recording Clerk, and three part-time Receptionists at City Hall.

General

- **Calls to City Hall** increased vs. year ago; receptionists experienced an increase of queries regarding water bill payment.

In-Bound Calls to Receptionists to City Hall (data through January 21, 2026)												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2025	769	803	728	739	923	763	904	779	764	867	915	800
2026	900(est)	--	--	--	--	--	--	--	--	--	--	--
Diff. vs Year Ago	17%	--	--	--	--	--	--	--	--	--	--	--

- Posted **public notices** and notified media for 12 meetings during January.
- Fulfilled 2 **legal noticing** requirements in newspapers.
- Developed **City Council minutes and agendas** for 2 regular meetings and 1 workshop.
- Updated the **City Website** (Resolutions, Ordinances, Political Action Committee information, Advisory Board information).
- **Presented an Ordinance to amend the City Code** for legal noticing on County website to Planning Board. Members recommendation for Council was to perform a 6-month pilot test running simultaneously in Newspaper and County Website to understand impact of changes on staff scope of work and other potential expenses.
 - Next steps: Staff meeting with the County to create a process for County website noticing
 - City Clerk will introduce pilot test concept to City Council for their feedback and approval.
- Agency-wide **records retention and disposition training** has been scheduled for February. Training is being coordinated with City staff and the Florida Division of Library and Information Services; training will cover public records management and applicable laws, records retention requirements, and records disposition procedures.
- Staff attended training with final class for **ADA requirements** from the Florida League of Cities.
 - Next steps: City Clerk's Office will develop training materials for staff education and work with staff to identify areas requiring attention (City Website).

Election/ Political Action Committee (PAC)

- **Political Action Committee** Q4 25 Treasurer Report monitoring and upload to City Website

Committees

- **4 Committee members have resigned** from Advisory Committees. The City advertised on social media and through press releases the vacancies. The City Clerk will work with Councilors to schedule nominations.
- The **Marco Island Community Parks Foundation** met on January 21, 2026; agenda and minutes developed; action items coordinated.

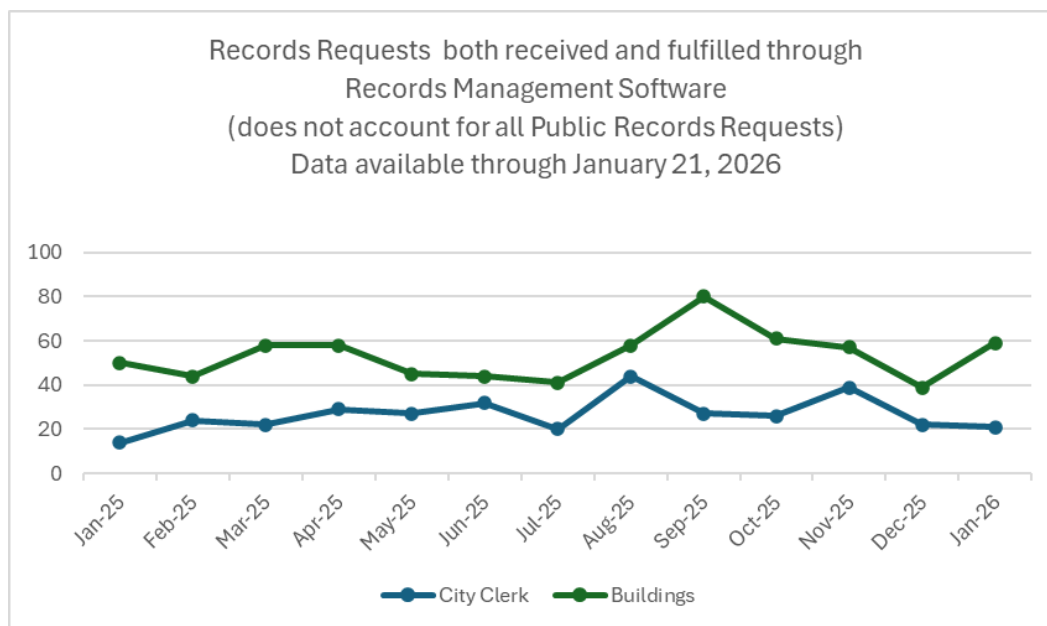
Pension Board

- The City Clerk is a member on the City's Pension boards.
 - A **Fire Pension Board meeting** was held in January to discuss an application for a line of duty related disability.

Public Records Requests

The City accepts public records requests verbally, through email and through a software portal. The city started using a public records management software tool in January 2025, to help efficiently manage requests. The City Clerk estimates approx.. 80% of records requests move through the Records software.

Data indicates that the public has embraced requesting public records through the software program as requests month over month continue to grow: January '26 over January '25 requests have increase 50% for the City Clerk's Office and 18% for the Buildings Department. Please note, while records requests may be made to the Police Department through the software, data indicates that the public may prefer requesting the records through other venues (such as requesting in person, by phone, or through a public records email address).



Data through Jan 21, 2026

*Police processing most requests through walk-in, emails – Police data not reflected in graph