

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



**ITEM: 3.6
(ID # 18005)**

MEETING DATE:
Tuesday, January 25, 2022

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: Approval of FY 22/23 RMAP Tiered Rate Schedule, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the RMAP General Support Service tiered rate for FY 2022/23 as shown in Attachment A.

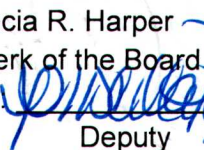
ACTION:Policy


Douglas Cady, Assistant Assessor County Clerk Recorder 12/20/2021

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: January 25, 2022
xc: ACR

Kecia R. Harper
Clerk of the Board
By 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Department Budgets 100%			Budget Adjustment: No	
			For Fiscal Year: 2022/2023	

C.E.O. RECOMMENDATION: Approve.

BACKGROUND:

Summary

The County Records Management and Archives Program (RMAP) is charged with providing administrative oversight over departmental record keeping practices. RMAP accomplishes this through a uniform program of responsible record keeping, in accordance with applicable laws, and ensures these standards are implemented across all departments through its administrative processes and training programs. The program is also responsible for facilitating cost effective storage, access, and disposal of departmental records pursuant to Board approved retention schedules.

Rate Development

During FY 2018, RMAP performed a cost analysis of records management storage options and determined that transitioning to an offsite storage vendor would be beneficial to county departments. The transfer of warehouse operations resulted in an estimated annual savings of approximately \$600,000 to the County. As part of the restructure, the program deleted the records advisory position in favor of a decentralized approach to training and support. Upon discussions with client departments, there remains a need to tailor departmental support and training, and to address increasing records management workloads. RMAP rates, as approved by the Executive Office and Executive Cabinet, will fund an additional FTE to provide this support.

RMAP continues to solidify the program across all County departments and fulfill its mandated services of developing uniform standards for managing county records and information, educating employees in the application of records management best practices, facilitate records management procedures and implementation, and develop and maintain Board approved record retention schedules. During FY18/19, RMAP started recovering costs through a one-time annual General Support Service rate. As part of the rate methodology, RMAP has grouped departments into five tiers. The tiers are based on a scoring system calculated on the two factors creating the largest workload for RMAP, the number of employees creating documents and the number of records retention series requiring maintenance. The tiers are categorized as follows: tier 1 (score 60 or less), tier 2 (score between 61 – 160), tier 3 (score between 161 – 250), tier 4 (score between 251 – 1000) and tier 5 (score greater than 1000). The intent of this tiered rate system is to recover cost commensurate with each departments' estimated benefit,

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while eliminating extreme fee inequities that may result from a traditional strait-line or pro-rated cost recovery process.

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 comply with Federal and State law, Riverside County Ordinance 2016-126, and Board of Supervisors Policy A-43.

ATTACHMENTS

Attachment A – FY 2022/2023 RMAP Rate Schedule

Attachment A
FY2022/2023 RMAP RATE SCHEDULE, ANNUAL CHARGES

Department	FY2022/23 Score	FY2022/23 Rate Tiers
Tier 1:		
TLMA County Airports	7	\$ 3,309
Veterans Services	11	\$ 3,309
Executive Office	28	\$ 3,309
Board Of Supervisors	33	\$ 3,309
Auditor-Controller	45	\$ 3,309
Office of Economic Development	47	\$ 3,309
Office on Aging	48	\$ 3,309
County Counsel	50	\$ 3,309
Agricultural Commissioner	51	\$ 3,309
Emergency Management	52	\$ 3,309
Purchasing and Fleet Services	52	\$ 3,309
Registrar Of Voters	54	\$ 3,309
Tier 2:		
Regional Parks and Open Space District	65	\$ 6,619
Treasurer-Tax Collector	72	\$ 6,619
Animal Control Services	98	\$ 6,619
Environmental Health	118	\$ 6,619
Public Defender	142	\$ 6,619
Fire Protection	154	\$ 6,619
Tier 3:		
Child Support Services	167	\$ 13,238
Housing (HHPWS)	174	\$ 13,239
Waste Management	175	\$ 13,238
Human Resources	202	\$ 13,238
Information Technology	218	\$ 13,238
Flood Control	239	\$ 13,238
Facilities Management	242	\$ 13,238
Tier 4:		
Assessor-County Clerk-Recorder	269	\$ 19,857
Transportation and Land Management Agency	381	\$ 19,857
District Attorney	421	\$ 19,857
Public Health	431	\$ 19,857
Probation	463	\$ 19,857
Tier 5:		
Mental Health	1061	\$ 26,476
Riverside University Health System (RUHS)	2338	\$ 26,476
Sheriff	2526	\$ 26,476
Department of Public Social Services	2588	\$ 26,476

THE PRESS-ENTERPRISE

Ad Copy:

1825 Chicago Ave, Suite 100
Riverside, CA 92507
951-684-1200
951-368-9018 FAX

PROOF OF PUBLICATION (2010, 2015.5 C.C.P)

Publication(s): The Press-Enterprise

PROOF OF PUBLICATION OF

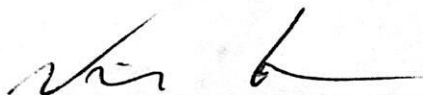
Ad Desc.: NIB- El Toro Rd. /

I am a citizen of the United States. I am over the age of eighteen years and not a party to or interested in the above entitled matter. I am an authorized representative of THE PRESS-ENTERPRISE, a newspaper in general circulation, printed and published daily in the County of Riverside, and which newspaper has been adjudicated a newspaper of general circulation by the Superior Court of the County of Riverside, State of California, under date of April 25, 1952, Case Number 54446, under date of March 29, 1957, Case Number 65673, under date of August 25, 1995, Case Number 267864, and under date of September 16, 2013, Case Number RIC 1309013; that the notice, of which the annexed is a printed copy, has been published in said newspaper in accordance with the instructions of the person(s) requesting publication, and not in any supplement thereof on the following dates, to wit:

**01/29, 01/30, 01/31, 02/01, 02/02, 02/03, 02/04, 02/05, 02/06,
02/07/2022**

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date: February 07, 2022
At: Riverside, California



Legal Advertising Representative, The Press-Enterprise

BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE
PO BOX 1147
RIVERSIDE, CA 92502

Ad Number: 0011514835-01

P.O. Number:

Transportation

Item 3.6

1/25/2022

Notice to Bidders

County of Riverside, herein called Owner, invites sealed proposals for:

**EI Toro Road / Dexter Avenue
Sidewalk Project
Carmela Court to 680-Foot North of Central Avenue
Community of Warm Springs
Project No. D0-0014
State Project No. ATPSB1L-5956(275)**

Bid shall be delivered to the County of Riverside Transportation Department, 14th Street Annex, 3525 14th Street, Riverside, California 92501, telephone (951) 955-6780 not later than 2:00 p.m., on Wednesday, **February 16, 2022** to be promptly opened in public at said address. Each bid shall be in accordance with plans, specifications and other contract documents, dated **October 2021**, and prepared by County of Riverside, whose address is same as the above, from whom a digital set of documents (bid book and plans) may be obtained upon request, at no cost, or a printed set of bidding documents with 22" x 34" size plans may be obtained upon request for a nonrefundable fee of **\$40.00** per set, plus mailing costs. Email request of bidding documents, with company and contact information, to **Bids-Contracts@rivco.org** and reference this project (or contact the address or telephone number above).

Pursuant to Labor Code section 1771.1, any Contractor bidding, or subcontractor to be listed on a bid proposal subject to Public Contract Code section 4104, shall not be qualified to bid after March 1, 2015, unless currently registered and qualified to perform public works pursuant to Labor Code section 1725.5. No Contractor or subcontractor may be awarded a contract or perform work on any contract for public work, after April 1, 2015, without proof of current registration with the Department of Industrial Relations pursuant to Labor Code section 1725.5 to perform public works.

The County of Riverside, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 C.F.R., Part 8) and related statutes, issued pursuant to such Act, hereby notifies all bidders that minority businesses will be afforded full opportunity to submit bids, and it will affirmatively insure that the contract entered into pursuant to this advertisement will be awarded to the lowest responsible bidder without discrimination on the grounds of race, color, sex, national origin, religion, age, or disability.

The Contractor is required to have a Class "A" license at the time of bid submission.

Engineering Estimate: \$ 1,254,000 - \$1,460,000 (Base Bid Schedule)

Bid Bond	10 %
Performance Bond	100 %
Payment Bond	100 %
Working Days	60

Website: <http://rctlma.org/trans/Contractors-Corner/Notices-Inviting-Bids>

Alternative formats available upon request to individuals with disabilities.

Dated: January 25, 2022 **KECIA R. HARPER**
Clerk of the Board of Supervisors
By: Zuly Martinez, Board Assistant

Press-Enterprise: 1/29 - 2/07