



City of Marco Island

To: City Council
From: Joan Taylor, City Clerk
Through: Casey Lucius, Interim City Manager
Date: February 20, 2026
Re: **February 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 notice of meetings; 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 three part-time Receptionists at City Hall.

General

- **Calls to City Hall:** Calls remain higher vs. year ago. Receptionists reported an increase of queries regarding the water bill payments/registration and the Farmer’s Market.

In-Bound Calls to Receptionists to City Hall (data through February 18, 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	936	*	--	--	--	--	--	--	--	--	--
Diff. vs Year Ago	29%	17%	--	--	--	--	--	--	--	--	--	--

*Estimated for the month

- Posted 10 **public notices** and notified media for meetings occurring in March.
- Developed **City Council minutes and agendas** for 2 regular meetings and 1 workshop.
- Updated the **City Website** (Resolutions, Ordinances)
- **Records retention and disposition training.** The Deputy Clerk organized agency wide training with the Florida Division of Library and Information Services, who covered topics related to public records, records management and applicable laws, records retention requirements, and records disposition procedures. Following up from training, the Deputy Clerk will lead records retention review initiatives with Staff. While Staff maintain records throughout the year, the City Clerk’s Office organizes an annual event department wide to manage large records dispositions.
- **Legal noticing on County Website.** The City Clerk, Deputy Clerk and Procurement met with the County’s IT team and website manager to review the County’s updated website and evaluate its functionality and processes for legal noticing. The County also presented enhancements with their Website legal noticing offering. The City Clerk will bring forward a recommendation to City Council based on these new learnings.

Election/ Political Action Committee (PAC)

- The City Clerk has been in discussion with the Supervisor of Elections for **ballot referendum deadline dates**. Discussions also included recommended timing from the City to receive the **certification of petitions** by the Supervisor of Elections, for the Advanced Wastewater Treatment ballot petition.

Committees

- Organized a **candidate search** for the Beatification Advisory Committee. 5 residents applied to fill the vacancy; a nominee has been selected for the March 2 City Council meeting.
- **Onboarded** 2 new Committee members for Advisory Committees (Audit and Parks and Recreation). Onboarding meetings review operational elements, roles, Florida Sunshine Laws including public records, attendance.
- Organized joint workshop with **Marco Island Community Parks Foundation** and Parks and Recreation advisory meeting to identify top Parks priorities.

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) that does not include requests for Police or Building Services, as those requests are directly made to those departments.

Since January 2025, data indicates an increase in public records requests directed to the City Clerk. February 2026 reported data is through February 18, 2026, and requests are at a 38% increase over the full month of February 2025.

