



City of Marco Island

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

General

- **Calls to City Hall:** Call volume to receptionists continue to exceed the number of calls received vs. the same period, one year ago. Queries focused on the Island's roadwork projects, water bills, building permits, the July 4 fireworks and access/queries for code enforcement.

In-Bound Calls to Receptionists to City Hall (data through July 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	1006	900	*	--	--	--	--	--
Diff. vs Year Ago	29%	14%	58%	40%	-2%	32%	0%		--	--	--	--	--

*Estimated for the month

- Posted 14 **public notices** and notified media for meetings occurring in August/September.
- Developed **City Council minutes and agendas** for 2 regular meetings and 2 workshops.
- Updated the **City Website** (Public Meetings, Resolutions/Ordinances, Council Voting Records, 2026 City Council Candidate files)

Committees/ Boards

- Annual reporting for the **Marco Island Community Parks Foundation** was filed with the State for 2025 activity.
- Additional information was provided to the State concerning the **Marco Island Community Parks Foundation** amendment of the Articles of Incorporation (removal of filing Form 1 financial disclosure requirements from board members).

August 18, 2026, Referendum and City Council Elections

- **Referendum 2026 – Infrastructure Bond (August 18, 2026 Primary Ballot)**
 - Spanish and English language Legal notices were posted in the newspaper and the County's legal notice section of their Website.

- **2026 City Council Election**

- The **2026 City Council Election** has 3 seats available. The 8 individuals who opened candidate files have qualified to run in the 2026 City Council Election. The qualifying period ended July 28, 2026 at 5 pm.
- Quarter 2 Treasurer Reports for Candidates and the Political Action Committee was received and posted.

Hurricane Preparedness – Information Resources

- The Joint Information Center (JIC) under the Emergency Operations Center, had its preparedness meeting with JIC team members. The JIC manages inbound non-emergency calls and disseminates information regarding the storm to the community. Call center staff also relay real-time information during storms to the Emergency Operations Center.
- Call Center leads and IT reviewed and tested software utilized during storm occurrences.

City Website ADA accessibility update

- Martin Luna, AV Specialist encoded approximately 1,700 City Council and Advisory Committee videos (19 years of City meetings!) with closed captioning. Closed captioning is one of several requirements mandated by the Federal Government for WCAG 2.1 accessibility compliance.
- Jim Kornas Recording Clerk and Martin Luna, met with City staff for their progress with updating Website pages to ADA compliance. Jim and Martin also provided updated accessibility standards information and shared learnings.
- Staff continues to work with City subscribed software vendors to identify accessibility solutions. They are also seeking potential software companies who could efficiently assist with compliance requirements.

Legal Noticing

A pilot test providing Public Notices on the County’s website (collierlegalnotices.com) is in the third month of the testing period. The proposed test will operate through December and is running in parallel to the current use of newspaper noticing. Florida statute (F.S. 50.0311) allows for certain required legal notices to be posted on the County’s website as an alternative method for noticing through newspapers. To date, approximately 16 legal notices have been published to the website. The City provides weekly social media posts to encourage community members to access the notices digitally and to provide their feedback of the offering. To date, over 50 positive responses were received from social media posts, 1 dissatisfied response was received.

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.

The final count for requests made in June to the City Clerk was similar to the number of requests made same time period last year. As of July 21, 2026, July requests are up 40% vs. the full month of July 2025.

