

Agenda

Arts and Cultural Affairs Advisory Council

April 11, 2019, 8:30 a.m.

Room 105, Orange County Administration Center,
201 S. Rosalind Ave., Orlando, FL 32801



1. Welcome & Public Comment

Chair Rick Schell

a. Introductions of all Council members, including those new this quarter:

Rick Schell

- i. Commissioner Emily Bonilla – District 5, Commissioner nominee
- ii. Gwen Covington – Mayor Deming’s nominee
- iii. Sami Haiman-Marrero – District 4, Comm. Maribel Gomez Cordero’s nominee
- iv. Keith Smith – District 1, Comm. Betsy VanderLey’s nominee

2. Consent Agenda*

Rick Schell

(The following will be accepted with one motion and no discussion. If any item needs discussion it should be pulled.)

a. Approve minutes from the March 7, 2019 Council meeting **[Page 2]**

b. Accept for filing:

- i. Public Art Review Board meeting, March 14, 2019 **[Page 3]**
- ii. Cultural Facilities Review Panel meetings, March 7 and April 4, 2019 **[Page 4 & 5]**

3. Committee Updates

- a. Advocacy
- b. Blockbuster
- c. Public Art Review Board
- d. United Arts of Central Florida

*Sara Segal
Rick Richbourg
Shelby Norwich
Trudy Wild*

4. Old Business –

- a. TDT Grant Application Review Committee (ARC)

Terry Olson

5. New Business

- a. Sunset Review* **[Page 7]**
- b. Cultural Facilities Funding – FY19 award recommendations*

*Terry Olson
Rick Schell*

6. Adjournment

Rick Schell

Next meetings of Arts and Cultural Affairs Advisory Council & Committees:

- Arts and Cultural Affairs Advisory Council, Thursday, May 16, 2019, 8:30 a.m., Room 105
- Blockbuster Committee, Thursday, May 16, 2019, 10 a.m., Room 105
- Funding & Standards Committee, Thursday, May 30, 2019, 8:30 a.m., Room 105

* Official action requested

Minutes

Arts and Cultural Affairs Advisory Council

March 7, 2019

Orlando Shakes, 812 E. Rollins St., Orlando, FL 32803



PRESENT: Chair Rick Schell, Cecilia Bonifay, Karen Climer, Julie Coleman, Gwen Covington, Hal Kantor, Shelby Norwich, Sara Segal, Keith Smith

STAFF: Terry Olson; Trudy Wild, *United Arts of Central Florida*

GUESTS: Cole NeSmith, Chris Albanese, Creative City Project; Mike Parker, Town of Oakland

ABSENT: Commissioner Emily Bonilla, Patty Cloy, Evelyn Martinez, Rick Richbourg

Chair Rick Schell

Call to Order

The meeting was called to order at 8:15 a.m.

Consent Agenda

Rick Schell

Upon a motion by Hal Kantor and second by Sara Segal the following consent agenda was accepted unanimously:

- a. Approve minutes from the November 15, 2018 and February 14, 2019 Council meetings
- b. Accept for filing:
 - i. Advocacy Committee meetings, December 13, 2018 and February 14, 2019
 - ii. Public Art Review Board meeting, January 10, 2019 and February 18, 2019
 - iii. Blockbuster Committee meeting, January 17, 2019
- c. Approve Facilities funding extension of 8-1/2 months for Town of Oakland through August 15, 2019
- d. Approve Blockbuster funding for Immerse 2019 (Phase II toward 2020 event) to Creative City Project for \$400,000
- e. Approve Rick Richbourg as chair of Blockbuster Committee
- f. Approve Becky Roper as a member of the Blockbuster Committee
- g. Approve Becky Roper as a member of the Advocacy Committee
- h. Approve Keith Smith as a member of the Blockbuster Committee
- i. Approve Keith Smith as a member of the Cultural Facilities Review Panel
- j. Approve Cynthia Cardona as a member of the Cultural Facilities Review Panel
- k. Approve Jan Addison as a member of the Public Art Review Board
- l. Approve Patrick Noze as a member of the Public Art Review Board

Public Comment

Cole NeSmith and Mike Parker thanked the Council for their work and support.

Adjournment

Meeting adjourned at 8:25 a.m.

Minutes
Orange County Arts and Cultural Affairs Advisory Council
Public Art Review Board
March 14, 2019



Present: Chair Shelby Norwich, Jan Addison, Arthur Blumenthal, Coralie Claeysen-Gleyzon, Donna Dowless, Carolyn Fennell, Shannon Fitzgerald, Kevin Haran
Staff: Terry Olson

Chair Shelby Norwich called the meeting to order at 1:30 pm

Public Comment & Introductions

All introduced themselves. Jan Addison is new to the Public Art Review Board. Norwich asked for public comment. There were none.

Consent Agenda

Upon a motion by Donna Dowless and second by Carolyn Fennell the following items were unanimously approved.

- a. September 6, 2018; January 10 and February 18, 2019 minutes of the Public Art Review Board.
- b. Selection of art from Orlando International Airport for Art in the Chambers.
- c. Selection of a Dorothy Gillespie sculpture from her Rockefeller exhibition for the 2018-19 Sculpture on the Lawn exhibition.

2. Old Business

- a. East Orange Regional Park public art: Olson reported that the building will have an opening on Tuesday, April 2.
- b. I-4 Ultimate Project: None of the jurisdictions have received word about their public art allocations. Shannon will check with the City of Orlando to see if they have heard anything. Olson will check with the SGL liaison.

New Business*

- a. Coralie showed images of a proposed exhibition from the Orlando Museum of Art. Upon a motion by Kevin Haran and second by Carolyn Fennell, the exhibition was unanimously approved for the next *Art in the Chambers* exhibition.
- b. Olson asked if there was a theme the Review Board would like for the 2019 Sculpture on the Lawn. There was consensus that no theme would be needed.
- c. Staff: There was concern expressed that the amount of public art related duties for Orange County would be best handled by a full-time public art manager. Chair Norwich offered to write a letter on behalf of the Public Art Review Board encouraging Orange County to consider adding such a position.

Adjournment: Meeting adjourned at 2:25 p.m.

Minutes
Arts and Cultural Affairs Advisory Council
Cultural Facilities Review Panel - Site Visits
Thursday, March 7, 2019
Orlando Shakes, 812 E. Rollins St., Orlando, FL 32803 and tour



Present: Panel Chair Cecelia Bonifay, Jeffrey Ault, Cynthia Cardona, Karen Climer, Hal Kantor, Brian J. Morris, Dr. Rick Schell, Sara Segal, Keith Smith

Absent: Richard Steiger

Guests: Council member Gwen Covington, Commissioner Mayra Uribe (Pine Castle site), all attendees present from the various organizations

Staff: Terry Olson; Trudy Wild, United Arts of Central Florida

Welcome and public comment

Panel Chair Cecelia Bonifay called the meeting to order at 8:30 a.m., followed by call for public comment.

Introductions of Panel members

Ms. Bonifay gave all a chance to introduce themselves, including new members, Council guests, and attendees present for the Orlando Shakes site visit. New panel members included:

- a. Cynthia Cardona, Director of Winter Garden Heritage Foundation & prior grantee
- b. Keith Smith, Partners Federal Credit Union & Garden Theatre board

Site visits

Mr. Terry Olson was at the helm of the touring van to transport the group between sites. He also kept everyone on schedule at each of the following locations as the panelists spent 20 minutes hearing presentations and asking questions of the eight applicant organizations:

- 1. Orlando Shakes, 812 E Rollins St., Orlando
- 2. Orlando Science Center, 777 E Princeton St, Orlando
- 3. Orlando Ballet, 610 N Lake Formosa Dr, Orlando
- 4. Kerouac Project, 1428 Clouser Ave, Orlando
- 5. Pine Castle Historical Society, 631 Wilks Ave, Orlando
- 6. Downtown Arts District, 39 S Magnolia Ave, Orlando
- 7. Girls Scouts of Citrus Council, 341 N Mills Ave, Orlando
- 8. Art & History Museums - Maitland, 231 W Packwood Ave, Maitland

Adjourn

The panelists were reminded that their individual review continues now until the public panel meeting on Thurs., April 4, 2019, and that the meeting would be held at Leu Gardens. Meeting adjourned at 12:55 p.m.

MINUTES
Orange County Arts and Cultural Affairs
2019 Cultural Facilities Review Panel Meeting

Thursday, April 4, 2019, 8:30 a.m.

Leu Gardens (Orchid Room), 1920 N. Forest Ave., Orlando, FL 32803



Present: Panel Chair Cecelia Bonifay, Jeffrey Ault, Cynthia Cardona, Karen Climer, Hal Kantor, Brian J. Morris, Dr. Rick Schell, Sara Segal, Keith Smith

Absent: Richard Steiger (resigned)

Guests: Jonathan Blount and those listed below.

Staff: Terry Olson; Trudy Wild, United Arts of Central Florida

Welcome and public comment

Chair Cecelia Bonifay called the meeting to order at 8:30 a.m., followed by call for public comment. There was no public comment. Each of the panelists introduced themselves, followed by Ms. Bonifay and Mr. Olson explaining the procedure for the meeting discussions.

Panel Discussion of Cultural Facilities Funding requests

Art & History Museums - Maitland	\$26,186 Renovation, Maitland Art Center Courtyard West Garden Enhancements 2019
With Bill Randolph, Mark Harmon, Jennifer Grozio, Bret Fendt	
Downtown Arts District	\$78,951 Renovation, CityArts at the Rogers Kiene Building: Renovations
With Jim Lussier, Barbara Hartley and Ha'Ani Hogan	
Girl Scouts of Citrus Council	\$288,585 "Women's History & Cultural Center"
With Fred Kosiewski, Maryann Barry, Eric Fontana, Susan Ennis and Michael Ruble as well as four donors and patrons: Barbara Dangle, Sherry McMaster Marilyn and Floyd Whidden	
Kerouac Project of Orlando	\$30,000 Renovation, Kerouac Project of Orlando – Structural Repair and Renovation
With Janna Benge and Scott Pritchard	
Orlando Ballet	\$483,095 Equipping, Harriett's Orlando Ballet Centre Theatrical Equipment Enhancement
With Jonathan Ledden, Shane Jewell, Katherine Fabian and Cheryl Collins	
Orlando Science Center	\$275,192 Renovation, Orlando Science Center Resealing & Weatherization Renovation
With JoAnn Newman, Craig Meyer, Brandan Landman, Stephen Holt, Catherine Duffy And Nona Tyler	
Orlando Shakes	\$31,592 Equipping, Lowndes Shakespeare Center Patron Experience Upgrades
With PJ Albert, Dana Nichols, Dean Bosco and Bryce West. Rick Schell recused himself from discussion and voting on this organization.	

Pine Castle Historical Society

**\$57,600 Renovation, Exterior Restoration of
the Crawford House Museum and Library at
631 Wilks Ave.**

Gail Padgett, Mark Line, Richard Fox and Gary Magarian

After brief discussion, all panelists were reminded to turn their scores in to Trudy Wild today by 5pm.

Adjourn

Meeting adjourned at 11:30 am.



AGENDA DEVELOPMENT OFFICE

201 South Rosalind Avenue • Reply To: Post Office Box 1393 • Orlando, Florida 32802-1393
407-836-5426 • Fax: 407-836-2899 • www.orangecountyfl.net

March 15, 2019

Rick Schell, Ph.D.
1709 Briercliff Drive
Orlando, Florida 32806

Dear Dr. Schell:

Pursuant to section 2-210, Article VI, of the Orange County Code, each advisory board is assigned a sunset date and will expire on that date unless reauthorized by an enabling resolution adopted by the Board of County Commissioners. The Membership and Mission Review Board (MMRB) has scheduled the Arts and Cultural Affairs Advisory Council for review to consider whether to recommend extending the existence of the advisory board or allowing it to sunset.

In order to facilitate this review, the MMRB requests that the Arts and Cultural Affairs Advisory Council respond to the following questions and return its response in hard copy format to the Agenda Development Office by Friday, April 26, 2019. It is important that the Arts and Cultural Affairs Advisory Council and the board support staff reach a consensus in answering these questions.

1. Please state the purpose and/or mission of the advisory board. Is the advisory board serving the purpose for which it was created?
2. What are the current need(s) of the county being served by the advisory board?
3. What are the accomplishments of the advisory board?
4. Is there another public or private board that would better serve the function of the advisory board? If so, please list the board and explain why it would better serve the function.
5. Should the resolution creating the advisory board be amended to enable the advisory board to better serve the purpose for which it was created? If so, how should the resolution be amended?
6. Should the advisory board's membership requirements be modified? If so, how should the requirements be modified?
7. What are the direct and indirect costs of maintaining the advisory board?

Please call if you have any questions regarding this process. Thank you for your assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kayleen Stroud", is written over a horizontal line.

Kayleen Stroud
Chairperson, Membership and Mission Review Board

KS/mf

cc: Terry Olson, Administrator, Arts and Cultural Affairs Office
Randy Ross, Liaison, Membership and Mission Review Board
Michelle Frank, Advisory Board Coordinator, Agenda Development Office

Arts and Cultural Affairs Advisory Council

1. The mission of the Arts & Cultural Affairs Advisory Council is to elevate the status of Central Florida's arts and culture to that befitting a world class community. This Council has been absolutely crucial to that mission and our community has come a long way since 2001. Without the Advisory Council's program of evaluating Cultural Tourism, Cultural Facilities and Blockbuster funding applications, the County's investment in our arts infrastructure would be lacking and unbalanced.
2. Historically and globally the arts have enjoyed and even required the patronage of governments. Orange County provides an important segment of funding that is leveraged by our arts organizations to meet their total budget needs. As a cross-roads of the world – places where throughout history cultural capitals spring up – the County needs the Advisory Council is helping to provide the funding structure and inspiration for our arts organizations to show the world that we are an emerging cultural capital of the world. This is important not only for tourism, but also in attracting the talent and business that we desire to settle here.
3. The Advisory Council through numerous committees has these accomplishments to its credit:
 - a. Cultural Tourism funding has strengthened dozens of arts organizations and encouraged these institutions to become savvy about reaching tourists. A fair and transparent process for the distribution of the funds is annually reviewed for improvements.
 - b. Cultural Facilities funding has brought needed renovations, replacements and new construction to dozens of organizations. A fair and transparent process for the distribution of the funds is annually reviewed for improvements.
 - c. The Blockbuster Fund has brought the innovative IMMERSE festival toward the goal of 100,000 attendees and allowed the Orlando Science Center to bring "Pompeii: The Immortal City" exhibition to Orlando as one of only 3 locations in the country. This exhibition has objects that have never left Italy before.
 - d. The Advisory Council's annual recommendation of Community-wide marketing funds, is vital to the web portal "Orlando At Play." This one-stop guide allows both visitors and residents exposure to all cultural happenings in Central Florida.
 - e. More than 40 exhibitions have been enjoyed by Commissioners in the Art in the Chambers exhibitions.
 - f. Public art has been added to new County buildings and renovations including the internationally awarded "Under Magnitude" large sculpture at the Orlando Convention Center

- g. Four years of "Sculpture on the Lawn" have inspired citizens and visitors to pause and appreciate the large sculptures.
 - h. The Principal's Appreciation Breakfast has continued after being initiated by the Orange County Arts Education Committee and then passed off to United Arts.
 - i. The Advocacy Committee has seen a restoration of \$1 per citizen paid from the General Fund to United Arts; has participated in a Mayoral Candidates Forum; and has supported advocacy at the state capital.
- 4. There is no other private or public board that could better serve the mission of this Advisory Council.
- 5. There are a couple small changes that should be made to bring the resolution up to date. They are attached. The larger change, which will involve a longer process and involve a change to the Tourist Development Tax plan is an increase in the % of the tax invested in the arts. This change was suggested by members of the tourism community in the last couple years as the amount of un-committed TDT funds have grown. The exponentially higher rates at the Dr. Phillips Center's new Steinmetz Hall are also a reason why increased recurring funding is needed. As our community has grown and the quality of our arts organizations have moved closer to that "world class" level, more people are being served with higher quality arts experiences. This also requires more resources. (attached)
- 6. The board's membership requirements do not need amending.
- 7. The Arts and Cultural Affairs Advisory Council invests 3% of the first 4 cents of the Tourist Development Council. Indirectly 75% of the Arts & Cultural Affairs Coordinator's time and 20% of the Arts & Cultural Affairs Administrator's time are devoted to work of the Advisory Council and its programs. Refreshments for the Advisory Council and its programs approximately \$2,000; transportation for Cultural Facilities site visits, \$100. That all comes to over \$60,000. In addition \$210,000 is spent on administration of the funding.

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APPROVED
BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS

AUG 21 2001 ME/BS

RESOLUTION

of the

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS

creating the

"ARTS AND CULTURAL AFFAIRS ADVISORY COUNCIL"

Resolution No. 2001-M-30

WHEREAS, in October, 2000, the Orange County Chairman established the Orange County Arts and Cultural Affairs Task Force (the "Task Force"), the goals of which included identifying the existing arts and cultural infrastructure in Orange County and making recommendations on how to overcome deficiencies; reviewing arts and cultural initiatives in Orange County's public and private education system and recommending ways to increase student exposure and involvement; and evaluating funding for, and corporate involvement in, arts and cultural organizations in our community and defining methods for broadening the base of support; and

WHEREAS, in addition to the other work performed by the Task Force, the Task Force held a public hearing on December 6, 2000 and conducted four surveys of arts initiatives, arts educational programs, arts patrons, and general public opinion regarding awareness, participation and preferences regarding the arts; and

WHEREAS, on May 1, 2001, the Task Force presented its findings and recommendations to the Board; and

WHEREAS, the Task Force recommended the establishment of an Orange County Arts and Cultural Affairs Office and Administrator, an Arts and Cultural Affairs Advisory Council and a dedicated funding source of ~~three~~^{six} percent (3%) of the first four cents of the County's Tourist Development Tax revenues; and

WHEREAS, on May 1, 2001, the Board accepted the recommendations of the Task Force and authorized establishment of an Arts and Cultural Affairs Advisory Council; and

WHEREAS, the Board now desires to establish the Arts and Cultural Affairs Advisory Council.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ORANGE COUNTY, FLORIDA:

Section 1. Creation of the Arts and Cultural Affairs Advisory Council. The Board hereby creates the Arts and Cultural Affairs Advisory Council, hereinafter referred to as the "Council."

Section 2. Membership.

A. Members. The Council shall be composed of thirteen members, each of whom has been appointed by vote of the Board after being nominated as indicated below. All members shall be residents of Orange County, Florida, but need not be residents of any particular commission district. Nominations for appointment shall be submitted to the Membership and Mission Review Board (the "MMRB"), which shall review such nominations and recommend to the Board such appointments to the Council as the MMRB sees fit, as set forth below:

1. *County ~~Chairman~~ Mayor*. Two members shall be nominated by the County ~~Chairman~~, one of whom shall be a sitting County Commissioner; *Mayor*
2. *County Commissioners*. One member shall be nominated by each County Commissioner;
3. *City of Orlando*. One member shall be nominated by the City of Orlando;
4. *United Arts of Central Florida*. One member shall be nominated by United Arts of Central Florida;
5. *Tourist Development Council*. One member shall be nominated by the Tourist Development Council;
6. *University of Central Florida*. One member shall be nominated by the University of Central Florida; and
7. *At Large*. One member shall be nominated at large who has an interest or expertise in arts and cultural affairs in the County.

With respect to the nominations by the entities identified in items 3 through 6 above, each such entity shall nominate three persons as potential members of the Council and submit such list of nominees to the MMRB. The MMRB shall then recommend one or more persons from such list to the Board for appointment to the Council. When a vacancy in one or more of such positions on the Council either exists or is anticipated, the MMRB shall notify the pertinent nominating organization and request three nominations. If the organization submits three or more nominations within 30 days of receipt of the notification of the existing or anticipated vacancy, the MMRB shall recommend one or more persons from the submitted list of nominees to the Board for appointment to the Council. If the organization fails to submit any nominees, or submits fewer than three nominees, the MMRB may recommend such persons as it deems suitable for appointment to the Council.

Members of the Council may not have any ownership interest in or employment or contractual relationship with any person or entity which may receive a financial benefit as a result of funding applications made to the Council. If subsequent to appointment, a member of the Council shall acquire an ownership interest in or enter into an employment or contractual relationship with any person or entity which may receive a financial benefit as a result of funding applications made to the Council, such member shall be disqualified from membership on the Council, and a vacancy shall be deemed to have occurred.

B. Terms of Appointment. The terms of appointment shall be for two years. Each term shall expire at midnight on June 30 of the second year of the term, except for the initial terms. To provide for staggered terms of successor membership, the terms of office for seven of the initial members of the Council shall expire on June 30, 2002, and the terms of office for the other six initial members of the Council shall expire on June 30, 2003. A vacancy occurring during a term shall be filled for the unexpired term. Each member shall hold office until a successor has been appointed and has qualified: ~~except that the position of a sitting County Commissioner is vacated the day they are no longer in office.~~

Section 3. Operation of the Arts Advisory Council .

A. Duties and Responsibilities. The Council shall have the following duties and responsibilities:

1. The Council shall study the potential uses of the designated tourist development tax revenues, endeavor to increase collaboration and coordination with arts and cultural leaders in the county to achieve economies of scale, reduce operating overheads and promote artistic excellence in the County.
2. The Council shall assist the Board in allocating county funding for arts and cultural affairs. Such assistance shall include the review of funding requests for the arts. The Council shall review requests from arts and cultural organizations for funding from designated tourist development tax funds as well as from general fund revenues. The primary purpose of the Council's assistance in this regard shall be to review funding requests and recommend for funding from designated tourist development tax revenues only such requests for arts and cultural events, activities and facilities which are consistent with the authorized purposes set forth in Section 125.0104(5)(1) and (2) Florida Statutes: ~~and that meet the standards set by the Council.~~
3. The Council shall advise the Board in the identification and prioritization of projects which the Council has determined qualify for funding from the tourist development tax revenues dedicated to arts and cultural affairs. The Council also may separately identify projects which it recommends for funding by the County, but which do not qualify for funding from such tourist development tax revenues. The Council shall identify and prioritize such projects in an annual report to be submitted to the Board by the Council each year, no later than June 30 of each year, beginning June 30, 2002.

B. Meetings; Quorum; Voting; Minutes. At its initial meeting, the Council shall elect a Chairman and a Vice-Chairman and shall establish a schedule of regular meetings. The Council, with assistance from the Arts and Cultural Affairs Office, shall establish rules and procedures for the conduct of its meetings, review of applications for funding and such other matters as it deems necessary. Seven members constitutes a quorum for the purpose of conducting the business of the Council and for all other purposes. Action may be taken by the Council upon a vote of a majority of the members present. Further, the Council shall keep a record of its transactions and the attendance and votes of its members.

C. Committees. The Council shall form committees. Such committees shall concentrate their efforts on one or more of the following issues: (i) ~~performing visual arts~~ ^{funding & standards}; (ii) public art and festivals; (iii) ~~arts education~~ ^{arts advocacy}; and (iv) cultural tourism; and (v) cultural facilities ~~and land~~.

D. Applicable Laws. The Council is an Orange County advisory board for purposes of the Orange County Advisory Boards Ordinance (Article VI of Chapter 2 of the Orange County Code, hereafter, the "Advisory Boards Ordinance"). Therefore all actions of the Council shall be in accordance with the Advisory Boards Ordinance and all applicable laws, including, but not limited to, the Code of Ethics for Public Officers and Employees (Part III of Chapter 112 of Florida Statutes), the Florida Public Records Law (Chapter 119, Florida Statutes) and the Florida "Government-in-the-Sunshine Law" (Section 286.011, Florida Statutes).

Section 4. Support. The Council shall receive staff support from the Orange County Administrator of Arts and Cultural Affairs and the Arts and Cultural Affairs Office. The Orange County Attorney shall serve as legal counsel to the Council and all funding recommendations shall be subject to legal review by the County Attorney's Office.

Section 5. Severability. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this resolution which can be given effect without the invalid provision or application and to this end the provisions of this resolution are declared severable.

Section 6. Effective Date. This resolution shall take effect immediately.

ADOPTED THIS 21 DAY OF August 2001.



ORANGE COUNTY, FLORIDA

By: Board of County Commissioners

BY: Richard T. Crotty

Richard T. Crotty
County Chairman

ATTEST: Martha O. Haynie, County Comptroller
As Clerk to the Board of County Commissioners

BY: Martha O. Haynie

ast. Deputy Clerk