

LEE COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

BLUE SHEET NO: 20020373-UTL

1. REQUESTED MOTION:

ACTION REQUESTED:

Approve final acceptance, by Resolution, and recording of a Utility Easement as a donation, for one fire hydrant serving **Opti Express II**. This is a Developer contributed asset and the project is located on the south side of Summerlin Road approximately 425' west of the Pine Ridge Road.

WHY ACTION IS NECESSARY:

To provide fire protection to the recently constructed medical office.

WHAT ACTION ACCOMPLISHES:

Places the fire hydrant into operation and complies with the Lee County Utilities Operations Manual.

2. DEPARTMENTAL CATEGORY: 10 - UTILITIES
COMMISSION DISTRICT #: 3

C10B

3. MEETING DATE:

04-30-2002

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED: _____

5. REQUIREMENT/PURPOSE:

- (Specify)
- STATUTE _____
 - ORDINANCE _____
 - ADMIN. CODE _____
 - OTHER Res/Ease. _____

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER: _____
- B. DEPARTMENT: Lee County Public Works
- C. DIVISION/SECTION: Utilities Division
- BY: Rick Diaz, Utilities Director
- DATE: 4/11/02

7. BACKGROUND:

Fire hydrants do not require permission to construct by the Board, therefore, no previous Blue Sheet number is provided. The installation has been inspected for conformance to the Lee County Utilities Operations Manual. Satisfactory pressure and bacteriological testing has been completed. Record drawings have been received. Engineer's Certification of Completion has been provided---copy attached. Project Location Map---copy attached. Warranty has been provided---copy attached. Waiver of Lien has been provided---copy attached. Certification of Contributed Assets has been provided---copy attached. Potable water and sanitary sewer service is provided by Lee County Utilities via existing infrastructure located within the right-of-way of Summerlin Square Drive.

Funds are available for recording fees in account # OD5360748700.504930.

SECTION 07 TOWNSHIP 46S RANGE 24 E DISTRICT # 3 COMMISSIONER JUDAH

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL

(A) DEPARTMENT DIRECTOR	(B) PURCH. OR CONTRACTS	(C) HUMAN RESOURCES	(D) OTHER	(E) COUNTY ATTORNEY	(F) BUDGET SERVICES				(G) COUNTY MANAGER
					OA	OM	Risk	GC	
<i>J. Lavender</i> Date: 4.17.02	N/A	N/A	<i>T.O.</i> T. Osterhout Date: 4-11	<i>[Signature]</i> Date: 4/12/02	<i>[Signature]</i> 4/15/02	<i>[Signature]</i> 4/15/02	<i>[Signature]</i> 4/15	<i>[Signature]</i> 4-15-02	<i>J. Lavender</i> Date: 4.17.02

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: 4/12/02
Time: 3:30pm
Forwarded To: Budget
4/15/02 8:45pm

RECEIVED BY
COUNTY ADMIN.
4/15 9
COUNTY ADMIN.
FORWARDED TO:
4/15 3:30

RESOLUTION NO. _____

RESOLUTION ESTABLISHING UTILITY ACCEPTANCE OF
DEVELOPER CONTRIBUTED ASSETS
IN LEE COUNTY, FLORIDA

WHEREAS, it is the desire of the J. Michael Witherington, owner of record, to make a contribution to Lee County Utilities of water facilities (one fire hydrant), serving "OPTI EXPRESS II"; and,

WHEREAS, Lee County Utilities requires proof of a Release of Lien, a Warranty (one-year) on all labor and materials, an accurate value of contributed assets, and right-of-way and/or easement-indemnity granted for all systems being contributed to Lee County Utilities; and,

WHEREAS, all of the above information has been received and approved as complete by Lee County Utilities; and,

WHEREAS, Lee County Utilities has recommended to the Board of County Commissioners that the above-named system be accepted for ownership, operation, and maintenance.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEE COUNTY, FLORIDA, that the above facilities, for a contributed value of \$4,000.00 is hereby ACCEPTED and acknowledged as an addition to Lee County Utilities.

THE FOREGOING RESOLUTION was offered by Commissioner _____ who moved for its adoption. The motion was seconded by Commissioner _____ and, upon being put to a vote, the vote was as follows:

Commissioner Janes(C):	_____	(1)
Commissioner St. Cerny:	_____	(2)
Commissioner Judah (V-C)	_____	(3)
Commissioner Coy:	_____	(4)
Commissioner Albion:	_____	(5)

DULY PASSED AND ADOPTED this _____ day of _____, 2002.

ATTEST:
CHARLIE GREEN, CLERK

BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA

By: _____
DEPUTY CLERK

By: _____
CHAIRMAN

APPROVED AS TO FORM

OFFICE OF COUNTY ATTORNEY

COPY

11.4

LETTER OF COMPLETION

DATE: FEB. 11, 2002

Department of Lee County Utilities
Division of Engineering
Post Office Box 398
Fort Myers, FL 33902

Gentlemen:

This is to certify that the water distribution and/or sewage collection system(s) located in LEE CO
OPTI-EXPRESS II, 11170 SUMMERLIN SQ. DR., FT. MYERS, FL
(Name of Development)

were designed by me and have been constructed in conformance with:

- the approved plans
- the revised plans, attached

and:

- the approved specifications
- the revised specifications, attached

Upon completion of the work, we observed the following successful tests of the facilities:

PRESSURE TEST & INSTALLATION

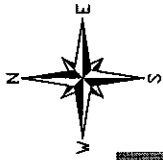
Very truly yours,

ALPHA ENGINEERING OF LEE CO., INC
(Owner or Name of Corporation)

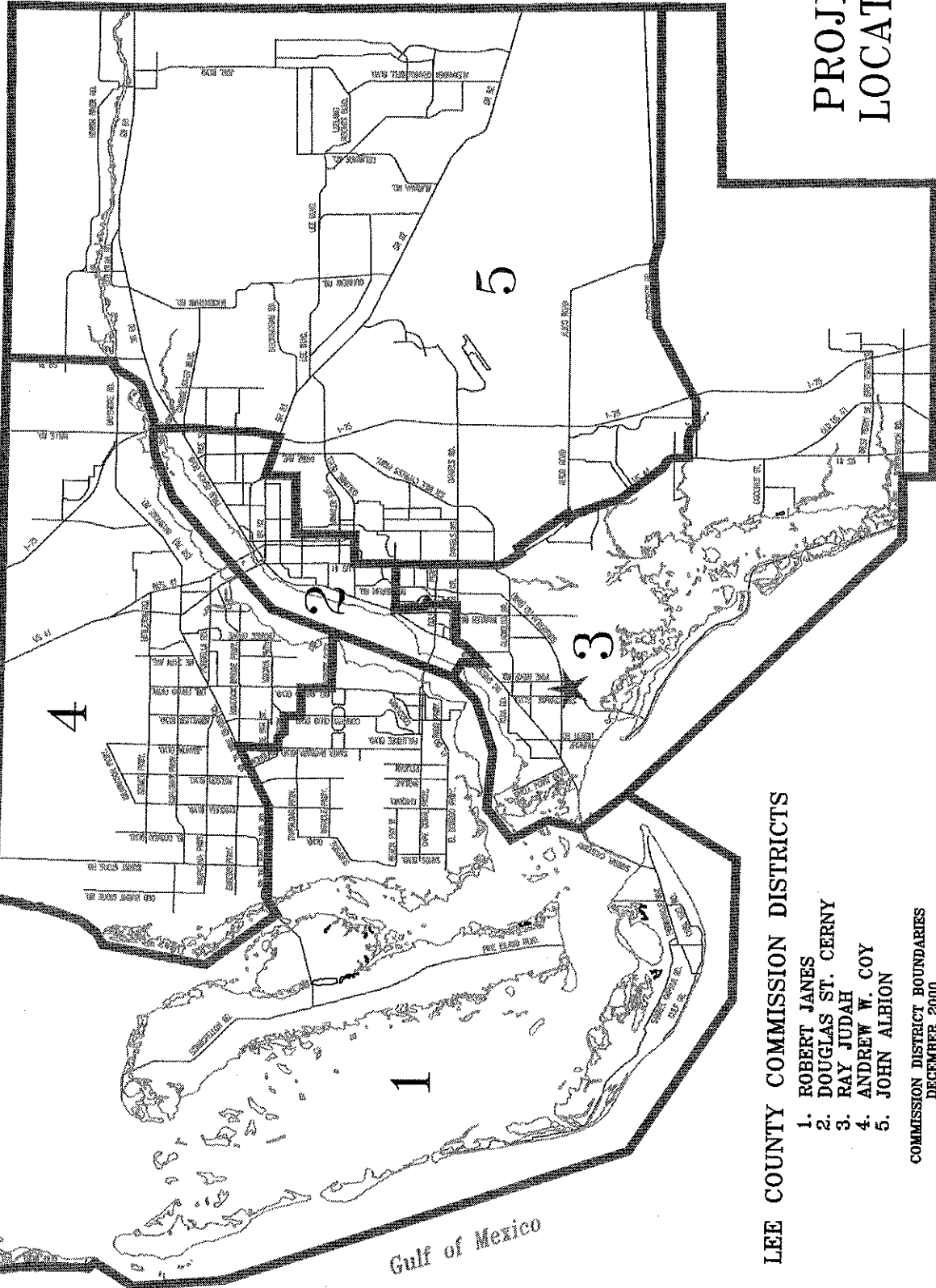
[Signature]
(Signature) # 18799

PRESIDENT
(Title)

(SEAL OF ENGINEERING FIRM)



OPTI EXPRESS II - FIRE HYDRANT
07-46-24-00-00005.1050
COMMISSION DISTRICT #3 - JUDAH



PROJECT
LOCATION

LEE COUNTY COMMISSION DISTRICTS

- 1. ROBERT JANES
- 2. DOUGLAS ST. CERNY
- 3. RAY JUDAH
- 4. ANDREW W. COY
- 5. JOHN ALBION

COMMISSION DISTRICT BOUNDARIES
DECEMBER 2000

COPY
WARRANTY

11.2

THE UNDERSIGNED parties do hereby warrant and/or guaranty all work executed by the contractor on the water and/or sewer systems of (Name of Development): OPTI-EXPRESS II 11170 SUMMERLIN SQUARE DR.
FORT MYERS BEACH, FL STRAP# 07-46-24-00-00005.1050

to be free from defects in material and workmanship for a period of one (1) year from the date of acceptance by the Lee County Board of County Commissioners. The undersigned parties further agree that they will, at their own expense, repair and replace all such defective work and all other work damaged by said defective work under this Warranty-Guaranty

It is furthermore understood that the consideration for the giving of this warranty and/or guaranty is the requirement by the General Conditions and Specifications under which the contract was let that such warranty and/or guaranty would be given.

CHRISTO, INCORPORATED

(NAME OF OWNER OR CONTRACTOR)

BY: *Robert A. Keilling*
(SIGNATURE & TITLE)

ROEBRT A. KELLING - PRESIDENT

STATE OF FLORIDA)
) SS:
COUNTY OF LEE)

The foregoing instrument was signed and acknowledged before me this 24th day of JAN., 2002 by ROBERT A. KELLING who has produced PERSONALLY KNOWN TO ME
(Print or Type Name) (Type Of Identification and Number)

as identification, and who (did) (did not) take an oath.

Mark K. Nottingham
Notary Public Signature

MARK K. NOTTINGHAM
Notary Public, State of Florida
My comm. exp. Jan. 6, 2004
Comm. No. CC900356

MARK K. NOTTINGHAM
Printed Name of Notary Public
CC900356 JAN. 6, 2004
Notary Commission Number

(NOTARY SEAL)

COPY

11.4

WAIVER OF LIEN

KNOW ALL MEN BY THESE PRESENTS, that ROEBERT A. KEILLING
as PRESIDENT, of CHRISTO, INCORPORATED,
for and in consideration of FOUR THOUSAND DOLLARS AND NO CENTS (\$ 4,000.00)
and other good and valuable considerations, lawful money of the United States of America, to me in hand paid, the receipt whereof
is hereby acknowledged, does hereby waive, release, remiss, and relinquish any and all right to claim any lien or liens for work
performed or material furnished, or any kind or class of lien whatsoever on the following described property:

OPTI-EXPRESS II
11170 SUMMERLIN SQUARE DR.
FORT MYERS BEACH, FL LEE COUNTY STRAP# 07-46-24-00-00005.1050
(Please provide full name and location of development and a
description of the utility system constructed).

INSTALL - 4 LF 6" DR-18,
1- 10" X 6" HOT TAP, INSTALL
1 FIRE HYDRANT TO SERVE BUILDING

CHRISTO, INCORPORATED
4461- B HANCOCK BRIDGE PKWY.
N. FORT MYERS, FL 33903
(941)997-2823
NAME & ADDRESS OF FIRM OR CORPORATION

BY: *Robert A. Keilling*
AUTHORIZED REPRESENTATIVE
ROBERT A. KEILLING - PRESIDENT

STATE OF FLORIDA)
LEE) SS:
COUNTY OF _____)

The foregoing instrument was signed and acknowledged before me this 24th day of JAN., 2002
by ROBERT A. KEILLING who has produced PERSONALLY KNOWN TO ME
(Print or Type Name) (Type Of Identification and Number)

as identification, and who (did) (did not) take an oath.

Mark K. Nottingham
Notary Public Signature

MARK K. NOTTINGHAM
Notary Public, State of Florida
My comm. exp. Jan. 6, 2004
Comm. No. CC900356

MARK K. NOTTINGHAM
Printed Name of Notary Public

CC900356 JAN. 6, 2004
Notary Commission Number

(NOTARY SEAL)

COPY

11.5

CERTIFICATION OF CONTRIBUTORY ASSETS

PROJECT NAME: OPTI-EXPRESS II

LOCATION: 11170 SUMMERLIN SQUARE DRIVE FORT MYERS BEACH, FL

STRAP# 07-46-24-00-00005.1050

(Including STRAP)

NAME AND ADDRESS OF OWNER: J. MICHAEL WITHERINGTON

11170 SUMMERLIN SQUARE DRIVE FORT MYERS BEACH, FL 33931

(as shown on Deed)

TYPE UTILITY SYSTEM: WATER

(list water, sewer and effluent reuse separately)

DESCRIPTION AND COST OF MATERIAL, LABOR, AND SERVICES

Please list each element of the system, e.g., pipe, manholes, lift stations, meters, valves, fittings, etc.

ITEM	SIZE	QUANTITY	UNIT	COST	TOTAL
TAPPING SLEEVE	10" X6"	1	LS	1000.00	1000.00
TAPPING VALVE	6"	1	LS	1000.00	1000.00
DR-18	6"	4	LF	25.00	100.00
FIRE HYDRANT		1	EA	1900.00	1900.00
				4,000.00	
				TOTAL AMOUNT	

(If more space is required, use additional page(s). Number each page and include the name of the project).

This Instrument Prepared By:
Lee County Utilities
1500 Monroe Street - 3rd Floor
Fort Myers, Florida 33901

PERPETUAL PUBLIC UTILITY EASEMENT GRANT

THIS INDENTURE is made and entered into this ___ day of ___, 2002
by and between J. Michael Witherington Owner, hereinafter
referred to as GRANTOR(S), and LEE COUNTY, hereinafter referred to as GRANTEE.

WITNESSETH:

1. For and in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration, the receipt of which is hereby acknowledged and accepted, GRANTOR hereby grants, bargains, sells and transfers to the GRANTEE, its successors and assigns, a perpetual public utility easement situated in Lee County, Florida, located and described as set forth in Exhibit "A", attached hereto and made a part hereof.

2. GRANTEE, its successors, appointees and assigns, are granted the right, privilege, and authority to construct, replace, renew, extend and maintain a wastewater collection and/or water distribution system, together with, but not limited to, all necessary service connections, manholes, valves, fire hydrants, lift stations and appurtenances, to be located on, under, across and through the easement which is located on the property described (Exhibit "A"), with the additional right, privilege and authority to remove, replace, repair and enlarge said system, and to trim and remove roots, trees, shrubs, bushes and plants, and remove fences or other improvements which may affect the operation of lines, mains and/or utility facilities.

3. The public utility easement shall not be limited to any particular diameter size or type and/or number of connections to other water/sewer mains for providing water/sewer service to this and any adjacent properties. The total area of this public utility easement is reserved for utility lines, mains, or appurtenant facilities and for any landscaping (excluding trees), walkways, roadways, drainage ways, or similar uses. Houses, fences, buildings, carports, garages, storage sheds, overhangs, or any other structures or portions of structures shall not be constructed on or placed within this easement at anytime, present or future, by GRANTOR, or its heirs, successors or assigns.

4. Title to all utilities constructed and/or placed hereunder by GRANTEE or its agents shall remain in the GRANTEE, GRANTEE's successors, appointees, and/or assigns.

5. Subject to any pre-existing easements for public highways or roads, railroads, laterals, ditches, pipelines and electrical transmission or distribution lines and telephone and cable television lines covering the land herein described, GRANTOR(S) covenant that they are lawfully seized and possessed of the described real property (Exhibit "A"), have good and lawful right and power to sell and convey it, and that the said property is free of any and all liens and encumbrances, except as herein stated, and accordingly, GRANTOR(S) will forever defend the title and terms of this said easement and the quiet possession thereof by GRANTEE against all claims and demands of all other entities.

6. GRANTOR(S), its heirs, successors or assigns, shall indemnify and hold the GRANTEE harmless for any consequential damages to any houses, fences, buildings, carports, garages, storage sheds, overhangs, or any other structures or portions of structures subsequently constructed by GRANTOR(S) in violation of paragraph 3 within the above easement, which result from the required activities of the GRANTEE for any construction, maintenance or repairs to the utilities location within the above-described easement.

7. GRANTEE will be liable for money damages in tort for any injury to or loss of property, personal injury, or death caused by the negligent or wrongful act(s) or omission(s) of any official or employee of the GRANTEE while acting within the scope of the official's or employee's office or employment under circumstances in which a private person would be found to be liable in accordance with the general laws of the State of Florida, and subject to the limitations as set out in Section 768.28, Florida Statutes, as it may be revised or amended from time to time.

8. GRANTEE shall have reasonable right of access across GRANTOR's property for the purposes of reaching the described easement (Exhibit "A") on either paved or unpaved surfaces. Any damage to GRANTOR's property or permitted improvements thereon as the result of such access to the described easement or the construction, maintenance, or repairs located within the described easement shall be restored by GRANTEE, to the condition in which it existed prior to the damage as is reasonably practicable.

9. By acceptance of this easement, the GRANTEE assumes no responsibility for ownership or maintenance of roads. The easement is strictly for utility purposes.

10. This easement shall be binding upon the parties hereto, their successors and assigns.

IN WITNESS WHEREOF, the GRANTOR has caused this document to be signed on the date and year first above written.

[Signature]
1st Witness

[Signature]
GRANTOR

[Signature]
2nd Witness

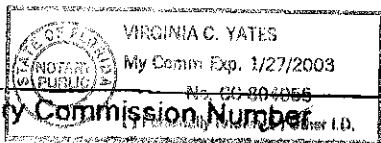
Title: OWNER

STATE OF FL)
COUNTY OF LEE) SS:

The foregoing instrument was signed and acknowledged before me this 8 day of Feb, 2002, by J. Michael Witherington (Print or Type Name) who has produced FL DLINB5 LC (Type of Identification and Number) as identification, and who (did) (did not) take an oath.

[Signature]
Notary Public Signature

Virginia Yates
Printed Name of Notary Public



(Notary Seal)



DESCRIPTION OF A EASEMENT
LYING IN
SECTION 7, TOWNSHIP 46 SOUTH, RANGE 24 EAST,
LEE COUNTY, FLORIDA

(6' x 16' LEE COUNTY UTILITIES EASEMENT)

A LEE COUNTY UTILITIES EASEMENT SITUATED IN THE STATE OF FLORIDA, COUNTY OF LEE, LYING IN SECTION 7, TOWNSHIP 46 SOUTH, RANGE 24 EAST, BEING FURTHER BOUND AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF LOT 3, SUMMERLIN SQUARE SUBDIVISION AS RECORDED IN PLAT BOOK 47 PAGES 89-90; THENCE N.89°02'39"E. ALONG THE NORTH LINE OF SUMMERLIN SQUARE ROAD (40 FEET WIDE) FOR 884.00 FEET TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED EASEMENT; THENCE N.01°14'16"W. FOR 6.00 FEET; THENCE N.89°02'39"E. FOR 16.00 FEET; THENCE S.01°14'16"E. FOR 6.00 FEET TO AN INTERSECTION WITH SAID NORTH LINE OF SUMMERLIN SQUARE ROAD (40 FEET WIDE); THENCE S.89°02'39"W. ALONG SAID NORTH LINE FOR 16.00 FEET TO THE POINT OF BEGINNING.

EASEMENT CONTAINS 96 SQUARE FEET, MORE OR LESS.

EASEMENT SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS-OF-WAY (RECORDED AND UNRECORDED, WRITTEN AND UNWRITTEN).

BEARINGS BASED ON THE EAST LINE OF LOT 3, SUMMERLIN SQUARE SUBDIVISION, AS RECORDED IN PLAT BOOK 47, PAGES 89-90 OF THE PUBLIC RECORDS OF LEE COUNTY AS BEARING N.01°13'46"W.

MERIDIAN SURVEYING & MAPPING, LLC
FLORIDA CERTIFICATE OF AUTHORIZATION LB# 7071

SCOTT M. SHORE
PROFESSIONAL SURVEYOR AND MAPPER
FLORIDA CERTIFICATE NO. 5743

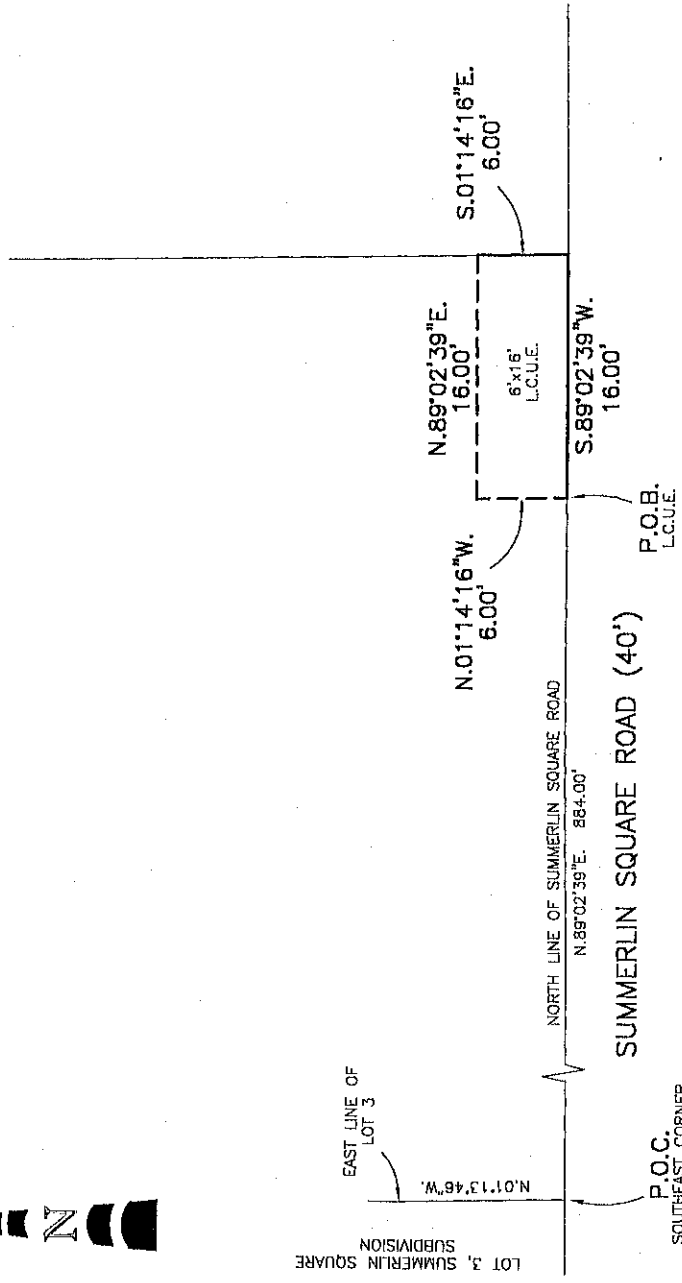
SHEET 1 OF 2

1259SK1.doc

SKETCH TO ACCOMPANY DESCRIPTION

LEGEND:

- P.O.B. = POINT OF BEGINNING
- P.O.C. = POINT OF COMMENCEMENT
- R/W = RIGHT-OF-WAY
- O.R. = OFFICIAL RECORD BOOK
- P.G. = PAGE
- P.B. = PLAT BOOK
- L.C.U.E. = LEE COUNTY UTILITIES EASEMENT



NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

SKETCH OF DESCRIPTION



MERIDIAN
SURVEYING & MAPPING, LLC
LAND SURVEYORS PLANNERS
L.B# 7071

5245 RAMSEY WAY, SUITE #2
FORT MYERS, FLORIDA 33907
PHONE: (841) 275-8575
FAX: (841) 275-8457
www.meridianfl.com

FILE NAME: 1259SK1.DWG	FIELD BOOK/PAGE: N/A	PROJECT NO: 1259	SHEET: 2 OF 2
SKETCH DATE: 3-7-2002	DRAWN BY: SMS	CHECKED BY: TLM/SMS	(S-T-R) 7-46-24

* THIS IS NOT A SURVEY *

BY: *Scott M. Shore*
SCOTT M. SHORE
PROFESSIONAL SURVEYOR AND MAPPER
FLORIDA CERTIFICATE NO. LS# 5743

DATE SIGNED: 3-8-2002

* SEE SHEET 1 OF 2 FOR LEGAL DESCRIPTION *

COPY



FLORIDA DEPARTMENT OF REVENUE RETURN FOR TRANSFERS OF INTEREST IN REAL PROPERTY

PHOTOCOPIES OF THIS FORM NOT ACCEPTABLE DR-219 R. 07/98

(PLEASE READ INSTRUCTIONS ON THE BACK OF THIS FORM BEFORE COMPLETING)

Use black ink. Enter numbers as shown below. If typing, enter numbers as shown below.

0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9

1. Parcel Identification Number (If Parcel ID not available please call County Property Appraiser's Office) →

07#6240000051050

2. Mark (x) all that apply: Multi-parcel transaction? Transaction is a split or cutout from another parcel? Property was improved with building(s) at time of sale/transfer?

3. Grantor (Seller): WITHERINGTON J MICHAEL
Last 513 CAPE CORAL PARKWAY WEST, CAPE MI Corporate Name (if applicable)

Mailing Address City State Zip Code Phone No.

4. Grantee (Buyer): LEE CO. BOARD OF LEE COUNTY COMMISSIONERS
Last P. O. BOX 398, FT MYERS FL 33902 MI Corporate Name (if applicable)

Mailing Address City State Zip Code Phone No. (239) 479-8181

5. Date of Sale/Transfer: Month Day Year Sale/Transfer Price County Code
Property Located In 4 6 (County Codes on Reverse)

6. Type of Document: Contract/Agreement for Deed Other EASEMENT DONATION
Warranty Deed Quit Claim Deed

7. Are any mortgages on the property? If "Yes", outstanding mortgage balance: \$.00

8. To the best of your knowledge, were there unusual circumstances or conditions to the sale/transfer such as: Forced sale by court order? Foreclosure pending? Distress Sale? Title defects? Corrective Deed? Mineral rights? Sale of a partial or undivided interest? Related to seller by blood or marriage. YES / NO

9. Was the sale/transfer financed? YES / NO If "Yes", please indicate type or types of financing:
Conventional Seller Provided Agreement or Contract for Deed Other

10. Property Type: Residential Commercial Industrial Agricultural Institutional/Miscellaneous Government Vacant Acreage Timeshare

11. To the best of your knowledge, was personal property included in the sale/transfer? If "Yes", please state the amount attributable to the personal property. (Round to the nearest dollar.) YES / NO \$.00 Cents

12. Amount of Documentary Stamp Tax \$.00
13. If no tax is due in number 12, is deed exempt from Documentary Stamp Tax under s. 201.02(6), Florida Statutes? YES / NO

Under penalties of perjury, I declare that I have read the foregoing return and that the facts stated in it are true. If prepared by someone other than the taxpayer, his/her declaration is based on all information of which he/her has any knowledge.

Signature of Grantor or Grantee or Agent RICK DIAZ, UTIL. DIRECTOR Date 4/11/02

WARNING: FAILURE TO FILE THIS RETURN OR ALTERNATIVE FORM APPROVED BY THE DEPARTMENT OF REVENUE SHALL RESULT IN A PENALTY OF \$25.00 IN ADDITION TO ANY OTHER PENALTY IMPOSED BY THE REVENUE LAW OF FLORIDA.

(To be completed by the Clerk of the Circuit Court's Office) O. R. Book and Page Number and File Number Date Recorded Month Day Year
Clerks Date Stamp

TO: LEE COUNTY FINANCE DEPARTMENT

FROM: UTILITIES ENGINEERING
(Department)

SUE GULLEDGE

A. AUTHORIZATION:

This transmittal authorizes the UTIL. ENGINEERING office to incur expenses for filing/records against:

Purchase Order # N/A for OPTI EXPRESS II (EASEMENT DONATION) BS 20020373 project. (J MICHAEL WITHERINGTON)

ACCOUNT NO. OD5360748700.504930

ORIGINAL EASEMENT TO MINUTES AFTER RECORDING WITH COPY TO SUE GULLEDGE, UTILITIES

Sue Gullledge
SUE GULLEDGE

Signature Authorization

B. SERVICE RECEIVED:

RECORDING _____

O. R. COPIES _____

PLAT COPIES _____

CASE #/INDEX FEE _____

DESCRIPTION OF SERVICE _____

AMOUNT OF FEE INCURRED \$ _____

(date)

(DEPUTY CLERK)

(CUSTOMER) (DEPT.)

THIS FORM GOES TO CASHIER WITH REGULAR RECEIPT ATTACHED

C. INVOICE INFORMATION: (FOR CLERK'S DEPARTMENT ONLY)

REC'D _____

ENTERED _____

CUST. # _____

INV. # _____

PLEASE REMIT TO:

Clerk's Accounting
P.O. BOX 2396
FORT MYERS, FLORIDA 33902-2396

White - FINANCE Yellow - DEPT FISCAL OFFICER Pink - CLERK'S OFFICE