

TO: Honorable Mayor and City Council
FROM: City Administrator Ron Johnson
SUBJECT: Hire Leah Dockter as Administrative Intern
DATE: May 29, 2015

BACKGROUND

At the May 5 Council meeting, staff was authorized to interview and hire an administrative student intern.

We interviewed 2 very good candidates, and bring forward Leah Dockter for formal approval.

Although Ms. Dockter is not officially a student, she is in the process of taking her exams for a dental hygiene career after recently completing two years of school. She has a good background of customer service and will help fill our need to continue to take care of a backlog of some administrative tasks and help us to continue to provide good customer service.

REQUESTED COUNCIL ACTION

Approve a motion to formally approve hiring Leah Dockter as Administrative Intern.