

**ORDINANCE NO. 22-03**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WALNUT, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA ADDING CHAPTER 4.06 TO TITLE 4 – LICENSES AND PERMITS TO THE WALNUT MUNICIPAL CODE ESTABLISHING A TOBACCO RETAIL LICENSING PROGRAM AND PROHIBITING THE SALE OF FLAVORED TOBACCO PRODUCTS**

**WHEREAS**, on December 8, 2021 and January 26, 2022 the City Council received presentations concerning the hazards of smoking and flavored tobacco products; and

**WHEREAS**, the City Council was presented with a model tobacco retail license ordinance that largely mirrors those used in surrounding communities to address health issues; and

**WHEREAS**, the City Council finds that a local licensing system for tobacco retailers is appropriate to ensure that retailers comply with tobacco control laws and business standards of the City Council to protect the health, safety, and welfare of our residents.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WALNUT, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

**SECTION 1.** It is the intent of the City Council, in enacting this ordinance, to ensure compliance with the business standards and practices of the City and to encourage responsible tobacco retailing and to discourage violations of tobacco-related laws, especially those which prohibit or discourage the sale or distribution of tobacco and nicotine products to youth, but not to expand or reduce the degree to which the acts regulated by federal or state law are criminally proscribed or to alter the penalties provided therein.

**SECTION 2.** Chapter 4.06 is hereby added to Title 4 of the Walnut Municipal Code to read as follows:

**CHAPTER 4.06 TOBACCO RETAIL LICENSE**

- 4.06.010 Definitions**
- 4.06.020 General requirements and prohibitions**
- 4.06.030 Sale of flavored tobacco products prohibited**
- 4.06.040 Tobacco product pricing and packaging**
- 4.06.050 Application procedure**
- 4.06.060 Issuance and renewal of license**
- 4.06.070 Business license required**
- 4.06.080 Licenses nontransferable**
- 4.06.090 License conveys a limited, conditional privilege**
- 4.06.100 Fee for license**
- 4.06.110 Compliance monitoring**
- 4.06.120 Violations**

- 4.06.130 Suspension or revocation of license**
- 4.06.140 Suspension or revocation procedure**
- 4.06.150 Violation—other penalties**
- 4.06.160 Conflict with other laws, severability, saving clause**

**4.06.010 Definitions.** The following words and phrases, whenever used in this chapter shall have the meanings defined in this section unless the context clearly requires otherwise:

“Arm’s length transaction” means a sale in good faith and for valuable consideration that reflects the fair market value between two informed and willing parties, neither of which is under any compulsion to participate in the transaction. A sale between relatives, related companies or partners, or a sale for which a significant purpose is avoiding the effect of the violations of this chapter is not an arm’s length transaction.

“Cigar” means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any substance containing tobacco and weighing more than three pounds per thousand.

“Cigarette” means: (1) any roll of tobacco wrapped in paper or in any substance not containing tobacco; and (2) any roll of tobacco wrapped in any substance containing tobacco which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette described herein.

“Characterizing flavor” means a taste or aroma, other than the taste or aroma of tobacco, imparted either prior to or during consumption of a tobacco product or any byproduct produced by the tobacco product, including, but not limited to, tastes or aromas relating to menthol, mint, wintergreen, fruit, chocolate, vanilla, honey, candy, cocoa, dessert, alcoholic beverage, herb, or spice; provided, however, that a tobacco product shall not be determined to have a characterizing flavor solely because of the use of additives or flavorings or the provision of ingredient information.

“Consumer” means a person who purchases a tobacco product for consumption and not for sale to another.

“Coupon” means any voucher, rebate, card, paper, note, form, statement, ticket, image, or other issue, whether in paper, digital, or other form, used for commercial purposes to obtain an article, product, service, or accommodation without charge or at a discounted price.

“Department” means the City’s Administrative Services Department and any agency or person designated by the Department to enforce or administer the provisions of this Chapter.

“Director” means the City’s Administrative Services Director or designee.

“Flavored tobacco product” means any tobacco product that imparts a characterizing flavor.

“Full retail price” means the price listed for a tobacco product on its packaging or on any related shelving, advertising, or display where the tobacco product is sold or offered for sale, plus all applicable taxes and fees if such taxes and fees are not included in the listed price.

“Labeling” means written, printed, or graphic matter upon any tobacco product or any of its packaging, or accompanying such tobacco product.

“Little cigar” means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any substance containing tobacco and weighing no more than three pounds per thousand. “little cigar” includes, but is not limited to, tobacco products known or labeled as small cigar, little cigar, or cigarillo.

“Manufacturer” means any person, including any repacker or relabeler, who manufactures, fabricates, assembles, processes, or labels a tobacco product; or imports a finished tobacco product for sale or distribution into the United States.

“Package” or “packaging” means a pack, box, carton, or container of any kind or, if no other container, any wrapping (including cellophane) in which a tobacco product is sold or offered for sale to a consumer.

“Person” means any natural person, partnership, cooperative association, corporation, personal representative, receiver, trustee, assignee, or any other legal entity.

“Proprietor” means a person with an ownership or managerial interest in a business. An ownership interest shall be deemed to exist when a person has a ten percent (10%) or greater interest in the stock, assets, or income of a business other than the sole interest of security for debt. A managerial interest shall be deemed to exist when a person can or does have or share ultimate control over the day-to-day operations of a business.

“Sale” or “sell” means any transfer, exchange, barter, gift, offer for sale, or distribution for a commercial purpose, in any manner or by any means whatsoever.

“Self-service display” means the open display or storage of tobacco products or tobacco paraphernalia in a manner that is physically accessible in any way to the general public without the assistance of the retailer or employee of the retailer and a direct person-to-person transfer between the purchaser and the retailer or employee of the retailer. A vending machine is a form of self-service display.

“Tobacco paraphernalia” means any item designed or marketed for the consumption, use, or preparation of tobacco products.

“Tobacco product” means:

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; and
2. Any electronic device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, electronic cigar, electronic pipe, or electronic hookah.

3. Notwithstanding any provisions of subsections (1) and (2) to the contrary, “tobacco product” includes any component, part, or accessory intended or reasonably expected to be used with a tobacco product, whether or not sold separately. “tobacco product” does not include drugs, devices, or combination products authorized for sale by the United States Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

“Tobacco retailer” means any person who sells, offers for sale, or does or offers to exchange for any form of consideration, tobacco, tobacco products, or tobacco paraphernalia. “Tobacco retailing” shall mean the doing of any of these things. This definition is without regard to the quantity of tobacco products or tobacco paraphernalia sold, offered for sale, exchanged, or offered for exchange.

#### **4.06.020 General requirements and prohibitions.**

A. Tobacco retailer’s license required. Commencing on July 1, 2022, it shall be unlawful for any person to act as a tobacco retailer in the City without first obtaining and maintaining a valid tobacco retailer’s license pursuant to this chapter for each location at which tobacco retailing is to occur. Tobacco retailing without a valid tobacco retailer’s license is a nuisance as a matter of law.

B. Display of license. Each tobacco retailer license shall be prominently displayed in a publicly visible location at the licensed location.

C. False and misleading advertising prohibited. A tobacco retailer without a valid tobacco retailer license or a proprietor without a valid tobacco retailer license, including, for example, a person whose license has been suspended or revoked:

1. shall keep all tobacco products and tobacco paraphernalia out of public view. The public display of tobacco products or tobacco paraphernalia in violation of this provision shall constitute tobacco retailing without a license; and
2. shall not display any advertisement relating to tobacco products or tobacco paraphernalia that promotes the sale or distribution of such products from the tobacco retailer’s location or that could lead a reasonable consumer to believe that such products can be obtained at that location.

#### **4.06.030 Sale of flavored tobacco products prohibited.**

A. Commencing July 1, 2022, it shall be a violation of this chapter for any tobacco retailer or any of the tobacco retailer’s agents or employees to sell or offer for sale, or to possess with intent to sell or offer for sale, any flavored tobacco product.

B. There shall be a rebuttable presumption that a tobacco retailer in possession of four or more flavored tobacco products, including, but not limited to, individual flavored tobacco products, packages of flavored tobacco products, or any combination thereof, possesses such flavored tobacco products with intent to sell or offer for sale.

C. There shall be a rebuttable presumption that a tobacco product is a flavored tobacco product if a tobacco retailer, manufacturer, or any employee or agent of a tobacco retailer or manufacturer has:

1. made a public statement or claim that the tobacco product imparts a characterizing flavor;
2. used text and/or images on the tobacco product's labeling or packaging to explicitly or implicitly indicate that the tobacco product imparts a characterizing flavor; or
3. taken action directed to consumers that would be reasonably expected to cause consumers to believe the tobacco product imparts a characterizing flavor.

**4.06.040 Tobacco product pricing and packaging.**

A. Packaging and labeling. No tobacco retailer shall sell any tobacco product to any consumer unless such product: (1) is sold in the original manufacturer's packaging intended for sale to consumers; and (2) conforms to all applicable federal labeling requirements.

B. Display of price. The price of each tobacco product offered for sale shall be clearly and conspicuously displayed to indicate the price of the product.

C. Prohibition of tobacco coupons and discounts. No tobacco retailer shall:

1. honor or redeem, or offer to honor or redeem, a coupon to allow a consumer to purchase a tobacco product for less than the full retail price;
2. sell any tobacco product to a consumer through a multiple-package discount or otherwise provide any such product to a consumer for less than the full retail price in consideration for the purchase of any tobacco product or any other item; or
3. provide any free or discounted item to a consumer in consideration for the purchase of any tobacco product.

**4.06.050 Application procedure.**

A. Application for a tobacco retailer's license shall be submitted in the name of each proprietor proposing to conduct retail tobacco sales and shall be signed by each proprietor or an authorized agent thereof.

It is the responsibility of each proprietor to be informed regarding all laws applicable to tobacco retailing, including those laws affecting the issuance of a tobacco retailer's license. No proprietor may rely on the issuance of a license as a determination by the City that the proprietor has complied with all laws applicable to tobacco retailing. A license issued contrary to this chapter, contrary to any other law, or on the basis of false or misleading information supplied by a proprietor shall be revoked pursuant to Section 4.06.130 of this chapter. Nothing in this chapter shall be construed to vest in any person obtaining and

maintaining a tobacco retailer's license any status or right to act as a tobacco retailer in contravention of any provision of law.

All applications shall be submitted on a form supplied by the Department and shall contain the following information:

1. The name, address, and telephone number of each proprietor of the business seeking a license.
2. The business name, address, and telephone number of the single fixed location for which a license is sought.
3. A single name and mailing address authorized by each proprietor to receive all communications and notices (the "Authorized Address") required by, authorized by, or convenient to the enforcement of this chapter. If an Authorized Address is not supplied, each proprietor shall be understood to consent to the provision of notice at the business address specified in subparagraph (2) above.
4. Proof that the location for which a tobacco retailer's license is sought has been issued a valid state license for the sale of tobacco products, if the tobacco retailer sells products that require such license.
5. Whether or not any proprietor or any agent of the proprietor has admitted violating, or has been found to have violated, this chapter and, if so, the dates and locations of all such violations within the previous five years.
6. Such other information as the Department deems necessary for the administration or enforcement of this chapter as specified on the application form required by this section.

B. A licensed tobacco retailer shall inform the Department in writing of any change in the information submitted on an application for a tobacco retailer's license within ten (10) business days of a change.

C. All information specified in an application pursuant to this section shall be subject to disclosure under the California Public Records Act (California Government Code section 6250 *et seq.*) or any other applicable law.

#### **4.06.060 Issuance and renewal of license.**

A. Upon the receipt of a complete application for a tobacco retailer's license and the license fee required by this chapter, the Department shall issue a license unless substantial evidence demonstrates that one or more of the following bases for denial exists:

1. The application is incomplete, inaccurate, false, or misleading;
2. The Department has been information that the applicant, or the applicant's agent(s) or employee(s), violated any local, State, or federal tobacco control law within the

preceding 180 days; or

3. The application seeks authorization for tobacco retailing at an address where a previous tobacco retail license has been suspended, revoked, or is subject to suspension or revocation proceedings for any violation of any of the provisions of this Chapter. However, this shall not constitute a basis for denial of a tobacco retail license if either or both of the following apply:

a. The applicant provides documentation which clearly demonstrates that the applicant has acquired or is in the process of acquiring the premises or business in an arm's length transaction; or

b. It has been more than five years since the most recent tobacco retail license for that location was revoked.

B. Renewal of tobacco retail license. A tobacco retail license shall be valid for one year and must be renewed between 30 and 60 days prior to the expiration of the tobacco retail license. A tobacco retail license may be renewed for additional one year periods by submission of a renewal application and the applicable fee.

Any tobacco retail license that is suspended, has been revoked within the previous five years, or is subject to suspension or revocation proceedings shall not be renewed until suspension or revocation proceedings are complete and the suspension or revocation period, if any, is over.

**4.06.070 business license required.**

In addition to the tobacco retail license, any tobacco retailer must have a valid business license as required by Title 4 of this Code.

**4.06.080 Licenses nontransferable.**

A tobacco retailer's license may not be transferred from one person to another or from one location to another. A new tobacco retailer's license is required whenever a tobacco retailing location has a change in proprietor(s).

**4.06.090 License conveys a limited, conditional privilege.**

Nothing in this chapter shall be construed to grant any person obtaining and maintaining a tobacco retailer's license any status or right other than the limited conditional privilege to act as a tobacco retailer at the location in the City identified on the face of the permit. Nothing in this chapter shall be construed to render inapplicable, supersede, or apply in lieu of, any other provision of applicable law, including, but not limited to:

A. any provision of this code, including but not limited to zoning, building and business license provisions; and/or

B. any condition or limitation on smoking in an enclosed place of employment pursuant to California Labor Code section 6404.5. Obtaining a tobacco retailer's license does not make

the retailer a “retail or wholesale tobacco shop” for the purposes of California Labor Code section 6404.5.

**4.06.100 Fee for license.**

The fee to issue or to renew a tobacco retailer’s license shall be established from time to time by resolution of the City Council. The fee shall be calculated so as to recover the cost of administration and enforcement of this chapter, including, for example, issuing a license, administering the license program, retailer education, retailer inspection and compliance checks, documentation of violations, and prosecution of violators, but shall not exceed the cost of the regulatory program authorized by this chapter. All fees and interest upon proceeds of fees shall be used exclusively to fund the program. Fees are nonrefundable except as may be required by law.

**4.06.110 Compliance monitoring.**

Compliance with this chapter shall be monitored by the Department and the City’s Code Enforcement Division. In addition, any peace officer may enforce the penal provisions of this chapter. The City may designate additional persons to monitor compliance with this chapter. Monitoring may include unannounced inspections during a tobacco retailer’s hours of operation.

**4.06.120 Violations.**

- A. It shall be a violation of this Chapter for a tobacco retailer/licensee, or its agent(s) or employee(s), to violate any federal, State, or local tobacco law or regulation, including any provision of this Chapter.
- B. Causing, permitting, aiding, abetting, or concealing a violation of any provision of this Chapter shall constitute a violation.
- C. The failure of the tobacco retailer/licensee, or the applicant’s agent(s) or employee(s) to allow any peace officer, the Director, or any authorized City official to conduct unscheduled inspections of the premises of the business for the purpose of ensuring compliance with any federal, State, or local tobacco law or regulation, including any provision of this Chapter, at any time the business is open for business shall constitute a violation.
- D. No tobacco retailer/licensee or its agent(s) or employee(s) may sell or offer for sale any little cigar or cigarillo unless it is sold in a package of at least 20 little cigars or cigarillos. Little cigars or cigarillos may not be sold individually or in packages of less than 20 units.
- E. Tobacco retailing by means of a self-service display is prohibited, pursuant to State law.
- F. A tobacco retail license may be issued to authorize tobacco retailing at a fixed location only. Tobacco retailing on foot or from vehicles, carts, or any other non-fixed location, is prohibited and shall be considered a violation of this Chapter.

**4.06.130 Suspension or revocation of license.**



A. In addition to any other remedy authorized by law, a tobacco retail license may be suspended or revoked as provided in this Section if it is discovered that any of the following occurred:

1. The licensee, or the licensee's agent(s) or employee(s), violated any provision of this Chapter. Violation by a licensee at one location shall not be construed as a violation at another location of the same licensee, nor shall violations by a prior licensee at the same location be accumulated against a subsequent licensee at the same location;
2. The original or renewal application contained incomplete, inaccurate, false, or misleading information;
3. One or more of the bases for denial listed in Section 4.06.060 existed before the tobacco retail license was issued; or
4. A licensee is convicted of a misdemeanor or felony violation of any federal, State, or local tobacco law or regulation, including any provision of this Code.

B. During any period of suspension or revocation, the licensee shall remove all tobacco products and tobacco paraphernalia from view, including from displays and behind counter storage areas, whether or not visible to the public. All tobacco products and tobacco paraphernalia must be placed in a room that is separate from the area where point of sale transactions occur, or removed from the tobacco retail location entirely.

Failure to do so may be considered a subsequent violation.

C. During any period of suspension or revocation, the tobacco retailer/licensee shall conspicuously post, at each point of sale register and near the entrance door of

the tobacco retail location, a notice of a tobacco retail license suspension provided by the Department. The notice shall include the suspension or revocation period, reason for suspension or revocation, tobacco retailer/licensee and location information, and Department contact information to report violations.

D. When the Director finds a violation as set forth in this Chapter, the tobacco retail license may be suspended or revoked as follows:

1. Upon finding by the Director of a first tobacco retail license violation within any five-year period, the tobacco retail license may be suspended for up to 30 days;
2. Upon a finding by the Director of a second tobacco retail license violation within any five-year period, the tobacco retail license may be suspended for up to 90 days;

3. Upon a finding by the Director of a third tobacco retail license violation in any five-year period, the tobacco retail license may be suspended for up to 120 days; and
4. Upon a finding by the Director of a fourth tobacco retail license violation within a five-year period, the tobacco retail license shall be revoked.

**4.06.140 Suspension or revocation procedure.**

A. Before a tobacco retail license is suspended or revoked, the Director shall provide written notice to the licensee. Said notice shall include the following:

1. A statement that the proprietor's tobacco retail license is being suspended or revoked pursuant to this Chapter;
2. The Code section violated by licensee or licensee's agents or employees;
3. A description of the violation that occurred;
4. The address of the business where the violation occurred; and
5. The procedure for requesting an administrative review.

B. A licensee served with a notice of suspension or revocation may request an administrative review to contest the suspension or revocation. The request must be made in writing and filed with the City Clerk within 10 calendar days of service of the notice of suspension or revocation. Failure to timely request an administrative review shall be deemed a waiver of the right to request such a review and a failure to exhaust administrative remedies.

C. After receiving a timely administrative review request, the Director shall schedule an administrative review within 20 calendar days of receipt of the written request and designate a reviewing officer.

D. The proprietor shall be given written notice of the date, time, and location of the administrative review and the name of the reviewing officer who will conduct the administrative review at least 10 calendar days in advance of the review.

E. The reviewing officer, in their discretion, may grant a reasonable continuance upon the written request and showing of good cause.

F. At the administrative review, the Department has the burden of providing by a preponderance of the evidence that the alleged violation occurred.

G. The failure to appear at the administrative review shall constitute an abandonment of the review request and a failure to exhaust administrative remedies.

H. Within 10 calendar days after the close of the administrative review, the reviewing officer shall issue a written decision on the suspension or revocation of the tobacco retail

license, including a statement of the basis for the decision. The reviewing officer's written decision shall constitute the final administrative decision of the City.

I. If the Director revokes a tobacco retail license, no new tobacco retail license may be issued for five years after that revocation.

**4.06.150 Violation—other penalties.**

A. In addition to any other penalties and remedies provided by law, including the provisions of this Chapter, any violation of the provisions of this Chapter may be charged as a misdemeanor pursuant to Chapter 1.12 of this Code, or, in the discretion of the prosecutor, as an infraction. Any person who violates any provision of this Chapter is subject to an administrative citation pursuant to Chapter 1.14 as well as a civil action, including but not limited to, an injunction, as well as prosecution for any criminal violation.

B. In addition to any other penalty under this Chapter, a person found to have engaged in tobacco retailing without a valid tobacco retail license shall be ineligible to apply for or be issued a tobacco retail license as follows:

1. After a person is caught in violation of this Section, no new tobacco retail license may be issued for the person as a proprietor until 30 days have passed from the date of the violation; and
2. Each day that a person engages in tobacco retailing without a valid tobacco retail License shall constitute a separate violation.

C. Any person found by the Director to be ineligible to be issued a tobacco retail license pursuant to this Section may request an administrative review within 10 days of notice of the violation. The request must be made to the Director in writing. Any administrative review shall be held pursuant to the provisions of Section 4.06.140 of this Chapter.

D. Violations of this Chapter are hereby declared to be public nuisances pursuant to this Code.

**4.06.160 Conflict with other laws, severability, saving clause.** Nothing in this Chapter shall be interpreted or applied so as to create any power or duty in conflict with any federal or State law. If any provision of this Chapter or the application thereof to any person or circumstance is held invalid, the remainder of this Chapter or the application of such provision to other persons or circumstances shall not be affected thereby.

**SECTION 3.** The Council finds that this Ordinance is exempt from the provisions of the California Environmental Quality Act ("CEQA"), pursuant to CEQA Guidelines Section 15308, Actions by Regulatory Agencies for Protection of the Environment. This exemption applies to actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment. The Ordinance is also exempt from CEQA pursuant to Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance will have a significant effect on the environment.

**SECTION 4.** Severability. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council declares that it would have passed this ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

**SECTION 5.** Effective Date. This ordinance takes effect 30 days from the date of its adoption.

**SECTION 6.** Publication. The City Clerk is directed to certify this ordinance and cause it to be published in the manner required by law.

**PASSED, APPROVED and ADOPTED** this 9<sup>th</sup> day of March 2022.



Eric Ching, Mayor

ATTEST:



Teresa De Dios, City Clerk

(STATE OF CALIFORNIA            )  
(COUNTY OF LOS ANGELES    ) ss.  
(CITY OF WALNUT                )

I, Teresa De Dios, City Clerk, do hereby certify that I am the duly appointed City Clerk of the City of Walnut and that the foregoing Ordinance No. 22-03:

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WALNUT,  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA ADDING  
CHAPTER 4.06 TO TITLE 4 – LICENSES AND PERMITS TO THE  
WALNUT MUNICIPAL CODE ESTABLISHING A TOBACCO RETAIL  
LICENSING PROGRAM AND PROHIBITING THE SALE OF  
FLAVORED TOBACCO PRODUCTS**

said Ordinance was duly introduced by a regular Meeting held on February 23, 2022, and was adopted at a regular Meeting of the City Council held on March 9, 2022 the following vote:

AYES:       COUNCILMEMBER(S): CHING, FREEDMAN, PACHECO, TRAGARZ, WU  
NOES:       COUNCILMEMBER(S): NONE  
ABSTAIN:   COUNCILMEMBER(S): NONE  
ABSENT:     COUNCILMEMBER(S): NONE

  
\_\_\_\_\_  
Teresa De Dios, City Clerk