

CONCORD CITY COUNCIL  
EXTERNAL AGENCIES HEARING, WORK SESSION, AND BUDGET  
PRESENTATION MEETING  
APRIL 9, 2024

The City Council for the City of Concord, North Carolina, held the annual External Agencies Hearing, the scheduled City Council Work Session, and the annual Budget Presentation on April 9, 2024, beginning at 2:00 p.m. with Mayor William C. Dusch presiding.

Council members were present as follows:

**Members Present:**

Mayor Pro-Tem Jennifer Parsley-Hubbard  
Council Member Andy Langford  
Council Member Lori A. Clay  
Council Member Betty M. Stocks  
Council Member JC McKenzie  
Council Member Terry L. Crawford  
Council Member John A. Sweat, Jr. entered the meeting later

**Others Present:**

City Manager, Lloyd Wm. Payne, Jr.  
Assistant City Attorney, Tinisha St. Brice  
City Clerk, Kim J. Deason

\* \* \* \* \*

Representatives from the following agencies made presentations relative to funding requests in the FY 2024-2025 Budget:

**City Grant Fund Requests:**

**Cabarrus Arts Council**

The Cabarrus Arts Council submitted a request of \$48,000. If granted, the funds will be used to assist with core operational expenses and enabling the organization to provide free and low cost arts programming for Concord residents and visitors.

**Cabarrus Victims Assistance Network (CVAN)**

CVAN submitted a request of \$10,000. If granted, the funds will be used in to assist with providing shelter and support services for battered women and their children.

**Hellfighters Concord**

Hellfighters Concord submitted a request of \$5,000. If granted, the funds will be used to assist with providing meals, groceries and clothes to homeless/underprivileged individuals in the community.

**Historic Cabarrus Association**

The Historic Cabarrus Association submitted a request of \$10,000. If granted, the funds will be used to support Concord's preservation efforts by identifying endangered historic properties in the historic district and beyond and working with property owners to find preservation solutions that benefit both them and the community.

**Special Olympics**

Special Olympics submitted a request of \$2,000. If granted, the funds will be used to cover a portion of the cost for the annual Spring Games, a track and field event, that Cabarrus County will host in Spring 2025.

### **Step Up To Leadership**

Step Up to Leadership submitted a request of \$100,000. If granted, the funds will be used to effectively identify the specific needs in the community through surveys, consultations with parents/guardians, and analysis of economic data.

### **Community Development Block Grant (CDBG) Requests:**

#### **Brave Step**

Brave Step submitted a request of \$5,587.82. If granted, the funds will be used to provide post-hospital case management support and care for seven sexual violence survivors.

#### **Cabarrus Health Alliance**

Cabarrus Health Alliance submitted a request of \$10,000. If granted, the funds will be used to expand access to school-based dental treatment for uninsured children attending Title 1 schools in Concord.

#### **Cabarrus Meals on Wheels**

Cabarrus Meals on Wheels submitted a request of \$10,000. If granted, the funds will be used to purchase food to be used to prepare meals for home bound clients.

#### **Community Free Clinic**

Community Free Clinic submitted a request of \$10,000. If granted, the funds will be used to assist with providing healthcare and pharmacy services for free.

### **Multiple Source (CDBG and City Grant) Requests:**

#### **1CAN, Inc**

1CAN submitted a request of \$10,000 (CDBG) and \$20,000 (City grant). If granted, CDBG funds will be used to provide to Cabarrus Meals on Wheels senior friendly food items such as boost protein drink, small peanut butter cups, crackers, oatmeal or cereal, ready to eat tuna pouches, fig newtons and other ready to eat snacks. City funds will be used to support operational costs to maintain the 8 blessing boxes located in Concord and the 3 others located in Cabarrus County.

#### **Academic Learning Center**

The Academic Learning Center submitted a request of \$5,000 (CDBG) and \$5,000 (City grant). If granted, the CDBG funds will be used to pay teacher stipends for before and after school tutoring sessions. City funds will be used to assist with after school tutoring sessions.

#### **Be The Lite CDC**

Be The Lite CDC submitted a request of \$10,000 (CDBG) and \$10,000 (City grant). If granted, the CDBG funds will be used to towards the backpack program to be provided to school age children before the beginning of 2023/24 school year. City funds will be used for the Summer Enhancement Program for children ages 5-12.

#### **Big Brothers Big Sisters of Central Carolinas – Cabarrus**

Big Brothers Big Sisters of Central Carolinas - Cabarrus submitted a request of \$6,500 (CDBG) and \$7,500 (City grant). If granted, the funds will be used to assist with the continuation of providing youth activities and mentoring services.

#### **Boys and Girls Club of Cabarrus County**

Boys and Girls Club of Cabarrus County submitted a request of \$8,000 (CDBG) and \$7,000 (City grant). If granted, the funds will be used to assist with the continuation of providing youth activities.

### **Cooperative Christian Ministry (CCM)**

CCM submitted a request of \$25,000 (CDBG) and \$45,000 (City grant). If granted, CDBG funds will be used to partially fund the positions of CCM Case Managers for housing services in Concord. The City grant funds will be used to assist City of Concord citizens in paying their utility bills.

### **Coltrane LIFE Center**

Coltrane LIFE Center submitted a request of \$10,000 (CDBG) and \$10,000 (City grant). If granted, the CDBG funds will be used to assist with the cost of health care supplies, infectious waste removal services, and a portion of the nurse's salary. City funds will be used to assist with operational and utility costs to provide adult day health care services to senior citizens, adults with disabilities, and their family caregivers.

### **Community Event Foundation**

Community Event Foundation submitted a request for \$14,000 (CDBG) and \$14,000 (City grant). If granted, CDBG funds will be used to assist with the cost of supplies for Culinary Camp. City funds will be used to assist with providing services to the community.

### **Conflict Resolution Center of Cabarrus County**

The Conflict Resolution Center submitted a request of \$10,000 (CDBG) and \$11,000 (City grant). If granted, CDBG funds will be used to establish a part-time contract mediator/mediation coordinator position. City grant funds will be used to assist with the Executive Director and Administrative Assistant salaries and overhead expenses.

### **El Puente Hispano**

El Puente Hispano submitted a request of \$20,000 (CDBG) and \$10,000 (City grant). If granted, CDBG funds will be used to reimburse the expenses of the Afterschool/Homework Help Programs. City grant funds will be used to provide English as a Second Language (ESL) and civil engagement classes for the Latino community.

### **Habitat for Humanity Cabarrus County**

Habitat for Humanity submitted a request of \$28,500 (CDBG) and \$30,000 (City grant). If granted, CDBG funds will be used to support the salaries for two Habitat Cabarrus positions; Critical Home Repairs Coordinator and Homeownership Coordinator. City grant funds will be used for the Habitat Cabarrus' Critical Home Repairs program.

### **International Center for Community Development**

International Center for Community Development submitted a request of \$100,000 (CDBG) and \$100,000 (City grant). If granted, CDBG funds will be used to cover the operating costs for programs offered. City Grant funds will be used for a new facility.

### **Midway's Opportunity House**

Midway's Opportunity House submitted a request of \$10,000 (CDBG) and \$10,000 (City grant). If granted, CDBG funds will be used to cover the operating costs of the Day Shelter program. City funds will be used to cover the cost of supplies to assist homeless clients.

Council Member Sweat entered the meeting.

### **Multi-Cultural Community Student Union**

Multi-Cultural Community Student Union submitted a request of \$10,000 (CDBG) and \$10,000 (City grant). If granted, CDBG funds will be used to assist with operational costs. City funds will be used to assist with the free, full service summer enrichment camp/community music education program for children ages 5-15.

### **North Carolina Firefighter Cancer Alliance**

NC Firefighter Cancer Alliance submitted a request of \$5,000 (CDBG) and \$5,000 (City grant). If granted, CDBG funds will be used to support the continued operation of the existing podcast and the implementation of the "Fire Within" video training series. City funds will be used to support training initiatives for firefighters and first responders in the City of Concord and beyond.

### **Prosperity Unlimited**

Prosperity Unlimited submitted a request of \$10,000 (CDBG) and \$20,000 (City grant). If granted, the funds will be used to assist with both administrative and operation costs and to assist with the continuation of counseling and education services to a minimum of 10 households that are over the 80% AMI HUD income guideline to help home ownership in Concord.

### **Shooting Starz**

Shooting Starz submitted a request of \$15,000 (CDBG) and \$10,000 (City grant). If granted, the funds will be used to cover operational costs and to also assist with afterschool activities and summer camp.

### **The STUDIO**

The STUDIO submitted a request of \$30,000 (CDBG) and \$20,000 (City grant). If granted, the funds will be used to respond to referrals for emergency assistance for families vetted by the school social workers as McKinney Vento within the Cabarrus County and Kannapolis City Schools.

### **The Salvation Army**

The Salvation Army submitted a request of \$20,000 (CDBG) and \$60,000 (City grant). If granted, CDBG funds will be used to assist with operating costs of the 62-bed emergency shelter. City funds will be used to aid in providing financial assistance services.

### **Transforming Youth Movement**

Transforming Youth Movement submitted a request of \$7,000 (CDBG) and \$7,000 (City grant). If granted, the funds will be used to assist with operational expenses including rent, utilities, director salaries, and transportation.

### **Upwards, Inc**

Upwards, Inc submitted a request of \$64,000 (CDBG) and \$64,000 (City grant). If granted, funds will be used to assist with salaries for key staff members integral to the execution of the BOOST program.

\* \* \* \* \*

Immediately following the External Agencies' presentations, the following City Council Meeting agenda was presented for discussion:

### **Members Present:**

Mayor Pro-Tem Jennifer Parsley-Hubbard  
Council Member Andy Langford  
Council Member Lori A. Clay  
Council Member Betty M. Stocks

Council Member JC McKenzie  
Council Member Terry L. Crawford  
Council Member John A. Sweat, Jr.

**Others Present:**

City Manager, Lloyd Wm. Payne, Jr.  
City Attorney, Valerie Kolczynski  
City Clerk, Kim J. Deason  
Department Directors

**Presentations:**

**Mayor Dusch presented a Proclamation recognizing April 18, 2024 as National Lineworker Appreciation Day in the City of Concord.**

**Presentation of the 2023 Oakwood Cemetery Military Burial Roster from Mr. Tom Faggart, on behalf of the American Legion Post 51, to the City of Concord, the Concord Police Department, and Oakwood Cemetery.**

**Presentation of the Distinguished Budget Award from the Government Finance Officers Association of the United States and Canada.**

**Departmental Reports:**

**Parks and Recreation Bonds update**

Staff will provide an update at the April 11, 2024 City Council meeting.

**Streetscape Update**

Staff will provide an update at the April 11, 2024 City Council meeting.

**Public Hearings:**

**Conduct a public hearing and consider adopting the Agency Annual Plan that updates the policies governing the Public Housing Program.**

The Housing Department Director, Della Robinson, stated staff is required to submit an Agency Plan and an update to the 5-Year Plan to the United States Department of Housing and Urban Development (HUD) every year seventy-five (75) days prior to the beginning of the fiscal year and a public hearing must be held prior to adoption for any public comments relative to the proposed changes in the department's Agency Plan.

She explained the updates proposed to the policies.

**Conduct a public hearing and consider adopting an ordinance annexing +/-67.037 acres at 4744 & 4722 Stough Rd, (PINs 5518-75-5722, 5518-86 -5204) owned by McGrath RentCorp.**

The Planning Manager, Autumn James, stated the request is for voluntary annexation. She explained the submitted request is not for a conditional district, so all uses permitted within the I-1 (Light Industrial) zoning classification would be permitted. However, the applicant has submitted a site plan demonstrating the layout for an expansion of trailer storage which would connect to their existing adjacent parcel. No buildings are proposed. Any development of the subject property would require technical site plan review and approval and must meet the standards set forth in the CDO (Concord Development Ordinance) as well as other applicable regulations.

She verified that the application did sign The Acknowledgement of Risk form, related to sewer limitations. She also verified no comments regarding this request has been received by staff.

**Conduct a public hearing and consider adopting an ordinance annexing +/- 15.382 acres at 10756 & 10758 Ellenwood Rd., PINs 4670-65-6370; 4670 -64-6808; 4670-65-5413 owned by Barbara Davis and Douglas & Beverly Howell for the construction of one hundred eight (108) rear load townhomes.**

The City Manager stated this request will be heard at the May 9, 2024 City Council meeting.

**Conduct a public hearing to consider adopting an ordinance amending Article 8, "Use Regulations" and Article 14, "Definitions" of the Concord Development Ordinance (CDO) to create regulations to address "Tobacco and Hemp Retail."**

The Planning and Neighborhood Development Director, Steve Osborne, stated several jurisdictions in the State have adopted ordinances to regulate these uses, and others are in the process of drafting such regulations.

He explained the proposed amendment simply defines the use and allows the use only in C-2 Commercial General. Tobacco and hemp retail would not be permissible in CC, C-1 or B-1. CC, C -1 and B-1 are neighborhood oriented zoning districts and this use is appropriate in a more intensive commercial district. The proposed definition is based upon information from other jurisdictions within the State, most notably Wake County.

He stated the Concord Downtown Development Corporation (CDDC) Board of Directors submitted a letter supporting the proposed amendment. At their March 19, 2024 meeting, the Planning and Zoning Commission unanimously recommended the amendment to Council.

Council Member Stocks clarified that this amendment would not impact any existing businesses. The Planning and Neighborhood Development Director stated it would not.

**Presentations of Petitions and Requests:**

**Consider awarding a bid to D.L. Peoples Construction, Inc. in the amount of \$227,039 to construct a new home at 341 Broad Drive SW.**

The Community Development Manager, Mary Carr, stated the two-bedroom, one and a half-bath home is 955 square feet in size and was selected to enhance the neighborhood. She explained the materials that would be used in the construction.

She also stated staff solicited bids from eleven contractors. The lowest responsible bid was from D.L. Peoples Construction, Inc. for \$227,039. Funding for the construction will come from the City's HOME funds.

**Consider adopting a Resolution Authorizing Issuance and Sale of Multifamily Housing Revenue Bonds (Coleman Mill Lofts), Series 2024.**

The Finance Director stated City Council previously approved the issuance of up to \$34,130,000 of tax-exempt and taxable multifamily housing revenue bonds for Coleman Mill Lofts and the related bond documents at their November 10, 2022 meeting. She explained it was expected that the bonds would be sold in a limited offering through Piper Sandler & Co., as the underwriter. STC Coleman Mill, LLC, the borrower for the project, has now determined to have the bonds sold in a private placement to Cedar Rapids Bank and Trust Company and has requested that the City Council approve this new financing structure and the updated bond documents reflecting the new structure.

**Consider approving a Resolution Authorizing the Negotiation of an Amendment to an Installment Financing Contract and Providing for Certain Other Related Matters Thereto.**

The Finance Director stated the CIP for the City includes the financing of Fire Station 6. Staff is recommending that the City move forward with this financing using Limited Obligation Bonds. The 2014A LOBS that were previously issued for the construction for City Hall are also eligible for refunding.

**Consider authorizing the City Manager to negotiate and execute a Housing Assistance Payments (HAP) contract with Logan Gardens LLC for the extension of the current Section 8 Project-Based Voucher Program (PBV) contract.**

The Housing Director stated the City of Concord and Logan Gardens LLC entered into a Section 8 Project-Based Voucher Program (PBV) Housing Assistance Payments (HAP) Contract in March 2011 for the purpose of providing additional financial resources to current and future tenants of the Villas of Logan Gardens. The HAP contract includes rent redetermination, provided by the Concord Housing Department, for all current one and two bedroom units and will extend to March 10, 2036, the maximum allowable time under HUD's PBV program requirements.

Council Member Stocks asked if this would allow for the vacant units to be occupied. The Housing Director stated it would. She also stated there are currently 14 vacant units and staff has applications on file for those units.

**Consider authorizing the City Manager to negotiate and execute a contract with Queens Waterproofing and Restoration to perform repairs to the Parking Deck at Concord-Padgett Regional Airport.**

The Aviation Director, Dirk Vanderleest, stated the Aviation Department conducted an onsite engineering assessment of the parking deck in 2022. The assessment indicated a good general condition and appears to be performing as expected. Based on the assessment, staff received ten sealed bids for the repairs to the deck on March 5, 2024. The consultant for the project, WGI, reviewed the bids and recommends Queens Waterproofing and Restoration, in the amount of \$191,900. The engineer's estimate for repairs was \$258,900.

**Consider authorizing the City Manager to negotiate and execute a contract with Basinger Contracting Company for the completion of the Coddle Creek WTP Sodium Hypochlorite System Upgrades project in the amount of \$2,677,400.**

The Water Resources Director, Jeff Corley, stated this project was formally bid with bids being originally opened on January 24, 2024. After opening, the two lowest bids were deemed invalid due to missing required information and the third bid was significantly over the engineer's estimate and funding sources. All bids were rejected and the project was re-advertised as required. Bids were again received on March 14, 2024 with three bids received and all being determined to be valid. Basinger Contracting Company was the low bidder.

He explained that due to favorable bids on the Hillgrove Water Treatment Plant project, this project has been added as part of the revenue bond package.

**Consider authorizing the City Manager to negotiate and execute a contract with Bionomic Services Incorporated, Inc. to line 28,252 linear feet of sewer lines and the rehabilitation of 113 manholes.**

The Water Resources Director explained Water Resources staff performs inspections of the City's sewer lines and identifies those that need to be repaired or replaced. The cure-in-place pipe rehabilitation method (CIPP) allows the sewer lines to be rehabilitated without the disturbances to the public caused by the conventional method of excavation and replacement.

He stated the project was publicly bid and eight (8) bids were received. The lowest responsible bidder was Bionomic Services Incorporated, Inc. in the amount of \$1,293,073.95.

**Consider a Preliminary Application from Angela Michelle Edwards.**

The Engineering Director, Jackie Deal, stated the property is located at 51 Ichabod Circle and is within Subarea A of the Central Area Plan Interlocal agreement with the County. It

is zoned county AO (Agricultural). The parcel is currently developed with a single family home. Water is available but sewer is not available to the parcel.

**Consider a Preliminary Application from Robert Cronin.**

The Engineering Director stated the property is located at 5617 Mountaineer Lane. It is zoned county LDR. The parcel is currently developed with a single family home. Water is available but sewer is not available to the parcel.

**Consider making appointments/reappointments to the Concord United Committee.**

It was the consensus of the Council to take action on this item at the April 23, 2024 City Council 2<sup>nd</sup> Work Session.

**Consent Agenda:**

There were no comments made regarding the Consent Agenda.

\* \* \* \* \*

Following the Work Session, the annual Budget Workshop was held.

The City Manager presented the following information:

**Council priorities**

- \$4.5 million added in FY24 for compensation changes with overall compensation changes across funds (including new positions).
  - FY24 - \$110,466,855
  - FY25 - \$130,543,559

**Parks and Rec Bonds**

- Parks and Rec GO Bond projects - \$4.1 million
- Ronnie Long settlement balance - \$2,337,500
- Dedicated funding - \$8 million

**Property Tax**

The City Manager stated assessed values have increased but staff has not received the final numbers from the Cabarrus County Tax Office.

**Limited Budget Growth**

He stated operating targets are flat for FY25 and FY26. Only three (3) new positions and nine (9) reclassifications are proposed.

He stated the proposed FY25 budget reflects a \$28,881,998 increase over the current fiscal year adopted budget. This amount does not include project funds, reserves, or debt service funds.

- General Fund increase - \$23.6 million
- Wastewater Fund increase - \$2.2 million
- Electric Fund increase - \$1.8 million
- Transit Fund increase - \$1.7 million

**Preliminary FY24/25 Budget – General Fund Increases/Decreases**

- Personnel costs increase- \$14.5 million
- Operations increase- \$1.6 million
- Capital Outlay increase- \$432,000
- Debt Service decrease - \$1.1 million



- Cost allocations increase - \$802,000
- Transfers increase - \$8.9 million (Ronnie Long Settlement and beginning of the Debt Service Fund)

**General Fund Preliminary Update**

The City Manager stated revenues for FY24 are coming in as expected in the General Fund. He stated the designated pennies will generate the following revenues:

- Parks & Recreation - \$1,800,000
- Affordable Housing Revolving Fund - \$1,800,000
- Transportation - \$4,400,000

\* \* \* \* \*

**General Fund Preliminary FY24/25 Budget by Department – Personnel and Operations Costs Only**

**General Government**

The City Manager stated a 45.06% increase in property tax revenue is anticipated. An estimated 2-3% increase in sales tax revenue is anticipated.

He stated he is proposing a 3% market adjustment for all employees effective July 1, 2024, 1-4% for merit based on annual evaluations, and 1.5% increase for achieving Career Development accomplishments/goals in FY24/25.

**Public Safety**

Proposed budget increase for Fiber Network Management System (40%) due to training and additional personnel costs.

Proposed budget increase for Emergency Management (38%) due to the proposed purchase GIS mapping software and increased personnel costs.

**Public Works**

An anticipated 50% increase in Powell Bill operations. A 18% increase in Streets partly due to increased costs in concrete and concrete delivery

**Economic Development**

Proposed 4% decrease in Transportation Planning but a 13% increase overall.

**Culture & Recreation**

Proposing to continue the allocation of \$0.01 from tax revenue to go into the Parks & Recreation Reserve (\$1.8 million). ClearWater Artist Studios will have its own budget unit beginning in FY25.

\* \* \* \* \*

**Capital Outlay and Projects**

The City Manager presented the following 5-year Vehicle and Equipment Projections:

- FY24-25 - \$7,775,000
- FY25-26 - \$9,868,000

\* \* \* \* \*

**General Fund Capital Projects**

The City Manager presented the following 5-year General Fund Capital Projects Projections:

**Parks & Recreation**

- FY24-25 (proposed) - \$4.8 million
- FY25-26 - \$18.2 million
- FY26-27 - \$3.6 million
- FY27-28 – none projected
- FY28-29 – none projected

**Fire**

- FY24-25 (proposed) - \$300,000
- FY25-26 - \$9 million
- FY26-27 – none projected
- FY27-28 – none projected
- FY28-29 – none projected

**General Capital Projects**

- FY24-25 (proposed) – none projected
- FY25-26 - \$2 million
- FY26-27 - none projected
- FY27-28 – \$582,528
- FY28-29 – none projected

**Transportation**

- FY24-25 (proposed) - \$1.6 million
- FY25-26 - \$3.3 million
- FY26-27 – none projected
- FY27-28 – none projected
- FY28-29 – \$4 million

\* \* \* \* \*

**Preliminary FY24/25 Budget – General Fund Revenues**

Current debt and potential debt issues include:

Revenue Bonds – Hillgrove Improvements

- Planning for bond sale in April
- Estimated debt service in FY25 - \$1.7 million

LOBS – Fire Station 6/Police Substation David District

- Estimated debt service in FY25 - \$1.2 million
- Planning for bond sale in July 2024

Planned Dept for Communications Center Building

- \$2.15 million
- Estimated debt service - \$320,000 each year for 10 years

Future Considerations

- Fire Station 13 - \$6.2 million – installment financing – first payment of \$800,000 in FY27
- Remaining \$18 million in GO Bonds for parks projects - first payment of \$1.8 million in FY27

\* \* \* \* \*

**Preliminary Update – Enterprise Funds**

The City Manager presented the following Enterprise Fund Reserves & Available Retained Earnings:

- Water - \$22.2 million

- Wastewater - \$20.1 million
- Stormwater - \$7.1 million
- Electric - \$34 million
  - Rate Stabilization - \$6 million
- Aviation - \$1.5 million

\* \* \* \* \*

The City Manager presented the following proposed projects and expenditures:

**Water Resources**

- AMI System replacement - \$6,000,000 (future project reserves)
- Old Charlotte Road Water line replacement - \$1,000,000 (future project reserves)
- Union Cemetery Road realignment - \$100,000 (utility capital reserves)

**Stormwater**

- Farmwood Boulevard culvert replacement - \$1,500,000 (future project reserves)

**Electric System**

- Substation N – Copperfield Blvd - \$4,500,000
- 100 kV Interconnect between Delivery #4 and Substation E - \$2,000,000
- Delivery #3 replacement of metering, main and circuit breakers - \$850,000
- AMI System - \$500,000
- Delivery #1 replacement - \$300,000
- 100 kV tie line – George Liles Blvd to Substation O - \$200,000

\* \* \* \* \*

The City Manager stated he would have the full proposed FY25 budget available to the Council no later than May 24, 2024. The budget public hearing and adoption is proposed for June 13, 2024.

\* \* \* \* \*

The Council Members each commented on the proposed budget and thanked the City Manager and the staff for their work on the proposed budget.

\* \* \* \* \*

There being no further business to be discussed, a motion was made by Council Member McKenzie and seconded by Council Member Crawford to adjourn—the vote: all aye.

\_\_\_\_\_  
William C. Dusch, Mayor

\_\_\_\_\_  
Kim J. Deason, City Clerk