



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: February 18, 2026

Originating Department: Finance

Agenda Title: Resolution 13-02-26- Escrow Agreement (Renewal) - Palm Beach
County Clerk of Circuit Court & Comptroller

Agenda Category: Consent

Approved by Town Manager: _____ **Date:** _____

Cost of Item: As needed **Funding Source:** Office Expense

Account Number: 500-51000 **Finance Signature:** Barbara A. Gould

Advertised:

Date: N/A **Newspaper:** _____

Attachments: Attachment "A" Official Records Escrow Agreement

Attachment "B" Resolution

Please initial one:

x Yes I have notified everyone

_____ Not applicable in this case

Summary Explanation/Background:

The Finance Department has identified a need to update (or renew) the Escrow Account Agreement with the Palm Beach County Clerk of the Circuit Court & Comptroller as this agreement has not been updated in recent years.

The County's Clerk of the Circuit Court & Comptroller provides non-interest bearing escrow accounts for payment of fees (i.e., recording fees, copy fees, document certifications, etc.). Additionally, this option provides the Town with expediency as there is generally no delay (other than the County's regular processing times if a request is sent by mail) in filing a lien, releasing a lien or receiving requested copies, etc. while the Finance Department receives and processes a request for a check each time service is required.

The Town's escrow account generally maintains a balance of approximately \$500 - \$750 and various members of staff are authorized to access this account. The proposed Agreement provides the Town with the option to cancel the agreement at any time.

Funding for this service is available within the current FY 2026 Budget and will be presented for consideration in the proposed FY 2027 Budget.

The proposed renewal Agreement has been prepared by the Clerk of Courts and Comptroller of Palm Beach County and reviewed by the Finance Director and the Town Attorney.

The Town has previously worked with the Clerk of the Circuit Court & Comptroller of Palm Beach County in providing escrow accounts for the Town and they have provided good customer service.

Recommendation:

I move to authorize Resolution 13-02-26 approving the renewal of an Escrow Account Agreement with the Clerk of Courts and Comptroller of Palm Beach County; and authorize the Mayor to execute the proposed renewal Agreement.