

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



ITEM: 3.14
(ID # 20870)

MEETING DATE:

Tuesday, January 24, 2023

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: Approval of FY 23/24 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 2023/24 as shown in Attachment A.

ACTION: Policy


Douglas Cady, Assistant Assessor County Clerk Recorder 12/16/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, 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 Gutierrez
Nays: None
Absent: None
Date: January 24, 2023
xc: ACR

Kimberly Rector
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: 2023/2024	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Records Management and Archives Program (RMAP) is responsible for providing professional information management guidance and archives services. Professional information management services entail maintaining uniform standards for records management, guiding County departments through records retention schedule maintenance, and supporting document destruction services. The County Archives identifies, safeguards, and makes available to the public County vital historical records.

The ACR has proposed an increase in their RMAP budget of \$142,270 from prior year. The ACR's rates are presented in a tiered approach with direct rate increases ranging from \$1,248 in its lowest tier to \$9,984 in its highest tier. RMAP's prior year program costs were partially funded by departmental reserves. Those reserves are no longer available to mitigate fees, thus cost will be fully recovered through the proposed FY 23/24 rate.

Rate Development

RMAP professional services costs are recovered 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 – 175), tier 3 (score between 176 – 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, while eliminating extreme fee inequities that may result from a traditional straight-line or pro-rated cost recovery process.

Impact on Residents and Businesses

RMAP provides professional services to help 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

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Ordinance 2016-126, and Board of Supervisors Policy A-43. In addition, RMAP identifies, safeguards, and makes available historical records to the public.

ATTACHMENTS

Attachment A – FY 2023-2024 RMAP Rate Schedule

Attachment A
FY2023/2024 RMAP RATE SCHEDULE, ANNUAL CHARGES

Department	Score	Rate Tiers
Tier 1:		
TLMA County Airports	7	\$ 4,556.85
Veterans Services	14	\$ 4,556.85
Executive Office	30	\$ 4,556.85
Board Of Supervisors	33	\$ 4,556.85
Auditor-Controller	48	\$ 4,556.85
Purchasing and Fleet Services	50	\$ 4,556.85
Office of Economic Development	51	\$ 4,556.85
Office on Aging	53	\$ 4,556.85
Agricultural Commissioner	53	\$ 4,556.85
County Counsel	54	\$ 4,556.85
Registrar Of Voters	55	\$ 4,556.85
Emergency Management	58	\$ 4,556.85
Tier 2:		
Regional Parks and Open Space District	72	\$ 9,115.09
Treasurer-Tax Collector	73	\$ 9,115.09
Animal Control Services	101	\$ 9,115.09
Environmental Health	117	\$ 9,115.09
Fire Protection	158	\$ 9,115.09
Public Defender	162	\$ 9,115.09
Tier 3:		
Housing (HHPWS)	187	\$ 18,230.17
Child Support Services	189	\$ 18,230.17
Waste Management	189	\$ 18,230.17
Information Technology	219	\$ 18,230.17
Human Resources	222	\$ 18,230.17
Facilities Management	240	\$ 18,230.17
Flood Control	249	\$ 18,230.17
Tier 4:		
Assessor-County Clerk-Recorder	274	\$ 27,345.26
Transportation and Land Management Agency	398	\$ 27,345.26
District Attorney	437	\$ 27,345.26
Public Health	510	\$ 27,345.26
Probation	514	\$ 27,345.26
Tier 5:		
Mental Health	1260	\$ 36,460.35
Sheriff	2463	\$ 36,460.35
Riverside University Health System (RUHS)	2593	\$ 36,460.35
Department of Public Social Services	2635	\$ 36,460.35