

AGENDA OF THE BOARD OF TCERA PROPERTY, INC

Annual Directors Meeting
Wednesday, January 12, 2022
Immediately following the Annual Shareholders' Meeting
TCERA Board Room
136 N. Akers Street, Visalia, CA 93291

NOTICE TO THE PUBLIC

Persons who wish to address the Board of TCERA Property, Inc. during public comment or regarding an item that is on the agenda may address the Board of Retirement in person at the meeting. Any person addressing the Board will be limited to a maximum of five (5) minutes. A total of 15 minutes will be allotted for the Public Comment period unless otherwise extended by the Board Chair. If you are part of a large group that would like to comment on an agenda item, please consider commenting in writing or sending one spokesperson to speak on behalf of the group. Members of the public may also submit public comment via U.S. mail or via email to BORPublicComment@tcera.org before the meeting. The comments received via U.S. mail or email before the meeting will be read to the Board of Retirement in open session during the meeting as long as the comments meet the requirements for Public Comments as posted in the agenda. Public comments are limited to any item of interest to the public that is within the subject matter jurisdiction of the Board of TCERA Property, Inc. (Gov't Code Section 54954.3(a).)

Persons wishing to listen to the meeting may call the TCERA Office during regular business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.) within 48 hours of the meeting at 559-713-2900 for access information. Documents related to the items on this agenda are available for public inspection at the Retirement Office, 136 N Akers Street, Visalia, CA, during normal business hours. Such documents are also available on TCERA's website, www.tcera.org, subject to staff's ability to post the documents before the meeting.

NOTICE TO THOSE ATTENDING THE MEETING IN PERSON: The California Department of Public Health requires all persons to wear masks from December 15, 2021 through January 15, 2022 unless they have a medical exemption.

As a courtesy to those in attendance, all individuals are requested to place cell phones and other electronic devices in the non-audible alert mode.

I. CALL TO ORDER

II. ROLL CALL

1. As a courtesy to those in attendance, all individuals are requested to place cell phones and other electronic devices in the non-audible alert mode.

III. PUBLIC COMMENT

1. At this time, members of the public may comment on any item not appearing on the agenda. Under state law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for Board consideration. Any person

addressing the Board will be limited to a maximum of five (5) minutes so that all interested parties have an opportunity to speak. Please state your name for the record

IV. NEW BUSINESS

Discussion and possible action regarding the following items:

1. Annual Election of Officers (President, Vice President/Secretary) effective January 12, 2022
2. Review and approve the minutes of the January 13, 2021 Directors meeting
3. Ratify the First Amendment to the Services Agreement with the County of Tulare effective December 7, 2021

V. ADJOURN

1. *In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Secretary of the Board of Retirement at (559) 713-2900. Notification 48 hours prior to the meeting will help enable staff to make reasonable arrangements to ensure meaningful access. Documents related to the items on this Agenda submitted after distribution of the Agenda packet are available for public inspection at TCERA, 136 N. Akers Street, Visalia, CA. during normal business hours.*

MINUTES OF THE BOARD OF TCERA PROPERTY, INC

Annual Directors Meeting

Wednesday, January 13, 2021

Immediately following the Annual Shareholders' Meeting

TCERA Board Room

136 N. Akers Street, Visalia, CA 93291

NOTICE OF TEMPORARY PROCEDURES FOR TCERA PROPERTY, INC. MEETINGS

On March 17, 2020, California Governor Gavin Newsom issued Executive Order N-29-20, relating to the convening of public meetings in light of the COVID-19 pandemic. TCERA Property, Inc. hereby provides notice that it will continue to convene its regularly scheduled public meetings of the corporation in the Board Room at 136 N. Akers Street, Visalia, as provided in the publicly posted agenda notice, and until further notice.

Persons who wish to address the Board during public comment or regarding an item that is on the agenda may address the Board in person at the meeting. Members of the public may also submit public comment via email to BORPublicComment@tcera.org before the meeting. The comments received via email before the meeting will be read to the Board of Retirement in open session during the meeting as long as the comments meet the requirements for Public Comments as posted in the agenda. Persons wishing to listen to the meeting and/or participate in public comment remotely may call the TCERA Office during regular business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.) within 48 hours of the meeting at 559-713-2900 for login information. Public comments are limited to any item of interest to the public that is within the subject matter jurisdiction of the Board of Retirement. (Gov't Code Section 54954.3(a).)

I. CALL TO ORDER

The meeting was called to order at 9:54 a.m.

II. ROLL CALL

Directors Present:	Cass Cook, Roland Hill, Wayne Ross, Gary Reed, Dave Kehler, Pete Vander Poel, David Vasquez, George Finney, Paul Sampietro
Directors Participating Remotely:	Jim Young, Nathan Polk
Directors Absent:	Laura Hernandez
Staff Present:	Leanne Malison, Retirement Administrator
Staff Participating Remotely:	Mary Warner, Assistant Retirement Administrator
Counsel Participating Remotely:	Marit Erickson and Jennifer Shiffert, Deputy County Counsel

III. PUBLIC COMMENT

None

IV. NEW BUSINESS

Discussion and possible action regarding the following items:

1. Annual Election of Officers (President, Vice President/Secretary) effective January 13, 2021

Motion to elect Wayne Ross as President and Pete Vander Poel as Vice President/Secretary effective January 13, 2021.

Motion: Kehler

Second: Reed

Motion approved unanimously.

2. Review and approve the minutes of the April 8, 2020 Directors meeting

Motion: Reed

Second: Young

Motion approved unanimously.

3. Services Agreement with the County of Tulare effective January 1, 2021

Ms. Malison reminded the directors that this agreement was previously approved by the Board of Retirement. Because the agreement involves services to TCERA Property, Inc., approval by the directors is required.

Motion to approve the Services Agreement with the County of Tulare effective January 1, 2021 as presented.

Motion: Kehler

Second: Vasquez

Motion approved unanimously.

V. ADJOURN

The meeting was adjourned at 9:58 a.m.

Wayne Ross, President

**FIRST AMENDMENT TO
TULARE COUNTY AGREEMENT NO. 25663-A**

THIS FIRST AMENDMENT ("Amendment") to Tulare County Agreement Number 25663-A (the "Agreement") is entered into by and between the **COUNTY OF TULARE**, a political subdivision of the State of California ("COUNTY") and **TULARE COUNTY EMPLOYEES' RETIREMENT ASSOCIATION**, a public retirement plan subject to the County Employees Retirement Law of 1937 (Gov. Code, § 31450 et seq.) and **TCERA PROPERTY, INC.**, a California corporation which owns TCERA's premises (hereinafter collectively "TCERA"). as of December 7, 2021, with reference to the following:

- A. The Parties entered into Agreement No. 25663-A, effective January 1, 2021, to memorialize in writing their current practices for services by those departments of COUNTY which currently bill TCERA for their services, and for payment by TCERA of those bills
- B. The COUNTY and CONTRACTOR now wish to amend the Agreement in order to remove the previous Exhibits B-1 (Auditor-Controller/Treasurer-Tax Collector) and B-7 (Information and Communications Technology) and replace them in their entirety with the attached Exhibits B-1 and B-7, add services and timeframes to perform services.

ACCORDINGLY, COUNTY and CONTRACTOR agree as follows:

- 1. Exhibits B-1 (Auditor-Controller/Treasurer-Tax Collector) and B-7 (Information and Communications Technology) are hereby replaced and superseded with the attached Exhibits B-1 and B-7, to add services and timeframes to perform services.
- 2. This First Amendment becomes effective upon signature.
- 3. Except as provided above, all other terms and conditions of the Agreement shall remain in full force and effect.

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FIRST AMENDMENT TO
TULARE COUNTY AGREEMENT NO. 25663-A

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

TULARE COUNTY EMPLOYEES' RETIREMENT ASSOCIATION,
APPROVED BY THE BOARD OF RETIREMENT

Date: 11/17/21

By Wayne Ross

Print Name Wayne Ross

Title Chairman, Board of Retirement

TCERA PROPERTY INC.,
APPROVED BY THE BOARD OF DIRECTORS

Date: 11/17/21

By Wayne Ross

Print Name Wayne Ross

Title Chairman, Board of Directors

[Pursuant to Corporations Code section 313, County policy requires that contracts with a Corporation be signed by both (1) the chairman of the Board of Directors, the president or any vice-president (or another officer having general, operational responsibilities), and (2) the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer (or another officer having recordkeeping or financial responsibilities), unless the contract is accompanied by a certified copy of a resolution of the corporation's Board of Directors authorizing the execution of the contract. Similarly, pursuant to California Corporations Code section 17703.01, County policy requires that contracts with a Limited Liability Company be signed by at least two managers, unless the contract is accompanied by a certified copy of the articles of organization stating that the LLC is managed by only one manager.]

COUNTY OF TULARE

Date 12-7-21

By Amy Shullion
Chair, Board of Supervisors

ATTEST: JASON T. BRITT
County Administrative Officer/Clerk of the Board
of Supervisors of the County of Tulare

By Mary Ravello
Deputy Clerk



Approved as to Form:

County Counsel
By Diana Mendez
Deputy

Matter # 2019702 Date: 11/19/2021

EXHIBIT B
SCOPE OF WORK AND PAYMENT FOR SERVICES

The parties intend to allow this Exhibit B to be updated at any time by amending only the attachment applicable to an individual department. Accordingly, this Exhibit B may be amended by including only this cover page and the attachment for the individual department in the amendment. The attachments for the other departments need not be included.

Per the California Controller's Office, the COUNTY must still include TCERA in the Cost Allocation Plan. However, it is agreed that the COUNTY will accept direct billings pursuant to this MOU as full payment, with any remainder being absorbed by the COUNTY.

Department invoices shall be sent directly to TCERA and shall include relevant supporting documentation attached thereto. All invoices shall be paid within 45 days from receipt. Departments shall be entitled to interest at the rate of 6 percent per annum, commencing the 61st day after a claim known or agreed to be valid is submitted to TCERA.

The Table of Contents for Each Department's Scope of Work and Payment for Services is as follows:

<u>Department</u>	<u>Page No.</u>
Exhibit B-1: Auditor-Controller/Treasurer-Tax Collector	14
Exhibit B-7: Information and Communications Technology	30

EXHIBIT B-1
AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR

I. SERVICES TO BE PROVIDED

1. Revenue and Claims

Each month, the Revenue and Claims Division of the Auditor-Controller's Office shall verify the retirement pension payroll JVs for TCERA retirees and beneficiaries agree with the input in the accounting record (AFIN). Staff of the Auditor-Controller's Office shall verify the dollar amount of the pension JV and associated Manual Disbursement (MD) against the applicable registers provided by TCERA.

The Revenue and Claims division of the Auditor-Controller's Office staff shall also provide assistance for canceling manual disbursements in AFIN, as requested.

2. Accounting Systems

The Accounting Systems Division of the Auditor-Controller's Office shall provide the following services to TCERA:

- a. Assistance in recording transactions in the County AFIN system. The assistance shall include questions regarding the programs, resetting of passwords and reassigning security and approval roles in the system.
- b. Monthly and annual closing of the accounting records in the County AFIN system.
- c. Issuing monthly and year end reports for departmental use.
- d. TCERA's security and approval access to the County AFIN system for up to ten users and BOXI access for up to one named user.
- e. Allow TCERA to retain access to the County AFIN system with reports and to employee management and compensation systems with reports.

3. Financial Reporting and Audits

The Financial Reporting and Audits Division of the Auditor-Controller's Office shall provide the following services to TCERA:

- a. Advice and direction in proper recording of financial transactions in AFIN.
- b. Approve JVs submitted in AFIN by TCERA.
- c. Certification of the compensable earnings paid to each member of TCERA after the end of each pay period, as required by California Government Code Section 31582. The COUNTY shall be responsible for the payment of all costs associated with the research and correction of errors made in the calculation of compensation reported and retirement contributions made to TCERA by the COUNTY or any department of the COUNTY.
- d. Reconcile employee and employer contributions annually for TCERA's outside auditor confirmation.

4. Payroll

- a. **Countywide payroll.**

The parties intend to specifically exclude from the definition of services provided

EXHIBIT B-1
AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR

by the Auditor-Controller/Treasurer-Tax Collector to TCERA the provision of employer payroll information to the retirement plan for County employees generally. To the extent that the Payroll unit provides information to TCERA regarding bi-weekly transmittal, reconciliation and processing of countywide payroll as well as payroll tax returns and W-2's for County employees generally, this activity shall be accounted for within COUNTY time activity and shall not be billed to TCERA.

The Auditor-Controller staff shall transfer to TCERA the proper dollar amount of employee and employer retirement contributions from the compensation reported at the end of each pay period.

b. TCERA payroll.

Payroll Unit shall provide bi-weekly transmittal, reconciliation, and processing of payroll for those County employees assigned to TCERA as the employing department. The Payroll Unit shall also provide payroll tax returns and W-2's on behalf of these employees.

c. TCERA trustee payroll.

Payroll Unit shall provide quarterly transmittal, reconciliation, and processing of payroll for six (6) of TCERA's trustees. The Payroll Unit shall also provide payroll tax returns and W-2's on behalf of these members.

5. Treasurer-Tax Collector

a. Bank account authorization

The County Treasury may establish bank accounts at the request of TCERA, including "Zero Balance" accounts used for clearing processed checks. The opening of these accounts must be approved by both the Retirement Board and the County Auditor-Controller/Treasurer-Tax Collector. The account(s), while opened by the County Treasury, will remain under the control of TCERA in accordance with the County's banking policies including necessary fraud protections (e.g., payee positive pay). The responsibility for reconciliation and monitoring of this account(s) is that of TCERA. TCERA will be provided with access to reports and information necessary for reconciling and monitoring. Check fraud losses and liabilities associated with this account(s) are also a responsibility of TCERA. The account(s) will be opened as non-interest bearing with an "earnings allowance" to offset monthly banking fees. In addition, this account will comply with the insurance and/or collateralization requirements of the Government Code.

The County Treasury will also maintain a "Zero Balance" account to be used for clearing processed checks. A daily JV will be processed by Treasury staff to record the daily check clearings.

EXHIBIT B-1
AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR

Daily activity is recorded in AFIN automatically through an upload of a text file from the bank.

b. Participation in Treasurer's Investment Pool

The Treasurer shall allow TCERA to voluntarily deposit excess funds with the County Treasurer. TCERA understands that the funds deposited for investment will be held in the Tulare County Investment Pool and shall be invested by the Treasurer in accordance with the policies contained in the *Tulare County Annual Investment Policy of the Pooled Investment Fund* (Investment Policy), as now in effect and as may be revised from time to time without review or consent of TCERA. Interest will be apportioned quarterly. TCERA acknowledges that it has received and carefully reviewed the Investment Policy, and is familiar with its contents. Having considered and weighed the risks of investing (including, but not limited to, the risks of loss of interest and principal) the TCERA has determined that it is appropriate and legal to invest its moneys in the Tulare County Treasury as permitted by the Investment Policy. To the extent its moneys are invested with the County, in whole or in part, TCERA further acknowledges that the \$1.00 NAV is not guaranteed or insured by the Treasurer.

c. Returned Items

Any returned items to the Treasurer's Office from the bank will be immediately reversed from a pre-designated accounting line. Access to reports and information necessary for processing returned items will be provided to TCERA.

d. Wire transfers

Wire transfers will be processed upon request by TCERA. A wire transfer must have the appropriate documentation, departmental approvals, and be reviewed by the Auditor-Controller, before the wire transfer is processed by the Treasury. To ensure that the funds are transferred the next day, the Treasury must receive all completed paperwork for the wire transfer request by 6:00 a.m. the day the wire is to be sent. (This includes all necessary approvals and Auditor- Controller review.)

To accommodate large withdrawals that exceed those normally associated with operations, the following minimum notification requirements must be followed to allow for adjustments to the liquidity position of the pool.

- | | |
|---|----------|
| - Withdrawals of up to \$ 5,000,000 | 48 hours |
| - Withdrawals of up to \$10,000,000 | 72 hours |
| - Withdrawals of up to \$10,000,001 and above | 5 days |

II. PAYMENT FOR SERVICES

EXHIBIT B-1
AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR

1. General Rules

Unless otherwise specified below, the Department shall submit quarterly bills to TCERA within 25 calendar days after the last day of each quarter.

All bills must be supported by fiscal records adequate to ensure that TCERA is billed no more than the cost of providing the services, as calculated under the Federal and State requirements for overhead and other costs. COUNTY shall retain such records as are required by Federal and State regulation. Payment of bills is conditioned on compliance by COUNTY with the required performance standards and responsibilities under this Memorandum of Understanding. Any amounts payable under this agreement are valid and enforceable only if sufficient funds are authorized for the purposes outlined herein.

2. Specific Rules

The Auditor-Controller/Treasurer-Tax Collector shall bill for its services as follows:

- a. **Claims:** Charges for these services shall be based upon actual hours multiplied by the rate set by the Board of Supervisors and published in the County Master Fee Schedule.
- b. **General Accounting:** Charges for these services shall be based upon actual hours multiplied by the rate set by the Board of Supervisors and published in the County Master Fee Schedule.
- c. **Employee Payroll:**
 - I. **Countywide payroll:** TCERA shall not be billed for any activities related to the County's obligations as an employer to provide certified compensation earnable information to the pension plan pursuant to Government Code section 31582.
 - II. **TCERA payroll:** Charges for these services shall be based upon actual hours multiplied by the rate set by the Board of Supervisors and published in the County Master Fee Schedule.
- d. **TCERA Trustee Payroll:** Charges for these services shall be based upon actual hours multiplied by the rate set by the Board of Supervisors and published in the County Master Fee Schedule.
- e. **Treasurer-Tax Collector**
 - I. **Bank account authorization:** Fees charged for bank accounts will be invoiced based on the banking fees assessed by the Treasury's Financial Institution on each account.

EXHIBIT B-1
AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR

- II. Participation In Treasurer's Investment Pool:** Operational costs incurred by the Treasurer in administering the Investment Pool will be netted against the pool's earnings and allocated quarterly in proportion to each pool participants' average daily balance of deposits maintained for the quarter.
- III. Returned Items:** The fee on returned items shall be as set by the Board of Supervisors from time to time as the cost for processing by the Treasurer.
- IV. Wire transfers:** The fee for each wire transfer shall be as set by the Board of Supervisors from time to time as the cost for processing by the Treasurer.

III. PENSION OBLIGATION BOND PAYMENT

In June 2018, the County issued a POB with a final maturity date of June 30, 2037. Principal bond payments are payable by the County annually on June 1st and interest payments are payable semiannually on June 1st and December 1st. In order to make the June 1st and December 1st payments, the Auditor's Office will send TCERA an invoice and related support for their allocated portion of the POB payment at least two (2) weeks prior to the payment due date. TCERA shall then process a JV for their portion of the payment within five (5) business days of receipt of the invoice.

EXHIBIT B-7
INFORMATION AND COMMUNICATIONS TECHNOLOGY

I. SCOPE OF SERVICES

1. General Services

TCICT shall provide to TCERA technology services and TCERA shall pay for those services as described herein.

2. Confidentiality

- a. TCICT agrees that the department shall hold itself and its employees, as well as any and all contractors to TCICT and TCERA that have any access to and TCERA technology system, to a level of high confidentiality required under the County Employees Retirement Law of 1937, applicable sections of the Internal Revenue. Further, TCICT shall comply with the security requirements for information, technology access, and use and disposal in accordance with Title 45 Code of Federal Regulations (CFR) Sections 205.50 and 303.21. TCICT shall indemnify TCERA for any actual damages resulting to TCERA as a result of TCICT's failure to comply with this paragraph. Additionally, TCICT shall protect TCERA's confidential information subsequent to the expiration of this Agreement.
- b. TCICT staff shall pass a background check at hire, including the LiveScan fingerprinting submitted to the FBI and California DOJ. If applicable, the LiveScan shall occur more frequently based on Federal, State, or Local regulations. Additionally, all TCICT employees shall complete a confidentiality acknowledgment form upon hire and annually thereafter.

3. Specific Services

a. TCICT shall:

i. Provide technology management services including:

- 1. Managing and supervising all TCICT staff providing services to TCERA;
- 2. Functioning as part of the TCERA management team providing technology related staff support, technical advice and information;
- 3. Assisting with Information & Communications Technology purchase requisitions.

ii. Provide technology support services including:

- 1. Routine support to the installed workstations;
- 2. Local Area Network support including regular backup of files, adding and deleting users, resetting network passwords, assigning and monitoring user access, restoring files if needed and monitoring network usage and performance;
- 3. Service desk support between the business hours of 7:00 a.m. and

INFORMATION AND COMMUNICATIONS TECHNOLOGY

5:30 p.m. Monday through Thursday; 7:00 a.m. and 5:00 p.m. on Fridays;

4. If applicable, provide asset management services including the tagging of Tulare County purchased assets and logging of inventory for the department;
5. Consulting to assist with the application of technology toward the Department's business needs. This may include the development of configurations or estimates for planning and analysis purposes. It may also include the evaluation and analysis of recommendations received from other sources;
6. Assisting TCERA staff with the day-to-day operations of TCERA's technology, including the evaluation and analysis of recommendations received from other sources;
7. TCiCT will assist TCERA with its electronic interface to the Auditor's office to ensure TCERA data is processed in a timely fashion.
8. TCiCT will provide TCERA with website maintenance, hosting and support at no additional cost for Fiscal Year 2020/2021. For fiscal years thereafter, rates for these services may be renegotiated.

iii. Provide Telephone support services including:

1. Maintenance of existing Voice over Internet Protocol (VoIP) telephone system including hardware, software, cabling, desk sets, server, router and user phone and and/or other appropriate telephony equipment and/or service;
2. Replacement and or New Equipment will be at the expense of TCERA;
3. Maintaining connections to external phone service provider;
4. Updating systems and software as needed from time to time;
5. Maintaining all unified communications hardware and software including occasional changes to call routing, messages and user phone and phone number assignments;
6. Monitoring VoIP system and make recommendations prior to system reaching capacity or loss of optimal service.

iv. Service goals:

1. TCiCT will maintain adequate staff assigned to meet the needs of TCERA to remain operational at all times;
2. TCiCT will attempt to acknowledge telephone requests for service within thirty (30) minutes of the request during office hours;
3. TCiCT will attempt to acknowledge email requests for service within sixty (60) minutes of the request during office hours;
4. TCiCT will make every reasonable effort to correct any system outage immediately. If TCiCT cannot resolve the issue(s) immediately, TCiCT shall provide status updates until the

INFORMATION AND COMMUNICATIONS TECHNOLOGY

system is restored. Security and major production incidents will be responded to immediately.

- b. **TCERA shall:**
 - i. Adhere to the County of Tulare Information Technology Security Program.
 - ii. TCERA shall notify TCiCT of any changes in the list of programs it operates.

4. **Definitions**

a. **Confidential Information**

The term "Confidential Information" means all Software, Systems Software, and all business, financial, statistical, personnel and technical data in tangible and/or intangible form which is clearly and conspicuously marked "CONFIDENTIAL" or as defined as confidential by law, or expressly deemed confidential in this Agreement, or provided or disclosed, by one party to the other, with notice of its confidential nature.

b. **System**

The term "System" shall mean the Hardware, Systems Software and Software, operating together as a system. The System includes the Existing Systems and all replacements thereof and additions of equipment thereto.

II. **PAYMENT FOR SERVICES**

1. **General Rules**

- a. TCiCT shall maintain an accounting system and supporting financial records adequate to ensure that claims are in accordance within applicable Federal and State requirements. All charges must be supported by fiscal records adequate to ensure that claims for reimbursement are according to Federal and State requirements and TCiCT shall retain such records as required by Federal and State regulation. All TCiCT services listed herein shall be provided for an annual fee as listed in Section II, below.
- b. TCERA shall accept TCiCT's cost allocation methodologies as an approved allocation methodology. The TCiCT cost allocation methodology is approved annually by the Tulare County Auditor's Office and the State of California, through the annual cost allocation plan review process. TCiCT shall provide a copy of the annual cost allocation methodology to TCERA no later than 30 business days after its approval.
- c. TCiCT shall submit monthly invoices to TCERA within 30 business days after the last day of each month.
- d. TCERA shall pay the invoices within 30 business days of receipt. TCERA shall

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have only 90 days to dispute a charge; after 90 days the charge shall be considered accepted, payable and undisputable. TCiCT shall be entitled to interest at the rate of 6 percent per annum, commencing on the 61st day after a claim known or agreed to be valid is submitted to TCERA.

- e. If at any time a service was discovered by TCiCT as not billed in a previous billing period or fiscal year, that service shall become billable to TCERA. TCERA will be notified of such finding, and will have 90 days to dispute the charge.
- f. TCiCT will provide TCERA with a final rate chart prior to the start of each fiscal year. TCiCT shall provide TCERA with 30 days' notice should rate changes be needed in the middle of a fiscal year.
- g. TCiCT timelines:

TCiCT Enabled User ID's	Reviewed with clients in January
TCiCT Draft Budget	Last Friday in March
TCiCT Final Budget	First Monday in June
TCiCT Budget Approved	September/October of Each Year
TCiCT Mid-Year Budget Review	February/March of Each Year
TCiCT Fiscal Meetings	At Least Twice Annually

2. Cost Allocation Methodologies, including but not limited to:

- a. **Method used for each of the different services:**
 - i. **Mainframe** - This cost is for the mainframe hardware and software that is primarily used to support the Property Information Management System (PIMS) and the historical financial programs. These costs are allocated based on the actual number of mainframe users.
 - ii. **Desktop Services** - This cost is for desktop equipment support, either by a technician in person or over the phone, including PCs, laptops, monitors and some printers. The actual costs of supporting this equipment is calculated and divided based on the number of enabled network user identifications within a department.
 - iii. **Infrastructure, Servers, and Database** - This cost is for the hardware, software and personnel that supports the Infrastructure, including backup solutions, monitoring software, routers, servers, backup equipment, switches and the hardware and software personnel that supports the Databases of the County. These costs are allocated based on the number of enabled network user ids.
 - iv. **E-Mail** - This is the cost of the "Official County Email Platform" and operating system (OS) for the County including maintenance and personnel cost. These costs are allocated based on the number of enabled network user ids.
 - v. **Services** - This is the cost of Logistics, Documentation, Training, Programmers, Geographic Information Systems (GIS), Business Intelligence (BI), IT Specialists Application Support and Client Specialists personnel that serve departments. These costs are allocated based on the number of

INFORMATION AND COMMUNICATIONS TECHNOLOGY

- enabled network user ids.
- vi. **Security** - This is the cost of the Security team and related security software. These costs are allocated based on the number of enabled network user ids
 - vii. **Finance System** - This cost is the CGI-AMS AFIN system that is the County's financial system. These costs are allocated based on the full-time equivalents (FTE) within a department.
 - viii. **Form 700** - This is the maintenance cost of the system for Form 700 filers. This cost is allocated based upon the number of filers per department.
 - ix. **Projects** - This cost is estimated using a percentage of time per employee of estimated hours the department will spend on projects for other departments. This cost will be charged based upon the actual number of hours spent on the project.
 - x. **ADP** - This cost is for the ADP Enterprise HR system that is used countywide. These costs are allocated based on number of employees in the department. This number was determined from the allocation list pulled from the Enterprise HR System.
 - xi. **Radio** - Departments using base stations, mobile radios installed in vehicles and handheld radios that access the County system are charged for maintenance of the system and for requested services including repair, installation and removal of radios. System maintenance charges to departments are based on the number of radio units that access the system. Departments are also billed for maintenance of the telecommunications system, such as switches, and for requested work. Departments are charged these services through three methods: direct charges, radio system charges and labor charges. Radio system costs are charged to departments based on the number of handheld and mobile radios that utilize the County's infrastructure. The radio system rate is charged to clients thru a per radio, per month charge additionally a calculated labor rate is charged for services performed.
 - xii. **Central Telephone** - This cost is the actual cost of the department's phone bills, .90 FTE of the Accountant completing the ISF billing, Key Government lease expense, and ISI anticipated costs. This does not include cell phones. Cell phone charges are paid by each department.
 - xiii. **Other Charges** - Based on TCERA needs, TCICT may charge for additional items such as, but not limited to; badge access, panic buttons and/or video surveillance. TCICT will provide TCERA a quote prior to the service being provided.