



Auditor
Charles E. Walder
Chief Fiscal Officer

TO: Elected Official, Department Head, or Accounting Staff of
Juvenile and Probate Court

DATE: 12/02/19

FROM: Auditor's Office Fiscal Department

SUBJECT: PROBLEMS WITH VOUCHERS RECENTLY SUBMITTED FOR PAYMENT

The following deficiencies were found while processing your vouchers for payment. Please review the list and make note of the areas that need correction or additional information and resubmit. If deficiencies are not corrected, your vouchers will be returned to you electronically via New World for corrections prior to processing.

New World Batch Number: 2019-00003422

G/L Date: 10/22/19

- | | |
|--|---|
| <input type="checkbox"/> Department Head Signature Missing on Cover | <input type="checkbox"/> Incorrect Vendor Number(s) |
| <input type="checkbox"/> Incorrect Account Number | <input type="checkbox"/> Incorrect/No Encumbrance No. |
| <input type="checkbox"/> Incorrect Remittance Address | <input type="checkbox"/> Incorrect Voucher Amount |
| <input type="checkbox"/> Insufficient Cash Balance Available | <input type="checkbox"/> Incorrect G/L Date |
| <input type="checkbox"/> Batch not Approved in New World | <input type="checkbox"/> Expense Precedes Encumbrance |
| <input type="checkbox"/> Insufficient Balance Available on Encumbrance | <input type="checkbox"/> Remittance Copy Missing |
| <input type="checkbox"/> No/insufficient Evidentiary Matter | |
| <input type="checkbox"/> Signature Authorizing Payment of Invoice(s) Missing on Invoice(s) – (OK to Pay) | |
| <input type="checkbox"/> Missing Original, Detailed, and/or Itemized Invoice(s) or Receipt(s) | |
| <input checked="" type="checkbox"/> Other <u>Auditor Certification missing</u> | |

Solution: Upon review of the contract as submitted, we find no Auditor's Certification as required by ORC 5705.41(D)(1) prior to execution of the contract. This is required or the contract is void per that section of ORC.

Courthouse Annex, 231 Main Street, Suite 1A, Chardon, OH 44024-1293

Direct Line: (440) 279-1600

FAX: Fiscal Office (440) 279-2184 * Real Estate/Appraisal (440) 286-4359

Web site: <http://www.auditor.co.geauga.oh.us>

Email: auditor@co.geauga.oh.us

**AUDITORS CERTIFICATION OF FUNDS
O.R.C. 5705.41D**

Geauga County, Chardon, Ohio October 2, 2019
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of
\$50.00

has been lawfully approved, authorized or directed for such purpose and is in the Treasury or in the process of collection to the credit of the fund listed next to the item below, free from any previous encumbrances.

CHARLES E. WALDER
GEAUGA COUNTY AUDITOR

by _____, Deputy Auditor
GEAUGA COUNTY FEDERAL I.D. NO. 34-6001208
SALES AND USED TAX EXEMPTION - POLITICAL SUBDIVISION
STATE OF OHIO

FOR AUDITORS USE ONLY	Date: _____
Then and Now Certificate: _____	
Warrant Received by: _____	
Date: _____	

SHIP TO:
GEAUGA COUNTY
PROBATE / JUVENILE COURT -JUDGE GRENDALL
231 MAIN STREET SUITE 2
CHARDON, OH 44024

WARRANT NO.	VOUCHER DATE	VOUCHER AMOUNT
	10-22-19	7231.50
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
10/02/2019		
1099 AMT.		

PURCHASE ORDER NO. 2019-00003912

GEAUGA CO. BOARD OF COMMISSIONERS: SESSION _____ RESOLUTION _____ JOURNAL _____ PAGE _____ BUDGET APPROVAL - ENCUMB _____ VOUCHER _____
--

VENDOR I.D. NO. 7220

PURCHASED FROM:
COMPANY 119 LTD
115 WILSON MILLS RD STE 4
CHARDON, OH 44024

INVOICE TO:
GEAUGA COUNTY
PROBATE / JUVENILE COURT -JUDGE GRENDALL
231 MAIN STREET SUITE 2
CHARDON, OH 44024

Kimberly Jones
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	4005	Other Expenses - Other 4005-007-00-901 - Other 50.00 065127	50.0000	\$50.00
TOTAL DUE					\$50.00

Company 119
115 Wilson Mills Road
Suite 4
Chardon OH 44024



Geauga County Probate/Juvenile Court
Patty Behrend
Courthouse Annex 2nd Floor
231 Main Street Suite 200
Chardon 44024

INVOICE # 005127
INVOICE Date ✓ October 2, 2019
Balance Due (USD) \$7,231.50

Item	Description	Unit Cost	Quantity	Line Total
Website Development	<ul style="list-style-type: none">Website Strategy, Design, Development & TrainingInternet Marketing SEO Launchpad (Initial Down Payment - 30%)	7,231.50	1	7,231.50

Total 7,231.50
Amount Paid 0.00
Balance Due (USD) \$7,231.50

Terms

Due upon receipt

Notes

30% Due at Design Sign Off
30% Due at Development Completion
10% & Hosting Fees Due upon Site Launch

OL PB

IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
GEAUGA COUNTY, OHIO

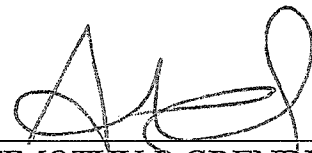
FILED
IN COMMON PLEAS COURT
OCT 15 AM 9:29
CLERK OF COURT
GEAUGA COUNTY, OHIO

IN RE:) JUDGE TIMOTHY J. GRENDALL
)
JUVENILE COURT)
EXPENDITURES) ADMINISTRATIVE ORDER
COMPANY 119 LTD) 2019-353

Pursuant to 2303.201(E)(1), 2151.10, 2151.40, this order hereby directs timely payment by the Geauga County Auditor in the amount of \$7,231.50 (Seven Thousand Two Hundred Thirty One Dollars and Fifty Cents) to COMPANY 119 LTD, at 115 WILSON MILLS RD, STE 4, CHARDON, OH 44024, for new website for community outreach, which the Juvenile Court has determined to be an expenditure for a proper public purpose.

Kindly provide this Court with the original check which it will mail to the vendor.

IT IS SO ORDERED.



TIMOTHY J. GRENDALL, Judge
Magistrate Abbey L. King

CC: Fiscal Director

FROM THE DESK OF THE GEAUGA COUNTY
PROBATE/JUVENILE COURT ADMINISTRATOR

Geauga County Probate/Juvenile Court • 231 Main Street, Suite 200 • Chardon, OH 44024

October 28, 2019

Chuck Walder
Geauga County Auditor
231 Main Street, Suite 1-A
Chardon, OH 44024

In Re: Company 119 Invoice

Auditor Walder,

On October 22, 2019, the same day the Company 119 invoice was scheduled to be paid, the Court received your request for additional evidentiary matter, after the Court already provided to your office a purchase order, Court order, and invoice stating the proper public purpose of the expenditure, on October 16, 2019. Your request asked for “the contract for which these services were initiated including, but not limited to, the scope of the services, domain ownership, list of deliverables, approved proofs, and all performance guarantees or warranties.”

The Court reminds you that expenditures from its Computerization Fund are governed by R.C. 2101.162 – “to be disbursed, upon *an order of the probate judge.*” Such an order was furnished on October 16, 2019, along with the invoice and a purchase order, which were provided to your office by the Court voluntarily.

While the Court maintains that you have no authority to require additional documentation for this expenditure, enclosed is a copy of the Court’s signed contract with Company 119, and the draft Functionality Outline which is still a work in progress. The combination of these two documents are more than what you required from the County Engineer and from the Geauga Park District.

It is not reasonable for you to require that the Court provide you with more than your office has required from the County Engineer and Geauga Park District. Therefore, we have provided you with more than sufficient and reasonable materials and expect the matter to be processed in the same manner as the Company 119 invoices for the County Engineer and Geauga Park District.

Sincerely,



Kimberly Laurie
Court Administrator

Enclosures

Dear Judge Grendell,

Based on our discussions and a review with our strategic team, I am providing you with these initial estimated services and costs.

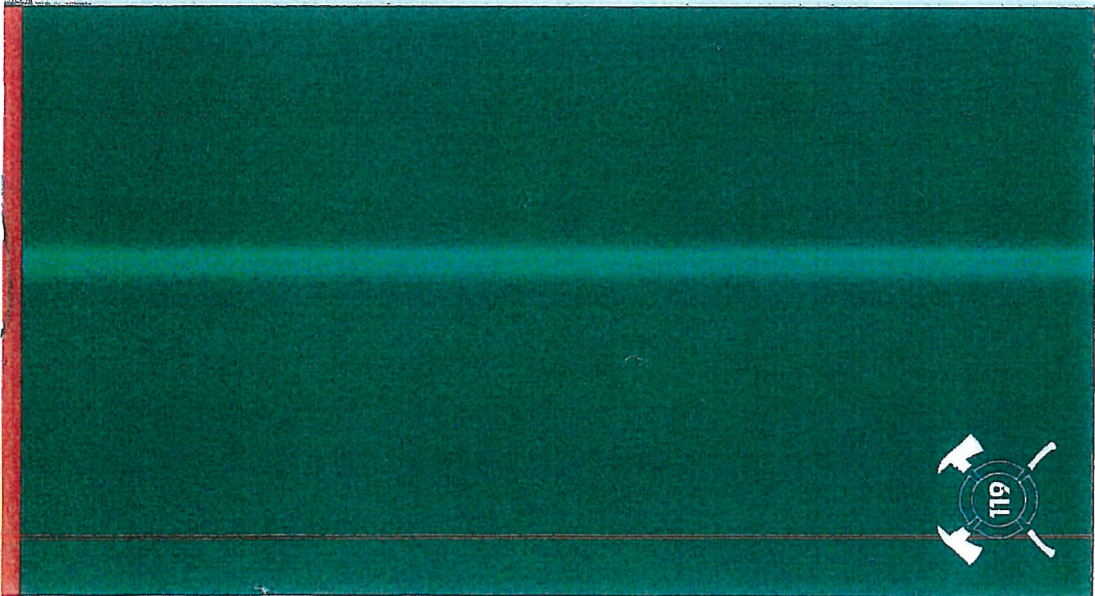
The following pages include an Executive Summary and then a more detailed perspective to provide you with a complete view of our recommendations for your particular project and company objectives.

If you would like to discuss this in more detail or have any questions at all, please feel free to call me at (440) 565-5655.

Sincerely,



Jim McClintock



Executive Summary

Website Strategy, Design, Development & Training

- Strategic Planning, Marketing and Assessment Meetings
- Custom Responsive Design
- Unlimited Page Count Capability
- Up to 60 Pages of Initial Content Implementation
 - Additional pages: \$125 per page.
- Implementation of Probate and Juvenile Court Forms
- Content Management System Integration
- Web Traffic Monitoring & Reporting Integration
- Google™ Search Console Setup & Integration
- Staff Training

Internet Marketing SEO Launchpad

- Title Tag, Meta Description, Alt Tags and H1 Tag Implementation
- Site Code & Server Speed Optimization
- 301 Redirects for Pertinent Pages
- Optimization of File Name/URL Structure

Support & Maintenance

- 2 hours per month // 3 month period

\$24,105

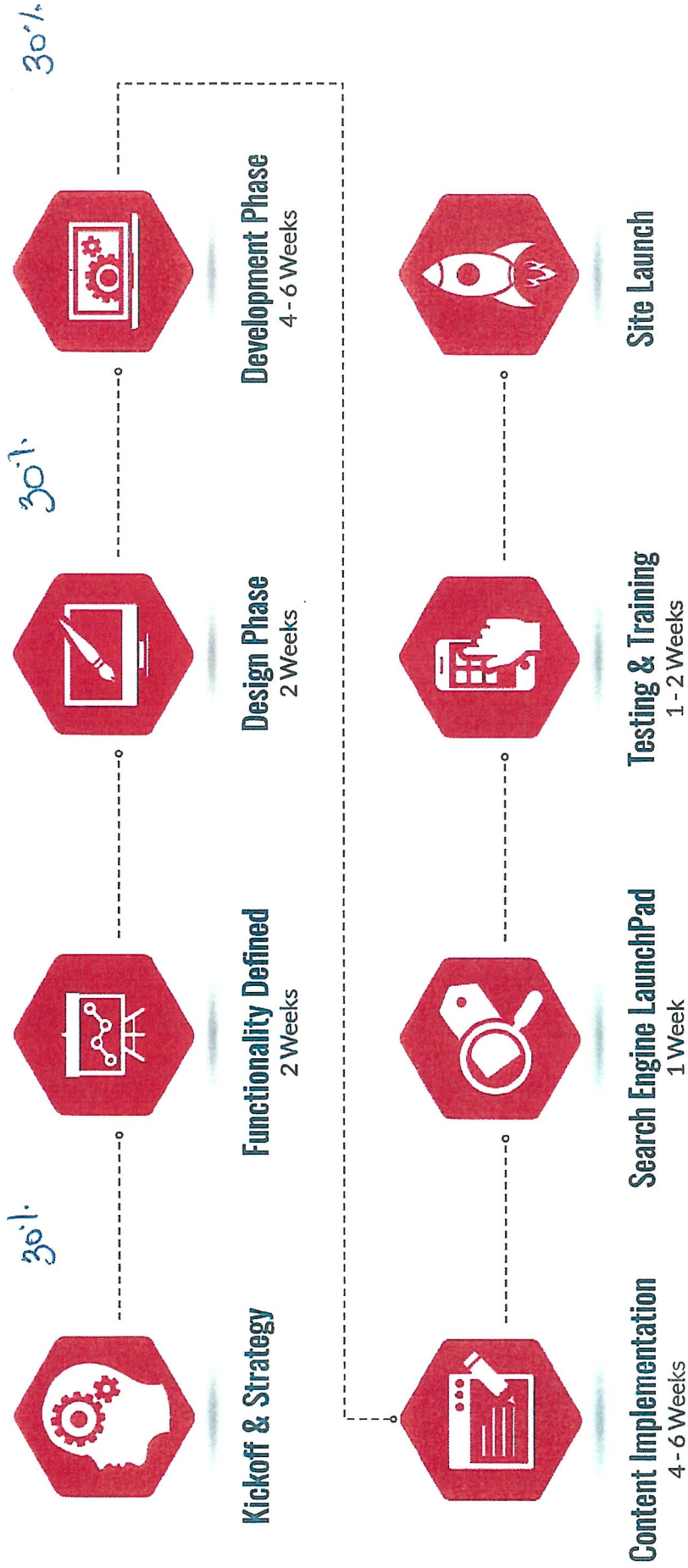
Payment Terms:
30% Down Payment
30% at Design Sign Off
30% at Development Completion
10% at Site Launch & Hosting Fees

**\$400 Annually for 1 GB Hosting, SSL Certificate
Installation & Plugin Updates (Optional)**

*Corporate checks, VISA, and MasterCard accepted. Initial down payment is non-refundable.
All amounts not paid when due will incur interest charges at a rate of 1% per month on the outstanding balance.*



Our Process



Estimated ranges and does not include client delays.

Strategy & Functionality

Step 1: Kickoff Meeting

We will conduct an Initial Kickoff Meeting with you to determine image and business processes as it relates to your Digital Marketing needs. Additionally, we will seek to discover the precise methods for information distribution and collection with clients, prospects, and internal resources that fit within your desires for branding, campaign and student enrollment goals.

Step 2: Functionality Defined

A clear outline of the project will be determined after the initial kickoff meeting to provide direction for the design and subsequent project phases. Within 10 business days of the initial kickoff meeting, we will develop a Functionality Outline that reflects the website sitemap, general design elements, as well as common and custom functionality.



Design Phase

Step 3: "Pen to Paper"

We will provide a customized web design that has a professional look intended for your target market based on our designers' ideas, your suggestions and appeal of external web sites as well as recommendations gathered from current site statistics (if available).

Assuming no delays from you, we will provide you with the first design composition within 14 days following the sign off of the Functionality Outline Document. We will create up to two (2) design compositions, with three (3) revisions of the selected composition. Additional designs can be commissioned at a rate of \$750.00 per composition.

Once a design is selected and functionality is determined, we will send a Design Sign-Off document. Once signed, we will start the development and implementation phase of the project. All edits to the design once the design sign-off has been agreed on will incur additional costs. These costs will not be assessed without your prior approval.

Development Phase

Step 4: Build the Engine

Your site will be controlled by a Content Management System (CMS), which will provide a secure area where you can manipulate content and imagery within the site's overall template. Typically, the development phase takes 90-120 days for sites of this size. You will be granted access to development servers in order to monitor the project's progression.

We will add additional pages as defined by the sitemap and functionality guides over the initial 60 pages at a cost of \$125 per page. Additional pages will be billed at project completion. The total number of pages for the site is dynamic and can be added, deleted or edited through the Content Management System directly by you.

All elements of design or programming that fall outside of the original design sign-off or functionality guideline will be charged an additional fee to be determined at the time of request. No additional fees will be assessed without agreement prior to development.



Content Implementation & SEO LaunchPad

Step 5: Adding the Content

You will provide content to us for editorial review and search engine readiness as well as the ability to transfer content from existing Geauga County Court websites. Once all content has been delivered, we will implement the information into the new website and present to you for review.

Step 6: SEO LaunchPad

Just creating a new website is not enough in today's competitive search engine landscape. We run your new site through a rigorous review and optimization process so it provides the best chance for better search engine rankings. This includes optimizing title tags, meta descriptions, alt tags, H1 tags, site code and speed. When new sites launch the file locations often change as well. These pages can be removed from the search engines' indexed. We will add code that allow the old pages to be mapped to their new respective URLs.



Testing & Training

Step 7: Feel Confident

The purpose for training will be to ensure you are thoroughly educated on the use of the CMS and subsequent related changes. This will include logging in, managing current pages, adding new pages, as well as adding and editing site administrators. Your staff will also be trained on how to add new images, videos or other multimedia.



Site Launch

Step 8: A Complete Site Launch!

In the age of search engines, a thorough launch process includes more than just “turning on your website.” We will configure and integrate Google™ Search Console and Google™ Analytics into your Google™ account. Included in this setup is the sitemap submission and robots.txt generation. These steps help to ensure that the Search Engines are aware of your new site and the new pages that it includes.

Once all content has been implemented and the site has been thoroughly tested, we will present the finalized site. We will answer any questions or concerns at an assessment meeting or via phone if requested.

Once final approval is granted for launch and all invoices are paid, we will launch the final site.



Disclaimers



Domain Renewal

The renewal of any domains will be the responsibility of **Geauga County Probate/Juvenile Court** (hereinafter "Client"). Company 119 assumes no responsibility or liability for a loss of domain ownership.

Payment

Payment shall be made in full upon completion of the project. Once payment has been received, all work completed will be the Client's property and shall be delivered within two (2) weeks via digital media or FTP.

Termination

Client may terminate for cause if Company 119 is not meeting obligations under the contract terms, provided Company 119 is unable to correct the issue(s). Written notice of such termination shall be provided by Client to Company 119. If the issue(s) is/are not corrected in a satisfactory manner per the Client within a reasonable time, the contract will be terminated. If Client decides to stop the project before completion, they will be liable for 50% of the remaining balance of all incomplete services and 100% of all completed services as liquidated damages.

Project Delays

In the event that Company 119 completes all development work to the satisfaction of Client, but has not received content, project sign-offs, further revisions or final site approval from Client, Client will be required to pay any remaining balance under this Contract. The project will remain open for six(6) months from the final invoice date. Remaining elements of design, content implementation or programming requested after the six (6) month period has expired may be charged an additional fee to be determined at the time of request.

Contacting Company 119

For the protection of Company 119's Clients, only authorized representatives may request services from Company 119. Authorized representatives for Client will be determined at the kickoff meeting

Data Ownership

The final site files and multimedia created for Client, assuming all invoices have been paid, will remain the property of Client. This includes all information furnished by the Client, finalized graphics, videography, and content written for Client.

Company 119 retains the right to reuse code created for the client provided it does not include any specific reference to the client or proprietary information of the client's.

The Content Management System (WordPress) is used under the GNU General Public License, Version 2. (<https://www.gnu.org/licenses/old-licenses/gpl-2.0.en.html>).

If needed, Stock photography and video will be purchased through a Royalty Free license and will remain the property of the originator as specified under the applicable license agreement. (<https://depositphotos.com/license.html>).

Disclaimers



Indemnification and Liability

Company 119 must indemnify Client for all liability and expense resulting from bodily injury to any person and damage to tangible or real property arising out of the performance of this Contract, provided that such bodily injury or property damage is due to the negligence or other tortious conduct of Company 119, its employees, agents or subcontractors. Company 119 will not be responsible for any damages or liability to the extent caused by the negligence or willful misconduct of Client. Neither party will be liable for any indirect, incidental, or consequential loss or damage of the other party. Neither party will be liable to the other for direct or other damages in excess of the stated cost of this Contract.

Insurance

Company 119, at its own expense, shall at all times during the performance of this Contract, maintain comprehensive general liability insurance insuring Client against the indemnification obligations undertaken above. The policy shall name Geauga County as an additional insured and shall, in addition to the above, protect the County from claims which may arise out of or result from Company 119's operations under the contract, whether such operation is by contractor or by any subcontractor, agent or employee and shall have limits of not less than one million dollars (\$1,000,000.00) for any one incident involving one or more persons, including property insurance in an amount not less than five hundred thousand dollars (\$500,000.00) and shall be primary with respect to Company 119's general liability, notwithstanding any other insurance covering Company 119. Company 119 shall provide proof of such insurance policy as a condition precedent to beginning work pursuant to the Contract.

Independent Contractor Acknowledgment

Company 119 agrees and understands that it is an independent contractor and is not an agent, servant or employee of Geauga County or the Geauga County Probate Juvenile Court. Company 119 affirms it is engaged in an independent business and has complied with all applicable federal, state and local laws regarding business permits and licenses of any kind, insurance coverage, workers' compensation or unemployment compensation and will assume all responsibility for federal, state, municipal and other tax liabilities. Company 119 agrees and understands that as an independent contractor, it and its employees are not entitled to contribution to any public employee retirement system.

Severability

If any provision of this Contract is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Contract shall remain in full force and effect to the extent possible.

Governing Law

This Contract shall be governed by the laws of the State of Ohio, and venue for any disputes shall lie exclusively with the Court of competent jurisdiction in Geauga County, Ohio.

Assignment

Company 119 shall not assign this Contract or any of its rights or obligations under this Contract without the prior, written consent of Client. Client is not obligated to provide its consent to any proposed assignment.

Agreement

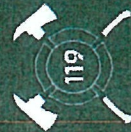
This contract represents the complete and total agreement between the parties. Neither party has relied on any other promises nor representations other than those set forth specifically herein. This contract may be changed or modified only by written agreement, duly executed by both parties.

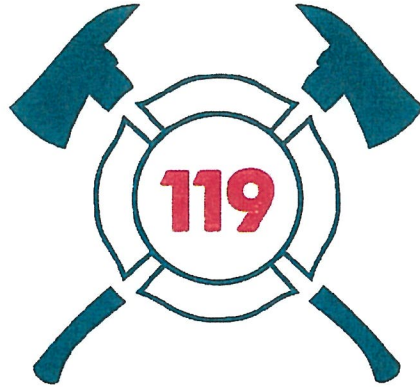
Next Steps

1. Read through this contract to ensure that you fully understand the work that we will be completing for you.
2. If you have any questions or would like to adjust the scope of services, please do not hesitate to contact us at (440) 565-5655.
3. Please electronically sign this document. We will be notified once complete.
4. We will then contact you to set up our kick-off meeting.



Judge Timothy Grendell
Geauga County Probate & Juvenile Court





COMPANY 119

FUNCTIONALITY OUTLINE

OCTOBER 2019

PREPARED FOR GEAUGA COUNTY PROBATE JUVENILE COURT

This contains confidential information from Company 119 for Geauga County Probate Juvenile Court. The information is intended only for the use of the intended recipient. If the reader of this document is not the intended recipient, or an agent responsible for the delivery of this document to such recipient, the reader is hereby notified that any dissemination, distribution or copying of this document is strictly prohibited.

HABIT #2

BEGIN WITH THE END IN MIND

“Habit #2 is based on imagination--the ability to envision in your mind what you cannot at present see with your eyes. It is based on the principle that all things are created twice. There is a mental (first) creation, and a physical (second) creation. The physical creation follows the mental, just as a building follows a blueprint... Begin with the End in Mind means to begin each day, task, or project with a clear vision of your desired direction and destination, and then continue by flexing your proactive muscles to make things happen.”

- STEPHEN COVEY

7 Habits of Highly Effective People

PURPOSE

The intention of this document is to give a clear outline of the information that will be included in your organization's new website.

To accomplish this, we found that when we identify the pages up front, we:

1. Hit every key area of information for website visitors
2. Communicate to our design, programming and launch team important technical requirements that may require more advanced elements.

WHAT TO DO WITH THIS DOCUMENT

We need you to review this document and make sure that it includes the totality of the pages in your future site and the functionality for each of these pages. If there are any pages that need to be added or removed, or there is additional functionality that you believe will be required within your site, let us know.

Last thing. Once you're settled on the functionality and sitemap, sign the last page of this document and return to your project manager.

SITEMAP

The sitemap contains a bulleted list of pages that will be included in the final site. While your site has an unlimited capacity for pages, these are the pages that Company 119 will configure before the site is launched for Geauga County Probate Juvenile Court.

GeaugaCourts.com Sitemap

- Home
- Probate
 - Docket Search
 - Marriage Licenses
 - Name Changes
 - Adoptions
 - Guardianship
 - Estates
 - Avoid Probate – Good Deeds Program
 - FAQs
 - Court Costs
 - Probate Forms
 - Transcripts
- Juvenile
 - Docket Search
 - Abuse, Neglect & Dependency
 - Court Appointed Special Advocates (CASA)
 - Traffic
 - Probation & Community Service
 - FAQs
 - Court Costs
 - Juvenile Forms
 - Transcripts

Sitemap (Continued...)

- Help Center
 - Probate
 - Juvenile
 - Appeals
- About
 - History of the Court
 - Judge Timothy J. Grendell
 - Civil Commitment
 - Victory Y. Matthews Family Resource Center
 - Portage-Geauga Detention Center
- Resources
 - News & Updates
 - Newsletters
 - Legislative Updates
 - Public Notices
 - Upcoming Events (*Good Deeds, etc.*)
 - Helpful Links
 - Press Releases
 - Annual Report
 - Job Openings
- Contact

YOUR WEBSITE'S FUNCTIONALITY DEFINED

For most websites, the most common functionality of a page is to present information to the web visitor with text and still images. Sometimes pages require additional methods for sharing or receiving information. This can take the form of a slider area (images that rotate), a contact form or a more robust customized application. The following sections will define the common framework and the predetermined enhancements at a per-page level.

OVERALL USER INTERFACE

Geauga County Probate Juvenile Court will be working within two (2) different, custom-designed templates – the home page and a “general” subpage – for page structure. The home page will utilize a single design template that will influence the designs of the other templates listed above. This means that the homepage will have its own design and layout, but the subpages will use the same general colors, navigation and graphical elements, yet may be positioned differently.

RESPONSIVE DESIGN

Geauga County Probate Juvenile Court's website will be designed and developed to handle different resolutions and device constraints responsively. This means that the website will display differently, and optimally, at 3 different screen size break points; desktop, tablet and mobile. Company 119 will use the latest web standards to determine when each responsive break point occurs to ensure that Geauga County Probate Juvenile Court's website performs optimally on as many devices as possible.

SPECIALIZED FUNCTIONALITY

A number of pages will utilize the common home and subpage framework, plus components requiring additional design and/or programming that will allow for unique functionality previously agreed upon between Geauga County Probate Juvenile Court and Company 119. The details regarding all specialized functionality to be built are defined below.

Interactive Contact Forms

On pages that require it (i.e., Contact, etc.) an interactive form will allow for the input of visitors' contact information or requested feedback. This information will be passed onto a Geauga County Probate Juvenile Court supplied email address(es). A thank you page will be displayed in the browser to the visitor upon a successful submission. Geauga County Probate Juvenile Court will also be able to select what fields are required or are optional.

Site Search Function

The search function on the Geauga County Probate Juvenile Court website will allow a visitor to utilize a search query based on a value or keyword, then be taken to a page displaying all matching criteria, including categorically tagged content, pages and posts, returned from the search.

Form Search Function

On designated pages housing forms, Geauga County Probate Juvenile Court's website will allow a visitor to search for forms by category, or scenario, via search query based on a value, keyword or categorical tags returned from the search on said page.

Posts & Categorical Tagging

Gauga County Probate Juvenile Court' website will include a page displaying a list of post previews in chronological order with a post title, summary and hyperlink to the full-featured post. These posts can be used by Geauga County Probate Juvenile Court at-will for a blog, newsletters, updates, upcoming events (Good Deeds), etc. Company 119 will include the feature to display an image or video thumbnail next to each post preview. Posts will also include social sharing features on Facebook and Twitter.

Within this functionality, Geauga County Probate Juvenile Court will have the capability to "tag", or label, posts categorically. By doing this, visitors will be able to view, search and sort posts by category on the front-end of the website.

Gauga County Probate Juvenile Court Admin users will be able to select, edit, add, schedule and remove posts and categories at-will within the backend admin area of the website.

Third-Party Chat Integration

Company 119 will work to integrate a third-party chat platform, such as Olark, Drift, etc. as supplied by Geauga County Probate Juvenile Court. While Company 119 will assist in integrating and styling the chat platform within the capabilities of the platform itself, Geauga County Probate Juvenile Court will be responsible to update the contents of any chat bots and manage any live chat features.

APPROVAL

An authorized signature below indicates the approval of this functionality outline and that any requests that fall outside of the scope of this outline may incur additional fees.

SIGNATURE_____
PRINTED NAME_____
DATE