



# Village of Broadview

A Balanced Community

## **Village Administrator's Report** August Board Meeting 2022

In the month of July 2022, the Administration Department:

- Meeting w/Fifth Third concerning Financial Literacy class;
- Hired 1 full-time Administrative Assistant (Police Department);
- Conducted interviews for the Building Department;
- Awarded the 1<sup>st</sup> Summer Work Program certificates to fourteen (14) Summer Interns;
- Reviewed & revising the 2019 Employee Manual;
- Completed Annual Evaluation Appraisals for Administration, Building & Fire. Police & Public Works will be completed in August 2022.