

# MEMORANDUM

**Date:** June 21, 2023  
**To:** Mayor Pugh and Board of Trustees  
**From:** Bryan Healy Village Manager  
**RE:** Quarterly Report – Manager’s Office

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The Village Manager’s Office oversees the day-to-day administration of municipal government and implements policies established by the Board of Trustees. In addition to preparing and presenting annual operating budgets to the Board of Trustees, the Village Manager appoints most Village employees. The Village Manager is also assigned other responsibilities, such as the promulgation of parking and traffic control regulations and the release of village communications through multiple forms of media.

The following online submissions were received during the fourth quarter of FY 2022-23 via SeamlessDocs:

Form Name	New Submissions (March 1 – May 31)
125 <sup>th</sup> Anniversary Event Forms	104
Alarm Permit Applications (Residential & Business)	3
Banner Application	2
Bill Email Form	5
Block Party Permits	4
Board/Committee Volunteer Application	1
Camp Registration Forms	124
Change of Address Form	10
Community Event Form	41
Dog License Renewal Form	24
Dog Park Permit Form	13
DPW Metal Pickup Form	137
DPW Services Request Form	4
Drone Use in Parks Form	10
Employment Application	44
Garbage Can Request Form	4
Leaf Blower Permit Application	10
New Owner Information Form	5
Parks ID Card Form	102
Police Services Request Form	5
Recycling Bin Request Form	46
Recreation Programs Registration Form	206
Residential Parking Permits	0
Tenant Information Form	2

Vendor/Peddler Permits	120
Veteran Banner Application	8
Weekend Parking Permits	56

A total of **1,090** online submissions were received for the above forms via SeamlessDocs in the fourth quarter period of FY 2022-23. We continue to see increased usage of these forms as residents and other individuals prefer to interact with the Village from the comfort of their homes. This was the first year that the Village was able to accept camp registration forms online. Note that freedom of information request forms are no longer submitted through SeamlessDocs as the Village transitioned to a new system for managing these requests during this quarter.

The Village's social media engagement continues to grow. The following were our statistics at the beginning and end of the quarter:

	Users as of 3/5/23	Users as of 6/21/23	% Change
Facebook Follows	4,172	4,282	2.6%
Twitter Follows	882	910	3.1%
Instagram Follows	1,889	2,047	7.7%

The Village currently has 12 email subscriptions available to residents to keep abreast of village news and information. The total subscribers for each of these subscriptions is as follows:

	Subscribers YTD
Field Closings	1611
Village Newsletter	4814
Village News & Announcements	3189
Recreation News & Announcements	1631
Seniors News & Announcements	905
Snow Alerts	1412
Mayor's E-Blast	695
Board of Trustees Agenda	1045
Planning Board Agenda	993
Water Control Commission Agenda	473
Waterfront Advisory Committee Agenda	454
Zoning Board of Appeals Agenda	923

The Village sent out about a total of **62** emails on the Village news list during the fourth quarter. The Village Manager's office also compiled three newsletters during this period. The newsletter is now being delivered to over 4,800 individuals via email and approximately 100 via U.S. Mail for residents without Internet access. A limited supply of newsletters is printed and available at the office counter.

During the third quarter of the fiscal year, the Village Board held a total of seven regular meetings, seven work sessions and four executive sessions. A total of 87 resolutions were adopted by the board.

If there any questions regarding the information compiled in this report, or if you have a suggestion as to what other information can be included, please do not hesitate to ask. Thank you.