SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Escrow agreement with Chuck Farrell's A/C & Heating, Inc.

REQUESTED ACTION: **Board Approval of Escrow Agreement (staff recommends approval)**

☐ Work Session (Report Only) **DATE OF MEETING:** 3/22/2011
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☒ N/A Vendor/Entity: _____
Effective Date. _____ Termination Date: _____
Managing Division / Dept. Planning & Development/Building Services

BUDGET IMPACT: _____
☐ Annual **FUNDING SOURCE:** _____
☐ Capital **EXPENDITURE ACCOUNT:** _____
☒ N/A

HISTORY/FACTS/ISSUES:
Chuck Farrell's A/C & Heating, Inc. would like to put $600.00 in an Escrow Account and draw from that account for the purchase of permits and payment of re-inspection fees. Chuck Farrell's A/C & Heating, Inc.will make deposits into the account as needed.

Escrow Accounts are commonly used in the Building Department as a service for our customers. It does away with the necessity to issue a check for each permit application, for contractors pulling large numbers of permits.

ESCROW AGREEMENT
BUILDING PERMIT FEES

THIS AGREEMENT is made and entered into this _____day of _____, 2010 between Sumter County, Florida(County)and Chuck Farrell _____(Contractor). **Whereas**, the County, through its Department of Building Services (Department) issues building permits for a fee in connection with all building activity within Sumter County, and **Whereas,** the County cannot extend credit to private parties, and **Whereas,** Contractor is a regular customer of the Department, and **Whereas,** Contractor desires to set up a procedure that would allow the County to bill the Contractor at the end of each month for Contractor's building permit fees as opposed to requiring cash payment in advance on each permit, and **Whereas,** this will require a deposit of escrow funds to cover at least one months' billing for such services.

Now therefore, the parties agree as follows:

1 The Contractor shall initially deposit with the County the sum of $ 600.00 The amount of escrow shall be adjusted as necessary to ensure that sufficient funds are on hand to cover all fees due for any one month. Said escrow amount shall be held in escrow by the County to be applied toward the permit fees of the Contractor. Interest earned shall accrue to the County

2. Permit fees shall be reconciled on a monthly basis as follows:
   a. On the first workday of each month, the Department shall furnish the Clerk and Auditor to the Board (Clerk) with an itemized statement for the previous month's permit fee activity of the Contractor The permit fee total of the Contractor for the previous month shall be withdrawn from the escrow account and credited as Department receipts on the last working day of the billed month.
   b. At the same time, the Department shall furnish the Contractor with an itemized statement for the previous month's building permit activity of the Contractor. Within **three** working days of the receipt, the Contractor shall submit an amount equal to the previous month's billing to be deposited in the escrow account for the Contractor
3 The escrow may be terminated at any time by request of the Contractor and all Remaining funds and accrued interest shall be refunded to the Contractor
4. No building permit shall be issued by the Department for which there is Insufficient escrow funds available. If there are insufficient funds in the escrow account the Contractor may either increase the escrow amount prior to permit issuance or pay for the building permits individually
5 The County reserves the right to terminate this agreement at any time and refund all funds held in escrow, less any amounts owing the County

This agreement entered into this _____day of _____

ATTEST: Gloria Hayward
Clerk of Circuit Court

By: _____
Deputy Clerk

Board of County Commissioners
of Sumter County, Florida

By: _____
Doug Gilpin - Chairman

Attest:

Charles M Farrell
By: Contractor

Chuck Farrell's A/C & Heat INC
Company

CAC058182
Contractor license Number

1191

CHUCK FARRELL'S A/C & HEATING INC
39475 COUNTY ROAD 25
LADY LAKE, FL 32159

EZShield™ Check Fraud Protection for Business

63-8122-2631

DATE 3/15/11

Pay to the order of BOCC Sumter County $ 600.00

Six Hundred & no/100 DOLLARS

Security Features Included Details on Back

INSIGHT™
InsightCreditUnion.com

FOR Escrow

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