

CS-21-068

PROFESSIONAL SERVICES AGREEMENT

THIS 2020/2021 PROFESSIONAL SERVICES AGREEMENT (hereinafter the Agreement) is made and entered into by and between Nassau County, a political subdivision of the State of Florida (the County), and the Chief Judge, as and for the Fourth Judicial Circuit of the State of Florida (the Judge) as of the 17th day of November 2021.

RECITALS

WHEREAS, Section 28.24(12)(e), Florida Statutes, mandates a \$4.00 service charge be paid to the Clerk of the Courts for the recording of certain instruments under Section 28.222, Florida Statutes; and

WHEREAS, 28.24(12)(e)1., Florida Statutes, directs that \$2.00 of the \$4.00 service charge shall be distributed to the Board to be used exclusively to fund the State Court's court-related technology, and court technology needs, as defined in 29.008(1)(f)(2) and (h) ("\$2.00 Technology Fund"); and

WHEREAS, court-related technology, and court technology needs, as defined in Section 29.008(1)(f)(2) include "[a]ll computer networks, systems and equipment, including computer hardware and software, modems, printers, wiring, network connections, maintenance, support staff or services;" and

WHEREAS, the courts in Nassau County have a present need for an employee with technology experience to manage and oversee court-related technology, including computer hardware, software, modems, printers, wiring, and network connections; and

WHEREAS, the courts in Nassau County also have a present need for an employee with experience to assist in managing business operations, including billing, budget management, office supplies, and coordinating building and facilities management.

WHEREAS, pursuant to Florida Statute, §29.0081, the Court and County may enter into an Agreement under which the County funds personnel to assist in the operation of the Circuit; and

WHEREAS, the Court has requested that the County fund services for a position to serve as Assistant Court Administrator for the Courts in Nassau County from the proceeds of the Innovation Allocation and general revenue funds; and

WHEREAS, by means of this Agreement, the County intends to provide funding for the Assistant Court Administrator from the proceeds of the Technology Fund as requested by the Court and the balance to be paid from the general revenue fund; and

WHEREAS, the funding for the Assistant Court Administrator position is provided on a Nassau County Board of County Commission fiscal year basis (October-September); and

WHEREAS, the total amount of the funding shall not exceed sixty thousand dollars (\$60,000.00) per year plus regular benefits for a county employee.

WITNESSETH: IN CONSIDERATION OF the foregoing Recitals, the mutual covenants and promises set forth herein, and for other good and valuable consideration, the Chief Court and Nassau County (each a Party and together the Parties) hereby agree as follows:

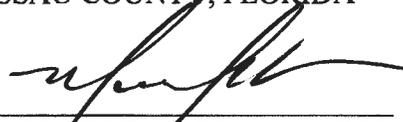
1. The position is hired, supervised, managed and fined by the Court and its designee.
2. The provisions of §29.0081(2)(b), Florida Statutes are applicable.
3. The position terminates upon the expiration of or substantial breach of this Agreement or upon the expiration of County funding for the position.
4. The position shall be funded equally by proceeds from the Technology Fund and the general revenue fund.
5. The benefits, including health insurance and those set forth in Florida Statutes §29.0081(2)(b), shall be provided through the County, with one half (1/2) of those benefits reimbursed through proceeds from the Technology Fund.
6. If the funding requested by the Court exceeds a total of \$60,000.00, exclusive of the cost of providing health insurance and other benefits, the parties shall confer and determine the total amount subject to Board approval.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on behalf of each as of the date and year first above-written.

DULY ACCEPTED this 17th day of November, 2021.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK

CIRCUIT AND COUNTY COURT FOR
NASSAU COUNTY, FLORIDA



HONORABLE MARK H. MAHON
CHIEF JUDGE

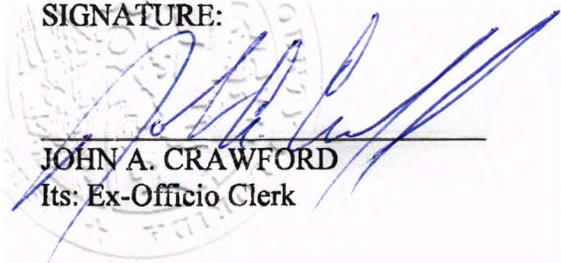
The Board of County Commissioners of Nassau County, Florida, pursuant to Florida Statute §939.185, does hereby approve this funding.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA



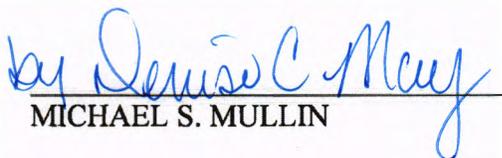
THOMAS R. FORD
Its: Chairman

ATTEST AS TO CHAIRMAN'S
SIGNATURE:



JOHN A. CRAWFORD
Its: Ex-Officio Clerk

APPROVED AS TO FORM BY THE
NASSAU COUNTY ATTORNEY:



MICHAEL S. MULLIN

CONTRACT APPROVAL FORM

(Contract Management Use only)
CONTRACT TRACKING NO.
CM3077

CONTRACTOR INFORMATION

Name: Fourth Judicial Circuit Court Administration
Address: 76347 Veterans Way, Suite 456, Yulee, Florida 32097
Contractor's Administrator Name: Eve Janocko City Yulee State FL Zip 32097
Joseph G. Stelma Title: Trial Court Administrator
Tel#: (904) 255-1001 Fax: _____ Email: jstelma@coj.net
ejanocko@coj.net

CONTRACT INFORMATION

Contract Name: Professional Services Agreement Contract Value: \$60,000.00
Brief Description: Court Administration for Nassau County, Florida
Contract Dates : From: Execution to: 9/30/2022 Status: New Renew Amend# WA/Task Order
How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other _____

If Processing an Amendment:

Contract #: _____ Increase Amount of Existing Contract: _____
New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

1.	<u>Michael S. Mullin</u>	<u>10/6/2021</u>	<u>County Attorney</u>
	Department Head Signature	Date	Submitting Department
2.		<u>10/7/2021</u>	<u>49172713-512000/01171605-512000 (50/50 split)</u>
	Procurement	Date	Funding Source/Acct #
3.	<u>Megan Diehl</u>	<u>10/7/2021</u>	
	Office of Management & Budget	Date	
4.	<u>Michael S. Mullin</u>	<u>10/8/2021</u>	
	County Attorney/Contract Management	Date	

Comments: _____

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

Taco E. Pope, AICP 10/8/2021
Taco Pope Date

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Procurement
- Office of Management & Budget
- County Attorney/Contract Management
- Clerk Finance

Giannini, Francesca

From: Janocko, Eve
Sent: Friday, October 22, 2021 10:56 AM
To: sgilbert@nassaucountyfl.com
Cc: Giannini, Francesca
Subject: Professional Services Agreement-Assistant Court Administrator-Contract Approval Form

Ms. Gilbert,

I have taken Joe Stelma's position as Trial Court Administrator. Please update the contract approval form with my information.

Eve Janocko
Trial Court Administrator
ejanocko@coj.net
same phone number: 904-255-1001

I will have the Chief Judge sign the contract. I appreciate you updating the information.

Thank you,

Eve

Eve Janocko
Trial Court Administrator
Fourth Judicial Circuit
Duval County Courthouse
501 West Adams Street, Room 6213
Jacksonville, Florida 32202
Phone: (904)-255-1002
Fax: (904)-301-3810
ejanocko@coj.net