

OMB Contract Review

Contract Name	Update to the Memorandum of Understanding (MOU) with the University of Florida Institute of Food and Agricultural Sciences (UF/IFAS) for Salary and Fringe Benefit Expenses.		
File ID#	20-1310D	Contract #	00062727

Mark all Applicable Boxes:

Type of Contract									
CIP		Grant		Other	X	Revenue		Project	

Contract information:

New Contract (Y/N)	N	Original Contract Amount	\$358,698.75
Fund(s)	0001	Amount of Change	\$17,539.66
Cost Center(s)	252032 & 252035	Contract Amount	\$376,238.41
Program(s)	1004	Amount Available	Total: \$368,000
Account(s)	5340001	Included in Applicable Budget? (Y/N)	Y
Project (s)			
Fiscal Year(s)	FY21		

Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

This is a letter of affirmation to continue the MOU between Pinellas County and the UF/IFAS. Pinellas County will pay 40.0% of the salary & benefits for the Extension Director and six agents and 60.0% of the Sustainable Living Program Leader's salary & benefits, and 5% of a UF support position (introduced in FY20). This relationship has been ongoing since 1996. The Pinellas County Extension program provides educational opportunities from the University on subjects relating to agriculture, family and consumer sciences, 4-H, and several other areas. The University of Florida pays the employees directly and the County reimburses UF quarterly based on actual expenses paid.

The FY21 MOU (\$376,238.41) is \$17,539.66 more than FY20 MOU (\$358,698.75) which includes the projected underfilling of the position that was vacated via the retirement of a tenured employee in FY20, salary increases, and a margin for any potential overages. The contracted amount (\$376,238.41) is \$8,238.41 more than what was appropriated to the department's operating budget for FY21 (\$368,000). Given historical trends of annual cost savings, the additional costs will be absorbed by the department's existing budget. **As a result, OMB does not foresee a negative fiscal impact on the budget.**

Analyst: Charlie Jenkins

Ok to Sign:

Instructions/Checklist

1. Upon receipt of a contract and notification in County Admin Tracking System (CATS) review the Agenda and Contract for language and accuracy. Make sure there are available funds, the dept is not overextending itself, was it planned, etc.
2. Complete the form above using the contract document and the County accounting & budgeting systems.
3. Use the "Description & Comments" section to give a brief summary of the contract and include your thoughts and pertinent information.

4. Print the form, initial, and leave folder on the Director's desk.
5. Login to CATS and click in the cell next to your name. A date will appear and click on the date you completed your review. Choose save and close the CATS system.