

REGULAR MEETING OF THE COMMISSIONERS OF THE CITY OF SAN ANTONIO

THURSDAY, APRIL 10TH, A. D. 1941 10:00 AM .

- - -

PRESENT: Honorable Maury Maverick, Mayor, presiding and Commissioners Davis, Hein, Steffler and Lipscomb.

- - -

On motion of Commissioner Steffler, duly seconded and carried, the reading of the minutes of the previous meeting were read and dispensed with and ordered approved.

- - -

Commissioner Davis introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

NO. 739

AN ORDINANCE (2970)

TRANSFERRING \$3,900.00 FROM BACK TAX GENERAL FUND TO THE 1940 GENERAL FUND.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the Commissioner of Taxation, as ex-officio City Treasurer, and the City Auditor, be and they are hereby directed to transfer or cause to be transferred the sum of \$3,900.00, of the Back Tax General Fund to the 1940 General Fund.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Commissioner Davis introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 740

AN ORDINANCE (2971)

APPROPRIATING \$500,000.00 OUT OF 1940 GENERAL FUND TO PAY 1940 GENERAL FUND SERIES NOTES NOS. 35 TO 54 INC. @ \$25,000.00 EACH.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the sum of \$500,000.00, be and the same is hereby appropriated out of 1940 General Fund to pay 1940 General Fund Series Notes Nos. 35 to 54 inc., @ \$25,000.00 each, maturing on or before June 30, 1941, payable to National Bank of Commerce, San Antonio, Texas.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Commissioner Davis introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 741

AN ORDINANCE (2972)

APPROPRIATING \$250,000.00 OUT OF 1940 GENERAL FUND TO PAY FOR PAYROLLS, MERCHANTS BILLS AND OTHER EXPENSES.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the sum of \$250,000.00, or as much thereof as may be necessary, be and the same is hereby appropriated out of 1940 General Fund - Various Departments, to pay for pay rolls, merchants bills and other expenses, same being set aside out of council appropriation No. 700, dated March 20, 1941.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Commissioner Davis introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.
No. 742

MR-1149

AN ORDINANCE (2973)

APPROPRIATING \$4,740.00 OUT OF 1940 GENERAL FUND AS A TEMPORARY
LOAN TO THE WATER IMPROVEMENT DISTRICT #3 TO RETIRE BONDS AND
PAY INTEREST.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the Commissioner of Taxation, as ex-officio City Treasurer, and the City Auditor, be and they are hereby directed to loan temporarily the sum of \$4,740.00 to the Water Improvement District No. 3 for the purpose of retiring bonds and paying interest coupons due May 1, 1941, making same payable to Groos National Bank, San Antonio, Texas.

This loan to be re-imbursed to the 1940 General Fund when sufficient tax collections have been made in the district referred to.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Mayor Maverick introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.
No. 743

MR-1150

AN ORDINANCE (2974)

APPROPRIATING \$173.53 OUT OF AIRPORT FUND OF 1941 IN PAYMENT
OF MATERIALS AND SUPPLIES.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the sum of \$173.53, be and the same is appropriated hereby out of Airport Fund of 1941 in payment of materials and supplies, payable as per approved bills on file in the City Auditor's Office.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Mayor Maverick introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.
No. 744

MR-1151

AN ORDINANCE (2975)

APPROPRIATING \$2,890.23 OUT OF THE STINSON FIELD FUND IN PAYMENT
OF MATERIALS, SUPPLIES AND MISCELLANEOUS EXPENDITURES.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the sum of \$2,890.23, be and the same is appropriated hereby out of the Stinson Field Fund in payment of materials, supplies and miscellaneous expenditures, payable as per approved bills on file in the City Auditor's Office.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

Mayor Maverick introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 745

MR-1152
AN ORDINANCE (2976)

TRANSFERRING \$1,500.00 FROM 1940 GENERAL FUND TO THE STINSON
FIELD FUND.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the Commissioner of Taxation, as ex-officio City Treasurer, and the City Auditor, be and they are hereby directed to transfer or cause to be transferred the sum of \$1,500.00, of the 1940 General Fund to the Stinson Field Fund.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Mayor Maverick introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 746

MR-1153
AN ORDINANCE (2977)

APPROPRIATING \$49.58 OUT OF ADVERTISING FUND TO PAY FOR POSTAGE
AND SUPPLIES.

BE IT ORDAINED BY THE Commissioner of the City of San Antonio, that, the sum of \$49.58, be and the same is hereby appropriated out of Advertising Fund to pay for postage and supplies used in connection with advertising the City of San Antonio, as per approved invoices on file in the City Auditor's Office.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Mayor Maverick introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler, and Lipscomb.

No. 747

MR-1154
AN ORDINANCE (2978)

APPROPRIATING \$361.38 OUT OF ADVERTISING FUND IN PAYMENT OF
MATERIALS, SUPPLIES AND MISCELLANEOUS EXPENDITURES.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the sum of \$361.38, be and the same is appropriated hereby out of Advertising Fund in payment of materials, supplies and miscellaneous expenditures, payable as per approved bills on file in the City Auditor's Office.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Mayor Maverick introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 748

MR-1155
AN ORDINANCE (2979)

APPROPRIATING \$131.50 OUT OF ADVERTISING FUND TO PAY FOR ART
WORK, COMPOSITION, AND SIGNS AND SERVICE FEES.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the sum of \$131.50, be and the same is hereby appropriated out of Advertising Fund to pay for art work, composition, signs and service fees as per approved invoice on file in the City Auditor's office, payable to the following parties:

Marion D. Johnson,	\$116.50
Century Sign Company	<u>15.00</u>
	\$131.50

PASSED AND APPROVED on the 10th day of April, 1941.

-Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Mayor Maverick introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 749

MR-1156

AN ORDINANCE (2980)

APPROPRIATING \$8.00 OUT OF ADVERTISING FUND IN PAYMENT OF POSTAGE.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the sum of \$8.00, be and the same is appropriated hereby out of Advertising Fund payable to 1940 General Fund, Storeroom Account, in payment of postage used on postage meter machine for the months of February & March 1941.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Mayor Maverick introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 750

MR-1157

AN ORDINANCE (2981)

APPROPRIATING \$427.13 OUT OF ADVERTISING FUND IN PAYMENT OF SUPPLIES.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the sum of \$427.13, be and the same is appropriated hereby out of the Advertising Fund, payable to the 1940 General Fund, Print Shop Account, in payment of printed supplies as per information on file in the City Auditor's Office.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Mayor Maverick introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 751

MR-1158

AN ORDINANCE (2982)

APPROPRIATING \$2.84 FROM STINSON FIELD FUND TO PAY POSTAGE USED ON POSTAGE METER MACHINE.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the sum of \$2.84, be and the same is appropriated hereby out of the Stinson Field Fund payable to the 1940 General Fund, Storeroom Account, in payment of postage used on postage meter machine for the months

of February & March, 1941.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Mayor Maverick introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 752

AN ORDINANCE (2983)

APPROPRIATING \$11.68 OUT OF STINSON FIELD FUND IN PAYMENT OF SUPPLIES.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the sum of \$11.68, be and the same is appropriated hereby out of Stinson Field Fund, payable to 1940 General Fund, Storeroom Account, in payment of supplies as per approved information on file in the City Auditor's Office.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Mayor Maverick introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Aye, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 753

AN ORDINANCE (2984)

APPROPRIATING \$223.67 OUT OF LA VILLITA FUND IN PAYMENT OF MATERIALS, SUPPLIES AND MISCELLANEOUS EXPENDITURES.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the sum of \$223.67, be and the same is appropriated hereby out of La Villita Fund in payment of materials, supplies and miscellaneous expenditures used in connection with construction of Bolivar Building at Villita, payable as per approved bills on file in the City Auditor's Office.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Commissioner Hein introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 754

AN ORDINANCE (2985)

APPROPRIATING \$199.10 OUT OF IMPROVEMENT DISTRICT NO. 15 FUND IN PAYMENT OF MATERIALS, SUPPLIES AND MISCELLANEOUS EXPENDITURES.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the sum of \$199.10, be and the same is appropriated hereby out of Improvement District No. 15 Fund in payment of materials, supplies and miscellaneous expenditures used in connection with River Beautification work in the City of San Antonio, Texas, payable as per approved bills on file in the City Auditor's Office.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

Commissioner Steffler introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 755

MR-1162

AN ORDINANCE (2986)

APPROPRIATING \$94.15 OUT OF STREET PAVING ACCOUNT IN PAYMENT OF MATERIALS AND SUPPLIES.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the sum of \$94.15, be and the same is appropriated hereby out of Street Paving Account in payment of supplies and materials payable as per approved bills on file in the City Auditors Office.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Commissioner Steffler introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 756

MR-1163

AN ORDINANCE (2987)

APPROPRIATING \$102.25 OUT OF RAIL REMOVAL FUND IN PAYMENT OF MATERIALS AND SUPPLIES.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the sum of \$102.25, be and the same is appropriated hereby out of Rail Removal Fund inpayment of materials and supplies used in connection with Rail Removal Project in the City of San Antonio, Texas, payable as per approved bills on file in the City Auditor's Office.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Commissioner Steffler introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 757

MR-1164

AN ORDINANCE (2988)

APPROPRIATING \$75.00 OUT OF THE CITY OF SAN ANTONIO EXCAVATION TRUST ACCOUNT FOR REFUNDS AND REPAIRS.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the sum of \$75.00, be and the same is hereby appropriated out of the Street Excavation Trust Account for refunds and repairs, as per City Engineer's letter of April 9, 1941, as follows:

Weiss Plumbing Co.	Refund	\$ 3.55
Bilt Rite Con's Co.	"	9.00
R. L. Hooper	"	9.00
S. W. Mfg. & Rfg. Co.	"	15.00
City of San Antonio	Repairs	38.45
		<u>\$75.00</u>

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Commissioner Lipscomb introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 758

MR-1165

AN ORDINANCE (2989)

APPROPRIATING \$191.12 OUT OF 1940 GENERAL FUND TO PAY FOR TRAVELING EXPENSES MADE BY VARIOUS CITY EMPLOYEES IN THE POLICE DEPARTMENT ON OFFICIAL CITY BUSINESS.

BE IT ORDAINED by the Commissioners of the City of San Antonio, that, the sum of \$191.12, be and the same is hereby appropriated out of 1940 General Fund - Police Department- to pay for traveling expenses made by various city employees in the Police Department on official city business, as per approved receipts on file in the City Auditor's Office, payable to Louis W. Lipscomb, Fire & Police Commissioner.

PASSED AND APPROVED on the 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Mayor Maverick introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 759

MR-1166

AN ORDINANCE (2990)

APPROPRIATING \$275.00 TO REIMBURSE S. D. CROUCH, JR. AND ETHELYN CROUCH, HUSBAND AND WIFE, FOR DAMAGES AND INJURIES SUSTAINED BY ETHELYN CROUCH IN COLLISION AT STADIUM DRIVE AND MULBERRY AVENUE, ON DECEMBER 16, 1940.

BE IT ORDAINED BY THE COMMISSIONERS OF THE CITY OF SAN ANTONIO:

1. That \$275.00 be and the same is hereby appropriated out of the 1940 General Fund - Judgments & Suits Account, to reimburse S. D. Crouch, Jr. and Ethelyn Crouch, husband and wife, for damages and injuries sustained by Ethelyn Crouch in collision of automobile driven by Mrs. Crouch and gravel truck driven by a city employee, at Stadium Drive and Mulberry Avenue, in the City of San Antonio, Bexar County, Texas, on December 16, 1940.

2. Upon execution and delivery of releases, approved by the City Attorney, the Auditor is directed to deliver to S. D. Crouch, Jr. and Ethelyn Crouch city warrant in the amount of \$275.00.

3. PASSED AND APPROVED this 10th day of April, A. D. 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Mayor Maverick introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

No. 760

MR-1167

AN ORDINANCE (2991)

APPROPRIATING \$214.50 OUT OF AIRPORT FUND OF 1941 TO PAY ALBERT G. TRAWALTER, COUNTY CLERK FOR COURT COSTS IN AIRPORT CONDEMNATION SUITS.

BE IT ORDAINED BY THE COMMISSIONERS OF THE CITY OF SAN ANTONIO:

That the sum of \$214.50 be and the same is hereby appropriated out of the Airport Fund of 1941 to pay Albert G. Trawalter, County Clerk of Bexar County, Texas, for Court costs in suits numbered 361, 362, 363, 364, and 365, pending in the County Court of Bexar County,

Texas, said suits being for the condemnation of land for the new Municipal Airport.

PASSED AND APPROVED this 10th day of April, 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Commissioner Hein introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.
No. 761

MR-1168

AN ORDINANCE (2992)

APPROPRIATING \$8.00 TO REIMBURSE ARTHUR NAGEL FOR DAMAGES TO
AUTOMOBILE BY GARBAGE TRUCK.

BE IT ORDAINED BY THE COMMISSIONERS OF THE CITY OF SAN ANTONIO:

1. That \$8.00 be and the same is hereby appropriated out of the 1940 General Fund-Judgments & Suits Department, to reimburse Arthur Nagel for damages to automobile, at Steves Lumber Yar, 704 East Commerce Street, in the City of San Antonio, Bexar County, Texas, by garbage truck striking the same, April 2, 1941.
2. Upon execution and delivery of release, approved by the City Attorney, the Auditor is directed to deliver to Arthur Nagel city warrant in the amount of \$8.00.
3. PASSED AND APPROVED on this 10th day of April, A. D. 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

- - -

Mayor Maverick introduced the following resolution, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

A RESOLUTION (2993)

ON THE DEATH OF SENATOR MORRIS SHEPPARD OF TEXAS BY THE CITY
OF SAN ANTONIO.

Morris Sheppard, our friend, is dead.

Historic San Antonio and all its people bow their heads, and weep.

Like a soldier who dies a lonely death upon any battlefield, he died, working, slaving, sacrificing for the people of the United States.

Morris Sheppard was a Christian gentleman.

He was a patriot.

Always he served his Country and his God. In war and peace he did so. Always optimistic, always cheerful he served his Country to the last, to the very last, in these cruel times.

Morris Sheppard was a worker.

He knew no hours, and from early morning into the blackness of the night he worked, not only for those who loved him, but those who abused him as well.

Like many men who have served in Congress, he worked too hard. Indeed, he worked so hard, that he died.

So, Goodbye, Morris; God rest your soul in peace. May the spirit of our great and good Senator, Morris Sheppard, go marching on.

PASSED AND APPROVED THIS 10th day of April, A. D. 1941.

Maury Maverick
Mayor

Attest: E. L. Fries
City Clerk

Mayor Maverick introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

AN ORDINANCE (2994)

AUTHORIZING THE ACCEPTANCE OF CERTAIN PAYMENTS IN LIEU OF TAXES FROM THE ADMINISTRATOR OF THE FEDERAL WORKS AGENCY, APPROVING A FORM OF CONTRACT WITH THE FEDERAL WORKS ADMINISTRATOR WITH RESPECT THERETO, AND AUTHORIZING THE EXECUTION OF SAID CONTRACT AND DECLARING AN EMERGENCY.

(For full text of this ordinance, see Ordinance Book "J", page 312)

- - -

Commissioner Lipscomb introduced the following ordinance, which was read, passed and approved by the following vote on roll call, to-wit: Ayes, Maverick, Davis, Hein, Steffler and Lipscomb.

AN ORDINANCE (2995)

AMENDING AN ORDINANCE PASSED AND APPROVED ON THE 26TH DAY OF SEPTEMBER, A. D. 1939, AND ENTITLED "AN ORDINANCE PROVIDING FOR THE ESTABLISHMENT OF A BUREAU OF FIRE INSPECTION AND PREVENTION, PROVIDING INSPECTORS THEREFOR AND DEFINING THEIR POWERS AND DUTIES, AND PRESCRIBING A PENALTY FOR VIOLATIONS.

(For full text of this ordinance, see Ordinance Book "J", page 315)

- - -

A petition of Maverick-Clarke for refund of taxes, was read and referred to Commissioner Davis.

- - -

A petition of J. H. Haile regarding the Swiss Plaza property, was read and referred to the City Attorney.

MR-1169

- - -

On motion of Commissioner Lipscomb, duly seconded and carried, a petition of Albert Gordon to re-locate Fuel Oil Tank outside of Building at 1008 Carson St., was granted.

- - -

A petition of the property owners on Woodlawn Avenue, between Main and McCullough Avenue, protesting against the traffic hazards of this section of Woodlawn Ave. and the dangers to the public and damaging property values, which was read and referred to the Police Department for investigation.

- - -

A petition of property owners requesting that the Fredericksburg Road be completed between Five Points and Cincinnati Ave at once, was read and referred to Commissioner Steffler.

- - -

On motion, duly seconded and carried, the meeting adjourned.

- - -

APPROVED: _____ MAYOR

ATTEST: _____ City Clerk