

**Auburn City Council
Regular Meeting
Thursday, July 18, 2019 5:00 P.M.
City Council Chambers
Memorial City Hall
24 South St.
Auburn, NY 13021**

Minutes

The meeting of the Auburn City Council was called to order at 5:00PM in the City Council Chambers 24 South St. Auburn NY by Councilor McCormick.

1. Roll Call – The City Clerk called the roll. Councilors McCormick, Giannettino, and Carabajal were all present. Mayor Quill was excused.

The following City Staff was present for the regular meeting:

- City Manager, Jeff Dygert
- Corporation Counsel, Stacy DeForrest
- City Clerk, Charles Mason
- Police Chief, Shawn Butler
- Director of Capital Improvement Program and Grants, Christina Selvek
- Superintendent of Engineering, William Lupien
- Fire Chief, Joe Morabito

2. Pledge of Allegiance to the Flag – Councilor McCormick led the Pledge of Allegiance.

3. Moment of Silent Prayer or Reflection – Councilor McCormick asked for a moment of silent prayer. Councilor Giannettino spoke to pay tribute to retired Auburn Police Detective Doug Parker who had unexpectedly passed away earlier in the week. On behalf of the Mayor and members of Council, Councilor Giannettino expressed condolences to Detective Parker's family.

4. Public Announcements

The City Clerk read the announcements.

5. Ceremonial Presentations and Proclamations.

6. Public to be Heard – Councilor McCormick opened the Public to be Heard portion of the Council meeting and the Clerk read the Public to be Heard rules.

Tim Lattimore, 63 South Street, spoke to discuss matters pertaining to the IAGT center at the community college.

Natasha Walker, representing Cayuga Counseling Services, spoke to support Resolution 80 of

2019.

7. Approval of Meeting Minutes –

June 28, 2019 Council Meeting Minutes

Motion to approve the June 28, 2019 minutes by Councilor Giannettino, seconded by Councilor Carabajal. Motion to approve carried 4-0.

8. Reports of City Officials

A. City Manager's Report

- Road reconstruction at the North Division St Bridge is slated to begin next week.
- The City of Auburn has issued a Request For Proposals for a Bio-Solids Dryer Evaluation Study. Proposals will be due by Tuesday July 30, and more detailed information can be found on the City web page under "Bids/ RFPs."
- The City is accepting bids for the 2019 CDBG Sidewalk Program. Bids will be accepted through Monday July 22, and more information can be found on the City webpage under the left hand tab "Bids/RFPs"
- The City is offering a part-time employment opportunity for a Parking Enforcement Officer. Details are available in the Civil Service Office or on the City webpage under the top row tab "Departments" then "Civil Service" and "Job Opportunities."
- Next week the city's contractor plans to begin demolition of 25-27 Delevan St. This same contractor has a mix of other demo projects around the city some private and some for the City which include recent burn outs on Pulsifer Dr. and Walnut St., and also dilapidated homes on Garrow St. and Chase St.
- Tomorrow the YMCA is hosting a Veterans Appreciation Day from 8am until noon in their gymnasium. City Assessor Mike Burns will be in attendance to review Veterans Exemption Programs and Jeff Whiting from our Civil Service Office will be there to explain how veterans credits work for those interested in public employment positions.

B. Reports from members of Council

9. Matters to Come Before Council

A. State Environmental Quality Review Act Resolutions (SEQR) - None

B. Ordinances – None

C. Local Laws – None

D. Resolutions –

COUNCIL RESOLUTION #80 OF 2019

**AUTHORIZING A GRANT APPLICATION FOR THE
“LAW ENFORCEMENT-BASED VICTIM SPECIALIST PROGRAM”**

By Councilor Giannettino

July 18, 2019

WHEREAS, the City of Auburn New York Police Department desires to be an agency that places a high priority on addressing the needs of victims of crime; and

WHEREAS, the City of Auburn Police Department is in a unique position to refer crime victims to community-based programs that provide an array of services, such as case management; direct advocacy and counseling services; emergency shelter; mental health services; legal advocacy; transportation; safety planning; assistance with crime victim compensation claims; information and referrals; and follow-up to ensure the victim’s needs are being addressed; and

WHEREAS, The United States Department of Justice (DOJ), Office of Justice Programs (OJP), and Office of Victims of Crime (OVC) have released a request for proposals under the “Law Enforcement-Based Victim Specialist Program” that would assist agencies like the Auburn Police Department to better support victims of crime through the criminal justice process; and

WHEREAS, the Auburn Police Department seeks to serve as the lead agency in pursuing this funding opportunity and to partner with Cayuga Counseling Services (CCS) in order to collaboratively develop and implement a trauma informed care and best practice model, which would include co-locating a Victim Specialist within the Auburn Police Department; and

WHEREAS, the Auburn Police Department requests authorization to submit the grant application and request the maximum award of \$276,000.00 over a 3 year contract beginning October 1, 2019, of which the City would receive \$8,000/year for three years totaling approximately \$24,000.00 in funding to be used for grant administration and program management and, as a grant sub-recipient, Cayuga Counseling Services, Inc. will receive \$252,000 to employ a Victim Specialist, provide direct supervision, provide all direct services, collect program data and statistics and complete all grant reporting requirements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Auburn, New York as follows:

1. The Mayor, or other appointed designee, is authorized to submit all documents, in partnership with the Cayuga Counseling Services, required for submission of the 2019 Grant application entitled “Law Enforcement-Based Victim Specialist Program” on or before the submittal date of July 25, 2019; and

2. Upon award notification, that the Mayor, or other appointed designee, is authorized to execute the Grant agreement and submit any and all documentation necessary for the Grant; and

3. That the City Comptroller is authorized to receive and appropriate grant funding into the appropriate departmental accounts; and

4. That this resolution shall take effect immediately upon its adoption.

Seconded by Councilor Carabajal

	Ayes	Noes	Excused
Councilor McCormick	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Carabajal	X		
Mayor Quill			X
Carried and Adopted	X		

AWARD RESOLUTION #83 OF 2019

AWARDING A CONSTRUCTION CONTRACT FOR THE UV REPLACEMENT AND WWTP IMPROVEMENT PROJECT

By Councilor Cuddy

July 18, 2019

WHEREAS, on March 15, 2018, the City of Auburn City Council passed Bond Ordinance #2 of 2018, establishing funds to support the replacement of the UV Disinfection System at the Auburn WWTP; and

WHEREAS, on May 16, 2019, the City of Auburn City Council passed Bond Ordinance #4 of 2019, establishing additional funds to support the replacement of settled sewage pumps and various components of the Auburn WWTP as part of the UV Disinfection System replacement project; and

WHEREAS, it was necessary to prepare bid documents and issue a formal bid for the installation of said equipment; and

WHEREAS, on July 1, 2019, the City of Auburn opened bids to replace the UV System and various WWTP Improvements; and

WHEREAS, bids were advertised for the project and on July 1, 2019 the following bids were opened and received;

	<u>Contractor</u>	<u>Base Bid</u>
1.	M.A. Bongiovanni, Inc. Syracuse, New York	\$1,895,000.00
2.	M. Hubbard Construction, Inc.	\$1,998,335.00

Skaneateles, New York

; and

WHEREAS, it is necessary that the Auburn City Council award the bid for the UV Replacement and WWTP Improvements Project to the lowest qualified bidder, M.A. Bongiovanni, Inc in the amount of \$1,895,000.00.

NOW, THEREFORE, BE IT RESOLVED that the Auburn City Council does hereby award the contract for the UV Replacement and WWTP Improvement Project to M.A. Bongiovanni, Inc, of Syracuse, NY for their low base bid of \$1,895,000.00 and the cost of the Resolution is to be charged to the capital account entitled WWTP UV Disinfection Project (#HG 8130 440 JD); and

BE IT FURTHER RESOLVED that the Mayor is authorized to sign any and all documents in reference to the award of this bid.

Seconded by Councilor Giannettino

	Ayes	Noes	Excused
Councilor McCormick	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Carabajal	X		
Mayor Quill			X
Carried and Adopted	X		

FINANCIAL RESOLUTION #82 OF 2019

AUTHORIZING VARIOUS OPERATING AND CAPITAL BUDGET TRANSFERS

By Councilor Cuddy

July 18, 2019

WHEREAS, the City of Auburn staff is requesting various operating and non-operating budget transfers for the fiscal 2018-19 year as outlined in attachment A; and,

WHEREAS, the City of Auburn staff is requesting various operating and non-operating budget transfers for the fiscal 2019-20 year as outlined in attachment B; and,

WHEREAS, there is no General fund balance being used for these transfers, however, there is \$200k of Sewer Fund Balance being used for these transfers..

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUBURN, NEW YORK:

1. That the Auburn City Council does hereby authorize the transfers in Attachment A for the 2018-19 fiscal year; and,
2. That the Auburn City Council does hereby authorize the transfers in Attachment B for the 2019-20 fiscal year; and,
3. That this resolution shall take effect immediately upon its adoption.

Seconded by Councilor Carabajal

	Ayes	Noes	Excused
Councilor McCormick	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Carabajal	X		
Mayor Quill			X
Carried and Adopted	X		

AGREEMENT RESOLUTION #84 OF 2019

**AUTHORIZING ACCEPTANCE OF A GRANT FROM THE LOCAL INITIATIVES
SUPPORT CORPORATION FOR ZOMBIES 2.0 - ZOMBIE AND VACANT
PROPERTIES REMEDIATION AND PREVENTION INITIATIVE ROUND 2**

By Councilor Giannettino

July 18, 2019

WHEREAS, the City of Auburn has approximately 208 Zombie and Vacant properties listed in the Vacant Building Registry Program; and

WHEREAS, the City of Auburn acknowledges the importance of addressing vacant housing through housing quality improvement and enforcement programs; and

WHEREAS, the City of Auburn responded to a Request for Applications to the Local Initiatives Support Corporation (LISC) for funding to continue the Zombie and Vacant Properties Remediation and Prevention Initiative Program in the City of Auburn; and

WHEREAS, the City of Auburn has been awarded the Zombies 2.0 - Zombie and Vacant Properties Remediation and Prevention Initiative – Round 2 grant from the Local Initiatives Support Corporation (LISC) in the sum of \$142,500; and

WHEREAS, the Mayor of the City of Auburn must be authorized to accept the grant funding and execute all necessary documents in connection therewith prior to commencing the project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUBURN AS FOLLOWS:

1. That the Mayor of the City of Auburn is hereby authorized and directed to execute the contract agreement with the Local Initiatives Support Corporation for a Zombies 2.0 - Zombie and Vacant Properties Remediation and Prevention Grant Round 2, Program Action Number: 47417-0002, submit project documentation, and otherwise act for the Municipality's governing body in all matters related to the project and State assistance; and
2. That the City Comptroller is authorized to recognize grant revenue in the amount of \$142,500, and to appropriate the funds into the appropriate account; and
3. That this resolution shall take effect immediately upon its adoption.

Seconded by Councilor Carabajal

	Ayes	Noes	Excused
Councilor McCormick	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Carabajal	X		
Mayor Quill			X
Carried and Adopted	X		

**AWARD RESOLUTION #85 OF 2019
AWARDING THE PURCHASE OF CODE ENFORCEMENT SOFTWARE**

By Councilor Giannettino

July 18, 2019

WHEREAS, the City of Auburn released a Request For Proposals (RFP) for the purpose of purchasing a software package for the Office of Code Enforcement, including but not limited to the issuance of building permits, inspection tracking, complaint tracking, periodic inspections, planning and zoning actions and approvals, and related parcel based data and inspections in other City departments; and

WHEREAS, on May 24, 2019 proposals were opened for Code Enforcement software, with submissions received from the following firms:

- General Code, CMS, LLC - Municipality (Score: 91)
781 Elmgrove Road
Rochester, New York 14624
- Tyler Technologies, Inc. - MUNIS (Score: 86)
One Tyler Drive
Yarmouth, Maine 04096
- Dude Solutions (Score: 63)
11000 Regency Pkwy #110
Cary, North Carolina 27516

WHEREAS, all firms responding to the Request for Proposal are qualified.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby award the proposal for Code Enforcement Software to General Code, CMS, LLC in the amount of \$70,700 for the first year, with annual recurring fees of \$28,050, the cost of which is to be charged to the Code Enforcement Software Account #A3620.409.

Seconded by Carabajal

	Ayes	Noes	Excused
Councilor McCormick	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Carabajal	X		
Mayor Quill			X
Carried and Adopted	X		

COUNCIL RESOLUTION #86 OF 2019

AUTHORIZING A 2019 CONSOLIDATED FUNDING APPLICATION (CFA) FOR A MARKET NY GRANT FOR THE NYS EQUAL RIGHTS HERITAGE CENTER

By Councilor Carabajal

July 18, 2019

WHEREAS, the NYS Equal Rights Heritage Center (NYS ERHC) is opened in November of 2018 at 25 South Street in downtown Auburn, will is owned and operated by the City of Auburn in partnership with the Auburn Downtown Business Improvement District; and

WHEREAS, the NYS ERHC is a heritage-tourism promotion center that highlights the pioneering role that the people of our State have played in the ongoing quest for Equal Rights and is a vivid and immersive space that inspires visitors and motivates them to explore Auburn, the region and the State by visiting the historic and cultural attractions throughout the State where the fight for equal rights becomes tangible; and

WHEREAS, the NYS ERHC centralizes several tourism industry organizations and programs into its facility including: the City of Auburn's Historic and Cultural Sites Commission; the Auburn Downtown Business Improvement District; The Cayuga County Office of Tourism; an I Love NY Equal Rights Heritage promotion exhibition; a Taste NY Market; and, a local and regional Visitor Information Center; and,

WHEREAS, the 2019 New York State Consolidated Funding Application (CFA) has released a request for proposals for the Empire State Development's Market NY program for which municipalities are eligible to apply; and

WHEREAS, to maximize the potential of the new NYS ERHC project the City of Auburn has initiated a new marketing initiative project specifically designed to attract visitors to the new facility; and

WHEREAS, the City of Auburn's NYS ERHC marketing initiative project aligns with the Central New York Regional Economic Development Council's *Five-Year Strategic Plan: 2012-2016* priority goal to support the growth of a diverse economic base that will provide employment opportunities for a broad cross section of citizens across the five county region; and

WHEREAS, the City of Auburn is requesting \$200,000. in funding assistance from NYS Empire State Development's Market NY program to continue to develop and implement the marketing initiative for the new NYS ERHC, and will make available the required local match of 25%, or \$50,000. from the City General Fund; and

WHEREAS, the City of Auburn does not currently have the funding to pay for 100% of the Market NY marketing initiative for the new NYS ERHC and it is necessary to obtain New York State funding assistance for the project.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Auburn, New York:

1. That the Mayor, or appointed designee, is authorized to submit an application for funding under the 2019 CFA to implement a Market NY marketing initiative for the new NYS ERHC project in an amount estimated at \$200,000. in total project costs; and

2. That the City of Auburn is requesting \$200,000. in funding assistance from the NYS Empire State Development's Market NY program, and would make available the required local match of 25%, or equal to \$50,000., from the City General Fund; and
3. That the Mayor, or appointed designee, is also authorized, if awarded, to execute the grant assistance contract, submit project documentation, and otherwise act for the Municipality's governing body in all matters related to the project and state assistance; and
4. That the City Comptroller is authorized to recognize grant revenue, if awarded, and to appropriate the funds into the designated departmental or capital account(s).
5. That this resolution shall take effect immediately upon its adoption.

Seconded by Councilor Giannettino

	Ayes	Noes	Excused
Councilor McCormick	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Carabajal	X		
Mayor Quill			X
Carried and Adopted	X		

**COUNCIL RESOLUTION #87 OF 2019
SUPPORTING A 2019 NYS CONSOLIDATED FUNDING APPLICATION
(CFA) FOR THE SEWARD HOUSE MUSEUM**

By Councilor Cuddy

July 18, 2019

WHEREAS, the Seward House Museum is located at 33 South Street in Auburn; and

WHEREAS, the Seward House opened to the public in 1955, was designated a National Historic Landmark in 1964, and now displays one of the most original collections of any historic home in America. In 2008 the museum established itself as its own independent 501-C3 not for profit museum, contributes significantly to our community's quality of life and is a prominent tourist attraction within the Central and Finger Lakes regions of our state; and

WHEREAS, the Seward House Museum has as its mission to inspire curiosity and foster learning about 19th century America through the lens of the William H. Seward family by providing engaging and unique experiences; to preserve, protect and care for the collection; and to sustain the historical landscape of the property; and

WHEREAS, the Seward House Museum is a participating member of the City's Historic and Cultural Sites Commission; and

WHEREAS, the 2019 New York State Consolidated Funding Application (CFA) has released a request for proposals for the NYS Office of Parks, Recreation & Historic Preservation (OPRHP) Program and the Seward House Museum is applying for a grant under Title 9 of the Environmental Protection Act of 1993 for a park project to be located at 33 South Street, and

WHEREAS, as a requirement under the rules of this program, the said not-for profit corporation must obtain the approval/endorsement of the governing body of the municipality in which the project will be located; and

WHEREAS, this project will allow the Seward House Museum to maintain its status as one of our City's world class tourist destinations contributing significantly to cultural tourism in our city and region.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Auburn, New York:

1. That the City Council of the City of Auburn supports the Seward House Museum with its request to the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) for a grant under Title 9 of the Environmental Protection Act of 1993 for a park project to be located at 33 South Street; and
2. The City Clerk shall forward a certified copy of this resolution to the Seward House Museum to include the resolution in its grant application.

Seconded by Councilor Giannettino

	Ayes	Noes	Excused
Councilor McCormick	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Carabajal	X		
Mayor Quill			X
Carried and Adopted	X		

COUNCIL RESOLUTION #88 OF 2019

SUPPORTING A 2019 CONSOLIDATED FUNDING APPLICATION (CFA) FOR THE AUBURN PUBLIC THEATER

By Councilor Carabajal

July 18, 2019

WHEREAS, the Auburn Public Theater located at 8 Exchange Street in Auburn is a non-profit organization that has as its mission to enrich the social, cultural, and economic growth of our region by bringing people together through affordable access to live performance, cinema, arts education, and community events.; and

WHEREAS, the Auburn Public Theater contributes significantly to our community's quality of life and is a prominent tourist attraction within the Central and Finger Lakes regions of our state and since its founding in 2005, the theater has welcomed more than 140,000 patrons to experience year-round programming in its multi-venue performing arts and community center, and

WHEREAS, the Auburn Public Theater is a participating member of the City's Historic and Cultural Sites Commission; and

WHEREAS, the 2019 New York State Consolidated Funding Application (CFA) has released a request for proposals for the New York State Council on the Arts (NYSCA) - Workforce Investment, Round 9; and

WHEREAS, the Auburn Public Theater will be submitting a grant proposal to the NYSCA Workforce Investment, Round 9 for additional staff support for the theater; and

WHEREAS, the future expansion of the Auburn Public Theater will allow the theater to increase its capacity to develop new programs aimed at increasing cultural tourism in our city and region.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Auburn, New York:

1. That the City Council of the City of Auburn supports the Auburn Public Theater with its request to the New York State Council of the Arts Workforce Investment Round 9 application; and
2. The City Clerk shall forward a certified copy of this resolution to the Auburn Public Theater to include the resolution in its grant applications.

Seconded by Councilor Giannettino

	Ayes	Noes	Excused
Councilor McCormick	X		
Councilor Giannettino	X		
Councilor Cuddy	X		

Councilor Carabajal	X		
Mayor Quill			X
Carried and Adopted	X		

COUNCIL RESOLUTION #89 OF 2019

SUPPORTING A 2019 CONSOLIDATED FUNDING APPLICATION (CFA) FOR THE CAYUGA MUSEUM OF HISTORY AND ART

By Councilor Cuddy

July 18, 2019

WHEREAS, the Cayuga Museum of History and Art located at 203 Genesee Street in Auburn is a non-profit organization that is a premiere cultural institution that presents historic and cultural exhibits, preserves and interprets the birthplace of talking movies and operates a multi-arts performance venue; and

WHEREAS, the Cayuga Museum contributes significantly to our community's quality of life and is a prominent tourist attraction within the Central and Finger Lakes regions of our state; and

WHEREAS, the Cayuga Museum is a participating member of the City's Historic and Cultural Sites Commission; and

WHEREAS, the 2019 New York State Consolidated Funding Application (CFA) has released a request for proposals for the New York State Council on the Arts (NYSCA) - Workforce Investment, Round 9; and

WHEREAS, the Cayuga Museum will be submitting a grant proposal to the NYSCA Workforce Investment, Round 9 for additional staff support for the museum; and

WHEREAS, the additional State funding would allow the museum to increase its capacity to develop new programs aimed at increasing cultural tourism in our city and region.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Auburn, New York:

1. That the City Council of the City of Auburn supports the Cayuga Museum of History and Art with its request to the New York State Council of the Arts Workforce Investment Round 9 application; and
2. The City Clerk shall forward a certified copy of this resolution to the Cayuga Museum to include the resolution in its grant applications.

Seconded by Councilor Giannettino

	Ayes	Noes	Excused
Councilor McCormick	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Carabajal	X		
Mayor Quill			X
Carried and Adopted	X		

COUNCIL RESOLUTION #90 OF 2019

SUPPORTING A 2019 CONSOLIDATED FUNDING APPLICATION (CFA) FOR THE SCHWEINFURTH MEMORIAL ART CENTER

By Councilor Carabajal

July 18, 2019

WHEREAS, the Schweinfurth Art Center located at 205 Genesee Street in Auburn is a non-profit gallery and multi-arts facility that offers a wide array of exhibits, programs, art classes and workshops for children, teens and adults in our community; and

WHEREAS, the art center contributes significantly to our community's quality of life and is a prominent tourist attraction within the Central and Finger Lakes regions of our state, and

WHEREAS, the art center is a participating member of the City's Historic and Cultural Sites Commission; and

WHEREAS, the 2019 New York State Consolidated Funding Application (CFA) has released a request for proposals for the New York State Council on the Arts (NYSCA) - Workforce Investment, Round 9; and

WHEREAS, the Schweinfurth Art Center will be submitting a proposal to the NYSCA Workforce Investment, Round 9 for the creation of a full time position of Facility Coordinator added to the arts center staff; and

WHEREAS, the creation of a full-time Facility Coordinator to the Schweinfurth Art Center staff will allow the center to increase its capacity to develop new programs aimed at increasing cultural tourism in our city and region.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Auburn, New York:

1. That the City Council of the City of Auburn supports the Schweinfurth Art Center with its request to the New York State Council of the Arts Workforce Investment Round 9 application; and

2. The City Clerk shall forward a certified copy of this resolution to the Schweinfurth Art Center to include the resolution in its grant application.

Seconded by Councilor Giannettino

	Ayes	Noes	Excused
Councilor McCormick	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Carabajal	X		
Mayor Quill			X
Carried and Adopted	X		

STAFF/VENDOR PRESENTATIONS

10. Other Business –

Executive Session. Councilor McCormick made a motion to enter Executive Session, seconded by Councilor Giannettino. Council voted to enter an executive session regarding the following matters:

One matter pertaining to employment history of a particular individual.

The motion to enter executive session carried 4-0. The Council entered Executive Session at 5:34 p.m. Executive session adjourned at 6:14 p.m.

Adjournment: By unanimous vote the Council adjourned the meeting. The meeting was adjourned at 5:59 p.m.

Minutes submitted to the City Council on August 1, 2019 by:

Charles Mason
City Clerk