

**DEPARTMENT HEAD REPORT
ASSISTANT TOWN MANAGER
JUNE 2013**

Prepared Monthly Chamber of Commerce Report for Board of Directors

Attended the Ordination to the Diaconate – Roman Catholic Diocese of Portland – for the Deacon Edward Clifford – former Director of the Biddeford Saco Old Orchard Transit System.

Attended the Freedom of Access Seminar at the Captain's Galley

Arranged, Executed and Attended the Department Head and Employee Training sessions on Hazard Training, Accident Investigations and Safety Committees.

Attended with the newly seated Town Council the event sponsored by the Old Orchard Beach Bar and Restaurant Association (BRASS).

Canvassing of the Election Town Council Meeting.

Inauguration of the New Town Council.

Town Council Meetings (3) including Approval of the 2014 Fiscal Year Budget.

Budget Sessions (6).

Issued Multiple Press Releases.

Attended Christopher Cash Race

Completed the Hiring of the Summer staff including Parking Enforcement, Recruits, Police Office, Public Works Office, Public Works, Lifeguards, Waste Water, Recreation. This included setting up appointments, confirming paper work in order and working with other staff member in setting up the Workwell appointments.

Prepared all paperwork required in the seating of the new Town Council.

Completed the printing process of the Annual Report (delayed this year because of the Audit.)

Completed for the new Council a summary of the past Council's suggestions for revisit on budget issues.

Attended wake of staff member's mother-in-law.

Attended Celebration of Life of a business owner's mother-in-law.

Wrote Job Description for the Maintenance Custodians who will report to the Assistant Town Manager.

Met with Salvation Army to go over parking permits for their August Camp meetings.

Issues seven parking permits and worked with Parking Enforcement for summer visits by four Senior Citizen groups, one camp, and two schools.