

City of Pomona

505 S. Garey Ave.
Pomona, CA 91766



Regular Meeting Agenda

Monday, October 21, 2024

7:00 p.m. in the Council Chambers

NOTE: Closed Session has been cancelled due to a lack of business items to be discussed.

City Council / Housing Authority / Successor Agency to the Redevelopment Agency

Mayor Tim Sandoval
Vice-Mayor Nora Garcia
Councilmember John Nolte
Councilmember Victor Preciado
Councilmember Elizabeth Ontiveros-Cole
Councilmember Steve Lustro
Councilmember Robert Torres

VISION STATEMENT

Pomona will be recognized as a vibrant, safe, beautiful community that is a fun and exciting destination and the home of arts and artists, students and scholars, business and industry.

PLEASE NOTE

The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Mayor or Members of the City Council.

Members of the City Council and the public are reminded that they must preserve order and decorum throughout the Meeting. In that regard, Members of the City Council and the public are advised that any delay or disruption in the proceedings or a refusal to obey the orders of the City Council or the presiding officer constitutes a violation of these rules.

- The conduct of City Council meetings is governed by the portion of the California Government Code commonly known as the "Brown Act" and by the Pomona City Council Meeting Rules of Procedure.*
- The City Council meeting is for conducting the City's business, and members of the audience must obey the rules of decorum set forth by law. This means that each speaker will be permitted to speak for three minutes to address items that are listed on the City Council agenda or topics which are within the jurisdictional authority of the City.*
- No profanity, personal attacks, booing, cheering, applauding or other conduct disruptive to the meeting will be permitted. Any person not adhering to the Rules of Procedure or conduct authorized by the Brown Act may be asked to leave the Council Chambers.*
- All comments directed to the City Council or to any member of the City Council must be directed to the Mayor (or Vice Mayor if the Mayor is absent).*

We ask that you please respect the business nature of this meeting and the order required for the proceedings conducted in the Council Chambers.

ACCESSIBILITY

The City of Pomona wishes to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the City's Administration Office at (909) 620-2051 at least 48 hours before the meeting, if possible. Additionally, Listening Assistive Devices are available for the hearing impaired; please see the City Clerk.

Agenda-related writings or documents provided to the City Council are available for public inspection in the Office of the City Clerk and on the City's website www.pomonaca.gov. Persons who have questions concerning any agenda item may call the City Clerk's Office at (909) 620-2341.

SPANISH INTERPRETATION / INTERPRETACIÓN EN ESPAÑOL

If you require Spanish interpretation, a bilingual interpreter is available at Regular City Council meetings and may be available at Special meetings, if necessary.

Si necesita interpretación en español, un intérprete bilingüe está disponible en las juntas regulares del Concejo Municipal y puede estar disponible en juntas especiales, si es necesario.

7:00 P.M.

Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATIONS

*A Proclamation of the City Council of the City of Pomona Proclaiming November 10-16, 2024 as “National Nurse Practitioner Week” in the City of Pomona

Attachments: [10.21 Nurse Practitioner Week](#)

*A Proclamation by the City Council of the City of Pomona Proclaiming November 2024 as “Diabetes Awareness Month” in the City of Pomona

Attachments: [10.21 Diabetes Awareness Month](#)

MAYOR/COUNCILMEMBER COMMUNICATIONS

Reports on conferences, seminars, and regional meetings attended by Mayor and City Council and announcements of upcoming events, and also items for future City Council consideration as requested by Mayor or Members of the City Council.

Additionally, this is the time for Mayor and City Council to disclose on the record any contributions per Charter Section 1403. This section states “Prior to casting a vote on any contract, permit, or other matter requiring City Council approval where the applicant seeking approval is a person or business entity controlled by that person that has contributed more than five hundred dollars (\$500) within the previous twelve (12) months to a Councilmember’s City election campaign committee, the Mayor or Councilmember receiving such contribution(s) shall disclose on the public record the receipt of said contribution(s).”

CITY MANAGER COMMUNICATIONS

Reports from the City Manager.

PUBLIC PARTICIPATION

Public Participation – At this time, the public is invited to address the Council concerning any items not on the agenda.

Together the City Council members, City staff, and public honor Pomona’s important City meeting values:

- *To speak and to listen to everyone with respect and courtesy;*
- *To honor fairness in our cherished democratic process;*
- *To affirm Pomona’s dedication to lead as a Compassionate City.*

Thank you all for keeping these values and this commitment to act with them ever present in our minds as we proceed with the meeting together. In order to address the City Council, each individual must fill out a speaker card, which is available in the lobby of the Council Chambers. Speaker cards must be completed and turned in to the City Clerk at this time. Only those speaker cards turned in to the City Clerk will be allowed to address the City Council. No late cards will be accepted. Each person should state their name and will be allowed to speak once for three minutes. All speakers and persons in the audience must adhere to the City Council Rules of Procedure and Decorum.

CONSENT CALENDAR

All matters under the Consent Calendar may be enacted by a single motion without separate discussion. If discussion or a separate vote on any item is desired by a Councilmember, that item may be removed from the Consent Calendar and considered separately. All consent items pulled for discussion will be limited to five minutes. If they are not enacted upon within five minutes, the Mayor will move that Consent Item to the end of the Agenda, after consideration of the public hearings. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

1. Approval of City Council/Housing Authority/Successor Agency to the Redevelopment Agency Meeting Minutes

It is recommended that the City Council approve the following City Council/Housing Authority/Successor Agency to the Redevelopment Agency Meeting Minutes:

September 16, 2024 Regular Meeting Minutes

October 7, 2024 Regular Meeting Minutes

Attachments: [FINAL MINUTES 9-16-2024.pdf](#)
[FINAL MINUTES 10-07-2024.pdf](#)

2. Cooperative Agreement with the City of La Verne Assigning Maintenance of Two New Traffic Signals on Fulton Road

It is recommended that the City Council take the following actions:

- 1) Approve the cooperative agreement with the City of La Verne assignment the maintenance of two new traffic signals on Fulton Road at Arrow Highway and at Railroad tracks; and
- 2) Authorize the City Manager to execute the cooperative agreement and any subsequent amendments, subject to review by the City Attorney.

Attachments: [Staff Report](#)
[Attachment No. 1 - Cooperative Agreement with City of La Verne](#)

3. Acceptance of a Standards and Training for Corrections (STC) Grant

It is recommended that the City Council take the following actions:

- 1) Adopt the following resolution:

RESOLUTION NO. 2024-147 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE FY 2024-25 OPERATING BUDGET BY INCREASING REVENUE ESTIMATES AND APPROPRIATIONS IN THE AMOUNT OF \$13,860

- 2) Accept a Standards and Training for Corrections (STC) Grant from the Board of State and Community Corrections (BSCC) in an amount of \$13,860; and
- 3) Authorize the City Manager, or designee, to execute any and all agreements on behalf of the City, in substantially the form submitted, subject to review and approval as to form by the City Attorney.

Attachments: [Staff Report - FY 2024-25 STC](#)
 [Attachment No. 1- Reso. No 2024-147](#)
 [Attachment No. 2 - Training Plan Approval Letter v2](#)

4. Resolution to Amend the FY 2024-25 Capital Improvement Program (CIP) Budget By Appropriating \$385,000 of Available Fairplex Mitigation Funds to “Traffic Signal improvement - McKinley Avenue and Canyon Way,” Project No. 428-2590-XXXXX-68587 and Award of Construction Contract to Comet Electric, Inc.

It is recommended that the City Council approve the following actions:

- 1) Adopt the following resolution:

RESOLUTION NO. 2024-112 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE FY 2024-25 CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET BY APPROPRIATING \$385,000 OF AVAILABLE FAIRPLEX MITIGATION FUNDS TO “TRAFFIC SIGNAL IMPROVEMENT - MCKINLEY AVENUE AND CANYON WAY,” PROJECT NO. 428-2590-XXXXX-68587

- 2) Award a construction contract to Comet Electric, Inc. for “Traffic Signal Improvement - McKinley Avenue and Canyon Way,” Project No. 428-2590-XXXXX-68587, to include all Base Bid items, in the amount of \$705,500;
- 3) Find that the project referenced above is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301(C) and that the proposed project will not have a significant effect on the environment; and
- 4) Authorize the City Manager, or her designee, to execute the construction contract/agreement and related documents (permits, etc.).

Attachments: [Staff Report](#)
 [Attachment 1 - Resolution No. 2024-112](#)

5. Adopt a Resolution to Amend the FY 2024-25 CIP Budget and Award Construction Contract to Apparent Second Lowest Bid for “Garey Avenue Rehabilitation - Aliso Street to Monterey Avenue,” Project No. 428-2590-XXXXX-68573

It is recommended that the City Council take the following actions:

- 1) Adopt the following resolution:

RESOLUTION NO. 2024-177 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE FY 2024-25 CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET BY RECEIVING, INCREASING REVENUE ESTIMATES, AND APPROPRIATING AN IN-LIEU PAYMENT OF \$675,268 FROM POMONA VALLEY HOSPITAL MEDICAL CENTER TO "GAREY AVENUE REHABILITATION - ALISO STREET TO MONTEREY AVENUE," PROJECT NO. 428-2590-XXXXX-68573

- 2) Authorize City Staff to reject the apparent lowest bid from All American Asphalt for "Garey Avenue Rehabilitation - Aliso Street to Monterey Avenue," Project No. 428-2590-XXXXX-68573, to include all Base Bid items plus Additive Alternate Nos. 1-4;
- 3) Award a construction contract to the apparent second lowest bid from Gentry Brothers, Inc. for "Garey Avenue Rehabilitation - Aliso Street to Monterey Avenue," Project No. 428-2590-XXXXX-68573, to include all Base Bid items, plus Additive Alternate No. 4, in the amount of \$6,792,470;
- 4) Find that the project referenced above is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 (c) and that the proposed project will not have a significant effect on the environment;
- 5) Approve a cooperative agreement with Pomona Valley Hospital Medical Center (PVHMC) to jointly perform the work as one project to reduce conflicts and costs;
- 6) Authorize the City Manager, or designee, to execute the cooperative agreement with PVHMC and any future amendments on behalf of the City and approval as to form by the City Attorney; and
- 7) Authorize the City Manager, or designee, to execute the construction contract and any subsequent change orders on behalf of the City.

Attachments: [Staff Report](#)

[Attachment No. 1 - Resolution No. 2024-177](#)

[Exhibit A - Draft Pomona PVH coop agreement](#)

6. Acceptance of an Alcoholic Beverage Control Mini Grant

It is recommended that the City Council take the following actions:

- 1) Adopt the following resolution:

RESOLUTION NO. 2024-178 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE FY 2024-25 OPERATING BUDGET BY INCREASING REVENUE ESTIMATES AND APPROPRIATIONS IN THE AMOUNT OF \$40,000

- 2) Accept an Alcoholic Beverage Control Mini Grant from the California Office of Traffic Safety in the amount of \$40,000 beginning October 1, 2024 through August 31, 2025;
- 3) Authorize the City Manager, or designee, to execute any and all agreements on behalf of the City, in substantially the form submitted, subject to review and approval as to form by the City Attorney.

Attachments: [Staff Report- Acceptance of ABC Mini Grant](#)
 [Attachment No. 1 - Reso. 2024-178 ABC Gant](#)
 [Attachment No. 2 - Pomona ABC Award Letter](#)

7. Acceptance of the Proposition 47 (Prop 47) Grant Program and Amend the Fiscal Year (FY) 2024-2025 City Operating Budget

It is recommended that the City Council take the following actions:

- 1) Adopt the following resolution:

RESOLUTION NO. 2024-182-A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE FISCAL YEAR (FY) 2024-2025 CITY OPERATING BUDGET TO INCREASE REVENUE ESTIMATES AND APPROPRIATIONS IN THE AMOUNT OF \$1,636,379 THROUGH ACCEPTANCE OF THE PROPOSITION 47 GRANT

- 2) Authorize the City Manager, or his designee, to negotiate and execute all related documents to receive the grant funds and implement the funded activities.

Attachments: [Prop 47 Staff Report](#)
 [Attachment No. 1 - Reso. No. 2024-182](#)

8. Approval of 17 Mills Act Contracts for Historic Properties

It is recommended that the City Council adopt Resolution No's. 2024-158 through 2024-174, approving 17 Mills Act Contracts for various historically designated properties.

Attachments: [2024 Mills Act Contracts CC Staff Report](#)
[Attachment No 1- Resolution No 2024-158](#)
[Attachment No 2- Resolution No 2024-159](#)
[Attachment No 3- Resolution No 2024-160](#)
[Attachment No 4- Resolution No 2024-161](#)
[Attachment No 5- Resolution No 2024-162](#)
[Attachment No 6- Resolution No 2024-163](#)
[Attachment No 7- Resolution No 2024-164](#)
[Attachment No 8- Resolution No 2024-165](#)
[Attachment No 9- Resolution No 2024-166](#)
[Attachment No 10- Resolution No 2024-167](#)
[Attachment No 11- Resolution No 2024-168](#)
[Attachment No 12- Resolution No 2024-169](#)
[Attachment No 13- Resolution No 2024-170](#)
[Attachment No 14- Resolution No 2024-171](#)
[Attachment No 15- Resolution No 2024-172](#)
[Attachment No 16- Resolution No 2024-173](#)
[Attachment No 17- Resolution No 2024-174](#)

9. Adoption of Resolutions Amending the Memorandums of Understanding Between the City of Pomona and the PPOA, PPMA, and the Compensation Plan for Executive Group A and B Employees to Reflect Contractual Language Required by CalPERS for Sworn Employees

It is recommended that the City Council adopt the following resolutions:

RESOLUTION NO. 2024-179 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF POMONA AND THE POMONA POLICE OFFICERS' ASSOCIATION

RESOLUTION NO 2024-180 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF POMONA AND THE POMONA POLICE MANAGERS' ASSOCIATION

RESOLUTION NO. 2024-181 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE COMPENSATION PLAN FOR EXECUTIVE MANAGEMENT GROUP A AND B EMPLOYEES BY ADDING CONTRACTUAL LANGUAGE REQUIRED BY THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Attachments: [Staff Report CalPERS PPOA PPMA A-B Plan](#)
[Attachment No. 1 Reso 2024-179 PPOA MOU](#)
[Exhibit A PPOA MOU 2023-27 Draft 102124](#)
[Attachment No. 2 Reso 2024-180 PPMA MOU](#)
[Exhibit A PPMA MOU 2023-27 Draft 102124](#)
[Attachment No. 3 Reso 2024-181 Group A and B](#)
[Exhibit A Group A-B Plan 2023-27 102124](#)

DISCUSSION CALENDAR

10. Finding of Public Benefit to the Community at Large-Recommended Expenditure(s) and Recap of Expended Funds

It is recommended that the City Council take the following actions:

- 1) Approve the expenditure(s) recommended and make the finding that the community at large will receive a public benefit from the expenditure of funds for the recommended item(s); and
- 2) Receive and file the recap of final amounts.

Attachments: [FOPB](#)
[Attachment](#)

11. Adoption of Urgency Ordinance No. 4351 and Introduction and First Reading of Ordinance No. 4349 and Adoption of Resolution No. 2024-155 Amending Pomona City Code Chapter 30 (Licenses, Permits and Miscellaneous Regulations), Article X (Sidewalk Vending) and Creating New Regulations for Sidewalk Vending Operations

It is recommended that the City Council take the following actions:

Introduce, waive further reading, and adopt the following:

1. **URGENCY ORDINANCE NO. 4351 - AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, PURSUANT TO SECTION 510 OF THE CITY CHARTER, AMENDING POMONA CITY CODE CHAPTER 30 (LICENSES, PERMITS AND MISCELLANEOUS REGULATIONS), ARTICLE X (SIDEWALK VENDING) AND CREATING NEW REGULATIONS FOR SIDEWALK VENDING OPERATIONS**
2. **ORDINANCE NO. 4349 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING POMONA CITY CODE CHAPTER 30 (LICENSES, PERMITS AND MISCELLANEOUS**

REGULATIONS), ARTICLE X (SIDEWALK VENDING) AND CREATING NEW REGULATIONS FOR SIDEWALK VENDING OPERATIONS; and

Adopt the following resolutions:

- 3. RESOLUTION NO. 2024-155 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE RULES AND REGULATIONS FOR SIDEWALK VENDING AND FINDING THE SAME EXEMPT FROM CEQA; and**
- 4. RESOLUTION NO. 2024-183 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE FISCAL YEAR 2024-25 OPERATING BUDGET BY APPROPRIATING \$16,000 FROM THE GENERAL FUND RESERVES TO COVER OVERTIME EXPENSES FOR THE ENFORCEMENT OF THE CITY'S SIDEWALK VENDING PROGRAM**

Attachments: [Staff Report - Sidewalk Vending Ordinance 10-21-2024](#)
[Attachment 1 - Urgency ORDINANCE 4351 SIDEWALK VENDING](#)
[Attachment 2 - ORDINANCE 4349 SIDEWALK VENDING](#)
[Attachment 3 - Reso 2024-155 Sidewalk Vending Rules and Regulations](#)
[Attachment 4 - Reso 2024-183 Appropriating Funds Sidewalk Vending](#)

- 12.** Adoption of Urgency Ordinance No. 4352 and Introduction and First Reading of Ordinance No. 4350 Amending Pomona City Code Chapter 46 (Streets Sidewalks And Other Public Places), Article IV (Encroachments) to add a New Division 4 (Sidewalk, Walkway, Off-Street Parking And Street/Roadway Obstructions)

It is recommended that the City Council take the following actions:

Introduce, waive further reading, and adopt the following:

- 1. URGENCY ORDINANCE NO. 4352 - AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, PURSUANT TO SECTION 510 OF THE CITY CHARTER, AMENDING POMONA CITY CODE CHAPTER 46 (STREETS SIDEWALKS AND OTHER PUBLIC PLACES), ARTICLE IV (ENCROACHMENTS) TO ADD A NEW DIVISION 4 (SIDEWALK, WALKWAY, OFF-STREET PARKING AND STREET/ROADWAY OBSTRUCTIONS)**
- 2. ORDINANCE NO. 4350 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING POMONA CITY CODE CHAPTER 46 (STREETS SIDEWALKS AND OTHER PUBLIC PLACES), ARTICLE IV (ENCROACHMENTS) TO ADD A NEW**

DIVISION 4 (SIDEWALK, WALKWAY, OFF-STREET PARKING AND STREET/ROADWAY OBSTRUCTIONS); AND

Adopt the following resolution:

- 3. RESOLUTION NO. 2024-184 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE FISCAL YEAR 2024-25 OPERATING BUDGET BY APPROPRIATING \$200,000 FROM THE GENERAL FUND RESERVES TO COVER OVERTIME EXPENSES FOR THE ENFORCEMENT OF SIDEWALK OBSTRUCTIONS**

Attachments: [Staff Report - Sidewalk Obstructions 10-21-2024](#)
[Attachment 1 - Urgency Ordinance 4352 Obstructions Sidewalks](#)
[Attachment 2 - Ordinance 4350 Obstructions Sidewalks Walkways](#)
[Attachment 3 - Reso 2024- 184 Appropriating Funds Sidewalk](#)

PUBLIC HEARINGS

- 13.** Consideration of A Historic Landmark Designation (SHISTORIC 000606-2024) for the Property Located at 290 Heritage Court and Introduction and First Reading of an Ordinance Amending the Historic Overlay of the Zoning Map

It is recommended that the City Council take the following actions:

- 1) Conduct public hearing and receive public testimony;
- 2) Adopt the following resolution:

RESOLUTION NO. 2024-176 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, APPROVING A SINGLE HISTORIC LANDMARK DESIGNATION REQUEST (SHISTORIC 000606-2024) TO DESIGNATE A RESIDENTIAL PROPERTY LOCATED AT 290 HERITAGE COURT

- 3) Introduce, waive further and give first reading to the following ordinance:

ORDINANCE NO. 4348 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE ZONING MAP, HISTORIC OVERLAY (H-OVERLAY) TO INCLUDE A LOCALLY DESIGNATED LANDMARK AT 290 HERITAGE COURT

Attachments: [Staff Report](#)
[Attachment No. 1 - Resolution No. 2024-176](#)
[Attachment No. 2 - Ordinance No. 4348](#)
[Attachment No. 3 - Historic Preservation Commission Resolution No.24-41](#)

14. A request to designate 366 East Columbia Avenue as a contributing resource to the Lincoln Park Historic District

It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2024-175 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, APPROVING FILE NO. HDD-001196-2024, DESIGNATING THE GUY THOMPSON HOUSE, LOCATED AT 366 EAST COLUMBIA AVENUE, AS A CONTRIBUTING RESOURCE TO THE LINCOLN PARK HISTORIC DISTRICT

Attachments: [Designation Staff Report](#)
[Attachment 1 - CC Resolution 2024-175](#)
[Attachment 2 - HPC Designation Staff Report](#)
[Attachment 3 - Photograph - 366 Columbia Avenue](#)

ADJOURNMENT

The next Regular Meeting will be held on November 18, 2024 in the City Council Chambers, 505 S. Garey Avenue, Pomona, California. Closed Session items will be discussed at 5:30 p.m. The Open Session will commence at 7:00 p.m.

CERTIFICATION OF POSTING AGENDA

I, Rosalia A. Butler, MMC, City Clerk for the City of Pomona, hereby certify that the agenda for the October 21, 2024 meeting of the City Council was posted in City Hall, near the door of the City Council Chambers and the Chuck Bader Conference Room, and on the City's website www.pomonaca.gov on October 15, 2024.

I declare under the penalty of perjury that the foregoing is true and correct.

*/s/ Rosalia A. Butler, MMC
City Clerk*