



City of Marco Island

DATE: May 19, 2025
TO: City Council
FROM: Joan Taylor, City Clerk
THROUGH: Mike McNees, City Manager
RE: Budget Policy Discussion – Recommendation from City Clerk Department

The City Clerk's Office recommends funding the implementation of a Document Management System (DMS) under the General Government (15190) line item of the General Fund.

The City Clerk administers municipal elections, maintains official records of the City Council and advisory boards, ensures public access to information in accordance with Florida statutes, and serves as the official custodian of records, overseeing retention and maintenance.

As the City grows, so does the volume of records, increasing resources required to manage, store, retrieve, archive, and dispose of documents in compliance with state law.

Currently, records management is handled manually, with individuals determining how records are named, filed, stored, and retained. This process is inefficient, inconsistent, prone to human error, lacks auditability, increases liability, and requires more staff time and resources. To improve efficiency and compliance, the City Clerk's Office recommends adopting a DMS, such as Laserfiche, to automate and standardize the management of paper and electronic records.

A DMS improves productivity through naming convention and workflow automation, enhanced accessibility through metadata, error reduction, and increased compliance with audit and retention oversight.

Several Southwest Florida municipalities—including Sanibel, Naples, and Collier County—have implemented citywide DMS solutions. The Marco Island Police Department adopted Laserfiche two years ago to streamline its records management. It is important for the City to prioritize this need proactively, before implementation becomes burdensome.