

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Approve County Administrator to execute the Escrow Agreements for building permit fees (Staff recommends approval.).

REQUESTED ACTION: Approve County Administrator to execute Escrow Agreements for building permit fees.

Work Session (Report Only) **DATE OF MEETING:** 2/12/2013
 Regular Meeting Special Meeting

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

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

HISTORY/FACTS/ISSUES:

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

Current procedures require the agreement be placed on the next available BOCC Meeting to allow the Chairman to execute the document. Staff would like to expedite the process by eliminating the BOCC Chairman's signature requirement and allow the County Administrator to review and execute the document. Not only will the change expedite the procedure for the contractor, it will also be a reduction of staff's time in preparing the documentation for the BOCC Agenda.

Attached you will find a copy of the Escrow Agreement.
