



City of Marco Island

To: City Council
From: Joan Taylor, City Clerk
Through: Michael A. McNees, City Manager
Re: September 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 (est)
Inboard Calls	141	769	803	728	739	923	763	904	897

- Issued and posted public notices for 15 meetings
- Coordinated 4 City Council meetings and agendas; 6 meetings minutes
- Updated the City Website (Resolutions, Ordinances, Committees)
- Researched and collaborated with IT Dept, ADA compliance tools for Meeting Videos and City Website
- Provided legal notice for 3 Ordinances
- Resolutions, Proclamations written for September meetings
- Provided guidance to staff for records retention schedules.
- Recording clerk for 2 BID meetings

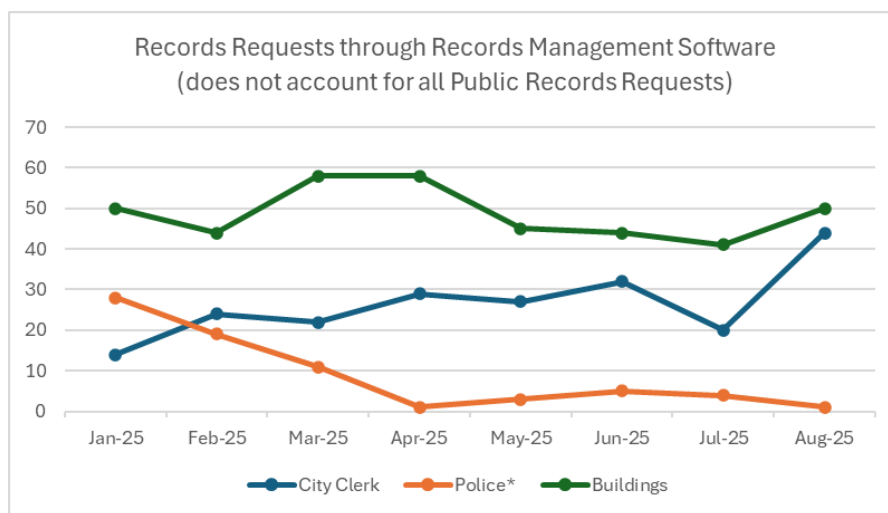
Committees/ Foundation

- Conducted candidate application search for Audit Advisory Committee.
- Coordinated meetings, Agenda and Minutes for Beautification Advisory Committee, Waterways Committee, Marco Island Community Parks Foundation
- Submitted annual Charitable Organization application renewal for the Marco Island Community Parks Foundation
- Staff training for Agenda and Minutes software for staff

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 new portal. Note, the Police Department, however, manages a significant number of records requests from walk-ins, or emails and are not reflected in the software tracking.

August (1 – 26)) received approximately 93 records requests, a 50% increase vs. July. The greatest public records increase was for general City requests (up 100% during the month of August vs. the previous month). The increase was driven by requests for information concerning the August City Council meeting topics (examples include historical millage rates and detailed budgets, spending caps, staffing, 2024 Audit, etc).



Data through August 26, 2025

*Police processing most requests through walk-in, emails

Other

- 2025 Hurricane Preparation:
 - Onboarded new Call Center member
 - Developed protocols for call center set up and break down
- Collaborated with Florida Association of City Clerks graduating class members on final year class project, a requirement for Municipal Clerk graduation and certification.