

**CITY OF WILLARD  
BOARD OF ALDERMEN  
November 2025**



## **City Clerk Report**

1. Began automated business license renewal through Civic Review. Tammy has mainly headed that up and we have begun processing around 100 business license renewals. No new physical businesses have sought first-time licensure.
2. Provided ongoing research and support for departments, and provided information for the State Audit
3. Fulfilled Sunshine Law Records Requests—these are growing more numerous due to AI-generated requests and third-party information brokers' requests. The Flock cameras were the subject of an ongoing request; that resident said he is planning to come speak to the Board on 11/10/25.
4. Backlogged filing nearly complete per the Missouri Retention Schedule
5. Submitted code changes to General Code and manually updated our General Code Binders
6. Created the agenda, packet and minutes for the Board of Aldermen meetings and the BOA/ Water Advisory Board Work Meeting.
7. Created the agenda, packet and minutes for the Water Advisory Board, and Water Advisory Board Work meeting.
8. We had our first meeting of the Economic Development Task Force and have set our meeting for December.
9. Continuing to create organizational charts for dates of contracts and dates of service for committee and board members.
10. Attended the Missouri City Clerks and Finance Officers Association meeting.
11. Released updated NEST locations
12. The City participated in a Buckle Up, Phones Down MDOT campaign and released a short video.
13. Adding relevant information to the Continuity Binder used to train my replacement, focusing on software used for BOA and other meetings, and also creating calendars of duties for preparing for and processing meeting information.