

Administrative Services General Manager Acosta discussed the item numbering format and that there were five vacancies to review.

Item No. 11

A discussion ensued regarding the following:

- Status of the vacant Office Clerk position
- Recruitment process
- Importance of the Office Clerk position in assisting the public with information

Chief Deputy City Clerk Higaki requested that Item No. 11 be continued to June 14, 2010 to allow City Clerk Kawagoe to discuss and respond to any inquiries.

RECOMMENDATION for the City Council:

TAKE the following actions:

1. REVIEW and DISCUSS the staff recommendations on Exhibit No. 1 under the section header "Items recommended for approval on June 9, 2010."
2. APPROVE all items on Exhibit No. 1 under the section header "Items recommended for approval on June 9, 2010."

ACTION: The City Council took the following actions:

Item No. 11

It was moved to keep the Office Clerk position in the City Clerk's Office unfunded and put part-time money for the City Clerk to use as needed on motion of Davis-Holmes and seconded by Ruiz-Raber.

**Public Comment**

Dr. Rita Boggs, stated that the former employee who occupied the current vacant position was most gracious but had trouble passing the test and left for another city.

Council Member Davis-Holmes recommended 1,000 hours and not be a member of PERS for the part-time position in the City Clerk's Office.

Council Member Ruiz-Raber recommended to put money to fund a part-time employee as needed and not to exceed 988 hours annually with no impact to PERS and that the City Clerk could use at her discretion.

Substitute Motion

Mayor Dear offered a substitute motion to continue Item No. 11 to Monday, June 14, 2010 which died for lack of a second.