



City of Marco Island

To: City Council
From: Joan Taylor, City Clerk
Through: Michael A. McNees, City Manager
Date: September 26, 2025
Re: September 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-Sept (est)
Inbound Calls	141	769	803	728	739	923	763	904	779	780

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

- Posted public notices for 16 meetings.
- Placed legal notices in newspapers as needed.
- Updated the City Website (Resolutions, Ordinances, Committees' content).
- Researched and collaborated with IT Dept, ADA compliance tools for Meeting Videos and City Website.
- Trustee meetings for quarterly police pension and fire pension meetings.
 - Approval of pension forms, reviewed investment performance, asset liability studies, approved warrants, benefit approvals
- Researched impact of Special Election House Bill (Rep. Benarroch): economic and timing implications.
- Coordinated Financial Disclosures (From 1) personnel reporting with Florida Commission of Ethics.
- Preparation of timetable and Candidate Packets for 2026 City Council Election.
- Conducted annual performance evaluations for City Clerk's Office team members.

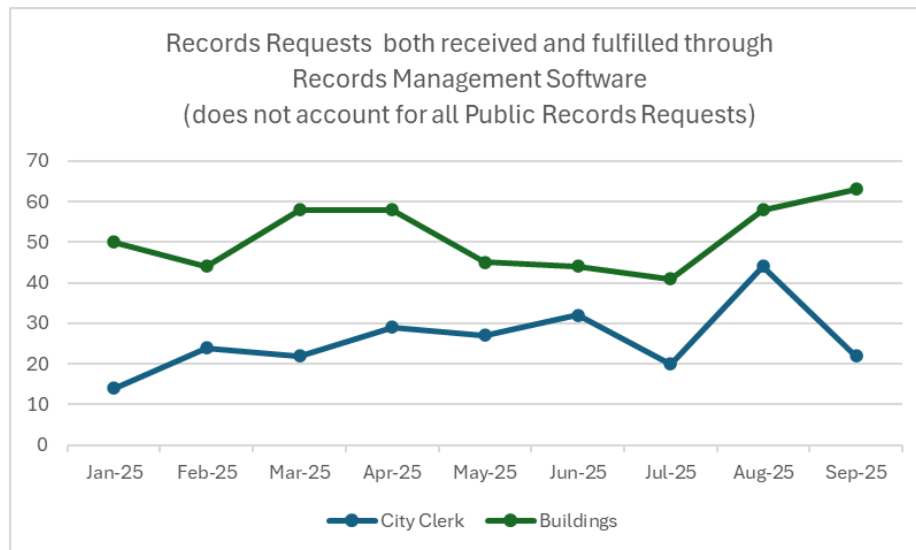
Committees/ Foundation

- Onboarded new member for Audit Advisory Committee.
- Onboarded newly assigned staff liaison and staff administrator of Beautification Advisory Committee projects and operations.
- Coordinated meetings, Agenda and Minutes for Beautification Advisory Committee, Waterways Committee, Marco Island Community Parks Foundation.
- Staff training for Agenda and Minutes software for staff.
- Answered various Committee member questions (Florida Sunshine Laws, meeting procedures).

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, however, manages a significant number of records requests from walk-ins, or emails and are not reflected in the software tracking.

September (1 – 26) received approximately 90 records requests, a slight decrease vs. August. The greatest public records increase was for general Building requests. September requests for general City request decreased significantly.



Data through September 25, 2025

*Police processing most requests through walk-in, emails

- In addition to fulfilling public records requests, onboarded and set up accounts for staff through Just FOIA, public records management software system.

Other

- Certification for Municipal City Clerk: Finalized group project with class for October 2025 presentation at Florida Association of City Clerks Fall Conference; group project is a requirement for certification.