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September 11, 2017

Lynn Heyduk
 Manitowoc, City of
 900 Quay St
 Manitowoc, WI 54220

Dear Ms. Heyduk:

Attached is your proposal for adjusting and updating (a.k.a. writing off) accounts receivables in the *TiPSSCourts* database for the City of Manitowoc Municipal Court. The proposal includes writing scripts to locate the citations to be written off as well as updating the citation's balance and status, entering Other Sentences, and History Events.

TiPSS will write scripts to locate citations with the following criteria:

- Issue Date - prior to and including 12/31/2006
- Payments - do not have a payment

A list of *TiPSSCourts* citations meeting the above criteria will be given to the customer after the modification.

TiPSS will modify the selected *TiPSSCourts* citations as specified below:

1. Citation Total Due = \$0.00
2. Citation Balance Due = \$0.00
3. Citation Status = "\$OFF" (description 'Debt Written Off')
4. Citation Status Date = Current Date
5. Violation Status = "\$OFF" (description 'Debt Written Off')
6. Violation Status Date = Current Date
7. Accounts Receivables = delete all fines and fees
8. Add an Other Sentence
 - Sentence Type = "\$OFF" (description 'Debt Written Off')
 - Terms (Amount) = Citation Amount Due
 - Start Date = Citation Violation Date
 - Status Date = Current Date
 - Status = 'Satisfied'
9. Add a History Event for each Citation indicating the adjustment was made
 - Type = "NOTE"
 - Date = Current Date
 - Text = "Citation Closed and Debt Written Off in purge per Finance Committee, Previous Violation Status was XXXX with a Violation Status Date of XX/XX/XXXX."

Note:

- Once the scripts are run, there is no method for retrieving the original data other than restoring the *TiPSSCourts* database.
- Citations certified at TRIP will automatically be found when the next Update Debt file is created to close the debts at TRIP.
- Citations certified at SDC will have to be manually be found and manually updated at DOR to close the debts.

If you decide to accept the proposal, please sign and date the signature page and return a copy to me. If I can answer any questions or provide any clarifications, do not hesitate to call me at 877/241-3877.

Sincerely,

A handwritten signature in cursive script that reads "Xong Yang".

Xong Yang
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. Please sign and return this single page to TIPSS. If there are any questions regarding this proposal, please feel free to contact Xong Yang at 877/241-3877.

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

_____ 2017-080 Custom Data Conversion

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

_____ Full payment of Service charges upon implementation.

Acknowledgement by the Customer:

City of Manitowoc Municipal Court

Signature: _____

Name: (please print): _____

Date: _____

City of Manitowoc Municipal court

Proposal Number: 2017-080

Proposal Summary Sheet

Proposal Date: September 11, 2017Proposal Expiration: December 31, 2017

| Product/Service | License Type | Description | Number of Licenses | | Addt. Juris. | License & Service Fees | Annual System Support (2017) | Proposal Totals |
|------------------------|--------------|------------------------|--------------------|-----------|--------------|------------------------|------------------------------|-----------------|
| | | | Full-Access | View-Only | | | | |
| Custom Data Conversion | N/A | Custom Data Conversion | N/A | N/A | N/A | \$1,500 | \$0 | \$1,500 |
| PROPOSAL TOTAL | | | | | | \$1,500 | \$0 | \$1,500 |