



# City of Marco Island

**To:** City Council  
**From:** Joan Taylor, City Clerk  
**Through:** Casey Lucius, Interim City Manager  
**Date:** November 26, 2025  
**Re:** November 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-Sep | 25-Oct | 25-Nov (est) |
| Inbound Calls | 141   | 769    | 803    | 728    | 739    | 923    | 763    | 904    | 779    | 764    | 867    | 822          |

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

- Posted public notices for 15 meetings.
- Provided legal noticing in newspapers.
- Developed City Council minutes and agendas, including scheduling workshops.
- Updated the City Website (Resolutions, Ordinances, Executive team changes, City Council Chair /Vice Chair, City Council 2026 meeting schedule).
- Worked with City Attorney to develop Ordinance to amend various codes under Code of Ordinance. City will be moving to legal noticing from newspapers to County Website. The Planning Board will review the amended Ordinance prior to scheduling the first reading with the City Council.
- Continued research with ADA requirements: met with municipalities for case study for requirement migration. ADA compliance for municipalities is April 2027 (municipalities less than 50,000 population).
- Reviewed timing and key process requirements for City Initiated and Petition Initiated Referendum with City Attorney.
- Wrote resolutions and proclamations for upcoming City Council meetings.
- Worked with Commission on Ethics to update/register staff member changes for financial disclosure requirements.
- Conducted 12 interviews for Deputy City Clerk position.
- Assisted public with various information requests.

### Election/ Political Action Committee (PAC)

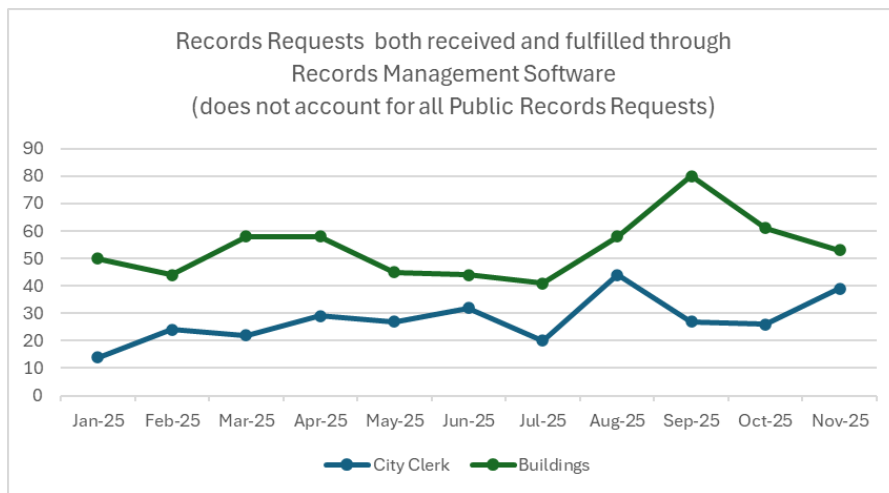
- Developed 2026 Election timelines and materials for candidates running for election in 2026. Preparing content for the Website and candidate briefing materials.
- Coordinated City of Marco Island key election dates with Supervisor of Election.

### Committees

- Provided feedback to several Florida Sunshine Laws questions from Committee members.
- Trained staff for Agenda and Minutes software for staff.
- Provided information to members and public of Attendance and Term Policy for Committee members.

### 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 portal. Note, the Police Department manages a significant number of records requests from walk-ins or emails in addition to the portal; their data has not been reflected, given different sources.



Data through Nov 23, 2025

\*Police processing most requests through walk-in, emails – not reflected in graph