



City of Marco Island

To: City Council
From: Joan Taylor, City Clerk
Through: Casey Lucius, City Manager
Date: June 23, 2026
Re: **June 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, 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.

Personnel

- **Theresa Swanson, Deputy City Clerk** started her professional credential process to become certified as a Municipal Clerk through the International Institute of Municipal Clerks (IMCC). Theresa will undergo a 3-year training program requiring at least 120 hours of IMCC approved education courses. Her education requirements are supplemented with written interpretations of her courses, and practical application of learnings.
- **Grace Iacobucci, Summer Intern**, joined the City Clerk's team to learn more about local government and is busy assisting with Records Management, producing training materials, and posting information to the City's Website and social media. Grace will be a High School Junior next year. We're excited to have Grace join us for the summer.

General

- **Calls to City Hall:** Call volume to receptionists continue at a stronger pace vs. same time period, year ago. Queries continue to focus on the Island's roadwork, building permits and recently July 4 fireworks information.

In-Bound Calls to Receptionists to City Hall (data through May 20, 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	1149	1034	904	1000 *	--	--	--	--	--	--
Diff. vs Year Ago	29%	14%	58%	40%	-2%	31%	--	--	--	--	--	--

*Estimated for the month

- Posted 15 **public notices** and notified media for meetings occurring in June and July.
- Developed **City Council minutes and agendas** for 2 regular meetings and 1 workshop.
- Updated the **City Website** (Public Meetings, Resolutions/Ordinances,, Council Voting Records, 2026 City Council Campaign files, 2026 Referendum information)
- Coordinated America 250 social media effort with Councilors, Staff and City Public Information Officer.

August 18, 2026, Referendum and City Council Elections

Referendum 2026 – Infrastructure Bond (August 18, 2026 Primary Ballot)

- Translations of ballot question and notice into Spanish from English content.
- Noticing requirements (English and Spanish) in place with Naples Daily News and Collier County Legal Noticing Website. Additional notices provided to the Supervisor of Election for website posting.
- Approved ballot question (English and Spanish) for ballot printing on Collier County August 18, 2026 Primary ballots.

2026 City Council Election

- The **2026 City Council Election** has 3 seats available, and 8 individuals have opened Candidate files.
- 8 individuals have submitted the required number of Supervisor of Elections validated petitions needed to fulfill the qualifying process.
- The qualifying period to become a Candidate is from 8:00 a.m. on July 14, 2026, to 5:00 p.m. on July 28.
 - English and Spanish Language legal noticing for upcoming election and qualifying period published in the Naples Daily News, the Collier County Legal Notices Website and the City Website.

Legal Noticing

A pilot test providing Public Notices on the County's website (collierlegalnotices.com) started mid-May.

Florida statute (F.S. 50.0311) allows for certain required legal notices and advertisements on a publicly accessible website such as the County's Website. To date, 6 notices have been posted consisting of: variance petitions, bids, meetings, and the 2026 election information. The traditional placement of legal notices in newspapers will continue to run in parallel of using the County Website. To drive awareness behind the pilot test, multiple social media posts were placed through the City's Facebook and X platforms. Posts request resident's feedback for using the County's website for noticing purposes. To date, feedback has been positive. For the next 6 months, the City will continue monitoring public feedback generated from the pilot and provide a cost analysis using the digital format.

Records Management

Under the guidance of the Deputy City Clerk, multiple City departments have undertaken a comprehensive review and **disposition of both electronic and physical records** that have met their retention requirements as established by the State of Florida. At the end of June, the Deputy City Clerk and the City's Summer Intern coordinated the disposition of more than 80 cubic feet of records that had reached the end of their retention periods. This ongoing effort not only frees valuable storage space for the City but also reduces liability by ensuring records are managed in accordance with established records retention and disposition requirements..

Hurricane Preparedness

- The City Clerk is ramping up the Information Center preparation for the 2026 Hurricane Season. The Information Center communicates storm information to the public, receives questions and delivers Storm reported incidents to members in the Emergency Operations Center. Preparation includes testing software messaging, refresher training for staff working in the Call Center, setting preliminary Call Center scheduling, and incident reporting protocols and forms.

Committees

- A new member of the Waterways Advisory Committee was provided orientation regarding Committee procedures, public meeting requirements, and Florida Sunshine Law compliance.
- Coordinated with the Collier County Board of County Commissioners regarding the appointment of Councilor Deb Henry to the Collier County Coastal Advisory Committee, ensuring timely submission of required documentation for the appointment process.

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.

Public Records Requests, continued

Final count of May's public records requests tracked a 20% increase in comparison to the same time period last year. June requests are tracking to be at parity to the number of requests made in June 2025.

