



City of Marco Island

To: City Council
From: Joan Taylor, City Clerk
Through: Michael A. McNees, City Manager
Re: July 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	25-Jul (est)
Inbound Calls	141	769	803	728	739	923	763	899

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

- Issued and posted public notices for 15 meetings
- Coordinated 6 City Council agendas; 6 meetings minutes
- Updated the City Website (Resolutions, Ordinances, Advisory Committees, new Chapter 119 statute exemptions)
- Finalized Operating budget recommendation for General Government
- Completed 8 credits towards CMC (Certified Municipal Clerk) certification
- Researched and worked with City Attorney to shift Legal Noticing to County website from traditional newspaper advertising.
- Provided guidance to staff for records retention schedules.

Committees

- Conducted training for 1 new Committee member (Parks & Recreational Advisory Board): Advisory Boards procedures, Florida Sunshine Laws, Public Records requirements.
- Audit Advisory Committee – Acting Staff Liaison for July 17 meeting.
- Agenda and Minutes created for Beautification Advisory Committee, Audit Advisory Committee
- Staff training for Agenda and Minutes software for staff

Police Pension and Fire Pension

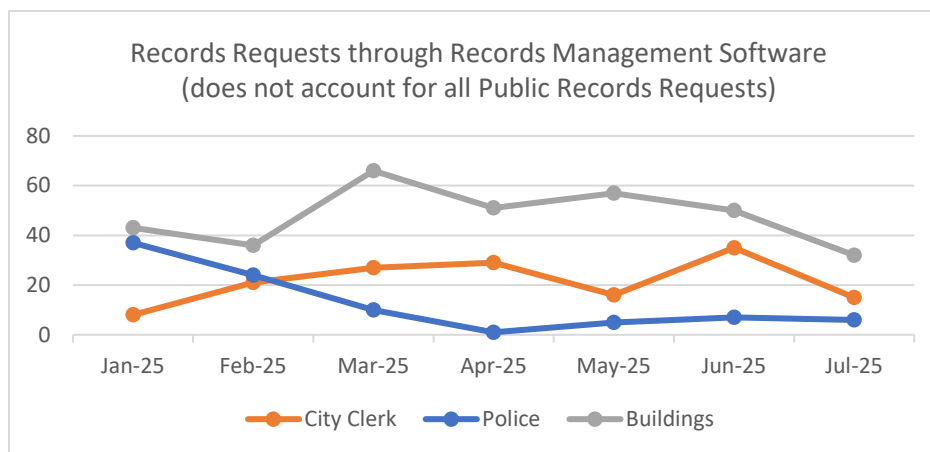
The City Clerk is a Trustee for the Police and Fire Pension boards.

- Coordinated and attended Police Pension special workshop – discuss alternative investments and investment allocation

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. Note, the Police Department, however, manages a significant number of records requests from walk-ins, or emails and are not reflected with this tracking below.

July (July 1 – July 23) received approximately 53 records requests. managed by the Buildings Department (60%) , with requests for permits, elevation/survey, building plans. Almost a third are directed to the City Clerk to manage.



*Data through July 23 ,2025

Police processing most requests through walk-in, emails

Other

- 2025 Hurricane Preparation: coordinated call center training session - Crisistrak software (tool that logs in reported infrastructure damage, staff resources during a storm)
- Marco Island Community Parks Foundation: filed for extension to Department of Agriculture financial reporting