

**CITY CLERK REPORT
PREPARED FOR THE CITY OF WILLARD
BOARD OF ALDERMEN MEETING
ON 03/10/2025**



1. I participated in Civic Review training and troubleshooting. I am looking forward to this automated system reducing human error in processing future business licenses.
2. At the last BOA meeting, we saved hundreds more pages of paper, plus ink, as we continue to transition to using tablets and laptops to access the BOA Meeting Packets.
3. I attended a CCFOA (City Clerk's) Meeting on February 26th and was able to network with other clerks who will be invaluable as mentors.
4. I received two in-city applications for the Water/Sewer Advisory Board and was able to confirm that all applications are still available to serve. We now have enough prospective Board members to form a Board.
5. Tammy and I were able to work with Chief McClain to get a flyer and several small articles released that educate the public to the upcoming election and to several ways our police officers contribute in positive ways to our community. This ties in with my duties as PIO.
6. I was able to register on the grant-writing interface SAM and will begin writing grants once I feel organized and up-to-speed in my other responsibilities

Rebecca Hanses, City Clerk