



Village of Broadview

A Balanced Community

Village Administrator's Report

September 2018

- Employee Handbook – final completion stage
 - Given to department heads for review – due back by October 8th
 - Submit to Mayor and Board Trustees for approval – 2nd board meeting in October
- Epay conversion (credit card services) –
 - Through Jetpay has been completed
 - VOB now accepting all major credit & debit cards – Mastercard/Visa/AmericaExpress/Discover
- Insurance claims report – from May 2017 to current
 - Auto Liability –
 - 1 (bodily injury) closed as of 12/28/17
 - 1 reopened as of 8/28/18
 - 2 (property damage) closed as of 12/12/17 & 7/20/18
 - 1 opened as of 7/21/18
 - Auto PD (Collision) –
 - 2 closed as 7/11/18 & 8/31/18
 - General liability –
 - 1 closed 8/28/17
 - 1 open as of 3/26/17
 - Property Equipment Breakdown –
 - 1 closed as of 9/20/17
 - Public Officials Liability –
 - 2 open as of 5/23/17 & 9/14/18
 - Workers Compensation –
 - 8 closed as of 9/11/17; 1/13/18; 2/28/18; & 4/5/18; 7/19/18; 7/28/18; 8/8/18 & 8/13/18
 - 4 open as of 9/11/17; 12/15/17; 4/25/18 & 8/15/18

- Union Contracts –
 - Sergeants – pending attorney signatures
 - Fire Fighters – pending attorney signatures
 - PW/ADMIN/BLDG – pending mediation meeting (TBA)

- Paylocity (webtime services) – admin training & time clock delivery (TBA)