



# Village of Broadview

A Balanced Community

## Village Administrator's Report

### November 2018

- Personnel Matters – Employee Matters (time & attendance), Insurance Claims (healthcare/ – weekly meetings w/Dept Heads)
- Employee Manual Handbook – submitting at 1<sup>st</sup> board meeting in January 2019
- Department needs – Building interviews - for 1 FT/2PT; Public Works interviews – 2 Seasonal/1 PT mechanic/1 PT laborer
- Insurance claims – decrease in claims & savings for FY 2019
  - Auto Liability
  - Auto Collision
  - General Liability
  - Property Equipment Breakdown
  - Public Official Liability
  - Workers Compensation
- Union Contracts
  - Fire – pending approval – January 2019
  - PW/Admin/Bldg – moving to arbitration
- Webtime (Paylocity) – going live Dec 17th