



City of Marco Island

To: City Council
From: Joan Taylor, City Clerk
Through: Michael A. McNees, City Manager
Date: October 24, 2025
Re: October 2025: Monthly City Council Report from the **City Clerk's Office**

The City Clerk's Office provides a variety of services which include serving as official custodian of the City documents and records; administering City elections and to Political Action Committees, preparing agendas and minutes of Council meetings, coordinating ordinances and resolutions, notifying the public of meetings, managing operational needs of Advisory Committees, and responding to the needs and inquiries of walk-in visitors, and phone calls to City Hall.

General

- Answered various questions from residents (calls, walk-ins, emails)

Calls Inbound to Receptionists at City Hall

	24-Dec *	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep	25-Oct (est)
Inbound Calls	141	769	803	728	739	923	763	904	779	764	735

* Start date for RingCentral (analytics) Dec 4, 2024

- Posted public notices for 13 meetings.
- Developed City Council minutes and agendas.
- Updated the City Website (Resolutions, Ordinances, Committees' content).
- Continued ADA requirements: Met with City Agenda/Minutes software company to discuss compliance, attended Webinar for ADA requirements for compliance training.
- Researched timing requirements and economic impact for potential Referendum:
 - Petition initiated Referendum
 - Council, House Bill initiated Referendum
- Assisted City staff on legal noticing requirements.
- Organized initiatives for Florida City Government Week (Oct 20 – 26, 2025).

Election/ Political Action Committee (PAC)

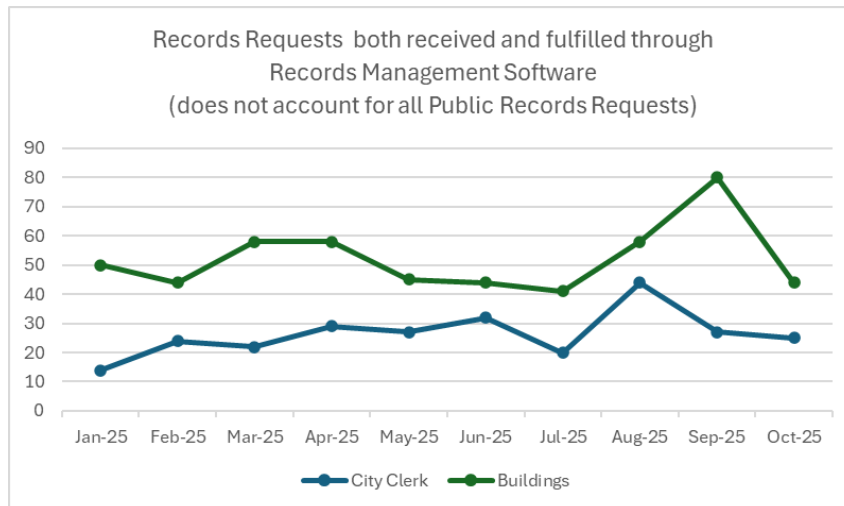
- In progress of developing 2026 Election timelines and materials for candidates running for election in 2026.
- Met with PAC to accept Q3 Treasurer Report and discuss progress and Committee's activities / status with petitions for Referendum.

Committees

- Assisted Audit Advisory Committee with questions
- Staff training for Agenda and Minutes software for staff.
- Florida City Government Week – initiatives from Clerk's office. Thank you cards and "Cupcakes for Committee" for all members, social media posting.

Public Records Requests

The City accepts public records requests verbally, through email and through a request portal. In January 2025, the City implemented public records software that tracks requests and workflow to provide better accountability for request management. The City estimates that close to 75% of records requests through the new portal. Note, the Police Department manages a significant number of records requests from walk-ins or emails and are not reflected in the software tracking.



Data through October 22, 2025

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

Other

- Attended 38 hours of training for FACC Municipal Clerk Certification in St. Augustine Florida. Submitted “Ideas to Action” essays to education department to complete training requirements. Next steps: City Clerk will apply for certification (CMC) meeting requirements (110 credit points for Education and Experience).

Budget

- Approved FY 2026 summary report attached. Note: budget covers multiple departments including (City Manager, HR, legal notices across departments and insurance).



City of Marco Island FY 2026 Adopted Budget

Accounts	Description	2022 Actuals	2023 Actuals	2024 Actuals	YTD Actuals	2025 Revised Budget	2026 Adopted Budget Lvl 4	% Chng
5190 GENERAL GOVERNMENT								
0015190-501200	REGULAR SALARIES & WAGES	39,557	38,487	41,452	45,244	35,418	39,828	12.5%
0015190-501400	OVERTIME	0	59	0	0	0	0	0.0%
0015190-512100	FICA TAXES	3,026	2,949	3,171	3,461	2,709	3,019	11.4%
0015190-523100	PROFESSIONAL SERVICES	28,345	18,509	48,646	0	1,085	0	-100.0%
0015190-523400	OTHER CONTRACTUAL SERVICES	14,426	6,726	7,497	6,619	17,802	11,500	-35.4%
0015190-523416	LEGAL ADVERTISING	28,650	20,992	38,519	22,684	39,198	40,000	2.0%
0015190-524200	FREIGHT & POSTAGE	1,994	9,716	1,977	5,965	7,500	7,500	0.0%
0015190-524400	RENTAL & LEASES	1,140	5,027	5,424	6,511	8,600	8,600	0.0%
0015190-524500	INSURANCE	676,758	490,000	690,000	436,864	436,864	500,300	14.5%
0015190-524700	PRINTING AND BINDING	2,775	4,012	1,582	2,000	6,200	6,800	9.7%
0015190-524800	PROMOTIONAL ACTIVITIES	2,085	2,290	357	2,547	4,500	4,500	0.0%
0015190-524905	OTHER CHGS - EMPLOYEE EXP	10,141	10,477	14,361	9,618	14,300	14,300	0.0%
0015190-524940	MISCELLANEOUS EXPENSE	0	600	0	263	0	0	0.0%
0015190-525100	OFFICE SUPPLIES	4,493	4,597	1,908	3,132	5,000	5,000	0.0%
0015190-525200	OPERATING SUPPLIES	1,735	1,256	904	1,217	2,000	2,000	0.0%
0015190-525225	OPERATING SUPP - IT	18,587	17,544	28,591	43,893	47,230	23,200	-50.9%
0015190-525400	MEMBERSHIPS AND PUBLICATIONS	3,457	3,123	3,279	4,651	4,655	4,055	-12.9%
0015190-525800	CONTINGENCY	0	0	0	0	88,970	100,000	12.4%
0015190-525805	CONTINGENCY - UNASSIGNED	0	0	0	0	6,882	152,834	2120.8%
Department Total		837,168	636,366	887,667	594,668	728,913	923,436	26.7%