

FINANCE COMMITTEE MEETING
Tuesday, January 9, 2018 – 5:00 P.M.
MUNICIPAL BUILDING COUNCIL CHAMBERS
AGENDA

1. Call to Order and Roll Call
2. Public Comments and/or Communications
3. Approval of Minutes –December 12, 2017
4. Administrator’s Report
5. Finance Director’s Report
6. Review of:
 - a. Treasurer’s Report (City Investments) for December, 2017 (To be Distributed at the meeting)
 - b. Bank Reconciliation (To be Distributed at the meeting)
 - c. Preliminary Financial Statements for December, 2017 (To be Distributed later in January for review at the February meeting)
 - d. Warrant 17-12
 - e. Professional Services over \$5,000 not previously approved under contract
7. Consider recommendation to approve the purchase of the Bobcat S770 with spare tire and bucket from Bobcats Plus, Janesville, WI at a cost of \$49,265 and to declare the Bobcat 753 as surplus.
8. Consider approval of the TiPSS 2018 Support Fees and Pro-Phoenix Interfaces relating to the municipal court software.
9. Future Agenda Items
10. Adjourn

Posted _____ By: Susan Kitzman, City Clerk

****Note: A quorum of the members of the City Common Council who are not also Committee members may be in attendance to gather information and participate in discussion about an issue over which they have decision making ability. This may constitute a meeting of the Common Council pursuant to State ex rel. Badke vs. Greenfield Village Board, 173 Wis. 2d 553, even though the Common Council will take no formal action at this meeting. This meeting must be noticed appropriately and is intended to comply with the requirements of Badke and the Wisconsin Open Meetings Law. Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City Clerk’s office at 262-728-5585 with as much advance notice as possible.**

FINANCE COMMITTEE
December 12, 2017

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Call to Order: Chairman DeWitt called the regular meeting of the Finance Committee to order at 5:00 pm in the Municipal Building Council Chambers.

Roll Call: Chairman DeWitt, Aldermen Stebnitz and Schroeder. Also Present: City Administrator Pieroni, Director of Public Works Wendorf, Finance Director Hayden, Treasurer Wiese, Street Foreman Brotz and City Clerk Kitzman.

Public Comments and/or Communications: None.

Approval of Minutes: Alderman Stebnitz moved to approve the minutes of November 14, 2017, seconded by Alderman Schroeder and unanimously carried.

Administrator's Report: No report.

Finance Director's Report: Ms. Hayden noted the auditors will be here tomorrow for the pre-audit.

Review of Treasurer's Report (City Investments) and Bank Reconciliation for November, 2017: Alderman Schroeder moved, seconded by Alderman Stebnitz and unanimously carried, to approve the City Investments and Bank Reconciliation for November, 2017.

Financial Statements for November, 2017: Alderman Stebnitz asked for the breakdown of the Water and Sewer salary accounts. Ms. Hayden will provide the information once the final payroll is calculated, which won't be paid until January. Alderman DeWitt noted the court fines were down and questioned if there was any insight into the situation. Staff felt it was a combination of lower fines and fewer tickets.

Warrant 17-11 and Professional Services over \$5,000 not previously approved under contract: After review, Alderman Stebnitz moved to recommend to the Common Council the approval of Warrant 17-11. The motion was seconded by Alderman Schroeder and unanimously carried. Professional Services over \$5,000 for November were then reviewed.

Consider 2018 Insurance Proposal: The insurance proposal prepared by Arthur Gallagher & Associates was reviewed. A question was raised as to whether other pricing was obtained. Ms. Pieroni indicated that staff had solicited another proposal two years ago. Based on pricing and service other proposals were not solicited for 2018. It was noted that EMC has been the City's insurance provider for the past four years and has provided excellent service to the City. The premium increase is 9% with the majority of the increase in workers compensation. It was also noted that values on certain properties had been increased to more closely align with their replacement value. Coverage on some additional equipment and the street sweeper that were inadvertently left off the policy in past years had also been added.

Alderman Stebnitz moved to recommend to the Common Council the approval of the contract with:

- a. EMC Insurance (for all coverages with the exception of Crime and Cyber) at an approximate cost of \$245,050 [with 22% dividend on Worker's Compensation (estimated at \$27,759) payable in 2019]; and
- b. Crime to Hanover Insurance at an approximate cost of \$1,000, and
- c. Cyber Insurance to BCS Insurance Company in the amount of \$2,837.

The motion was seconded by Alderman Schroeder and unanimously carried.

Consider 2018 purchase of a 5-yard Dump Truck from Lakeside International at a cost of \$161,940: The 2018 Budget includes the funds for the purchase of a new dump truck with plow. Street

Foreman Brotz has found a “demo” truck that could be available shortly after the first of the year through Lakeside International. The truck meets all of our specifications and appears to come at a cost savings over going through the traditional bid process. Ms. Pieroni thanked Adam Brotz for locating this deal. He noted this is a brand-new vehicle that is being constructed at this time.

Alderman Schroeder moved to recommend to the Common Council the approval of the 2018 purchase of a 5-yard dump truck in the amount of \$161,940 from Lakeside International, Milwaukee, Wisconsin; and to further declare the City’s existing 2000 International plow truck as surplus property upon receipt of the replacement vehicle in 2018. The motion was seconded by Alderman Stebnitz and unanimously carried.

Consider approval of proposal from General Fire for changeover of police squad cars: Chief O’Neill advised the Committee that the three new police vehicles should be received soon. The Police Department is now requesting approval of the proposal for the change-over of the equipment. Alderman Stebnitz moved to approve the proposal from General Fire for squad change-overs at a per squad cost of \$2,582.49 and a total cost of \$7,747. The motion was seconded by Alderman Schroeder and unanimously carried.

Consider MOU agreement with Baxter & Woodman for the 2018 Street Improvement program at an amount not to exceed \$41,400 for engineering design work and an amount not to exceed \$34,000 for construction engineering: Mr. Wendorf noted this is for the 2018 road program that includes the reconstruction of Washington Street and Edward Street and rehabilitation of Whispering Pines Drive.

Alderman Stebnitz moved to recommend the approval of the proposed MOU agreement with Baxter & Woodman for the 2018 Street Improvements program, at an amount not to exceed \$41,400 for engineering design work and an amount not to exceed \$34,000 for construction engineering. The motion was seconded by Alderman Schroeder and unanimously carried.

Consider MOU agreement with Baxter & Woodman for the Edward Street water main replacement at an amount not to exceed \$6,000 for engineering design work and an amount not to exceed \$3,170 for construction engineering services: Alderman Schroeder moved to approve the proposed MOU agreement with Baxter & Woodman for the Edward Street water main replacement in 2018, at an amount not to exceed \$6,000 for engineering design work and an amount not to exceed \$3,170 for construction engineering services. The motion was seconded by Alderman Stebnitz and unanimously carried.

Consider MOU agreement with Baxter & Woodman for the Washington Street water main replacement at an amount not to exceed \$7,200 for engineering design work and amount not to exceed \$3,400 for construction engineering services: Alderman Stebnitz moved to recommend to the Common Council the approval of the proposed MOU agreement with Baxter & Woodman for the Washington Street water main replacement in 2018, at an amount not to exceed \$7,200 for engineering design work and an amount not to exceed \$3,400 for construction engineering services. The motion was seconded by Alderman Schroeder and unanimously carried.

Consider authorizing release of final payment request to Stark Pavement in the amount of \$270,257.87 for the 2017 Street and Utility Rehabilitation Contract, upon receipt of all final lien waivers and the required warranty bonds: Mr. Wendorf explained the adjustment to the final payment for Stark Pavement. He advised the Committee of underground utility conflicts under Racine Street near Mound Road, noting that when the piping was exposed the conditions were significantly different than what was assumed. The contractor was eligible to request that the work be considered on

a “time-and-material” basis. This amounted to an increase of \$5,916.77. A lengthy discussion was held on the ability to/feasibility of obtaining a firm or not-to-exceed price at the time of the issue is identified. Following this discussion, Alderman Schroeder moved to authorize release to Stark Pavement the final payment in the amount of \$270,257.87 on the 2017 Street and Utility Rehabilitation Contract, upon receipt of all lien waivers and the required warranty bonds. Seconded by Alderman Stebnitz and unanimously carried.

Consider approval of Electronic Agenda Software: Staff has reviewed various suppliers of agenda management software and is recommending the purchase of the program offered through iCompass. A lengthy discussion was held on the usability and training for Council members. Alderman DeWitt moved to approve the purchase of the agenda management software from iCompass at the annual cost of \$6,000. The motion was seconded by Alderman Schroeder and unanimously carried.

Future Agenda Items: None

Adjourn: There being no further business to come before the Finance Committee, the meeting adjourned at 5:40 pm upon a motion by Alderman Schroeder, seconded by Alderman Stebnitz and unanimously carried.

Susan Kitzman
City Clerk

These are not official minutes until approved by the Finance Committee.



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Memorandum

To: Members of the Finance Committee
From: Denise Pieroni
City Administrator
Date: January 5, 2018
Subject: Finance Committee – Administrator’s Report

WalCoMet Refund Recommendation: I talked to the WalCoMet Administrator, Neal Kolb, on Thursday regarding this matter. He had advised me as to his recommendation to the Commission relative to this matter. A copy of the report related to the matter that was included in the WalCoMet Commission packet is attached.

Neal had forgotten about the 3rd incident which occurred in July and so this one is not addressed in his memo. I advised him that, although the consideration of the proposed credit was appreciated, I would not feel comfortable recommending to the Commission or the Common Council through its Finance Committee an acceptance of a direction that did not address the three 2017 occurrences and the establishment of a methodology as to how these situations would be addressed in the future. I have attached for your information the estimates of the overbilling for February and March developed by Stanley Consultants. The estimate for July will be submitted at the meeting.

I had previously provided Neal with a copy of our agreement with Andes which addresses these situations when consecutive test results are not achieved. He indicated that he would look at this language. Neal understands the concern and will be discussing this matter future with the engineering firm that assisted in developing the testing methodology that is currently being used for billing purposes. He noted that he reviewed the reports related to the change but could not find any reference to a recommended practice when the testing process was not successful in providing consecutive day test results. He is hoping to get back to me on Monday, in advance of the Commission’s meeting on Tuesday. I am hoping to have more information to share with the Committee at the meeting on Tuesday.

Building and Code Enforcement Costs in 2017: I am awaiting a final bill for services provided by Shannon Markley in 2017 which she hopes to submit on Monday. Once this is received, I will update our spreadsheet on total contractual costs in these two areas that were incurred in 2017. At this time, I am anticipating that this report will be available for distribution at the meeting on Tuesday.

WALWORTH COUNTY METROPOLITAN SEWERAGE DISTRICT
COMMISSION MEMORANDUM

To: Chairman Logterman and WalCoMet Commission
From: Neal Kolb, Administrator
Date: January 3, 2018
Meeting Date: January 9, 2018
Agenda Item: New Business - c
Item Title: Billing Review for City of Delavan

Background

WalCoMet was contact by the City of Delavan regarding the invoices from February and March 2017. There was an error with the auto-sampler on Sunday, February 19th, and a lab error resulted in the loss of the sample on Sunday, March 5th. Due to the lost samples, WalCoMet extended the sampling an additional day, which is the standard practice.

Delavan has asked WalCoMet to reconsider the billing since weekends are on average lower loadings and both months in question used six weekdays and only one weekend day to calculate the monthly average. During the month of March lab validation testing was performed. As such, a sample was collected each day of the month. If the results from Sunday March 5th are substituted for the additional day (Wednesday, March 8th) then the resulting invoice would be decreased by \$5,076.14. If an average of the last three years of Sundays in February are substituted for the additional day (Monday, February 20th) then the resulting invoice would be decreased by \$4,511.44. I believe it is in the best interest of the District to avoid deviating from the standard practice and use an unknown value for the Sunday in February, but that it is appropriate to issue a credit for March. WalCoMet is also taking steps to avoid missing samples in the future.

Suggested Action

Use the actual information that was obtained through lab validation sampling to recalculate the invoice for March 2017 resulting in a credit amount of \$5,076.14.

MARCH 2017 WALCOMET BILLING ADJUSTMENT

Using the following point data:

		Flow (MGD)	BOD (ppm)	TSS (ppm)	NH3-N (ppm)	customer units
Wed	1-Mar	0.825	311	228	28.4	
Thu	2-Mar	0.816	356	200	27.4	
Fri	3-Mar	0.780	237	228	32.0	
Sat	4-Mar	0.788	247	220	29.4	
Sun	*Average Sunday in March 2014-2016*	0.820	216	211	30.3	
Mon	6-Mar	0.867	410	232	28.8	
Tue	7-Mar	0.896	429	212	25.6	

AVERAGE	0.827	315	219	28.8
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Given customer units 3719.0

Given total flow for month (MG) 25.772

Convert loads to pounds per month 67,450 46,829 6,173

billing rate \$ 1,110.00 \$ 0.6500 \$ 0.4400 \$ 2.6900 \$ 4.1900

subtotal \$ 28,606.92 \$ 43,842.49 \$ 20,604.61 \$ 16,605.76 \$ 15,582.61

Total with billing adjustment **\$ 125,242.39**

Total as billed **\$ 130,739.67**

Savings with Ajustment **\$ 5,497.28**

Agreement between City of Delavan and Andes Conduits

- A. Samples shall be obtained from each of the West and Main sampling manholes for seven consecutive days. Samples shall be collected using flow proportional sample collection methods. The laboratory shall provide analytical results to Delavan and Andes.
 - B. Split samples, if requested, shall be provided to Andes in containers provided by Andes.
 - C. The analytical method for determining the concentration of biochemical oxygen demand shall be as prescribed in the 18th Edition of Standard Methods part number 5210B or as provided in the most recent edition of Standard Methods.
 - D. The analytical method for determining the concentration of total suspended solids shall be as prescribed in the 18th Edition of Standard Methods part number 2540D or as provided in the most recent edition of Standard Methods.
 - E. Both parties agree that in the event of an equipment failure, a replacement sampling event shall be scheduled by Delavan as soon as practicable for the same day of the week that was omitted.
 - F. In the event that it is not practicable to perform the missing sampling day during the affected quarter, both parties agree to use the average concentration for the identical quarter of the previous year.
3. For the purposes of determining the surcharge concentration, flow results shall be based upon the flows from each of the two effluent flow meters located in the sampling manholes.
 - A. In the event that the effluent flow meters are not calibrated or either of the effluent flow meters fail during the sampling exercise, the sampling exercise shall be rescheduled, if this prevents a sampling event from occurring during a quarter, the average flow for the affected flow meter from the identical quarter of the previous year shall be used in the determination of the surcharge loading;
 - B. Andes shall immediately notify Delavan upon discovery of difficulties with the effluent flow meters.
 4. Surcharge concentrations of BOD₅ and TSS shall be determined as the flow-weighted average concentrations during the quarterly sampling period



7.

Memorandum

To: Members of the Finance Committee
From: Adam Brotz Street Department Foreman
Thru: Denise Pieroni, City Administrator
Date: December 13, 2017
Subject: Street Department Equipment Replacement Purchase

Executive Summary: The 2018 budget included funds for the purchase of a new skid-steer loader for the Public Works Street Division with the current Street Division unit being transferred to Delbrook and the current Delbrook unit being declared surplus.

Background: We requested quotes from three dealers of large-frame high-flow skid-steer loaders (commonly called Bobcat machines), that would be compatible with our current attachments. The bids received were as follows:

Johnson Tractor	Case SV340	\$55,750
Treibold Implement	New Holland L234	\$54,175
Bobcats Plus	Bobcat S770	\$49,265

Key Issues: These prices reflect the cost of the machine with a spare tire and a bucket with a bolt on cutting edge. The tire and bucket are necessary as this skid steer is a large-frame machine requiring a larger tire and a wider bucket to cover the wheel tracks.

Budget Impact: The 2018 Capital Improvement Fund budget includes \$50,000 (Account #400-57230-8100) for the purchase of this machine. The total cost from Bobcat's Plus, Janesville, WI, is \$49,265 which is \$735 under budget.

Recommendation: After reviewing the specifications and prices from the three companies, it is staff's recommendation that the City purchase the skid steer from Bobcats Plus, Janesville, WI at a cost of \$49,265.

Recommended Action: Motion to recommend to the Common Council the purchase of the Bobcat S770 with spare tire and bucket with bolt on cutting edge from Bobcats Plus, Janesville, WI, at a cost of \$49,265 and to further declare the Bobcat 753 (currently at Delbrook) as surplus upon the delivery of the new machine.



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Memorandum

To: Members of the Finance Committee
From: Sandi Jeffery, Municipal Court Clerk
Thru: Denise Pieroni
City Administrator
Date: January 4, 2018

Subject: TIPSS 2018 Annual System Support Fee & Additional Interfaces relating to Court Software

Executive Summary: The Municipal Court utilizes TIPSS software products and related interfaces. The TIPSS system support fee for these products for 2018 is \$5,472. In that this cost now exceeds \$5,000, Finance Committee approval of this annual fee is required. A copy of the invoice which identifies the specific products covered is attached. The City also utilizes TIPSS Parking. The fees for the parking module are billed separately and are processed through the Police Department.

With the transition to Pro-Phoenix, two additional interfaces to the court module are required. The TiPSSTraCS provides for the interface between TiPSSCourts and the Wisconsin Badger TracCS (Traffic and Criminal Software) system. The cost of this interface, including the 1st year's support fee of \$375, is \$1,875. The TiPSSCourt Interface to Other Records provides for the interface between TiPSSCourts and Pro-Phoenix. The cost of this interface, including the 1st year's support fee of \$225, is \$1,325. Copies of the respective proposals are attached. In that the installation of these interfaces were required in conjunction with the implementation of Pro-Phoenix, these proposals have been executed. The total cost of the two interfaces (\$3,200) was covered within the estimate of the total cost for Pro-Phoenix; however, in that this work is being undertaken in 2018, these costs will need to be charged against the 2018 Capital Improvement Fund budget which did not include dollars for the carryover of the remaining elements of the project. Based on the Fiscal Year issue, Finance confirmation of these expenditures is also being requested.

Background/Supporting Data: Addressed in the Executive Summary.

Key Issues: The City has been using this software for 20 years and it continues to meet our needs. If we are going to continue to utilize this software, the annual support fee will need to be paid. In terms of the Interface, these are required in order to effectively communicate between the various systems without requiring manual intervention.

Budget Impact: The amount budgeted for this expense for 2018 was based on the estimate provided by TIPSS in May and is consistent with the amount billed. The cost of the interfaces is covered in the estimate of the total cost for the Pro-Phoenix system although total expenses will now be reflected over two versus in one fiscal year.

Recommendation: Consider the authorization of the payment of the 2018 TiPSS system support fee in the amount of \$5,472 and confirming payment of the \$1,875 cost of the TiPSSCourt and the Wisconsin Badger TracCS (Traffic and Criminal Software) system interface and the payment of the \$1,325 cost of the TiPSSCourt and Other Records interface.

Recommended Action: Move to approve the payment to TiPSS for the 2018 annual support fee for the municipal court modules at a cost of \$5,472 and to confirm the payment of the \$1,875 cost of the TiPSSCourt and the Wisconsin Badger TracCS (Traffic and Criminal Software) system interface and the payment of the \$1,325 cost of the TiPSSCourt and Other Records interface.

2018



Check Request Form

Date: 12/27/17

Vendor # _____

Payable To: Jolan Public Safety Solutions LLC

Address: _____

City/State/Zip: _____

Description: Courts & Interface Support 2018

Expenditure Authority:	D	CA	FC	CC	U
	Dept = or < \$500	Administrator > \$500 to = or < \$5,000	Finance Committee > \$5,000 to = or < \$10,000	Council > \$10,000	Utility Services Expenditure Limits NA

Amount: \$5473.00

Account Number	Amount	Further Description	Inv #	Project #	Dept. Approval
<u>100-51200-3810</u>	<u>\$5473.00</u>				

Requested By [Signature]

Accts Payable Verification _____

Accts Payable Processed _____

City Administrator _____

Finance Director Verification _____



4624 South Biltmore Lane • Madison, WI 53718
Phone: 608.244.1500 • Fax: 608.244.1504
www.tipssl.com

October 6, 2017

Sandi Jeffery
Delavan Municipal Court
123 South 2nd Street
Delavan, WI 53115

Dear Sandi:

Thank you for your interest in acquiring our TiPSS software products! As with all of our products, we are offering a **60-day money back guarantee**. If you are not 100% satisfied with the software you can return it within 60 days of your installation date for a full refund of the License and Support Fees, excluding conversion and training fees. The cost of installing the software varies depending on the number of Workstations or Concurrent Users, type of security and network, and level of training and assistance required. Please refer to the proposal sheets attached for summary product description and pricing.

In addition to the costs identified in the attached proposal(s), you will need to contact your hardware/network provider to secure an estimate for updating your hardware to meet the minimum system requirements (see Notes and Terms of Agreement for more information). Please be advised that new installations are scheduled on a first-come-first-served basis. Upon receiving the signed proposal, we will contact you to arrange for training and installation of the software.

TiPSS is very much a customer-based company. We value our customers and strive to provide the best service and support in the business. We encourage you to contact any of our customers to discuss the software or our services. If you decide to accept the proposal, please indicate which items you are accepting, sign and date the signature page, and return a copy to us via mail at the address above or via fax to 608/244-1504. If we can answer any questions or provide any clarifications, do not hesitate to call us at 608/244-1500.

Sincerely,

Xong Yang, Member
Titan Public Safety Solutions, LLC



Notes and Terms of Agreement

License & Service Fees

License & Service Fees include the items as listed per the "Proposal Summary Sheet". The number of licenses listed reflects the number of licensed workstations or concurrent users the Municipality is legally licensed for. When applicable, the License Fee also reflects the number of police jurisdictions the Municipal Court processes citations for. Upon acceptance of the proposal(s), we will forward a License Agreement for your review and signature.

- **TiPSS Products are licensed by 'Workstation' or by 'Concurrent User':** 'Workstation' licensing refers to the number of units the software can be loaded on. E.g., if you purchase a 3 unit 'Workstation' license the software can only be loaded on 3 machines. 'Concurrent User' refers to the number of people using the software at the same time. E.g., if you purchase a 3 'Concurrent User' license the software can be loaded on an unlimited number of machines but only 3 people will be able to access the software at one time.
- **Each workstation's license is further defined as either 'full access' or 'view-only access':** The 'full access' license provides unrestricted access to all of the features and functions of the software based on the user's security profile. A 'full access' license can be used to add, update, view, delete, and print information. The 'view-only access' license provides limited ability to view and print information contained in the software based on the user's security profile. A 'view-only access' license cannot be used to add, update, and/or delete information.

When applicable, the License Fee includes assistance with three (3) custom form letters. The municipality must provide the form letters as an MSWord[®] document, in the agreed upon machine readable format (e.g. CD, FTP, or email).

License & Service Fees include **remote** installation of the software on the customer workstation(s)/network. If a network version of the software is proposed, the customer is responsible for providing skilled hardware/network expertise to install the software with remote assistance from TiPSS Customer Support. Network support is required to create directories, assign user permissions, load the software on workstations not accessible via TeamViewer[®] or GoToAssist[®], and perform other network installation functions. The proposal(s) includes installing the TiPSS software only and does not include hardware, hardware installation, cabling, network support, or network installation.

License & Service Fees include two (2) full days for the base Courts and Records products, one (1) full day for the base Parking product, or one-half (1/2) day for the Day Sheets product. The training is provided via small-group training for one participant, to receive training along with training participants from other municipalities, at the TiPSS office in Madison. (There are additional fees for when one customer sends more than one participant for training.) The training for optional add-on interfaces and for *TiPSSCashRegister* is provided remotely via TeamViewer[®] or GoToAssist[®]. Included in the *License & Service Fees*, for base Courts and Records products only, is a one-day "Refresher Course" for one person, which may be used within the first two years after the initial training. "Accelerated Training" is also available at an additional charge.

Manuals

Training Manuals are provided for each participant attending training. If additional copies of are required, they can be purchased for \$50 per manual.

Conversion (optional)

Conversion of any other existing customer data is not included unless specifically proposed. If the proposal specifically includes a quote for converting data, the customer is responsible for providing a full copy of their data, in an agreed upon machine readable format (e.g. CD, FTP, or internet). If for any reason we are unable to read/convert the data we will contact you to discuss how and if to proceed.

The Offense Codes/Street Names Conversion includes converting the Municipality's street names and offense codes to the TiPSS database, this information must be provided in an MSEXcel[®] spreadsheet format.

Annual System Support

The proposal(s) includes the Annual System Support Fee for January 1 through December 31 of the current year. This fee will be prorated and billed at installation if installed after January 1st. A full year's Annual System Support Fee will be

billed in December of each succeeding year. The Annual Support Fee increases approximately 3-5% annually. Upon acceptance of the proposal(s) TiPSS will forward a Support Agreement for your review and signature.

Hours of Availability

TiPSS Customer Support Staff are available to answer customer questions and provide assistance during the following days and times:

- 8:00 a.m. to 5:00 p.m., CST, Monday through Friday, later by appointment

Third Party Software

Third party software products, required to generate documents, prepare for conversion, and provide remote support and training, are *not* included. Contact your hardware/software vendor to purchase and install the following required third party products:

Minimum Software/Hardware Requirements (subject to change)

- **Workstation Requirements (Minimum)**

<i>Windows version</i>	Windows 7 [®] , Windows 8 [®] , Windows 10 [®]
<i>Processor speed</i>	1 GHz Processor
<i>Operating System</i>	32 bit or 64 bit processor
<i>Memory</i>	2 GB RAM required/4 GB RAM recommended
<i>Disk space</i>	30 GB hard drive
<i>.NET version</i>	4.0
<i>Other</i>	A CD or DVD drive, as appropriate (required for installation from disc) Touch Screen Monitor (optional for <i>TiPSSCashRegister</i>)

- **Server Recommendations**

Server configurations may vary; minimum requirements are for a dedicated server for the WIJIS interface only. Agencies sharing workloads with other software or operating in a virtual environment should judge CPU size accordingly.

<i>Windows version</i>	Windows 2008 [®] or newer version
<i>Processor speed</i>	Pentium 4, 3.0 Ghz CPU or better
<i>Operating System</i>	32 bit or 64 bit processor
<i>Memory</i>	8 GB RAM
<i>Disk space</i>	80 GB hard drive
<i>.NET version</i>	4.6.1
<i>IIS version</i>	7 or higher (<i>TiPSSWebServices</i> only)
<i>Other</i>	A reliable backup system

- **Network Requirements if applicable**

- Current Internet Browser
- High Speed Internet Connection
- Static or unchanging public IP address

- **Additional Hardware requirements (optional)**

- Scanner
- Digital camera or photo disk (*TiPSSImaging* only)

- **Receipt/validation Printers Recommendations**

- Epson TM-U220D USB (Receipt Only)
- Epson TM-U325 USB (Receipt and Validation)
- Epson TM-T88V (thermal printer)

- **Third Party Software Requirements**

- MSWord 2007[®] or newer version (each workstation)
- MSEXcel 2007[®] or newer version (1 workstation)
- MS SQL Express 2008[®] or newer version (for less than 4 Workstations)

- o MS SQL Server 2008^u or newer version (for 4+ Workstations or multi-jurisdictional courts)
- o MS SQL Server Management Studio must either be installed on at least 1 workstation or access to the MS SQL Server granted
- o Current SSL certificate (*TiPSSWebServices* only)
- o TeamViewer 10^o or GoToAssist^o for remote support (no charge)

PRODUCT SUMMARIES

TiPSSTraCS Interface (Optional add-on module)

TiPSSTraCS Interface is an automated interface between TiPSSCourts and the Wisconsin Badger TraCS (Traffic and Criminal Software) system. Traffic and Municipal Citations are entered into TraCS in the squad car, uploaded into the TraCS Workstation in the office, and then transmitted to eCitation (WIJIS - Wisconsin Justice Information Sharing Program). Once in eCitation the Traffic and Municipal Citations can be retrieved from eCitation and automatically loaded into *TiPSSCourts*.

Delevan Municipal Court

Proposal Summary Sheet

Proposal Number: 2017 - 085

Proposal Date: October 6, 2017

Proposal Expiration: March 31, 2018

Product/Service	License Type	Description	Number of Licenses		Addt. Juris.	License & Service Fees	Annual System Support (2017)	Proposal Totals
			Full-Access	View-Only				
TiPSSTraCS Interface	N/A	Installation/Setup (Remote) User Manual (1) Training (Remote) Offense Code Conversion	2			\$1,500	\$375	\$1,875
PROPOSAL TOTAL						\$1,500	\$375	\$1,875

The pricing detail presented above is confidential information between the CUSTOMER and TiPSS; not for public use or disclosure.

Signature Page

Please check the item or items listed below to indicate acceptance of all or parts of this proposal. If a payment plan is offered, check the payment plan you choose. Then sign and return this single page to TiPSS. If there are any questions regarding this proposal, feel free to contact us at 608/244-1500 (or toll-free at 877/241-3877).

The following item(s) of this proposal is/are accepted:

_____ 2017 - 085 TiPSSTraCS Interface

Payment for the license and service portion of the proposal(s) will be paid as indicated below:

_____ Full payment of License & Service charges upon installation.

Acknowledgement by the Customer:

Delevan Municipal Court

Signature: _____

Name: (please print): _____

Date: _____



4624 South Biltmore Lane * Madison, WI 53718
Phone: 608.244.1500 * Fax: 608.244.1504
www.tipssllc.com

January 3, 2018

Sandi Jeffery
Delavan Municipal Court
123 South 2nd Street
Delavan, WI 53115

Dear Sandi Jeffery:

Thank you for your interest in acquiring our TiPSS software products! As with all of our products, we are offering a **60-day money back guarantee**. If you are not 100% satisfied with the software you can return it within 60 days of your installation date for a full refund of the License and Support Fees, excluding conversion and training fees. The cost of installing the software varies depending on the number of Workstations or Concurrent Users, type of security and network, and level of training and assistance required. Please refer to the proposal sheets attached for summary product description and pricing.

In addition to the costs identified in the attached proposal(s), you will need to contact your hardware/network provider to secure an estimate for updating your hardware to meet the minimum system requirements (see Notes and Terms of Agreement for more information). Please be advised that new installations are scheduled on a first-come-first-served basis. Upon receiving the signed proposal, we will contact you to arrange for training and installation of the software.

TiPSS is very much a customer-based company. We value our customers and strive to provide the best service and support in the business. We encourage you to contact any of our customers to discuss the software or our services. If you decide to accept the proposal, please indicate which items you are accepting, sign and date the signature page, and return a copy to us via mail at the address above or via fax to 608/244-1504. If we can answer any questions or provide any clarifications, do not hesitate to call us at 608/244-1500.

Sincerely,

Xong Yang, Member
Titan Public Safety Solutions, LLC



Signature Page

Please check the item or items listed below to indicate acceptance of all or parts of this proposal. If a payment plan is offered, check the payment plan you choose. Then sign and return this single page to TIPSS. If there are any questions regarding this proposal, feel free to contact us at 608/244-1500 (or toll-free at 877/241-3877).

The following item(s) of this proposal is/are accepted:

_____ 2018 - 001 TIPSSCourts Interface to Other Records

Payment for the license and service portion of the proposal(s) will be paid as indicated below:

_____ Full payment of License & Service charges upon installation.

Acknowledgement by the Customer:

Delavan Municipal Court

Signature: _____

Name: (please print): _____

Date: _____

Notes and Terms of Agreement

License & Service Fees

License & Service Fees include the items as listed per the "Proposal Summary Sheet". The number of licenses listed reflects the number of licensed workstations or concurrent users the Municipality is legally licensed for. When applicable, the License Fee also reflects the number of police jurisdictions the Municipal Court processes citations for. Upon acceptance of the proposal(s), we will forward a License Agreement for your review and signature.

- **TiPSS Products are licensed by 'Workstation' or by 'Concurrent User':** 'Workstation' licensing refers to the number of units the software can be loaded on. E.g., if you purchase a 3 unit 'Workstation' license the software can only be loaded on 3 machines. 'Concurrent User' refers to the number of people using the software at the same time. E.g., if you purchase a 3 'Concurrent User' license the software can be loaded on an unlimited number of machines but only 3 people will be able to access the software at one time.
- **Each workstation's license is further defined as either 'full access' or 'view-only access':** The 'full access' license provides unrestricted access to all of the features and functions of the software based on the user's security profile. A 'full access' license can be used to add, update, view, delete, and print information. The 'view-only access' license provides limited ability to view and print information contained in the software based on the user's security profile. A 'view-only access' license cannot be used to add, update, and/or delete information.

When applicable, the License Fee includes assistance with three (3) custom form letters. The municipality must provide the form letters as an MSWord® document, in the agreed upon machine readable format (e.g. CD, FTP, or email).

License & Service Fees include **remote** installation of the software on the customer workstation(s)/network. If a network version of the software is proposed, the customer is responsible for providing skilled hardware/network expertise to install the software with remote assistance from TiPSS Customer Support. Network support is required to create directories, assign user permissions, load the software on workstations not accessible via TeamViewer® or GoToAssist®, and perform other network installation functions. The proposal(s) includes installing the TiPSS software only and does not include hardware, hardware installation, cabling, network support, or network installation.

License & Service Fees include two (2) full days for the base Courts and Records products, one (1) full day for the base Parking product, or one-half (1/2) day for the Day Sheets product. The training is provided via small-group training for one participant, to receive training along with training participants from other municipalities, at the TiPSS office in Madison. (There are additional fees for when one customer sends more than one participant for training.) The training for optional add-on interfaces and for *TiPSSCashRegister* is provided remotely via TeamViewer® or GoToAssist®. Included in the *License & Service Fees*, for base Courts and Records products only, is a one-day "Refresher Course" for one person, which may be used within the first two years after the initial training. "Accelerated Training" is also available at an additional charge.

Manuals

Training Manuals are provided for each participant attending training. If additional copies of are required, they can be purchased for \$50 per manual.

Conversion (optional)

Conversion of any other existing customer data is not included unless specifically proposed. If the proposal specifically includes a quote for converting data, the customer is responsible for providing a full copy of their data, in an agreed upon machine readable format (e.g. CD, FTP, or internet). If for any reason we are unable to read/convert the data we will contact you to discuss how and if to proceed.

The Offense Codes/Street Names Conversion includes converting the Municipality's street names and offense codes to the TiPSS database, this information must be provided in an MSExcel® spreadsheet format.

Annual System Support

The proposal(s) includes the Annual System Support Fee for January 1 through December 31 of the current year. This fee will be prorated and billed at installation if installed after January 1st. A full year's Annual System Support Fee will be

billed in December of each succeeding year. The Annual Support Fee increases approximately 3-5% annually. Upon acceptance of the proposal(s) TiPSS will forward a Support Agreement for your review and signature.

Hours of Availability

TiPSS Customer Support Staff are available to answer customer questions and provide assistance during the following days and times:

- 8:00 a.m. to 5:00 p.m., CST, Monday through Friday, later by appointment

Third Party Software

Third party software products, required to generate documents, prepare for conversion, and provide remote support and training, are not included. Contact your hardware/software vendor to purchase and install the following required third party products:

Minimum Software/Hardware Requirements (subject to change)

- **Workstation Requirements (Minimum)**

<i>Windows version</i>	Windows 7 [®] , Windows 8 [®] , Windows 10 [®]
<i>Processor speed</i>	1 GHz Processor
<i>Operating System</i>	32 bit or 64 bit processor
<i>Memory</i>	2 GB RAM required/4 GB RAM recommended
<i>Disk space</i>	30 GB hard drive
<i>.NET version</i>	4.0
<i>Other</i>	A CD or DVD drive, as appropriate (required for installation from disc) Touch Screen Monitor (optional for <i>TiPSSCashRegister</i>)

- **Server Recommendations**

Server configurations may vary; minimum requirements are for a dedicated server for the WIJIS interface only. Agencies sharing workloads with other software or operating in a virtual environment should judge CPU size accordingly.

<i>Windows version</i>	Windows 2008 [®] or newer version
<i>Processor speed</i>	Pentium 4, 3.0 Ghz CPU or better
<i>Operating System</i>	32 bit or 64 bit processor
<i>Memory</i>	8 GB RAM
<i>Disk space</i>	80 GB hard drive
<i>.NET version</i>	4.6.1
<i>IIS version</i>	7 or higher (<i>TiPSSWebServices</i> only)
<i>Other</i>	A reliable backup system

- **Network Requirements if applicable**

- Current Internet Browser
- High Speed Internet Connection
- Static or unchanging public IP address

- **Additional Hardware requirements (optional)**

- Scanner
- Digital camera or photo disk (*TiPSSImaging* only)

- **Receipt/validation Printers Recommendations**

- Epson TM-U220D USB (Receipt Only)
- Epson TM-U325 USB (Receipt and Validation)
- Epson TM-T88V (thermal printer)

- **Third Party Software Requirements**

- MSWord 2007[®] or newer version (each workstation)
- MSExcel 2007[®] or newer version (1 workstation)
- MS SQL Express 2008[®] or newer version (for less than 4 Workstations)

- o MS SQL Server 2008[®] or newer version (for 4+ Workstations or multi-jurisdictional courts)
- o MS SQL Server Management Studio must either be installed on at least 1 workstation or access to the MS SQL Server granted
- o Current SSL certificate (*TiPSSWebServices* only)
- o TeamViewer 10[®] or GoToAssist[®] for remote support (no charge)

PRODUCT SUMMARIES

TiPSSCourts Interface to Other Records Vendor (Optional add-on module)

TiPSSCourts Interface to Other Records Vendor is an automated interface between *TiPSSCourts*, and other RMS vendors. The interface creates a file with adjudication information which can be sent to the RMS vendor for importing. A file layout of the adjudication file will be provided upon signature to the proposal. The customer needs to contact the RMS vendor for pricing of their side of the interface.

Delavan Municipal Court

Proposal Summary Sheet

Proposal Number: 2018 - 001

Proposal Date: January 3, 2018

Proposal Expiration: July 31, 2018

Product/Service	License Type	Description	Number of Licenses		Addt. Juris.	License & Service Fees	Annual System Support (2018)	Proposal Totals
			Full-Access	View-Only				
TiPSSCourts Interface to Other Records	N/A	License Installation & Setup (Remote) User Manual (1) Training (Remote)	1			\$1,100	\$225	\$1,325
PROPOSAL TOTAL						\$1,100	\$225	\$1,325

The pricing detail presented above is confidential information between the CUSTOMER and TiPSS; not for public use or disclosure.