



City of Marco Island

To: City Council
From: Joan Taylor, City Clerk
Through: Michael A. McNees, City Manager
Re: June 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 Inbound to Receptionists at City Hall							
	24-Dec *	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun (est)
Inbound Calls	141	769	803	728	739	923	879

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

- Issued and posted public notices for 11 meetings
- Coordinated 5 City Council agendas; wrote 3 meetings minutes
- Updated the City Website (Resolutions, Ordinances, Advisory Committees, Police & Fire Pensions, Political Action Committees)
- Researched and evaluated alternative agenda software systems
- Researched records management company for capabilities and pricing

Committees

- Conducted training for 3 new Committee members (Audit Advisory Committee): Advisory Boards procedures, Florida Sunshine Laws, Public Records requirements.
- Agenda and Minutes created for Beautification Advisory Committee
- Staff training for Agenda and Minutes software

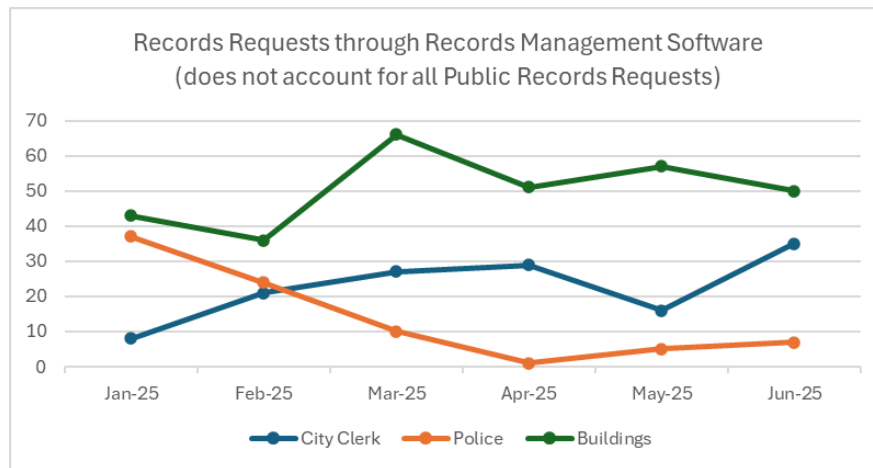
2026 Elections/ PAC Committees

- 2026 Election: Updated sections of the Collier County Supervisor of Elections Candidate Guide
- PAC: Coordinated Advanced Wastewater Treatment Center (AWT) referendum with Political Action Committee and City Attorney
- PAC: Aided in the dissolution of Citizens for a Better Marco Political Action Committee

Public Records Requests

The City accepts public records requests verbally, through email and through a request portal. In January 2025, the City implemented a 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. The Police Department, however, manages a significant number of records requests from walk-ins, or emails.

Over 500 public records requests were made through the portal to the City, in the past 6 months. The largest volume was for and managed by the Buildings Department (57%), with requests for permits, elevation/survey, building plans. Almost a third are directed to the City Clerk to manage, and approximately 15% were directed to Police to manage.



*Data through June 26, 2025

Police processing most requests through walk-in, emails

Police Pension and Fire Pension

The City Clerk is a Trustee for the Police and Fire Pension boards.

- Q2 Police and Fire Pension Trustee Board Meetings:
 - Reviewed Q1 thru May 31, 2025, investment performance with discussion of alternative investment fund (Police and Fire)
 - Transition update from new financial advisor (Fire Pension)
 - Reviewed investment policy, all forms, processes (Fire Pension)
 - Coordinated City staff data with stakeholders for actuary purposes

Other

- 2025 Hurricane Preparation: developed staff schedules and tool kit for the Call Center
- Marco Island Community Parks Foundation: submitted annual reporting requirements according to State requirements and coordinated required ethics acknowledgements from Board Directors.
- Florida League of Cities and Florida Association of City Clerks: submitted information for requests