

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Escrow agreement with Rite-Temp Heating & Air Conditioning.

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

Work Session (Report Only) **DATE OF MEETING:** 7/12/2011
 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:

Rite-Temp Heating & Air Conditioning would like to put \$500.00 in an Escrow Account and draw from that account for the purchase of permits and payment of re-inspection fees. Rite-Temp Heating & Air Conditioning 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 17 day of June, 2011 between Sumter County, Florida (County) and Bite-Temp Heat LLC (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 month's billing for such services.

Now therefore, the parties agree as follows:

1 The Contractor shall initially deposit with the County the sum of \$ 500⁰⁰. 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 17 day of June 2011

ATTEST: Gloria Hayward
Clerk of Circuit Court

Board of County Commissioners
of Sumter County, Florida

By: _____
Deputy Clerk

By: _____
Don Burgess - Chairman

Attest:


By: _____
Contractor


Company

CA01813827
Contractor license Number



P.O. BOX 1030
SUMMERFIELD, FL 34492-1030
PH. (352) 307-9391



ACH RT 061000104
63-215-631

6/17/2011

PAY TO THE ORDER OF SUMTER COUNTY BLDG

\$ **500.00

Five Hundred and 00/100*****

DOLLARS

SUMTER COUNTY BLDG
209 N FLORIDA ST

BUSHNELL, FL 33513

Carol Acosta
AUTHORIZED SIGNATURE

MEMO

⑈00776⑈ ⑆063102152⑆000176012929⑈

RITE-TEMP HEATING AND AIR, INC.
SUMTER COUNTY BLDG

ESCROW ACCT

6/17/2011

7761

500 00

SUNTRUST BANK

500.00

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SUMTER COUNTY BLDG

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SUNTRUST BANK

500 00