

MEETING DATE

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT:

DEPT / OFFICE:

Originator: BillieJo Bible, Director of Human Resources		
City Manager	Department Director	Date
Don Rosenthal	BillieJo Bible	4/29/2026
Recommended Action: Create an Intern Administrative Position for the Community Programs Department.		
Summary Explanation & Background: Intern Administrative Assistant to work in the Community Programs Department. The intern would help with scheduling events, set-up, take-down, customer service, office work, etc.		
Alternatives: N/A		
Source of Funds: General Fund		
Financial Impact: \$15 per hour with no benefits for up to 12 weeks.		
Exhibits Attached:		