



# City of Marco Island

**To:** City Council  
**From:** Joan Taylor, City Clerk  
**Through:** Casey Lucius, Interim City Manager  
**Date:** March 25, 2026  
**Re:** **March 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 meeting notices; 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 four part-time Receptionists at City Hall.

## General

- **Calls to City Hall:** Calls remain higher vs. year ago. Receptionists reported an increase of queries regarding garbage pick-up and traffic/ street work on the Island.

In-Bound Calls to Receptionists to City Hall (data through March 25 , 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	992	917	1010	*	--	--	--	--	--	--	--	--	--
Diff. vs Year Ago	29%	14%	39%	--	--	--	--	--	--	--	--	--	--

\*Estimated for the month

- Posted 11 **public notices** and notified media for meetings occurring in April.
- Developed **City Council minutes and agendas** for 2 regular meetings.
- Updated the **City Website** (Committee members, Public Meetings, Resolutions, Council Voting Records)
- **Records retention and disposition training.** The Deputy Clerk with the Florida Department of Library Services completed agency-wide training for records management. Department teams are working with the Deputy Clerk to create action plans.

## 2026 City Council Election and Referendum

- Individuals interested running in the **2026 City Council Election** are encouraged to start talking with the City Clerk. The 2026 election has 3 seats available. Candidate filing is a process established by state law and the Marco Island City Charter which requires potential candidates to qualify by petition. Prior to securing petitions, fundraising, or campaign spending, individuals must first open a candidate file with the City Clerk that designates their campaign treasurer and the campaign fund bank account information. Candidates then can proceed with their **petition collection which is due to the Supervisors of Elections for verification by June 16, 2026, at NOON.**
- The City Clerk had discussions with the Supervisor of Elections regarding the Advanced Wastewater Treatment ballot referendum petition and potential Bond Referendum.

## Committees

- Committees are fully staffed with the most recent onboarding for the Beautification Advisory Committee.
- A workshop on March 18 between the Parks Foundation and the Parks and Recreation Advisory Committee (March 18) took place so that the Foundation Directors could gain valuable insight into current Parks priorities (Parks Master Plan) and align the Foundation’s strategic vision with community needs.
- The City Clerk filed an amendment notice with the Florida Department of State, Division of Corporations, to remove Financial Disclosure Statement filing requirements from Parks Foundation Members (Resolution 26-10).

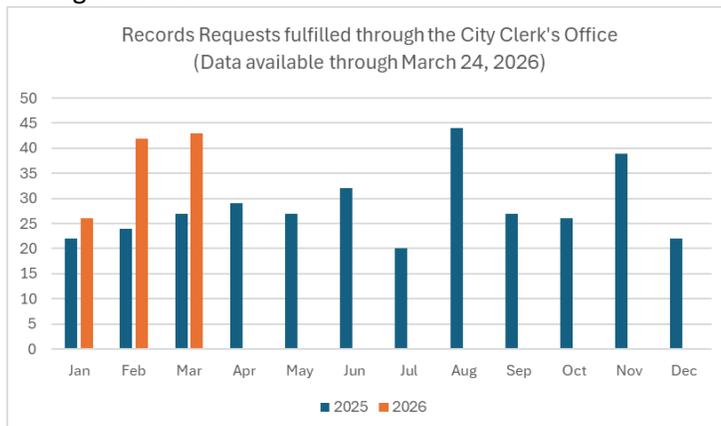
## Pension Meetings

- The City Clerk represented the City for the 2<sup>nd</sup> quarter Police and Fire Pension meetings. The City Clerk also participated with other Fire Pension members reviewing RFPs for an Actuary search.

## Public Records Requests

The City accepts public records requests verbally, through email and through a software portal. The chart below tracks public records requests directed through the City Clerk’s Office (in-bound and fulfilled). This does not include requests for Police or Building Services, as those requests are directly made to those departments.

Since January 2026, public records requests directed to the City Clerk have increased year over year. February 2026 had a 75% increase in requests and currently March to-date requests are tracking at 60% higher in comparison to same period last year. Most requests are directed either through the JustFOIA records management software or through emails.



## City Website - ADA requirements update

The City started implementing WCAG 2.0 accessibility standards for website content.

Florida law requires municipal websites serving populations under 50,000 to comply with the Federal Americans with Disabilities Act (ADA) by April 2027. As part of these accessibility requirements, video content must meet applicable standards, including the requirement that meeting recordings include closed captioning. Historically, the City’s meeting videos did not include this offering. The City has implemented new video software to ensure that all meeting recordings are ADA compliant.

As a result of this software transition, there are some minor changes to how community members access and review recorded meeting videos. Recordings are now viewed using standard playback and fast-forward functions, rather than through agenda-based timestamps as was previously provided. The new closed-captioning software does not include a feature that allows agenda items to be bookmarked or timestamped within the video.

Neither Florida Statutes nor the ADA requires recorded meeting videos to include agenda-item timestamping; this functionality was previously offered by the City as a convenience. The City recognizes this feature has been valuable to the community and will continue working with the current software vendor to explore whether it may incorporate a timestamping/book-marking feature in the future.

Recording Clerk Jim Kornas will begin rolling out the City’s broader ADA/WCAG 2.0 website accessibility roadmap to staff in April 2026. He will work with City departments to develop an action plan to support full website compliance.