

## Minutes For:

Orlando City Council  
February 13, 2017  
2:00 P.M.



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<b><u>District 1</u></b>	<b><u>District 2</u></b>	<b><u>District 3</u></b>	<b><u>Mayor</u></b>	<b><u>District 4</u></b>	<b><u>District 5</u></b>	<b><u>District 6</u></b>
Jim Gray	Tony Ortiz	Robert F. Stuart	Buddy Dyer	Patty Sheehan	Regina I. Hill	Samuel B. Ings

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On Monday, February 13, 2017, the Orlando City Council met in regular session in City Council Chambers at City Hall. Mayor Buddy Dyer called the meeting to order at 2:07 P.M. Interim City Clerk Amy T. Iennaco called the roll and announced there was a quorum.

### **Present:**

Mayor Buddy Dyer  
Commissioner Jim Gray, District 1  
Commissioner Tony Ortiz, District 2 – absent  
Commissioner Robert F. Stuart, District 3  
Commissioner Patty Sheehan, District 4  
Commissioner Regina I. Hill, District 5  
Commissioner Samuel B. Ings, District 6  
Interim City Clerk Amy T. Iennaco  
Senior Assistant City Clerk Elizabeth Davidson  
Chief Assistant City Attorney Kyle Shephard  
Police Officers Kevlon Kirkpatrick and Eddie Rosado, Sergeants-at-Arms

### **Invocation**

The invocation was delivered by Donna Dowless, artist and Orlando's "Ambassador of Love," followed by the Pledge of Allegiance led by Mayor Buddy Dyer.

### **Commissioner Ortiz's absence**

Mayor Dyer noted that Commissioner Tony Ortiz's father died earlier this year and Commissioner Ortiz is with his family in Puerto Rico to lay his father to rest and, therefore, unable to attend today's Council meeting.

### **Minutes**

Commissioner Robert F. Stuart moved and Commissioner Patty Sheehan seconded a motion to waive the reading of the January 23, 2017 Workshops, Agenda Review and City Council meetings and accept the minutes as written, and vote carried unanimously (6-0).

### **Awards/Presentations/Recognitions**

#### **Proclaiming February as Black History Month 2017**

Mayor Dyer called on Chief Service Officer Marcia Hope Goodwin who explained that Black History Month is an annual national celebration recognizing Black Americans for their achievements and significant contributions to society. She thanked Bank of America Senior Vice President Kathy Brown Butler for their event sponsorship, and recognized members from the Mayor's Martin Luther King, Jr.'s Commission, WUCF Central Florida PBS, Dr. Phillips Center for the Performing Arts, Mennello Museum Executive Director Shannon Fitzgerald, City of Orlando Public Art Advisory Board members, Commissioner Regina I. Hill and Commissioner Samuel B. Ings for their work on and support of Black History Month events. Mayor Dyer read the proclamation.

### **Public Arts Events**

Mayor Dyer called on Mennello Museum Executive Director Shannon Fitzgerald for a brief overview of recent public arts events. Ms. Fitzgerald spoke about the success of the Mennello Museum's exhibition opening of Bo Bartlett's paintings and his artist lecture in January and the Indie Folk Fest held on the Mennello Museum grounds on February 11, 2017 with over 5,000 people attending.

### **Mayor's Update**

#### **Smart City Council Designation and Automated Vehicle Pilot Designation**

Mayor Dyer shared that the Smart Cities Council announced that Orlando is one of five cities the Council will partner with as part of the 2017 Smart Cities Council Readiness Challenge. Orlando was selected because of its commitment to using smart technologies to advance livability, workability and sustainability. In addition to this, the U.S. Department of Transportation announced last month that Orlando has been selected as one of ten Automated Vehicle (AV) Proving Grounds, making Central Florida one of the nation's premier clusters for research and development of automated vehicle technology. Mayor Dyer thanked partners in government, education and private industry that, together with City staff, helped make these efforts a reality.

### **Blues B-Q**

Mayor Dyer invited everyone to attend the 11th annual Blues B-Q on Saturday, February 18, 2017 in Downtown Orlando. The free event features two stages on the City Hall Plaza, with live performances from The Fabulous Thunderbirds, Robert Randolph, The Family Band and more.

### **Agenda Items of Note**

#### **Item A-6 - Appointment of Denise Aldridge as City Clerk**

Mayor Dyer announced that Interim City Clerk and Chief Assistant City Attorney Amy Iennaco is retiring on April 1, 2017 with 26 years of service, and thanked Amy for her dedication, professionalism and commitment to Orlando. As a result, on today's agenda is an item appointing Denise Aldridge to serve as the new City Clerk. Over the course of a 21 year career with the City of Orlando, Denise has worked in a variety of roles in multiple City departments and has an extensive knowledge of the City. Mayor Dyer congratulated Denise on her new role.

#### **Item A-4 - Employment Agreement for Manager of Collaborative Partnerships**

To meet the ongoing needs of Pulse victims and based on recommendations from the U.S. Department of Justice, a new Manager of Collaborative Partnerships position has been created to provide ongoing support to the victims of the Pulse tragedy. Mayor Dyer announced that Felipe Sousa Rodriguez has been hired for this position and he will be the main point of contact within the City on all issues related to the Orlando United Assistance Center. This position will work closely with United Way and mental health and social service providers to remove barriers and ensure survivors have access to a variety of services and support which will nurture hope, strength, health and healing.

#### **Item B-3 - Service Authorization for Canin Associates, Inc. of Orlando, Florida for the Mercy Drive Neighborhood Vision Plan**

This item will further the City's efforts to revitalize the Mercy Drive neighborhood through a community visioning process. Over the next several months, meetings will be held with neighbors, leaders in the faith-based community, business owners and other stakeholders to create a comprehensive vision for the neighborhood's future. Mayor Dyer thanked Commissioner Hill for championing the vision plan for the Mercy Drive neighborhood.

### **Valencia College Students**

Mayor Dyer recognized students attending today's Council meeting and thanked them for their participation.

### **Consent Agenda**

Commissioner Jim Gray moved and Commissioner Patty Sheehan seconded a motion to approve the

Consent Agenda, and vote carried unanimously (6-0) that the Consent Agenda be approved as follows.

**(A) Mayor**

- (1) Confirming Citizen Advisory Board appointments/reappointments. Confirmed, filed and documentary #170213A01.
- (2) Accepting Citizen Advisory Board annual reports. Accepted, filed and documentary #170213A02.
- (3) Appointing Orlando Utilities Commission reappointment – Gregory Lee. Appointed, filed and documentary #170213A03.
- (4) Appointing Orlando Utilities Commission appointment – Britta Gross. Appointed, filed and documentary #170213A04.
- (5) Approving employment agreement for Manager of Collaborative Partnerships - Felipe Sousa Rodriguez. Approved, filed and documentary #170213A05.
- (6) Approving appointment of Denise Aldridge as City Clerk. Approved, filed and documentary #170213A06.
- (7) Approving City Council calendar meeting change. Approved, filed and documentary #170213A07.

**(B) Business and Financial Services**

- (1) Approving Amendment 2 to State Revolving Fund Loan Agreement WW480430. Approved, filed and documentary #170213B01.
- (2) Approving award to Hub City Ford-Mercury, Inc. d/b/a Hub City Ford, Inc. for the purchase of seven (7) 2017 Ford F-150 SuperCrew 4x4 trucks, IFB17-0078. Approved, filed and documentary #170213B02.
- (3) Approving service authorization for Canin Associates, Inc., of Orlando, Florida, for the Mercy Drive Neighborhood Vision Plan RFQ17-0069 (Service Authorization #1, RFP16-0128). Approved, filed and documentary #170213B03.
- (4) Approving purchase of force flow halogen emergency shut-off system from Water Treatment & Controls Co., S17-0002. Approved, filed and documentary #170213B04.
- (5) Approving award to Garber Ford, Inc. for the purchase of eight (8) 2017 Ford Explorer 4x4 vehicles, IFB17-0077. Approved, filed and documentary #170213B05.
- (6) Approving award to Precise Services, LLC for carpet cleaning, IFB17-0015. Approved, filed and documentary #170213B06.
- (7) Approving award to Garber Ford, Inc. for the purchase of sixty-six (66) 2017 Ford Police Interceptor Utility vehicles, IFB17-0124. Approved, filed and documentary #170213B07.
- (8) Approving award to Johnson Controls, Inc. for the purchase of a planned service agreement for the security and fire alarm system at Amway Center and GEICO Garage, S17-0182. Approved, filed and documentary #170213B08.
- (9) Approving award to Central Truck, C&H Garage, Florida Detroit Allison, Greenway Chrysler Jeep Dodge, Kenworth of Central Florida, Rush Truck Centers and Sun State Ford for sublet vehicle repair, IFB17-0047. Approved, filed and documentary #170213B09.

(10) Approving use of Volusia County contract with Master Protection LP d/b/a FireMaster for the purchase of fire extinguishers, inspections and maintenance, C17-0185. Approved, filed and documentary #170213B10.

(11) Approving Construction Manager at Risk for Camping World Stadium Varsity Club Improvements, RFP17-0125. Approved, filed and documentary #170213B11.

(12) Approving use of the City of Melbourne, Florida contract with Red the Uniform Taylor, Incorporated for the purchase of Fire Department uniforms, C17-0147. Approved, filed and documentary #170213B12.

(13) Approving purchase order with Groundtek of Central Florida, LLC, for mowing and grounds maintenance services at various City parks. Approved, filed and documentary #170213B13.

#### **(C) Economic Development**

(1) Approving employment agreement for Construction Inspector I - Engineering - Johnnie Miller. Approved, filed and documentary #170213C01.

(2) Approving employment agreement for Permit Technician I Contract - Jennifer Swiger. Approved, filed and documentary #170213C02.

(3) Approving employment agreement for Permit Technician I Contract - Monique Johnson. Approved, filed and documentary #170213C03.

(4) Accepting meeting minutes and approving the actions of the Municipal Planning Board for the meeting of January 17, 2017. Accepted meeting minutes for filing by the City Clerk and approved the actions taken by the Municipal Planning Board at its January 17, 2017, meeting, filed and documentary #170213C04.

(5) Approving a final major subdivision plat titled Creative Village Phase 1. Approved, filed and documentary #170213C05.

(6) Approving a final major subdivision plat titled Creative Village Replat. Approved, filed and documentary #170213C06.

(7) Approving a final minor subdivision plat titled Paulas3. Approved, filed and documentary #170213C07.

(8) Approving a request for final approval of a minor plat titled 7- 11 East Park. Approved, filed and documentary #170213C08.

(9) Approving a request for final approval of a major plat titled Fletcher Centre II. Approved, filed and documentary #170213C09.

(10) Approving Business Assistance Program agreement between PABC, LLC d/b/a Pan American Brewing and the City of Orlando - 131 North Orange Avenue. Approved, filed and documentary #170213C10.

(11) Approving employment agreement for Development Review Technician I Contract - Dalia Sidrak. Approved, filed and documentary #170213C11.

#### **(D) Families, Parks and Recreation**

(1) Approving agreement with Orlando Repertory Theatre: 2017 Rockin' Rep Fest. Approved, filed and documentary #170213D01.

(2) Approving agreement with Orlando Ballet, Inc. Approved, filed and documentary #170213D02.

(3) Approving grant to Central Florida Foundation. Approved, filed and documentary #170213D03.

**(E) Fire** - no agenda items.

**(F) Housing**

(1) Approving subordination agreement between the City of Orlando, Florida Housing Finance Corporation (FHFC), Lift Orlando Community Land, LLC (LOCL), and West Lakes Phase I, LP. Approved, filed and documentary #170213F01.

**(G) Orlando Venues**

(1) Approving employment contract for Orlando Venues Technology Specialist – Brian Weber. Approved, filed and documentary #170213G01.

**(H) Police**

(1) Approving the following permits: OLP1992292, Festival, 5900 Oleander Dr. Request for Extension of Hours on Fri. 2/24/17; OLP7260605, Wedding, 707 E. Washington St. Request for Extension of Hours on Sat. 3/4/17; OLP3276564, Outdoor party, 55 N. Orange Av. Request for Extension of Hours on Fri. 3/17/17; OLP6774586, 25 S. Magnolia Av., Party, Request for Extension of Hours on Fri. 3/17/17; OLP3423651, Wedding, 111 N. Summerlin Av., Request for Extension of Hours on Sat. 3/25/17; OLP0559960, Festival, 5900 Oleander Dr., Request for Extension of Hours on Sat. 3/25/17; SPEC0860960, "Quack Attack on Poverty 5K", Harbor Park and surrounding areas, Sat. 2/18/17; SPEC9860699, "Blues B-Q", City Commons Plaza & Seneff Arts Plaza, Sat. 2/18/17; SPEC2344354, "Arab Fest", Lake Eola Park, Sun. 2/19/17; SPEC6831882, "Party in the Park (private)", Enders Park in Baldwin Park, Fri. 2/24/17; SPEC5314499, "Kickoff Week (Orlando City Soccer)", Orlando City Stadium and surrounding areas, Fri. 2/24/17-Sat. 3/4/17; SPEC5165372, "Festival Independencia Dominicana", Lee Vista Park, 7499 T.G. Lee Blvd., Sun. 2/26/17; SPEC3982411, "Best Damn Race", Lake Eola Park and surrounding areas, Fri. 3/3/17-Sat. 3/4/17; SPEC6615756, "Smile Mile", Blue Jacket Park, Sat. 3/4/17; SPEC6369261, "Fight for Air Climb", 390 N. Orange Av., Sat. 3/4/17; SPEC1194995, "Orlando Harley Davidson Bike Week 2017", 3770 37th St., Thur. 3/9/17-Sun. 3/19/17; SPEC3019384, "Orlando Jazz Festival", Seneff Arts Plaza, Fri. 3/10/17-Sat. 3/11/17. Approved, filed and documentary #170213H01.

**(I) Public Works**

(1) Approving employment agreement for Civil Engineer I – Andrew Allen. Approved, filed and documentary #170213I01.

(2) Approving partial release of easement between City of Orlando and Semoran Storage Associates, LLC. Approved, filed and documentary #170213I02.

(3) Approving interlocal agreement between Orange County and City of Orlando regarding transfer of jurisdiction over Virginia Drive from North Orange Avenue to Ferris Avenue. Approved, filed and documentary #170213I03.

**(J) Transportation** – no agenda items.

**(K) Other** – no agenda items.

At approximately 2:44 P.M. Mayor Dyer recessed the City Council meeting and convened the Community Redevelopment Agency (CRA) meeting.

#### **4. Community Redevelopment Agency (CRA)**

(1) Accepting Community Redevelopment Agency Advisory Board (CRAAB) meeting minutes of December 7, 2016. Commissioner Regina I. Hill moved and Commissioner Patty Sheehan seconded a motion to accept the meeting minutes, and the CRA voted unanimously (6-0) to accept the meeting minutes for filing by the City Clerk, filed and documentary #170213401.

(2) Accepting Community Redevelopment Agency (CRA) meeting minutes of January 11, 2017. Commissioner Regina I. Hill moved and Commissioner Patty Sheehan seconded a motion to approve the meeting minutes, and the CRA voted unanimously (6-0) to approve the meeting minutes for filing by the City Clerk, filed and documentary #170213402.

Mayor Dyer called on CRA Executive Director Thomas Chatmon, who presented the following items.

(3) Approving Budget Amendment and Resolution One creating a Project/Night Manager position recommended by Downtown Task Force. Commissioner Regina I. Hill moved and Commissioner Patty Sheehan seconded a motion to approve the budget amendment and resolution, and the CRA voted unanimously (6-0) to approve, filed and documentary #170213403.

(4) Appointing Katia Medina to the Minority/Women Entrepreneur Business Assistance (MEBA) Advisory Board. Commissioner Regina I. Hill moved and Commissioner Robert F. Stuart seconded a motion to appoint Katia Medina to the MEBA Advisory Board, and the CRA voted unanimously (6-0) to appoint Ms. Katia Medina, filed and documentary #170213404.

At approximately 2:45 P.M. Mayor Dyer adjourned the Community Redevelopment Agency (CRA) meeting and reconvened the City Council meeting.

**5. Neighborhood Improvement District - Board of Directors – no agenda items.**

**6. OPEB Trust - Board of Trustees – no agenda items.**

**7. New Business/Hearings – no agenda items.**

**8. New Business – no agenda items.**

#### **9. Hearings**

(1) Amendment Number One to the Amended and Restated Development Order for Orlando International Airport Development of Regional Impact. Commissioner Jim Gray moved and Commissioner Samuel B. Ings seconded a motion to approve Amendment Number One to the Amended and Restated Development Order for Orlando International Airport Development of Regional Impact. Mayor Dyer opened the public hearing and no one appeared for public input. Mayor Dyer closed the hearing and City Council voted unanimously (6-0) to approve the amendment, filed and documentary #170213901.

**10. Hearings/Emergency Ordinances – no agenda items.**

#### **11. Hearings/Ordinances/1st Reading**

(1) Interim City Clerk Amy T. Iennaco presented Ordinance No. 2017-12 amending policies, objectives, goals and figures of the Growth Management Plan in accordance with the 2017 water supply facilities work plan. Commissioner Samuel B. Ings moved and Commissioner Patty Sheehan seconded a motion that the ordinance be approved on 1st reading. Mayor Dyer asked if there was any public comment on this item and no one appeared to testify. City Council voted unanimously (6-0) to approve the ordinance.

## **12. Hearings/Ordinances/2nd Reading**

(1) Interim City Clerk Amy T. Iennaco presented Ordinance No. 2016-88 amending the Growth Management Plan (GMP) by adopting the 2017 Winter Cycle of GMP amendments. Commissioner Samuel B. Ings moved and Commissioner Robert F. Stuart seconded a motion that the ordinance be adopted on 2nd reading. Mayor Dyer opened the public hearing and no one appeared to testify. Mayor Dyer closed the public hearing and City Council voted unanimously (6-0) to adopt the ordinance, filed and documentary #1702131201.

(2) Interim City Clerk Amy T. Iennaco presented Ordinance No. 2017-1 amending the Land Development Code to establish the Creative Village Development Review Committee. Commissioner Regina I. Hill moved and Commissioner Patty Sheehan seconded a motion that the ordinance be adopted on 2nd reading. Mayor Dyer opened the public hearing and no one appeared to testify. Mayor Dyer closed the public hearing and City Council voted unanimously (6-0) to adopt the ordinance, filed and documentary #1702131202.

## **13. Ordinances/1st Reading**

(1) Interim City Clerk Amy T. Iennaco presented Ordinance No. 2017-5, designating the house located at 3206 Greens Avenue as a City of Orlando Historic Landmark. Commissioner Robert F. Stuart moved and Commissioner Samuel B. Ings seconded a motion that the ordinance be approved on 1st reading. Mayor Dyer asked if there was any public comment on this item and no one appeared to testify. City Council voted unanimously (6-0) to approve the ordinance.

(2) Interim City Clerk Amy T. Iennaco presented Ordinance No. 2017-8 granting DeRoche Building Supply, Inc. a non-exclusive franchise to provide roll off container collection and disposal of solid waste within the City Of Orlando. Commissioner Samuel B. Ings moved and Commissioner Regina I. Hill seconded a motion that the ordinance be approved on 1st reading. Mayor Dyer asked if there was any public comment on this item and no one appeared to testify. City Council voted unanimously (6-0) to approve the ordinance.

(3) Interim City Clerk Amy T. Iennaco presented Ordinance No. 2017-9 designating certain land generally located south of E. Concord St., north of Mount Vernon St., east of N. Fern Creek Ave., and west of Altaloma Ave., and comprised of 0.53 acres of land, more or less, from the O-1 Office and Residential District with the Traditional City Overlay District to the Planned Development district along with the Traditional City Overlay District on the City's Official Zoning Map (Fern Creek Town Townhomes PD, ZON2016-00019). Commissioner Patty Sheehan moved and Commissioner Regina I. Hill seconded a motion that the ordinance be approved on 1st reading. Mayor Dyer asked if there was any public comment on this item and no one appeared to testify. City Council voted unanimously (6-0) to approve the ordinance.

(4) Interim City Clerk Amy T. Iennaco presented Ordinance No. 2017-11 rezoning from R-3B to MU-2 for proposed minor addition to Audi of South Orlando (Conroy at Vineland) (ZON2016-00026). Commissioner Patty Sheehan moved and Commissioner Samuel B. Ings seconded a motion that the ordinance be approved on 1st reading. Mayor Dyer asked if there was any public comment on this item and no one appeared to testify. City Council voted unanimously (6-0) to approve the ordinance.

(5) Interim City Clerk Amy T. Iennaco presented Ordinance No. 2017-10 rezoning from H to P for Lorna Doone Park (ZON2016-00027). Commissioner Regina I. Hill moved and Commissioner Patty Sheehan seconded a motion that the ordinance be approved on 1st reading. Mayor Dyer asked if there was any public comment on this item and no one appeared to testify. City Council voted unanimously (6-0) to approve the ordinance. Mayor Dyer thanked Commissioner Hill for her work in establishing Lake Lorna Doone as a regional park in west Orlando.

(6) Interim City Clerk Amy T. Iennaco presented Ordinance No. 2017-4 amending the Land Development Code to revise concurrency requirements. Commissioner Samuel B. Ings moved and Commissioner Patty Sheehan seconded a motion that the ordinance be approved on 1st reading. Mayor Dyer asked if there was any public comment on this item and no one appeared to testify. City Council voted unanimously (6-0) to approve the ordinance.

## **7. DELETED**

### **14. Ordinances/2nd Reading**

(1) Interim City Clerk Amy T. Iennaco presented Ordinance No. 2017-2 designating certain land generally located north of Granada Court, south of East Marks Street, east of North Magnolia Avenue and west of Irma Avenue, and comprised of 0.33 acres of land, more or less, from the AC-3A Downtown Metropolitan Activity Center District with the Traditional City Overlay District to the Planned Development district with the Traditional City Overlay District on the City's Official Zoning Map (Marks Townhome PD, ZON2016-00016). Commissioner Robert F. Stuart moved and Commissioner Samuel B. Ings seconded a motion that the ordinance be adopted on 2nd reading. Mayor Dyer opened the public hearing and no one appeared to testify. Mayor Dyer closed the public hearing and City Council voted unanimously to adopt the ordinance, filed and documentary #1702131401.

**15. Appeals** – no agenda items.

**16. Quasi-Judicial Hearings** – no agenda items.

**17. Unfinished Business** – no agenda items.

### **18. For Information Only**

(1) Meeting minutes of the Risk Management Committee - November 2, 2016. Accepted meeting minutes for information only and for filing by the City Clerk, filed and documentary #1702131801.

(2) Meeting minutes of the Audit Board - August 25, 2016. Accepted meeting minutes for information only and for filing by the City Clerk, filed and documentary #1702131802.

(3) Meeting minutes of the Building and Fire Code Board of Appeals - January 6, 2017. Accepted meeting minutes for information only and for filing by the City Clerk, filed and documentary #1702131803.

(4) Meeting minutes of the M/WBE Certification Board - December 14, 2016. Accepted meeting minutes for information only and for filing by the City Clerk, filed and documentary #1702131804.

(5) Meeting minutes of the Downtown Development Board (DDB) - December 7, 2016. Accepted meeting minutes for information only and for filing by the City Clerk, filed and documentary #1702131805.

(6) Meeting minutes between Mayor Dyer and Commissioner Tony Ortiz - January 27, 2017. Accepted meeting minutes for information only and for filing by the City Clerk, filed and documentary #1702131806.

(7) Meeting minutes of the Consultants' Qualifications Board - November 21, 2016 concerning Request for Proposals for Construction Engineering and Inspection Services for Streets/Stormwater RQS17-0054. Accepted meeting minutes for information only and for filing by the City Clerk, filed and documentary #1702131807.

(8) Fund Status Report for period ending December 31, 2016 (formerly called Budget to Actual Financial Summary). Accepted for information only and for filing by the City Clerk, filed and documentary #1702131808.

### **19. General Appearances**

**Diane Hayes**, on her own behalf, spoke about her inability to find programs offered through the Families, Parks and Recreation Department for adult children with autism and Down's syndrome. Mayor Dyer introduced Families, Parks and Recreation Division Manager Rodney Williams for more detailed information. Brenda March from FPR also responded.



**Reverend Terence R. Gray**, on his own behalf, spoke about his concerns with the resurfacing of Bruton Boulevard. Mayor Dyer called on Public Works Director Rick Howard to provide information, who explained the procedure for finishing the resurfacing and agreed to have the project finished within 60 days.

**Shuanta Bellamy**, on his own behalf, spoke of his support and enthusiasm for the City of Orlando and the Orlando Police Department's leadership compared to other cities he has studied.

**Pending** – no agenda items.

#### **Adjournment**

There being no further business to come before City Council, Mayor Buddy Dyer adjourned the meeting at 3:10 P.M.

  
Buddy Dyer, Mayor  
Amy T. Jernaco, Interim City Clerk