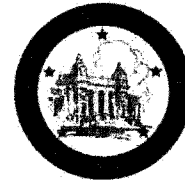


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.27
(ID # 6275)

MEETING DATE:
Tuesday, February 6, 2018

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER / RMAP: Approval of the RMAP Rate Schedule for Fiscal Year 2018/19, All District. [\$266,250.00 - Department Budgets 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the RMAP General Service Department rate schedule for fiscal year 2018/19 as listed in Attachment A.

ACTION: Policy




Kan Wang, Assistant Assesor-County-Clerk Recorder 1/25/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: February 6, 2018
xc: ACR

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 266,250	\$ 266,250	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Department Budgets 100%			Budget Adjustment: No	
			For Fiscal Year: 2018/19	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

As a result of the steady migration of records to county approved vendors, RMAP record warehouse operations will conclude at the end of this fiscal year. However, RMAP will continue to provide professional record services, which include the development and maintenance of retention schedules, record policy guidance, archiving efforts and expert consultation on all aspects of record keeping and trusted system development. Preliminary projections indicate that these operational changes will result in a countywide net saving of approximately \$3 million over the next five years.

Impact on Residents and Businesses

RMAP professional services helps to protect the integrity of the county record keeping processes through the development of records management policies and procedures, while facilitating the cost effective storage of records through the use of county approved vendors. These policies and procedures are in compliance with Federal and State law, Riverside County Ordinance 2016-126, and Board of Supervisors Policy A-43.

SUPPLEMENTAL

Additional Fiscal Information

The RMAP professional service rate is new for Fiscal Year 2018-19. Currently, related costs are included as a general overhead component of the RMAP warehouse box rate, which will not exist next fiscal year. RMAP professional services will be folded into County Clerk-Recorder operations, with associated costs recovered through a 'General Service Department' rate. As part of the rate methodology, RMAP has grouped departments into three tiers: small (less than 100 employees), medium (100 – 500 employees), and large (over 500 employees). The intent of this tiered rate system is to recover cost commensurate with each department's estimated benefit, while eliminating extreme fee inequities that may result from a traditional strait-line or pro-rated cost recovery process.

Charge per department:

Small = \$3,750
 Medium = \$7,500
 Large = \$15,000

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA

ATTACHMENT. FY2018-2019 RMAP Rate Schedule


Rene Casillas, Internal Audits Chief

1/31/2018


Stephanie Pasi

1/31/2018


Misley Wang

1/31/2018

**Attachment A
FY 2018/2019 RMAP RATE SCHEDULE, ANNUAL CHARGES**

Department	Per FY17/18 Schedule 20 Filled as of July 1, 2017	FY18/19 Rate Tiers
Tier 1		
Veterans Services	16	\$ 3,750
Executive Office	26	\$ 3,750
Children & Families Commission	30	\$ 3,750
Registrar of Voters	30	\$ 3,750
County Service Areas	32	\$ 3,750
Agricultural Commissioner	46	\$ 3,750
Department of Community Action	53	\$ 3,750
Board of Supervisors	54	\$ 3,750
Office on Aging	54	\$ 3,750
Emergency Management Department	60	\$ 3,750
County Counsel	75	\$ 3,750
Auditor-Controller	81	\$ 3,750
Purchasing and Fleet Services	91	\$ 3,750
Treasurer-Tax Collector	97	\$ 3,750
Tier 2		
Regional Parks & Open Space District	104	\$ 7,500
Waste Resources	175	\$ 7,500
Environmental Health	178	\$ 7,500
Animal Services	205	\$ 7,500
Flood	227	\$ 7,500
Public Defender	232	\$ 7,500
Fire Protection	240	\$ 7,500
Department of Child Support Services	249	\$ 7,500
Economic Development Agency	263	\$ 7,500
Assessor- County Clerk Recorder	374	\$ 7,500
Riverside County Information Technology	377	\$ 7,500
Human Resources	378	\$ 7,500
Facilities Management	437	\$ 7,500
Transportation and Land Management Agency	482	\$ 7,500
Tier 3		
RUHS Public Health	593	\$ 15,000
District Attorney	678	\$ 15,000
Probation	973	\$ 15,000
RUHS Behavioral Health	1,741	\$ 15,000
RUHS Medical Center	2,888	\$ 15,000
Sheriff	3,743	\$ 15,000
DPSS	4,049	\$ 15,000

Departments should budget their expense to account 525330 (RMAP Services).
 If you have any questions regarding billings, please contact Charlee Dick, Fiscal Manager, at
 951-486-7484 or chdick@asrclrec.com