



City of Marco Island

To: City Council
From: Joan Taylor, City Clerk
Through: Casey Lucius, City Manager
Date: May 20, 2026
Re: **May 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:** May 2026 call volume to City Hall receptionists is projected to be flat in comparison to May 2025. Monitored activity shows similar pacing for May 2025 and May 2026. Queries continue to focus on the Island’s roadwork. There has been an increase of calls requesting transfers to the permitting department.

In-Bound Calls to Receptionists to City Hall (data through May 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	898	*	--	--	--	--	--	--	--
Diff. vs Year Ago	29%	14%	58%	40%	-3%		--	--	--	--	--	--	--

*Estimated for the month

- Posted 11 **public notices** and notified media for meetings occurring in June
- Developed **City Council minutes and agendas** for 2 regular meetings and 1 workshop.
- Updated the **City Website** (Public Meetings, Resolutions, City Council Member Information, Council Voting Records, Candidate Information, ADA compliance)

City Council

- The City Clerk is reminding Council members that they need to complete their **Form 1 Financial Disclosure by July 1, 2026 (online)**. Councilors will receive an email from the Commission on Ethics with a link to Form 1.
- **2026 City Council Vacancy**
 - City Clerk advertised, accepted and worked with the SOE to validate 8 potential candidates for the vacated Council Seat.
 - Onboarded and coordinated operational elements for new Council member, Kevin Dohm.

2026 City Council Election, PAC and Referendum

- **2026 Referendum**

- Updated Referenda status to the Collier County Supervisor of Elections (SOE).
 - AWT: Informed the SOE of the removal of AWT referendum from the ballot.
 - Bond: Provided English and translated Spanish Language ballot questions to SOE.
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- **2026 City Council Election**

- The **2026 City Council Election** has 3 seats available. Interested individuals are encouraged to see the City Clerk to review the filing process (State law and local Charter) to become a Candidate. The Marco Island City Charter requires potential candidates to qualify by petition. Prior to securing petitions, fundraising, or campaign spending, individuals must first open a candidate file with the City Clerk that designates their campaign treasurer and the campaign fund bank account information. Candidates then can proceed with their **petition collection which is due to the Supervisors of Elections for verification by June 16, 2026, at NOON or to the City Clerk by June 15.**
- 2026 City Council Election has been promoted through social media and City properties
- Onboarded several individuals of election process, key deadlines to the Filing Officer (City Clerk).
- 5 Candidate Files have been opened; information is available to the public on the City's Website.
- City Clerk is developing English and Spanish Language legal noticing for upcoming election.

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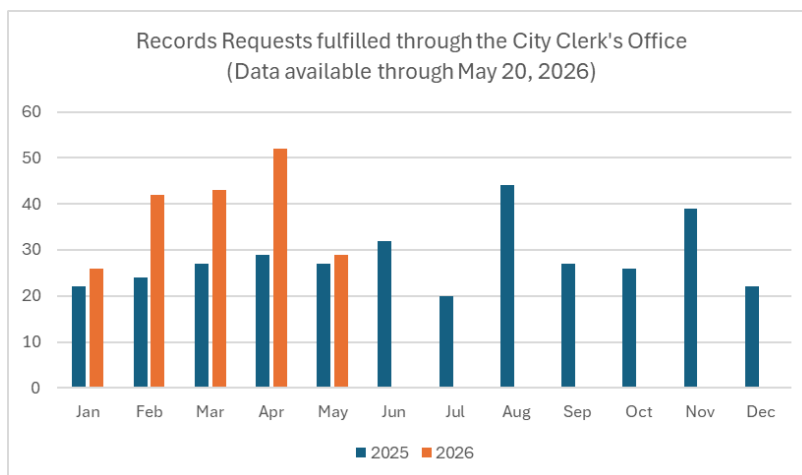
Committees

- Worked with Collier County to fulfill vacated Collier County Coastal Advisory Committee seat.
- A vacancy was created on the Waterways Advisory Committee and a new search will begin.

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.

Final count of April's public records request showed an 80% increase in public records requests. May 2026 requests are anticipated to exceed May 2025 requests, but not at the same rate as April.



City Website - ADA requirements update

Jim Kornas, Recording Clerk, and Martin Luna, AV Specialist, provided follow up training with City Staff who were designated as lead for their Department's web pages. Staff are developing transition roadmaps and identifying potential hurdles.

Legal Noticing Pilot Test

This month, the City successfully implemented its pilot program for providing legal noticing on Collier County's legal noticing website. The digital noticing pilot is running in parallel with the traditional newspaper noticing. As part of the County website test offering, residents may receive email or first-class mail noticing (fulfilling statutory requirements). For the next 6 months, the City will monitor public feedback generated from the pilot and provide a cost analysis using the digital format.