

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



**ITEM: 3.7  
(ID # 26564)**

**MEETING DATE:**  
Tuesday, January 14, 2025

**FROM :** ASSESSOR-COUNTY-CLERK-RECORDER

**SUBJECT:** ASSESSOR-COUNTY CLERK-RECORDER: Approval of FY 2025/2026 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 2025/2026 as shown in Attachment A.

**ACTION:Consent**

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: January 14, 2025  
xc: ACR

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: Department Budgets 100%</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 2025/2026</b>	

**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 department through records retention schedule maintenance, and supporting document destructions services. The County Archives identifies, safeguards, and makes available to the public County vital historical records. The proposed increase of \$235,289 is primarily due to recouping the operational costs associated with the newly located CAC 2nd Floor Archive space. This cost recovery is crucial for covering expenses related to janitorial, custodial, and utility services, which are essential for maintaining the archives in optimal condition for record preservation. Additionally, there is an increase in salaries and benefits. To adequately address the increase, adjustments to current rates and fees are necessary. These costs will be distributed to departments based on their tier level, as described below.

**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 using the two factors that create 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 65 or less), tier 2 (score between 66 and 175), tier 3 (score between 176 and 255), tier 4 (score between 256 and 1000), and tier 5 (score greater than 1000).

The intent of this tiered rate system is to recover costs commensurate with each department's 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 professional services help 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

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

**ATTACHMENTS**

Attachment A – FY 2025/2026 RMAP Rate Schedule

**Attachment A**  
**FY 2025/2026 RMAP RATE SCHEDULE, ANNUAL CHARGES**

Department	Score	Rate Tiers
<b>Tier 1:</b>		
Veterans Services	18	\$ 6,657
Executive Office	33	\$ 6,657
Board Of Supervisors	39	\$ 6,657
EDA	48	\$ 6,657
Purchasing and Fleet Services	50	\$ 6,657
Agricultural Commissioner	52	\$ 6,657
County Counsel	55	\$ 6,657
Office on Aging	58	\$ 6,657
Emergency Management	60	\$ 6,657
Registrar Of Voters	62	\$ 6,657
<b>Tier 2:</b>		
Treasurer-Tax Collector	73	\$ 13,316
Regional Parks and Open Space District	79	\$ 13,316
Auditor-Controller	79	\$ 13,316
Environmental Health	115	\$ 13,316
Animal Control Services	119	\$ 13,316
Public Defender	153	\$ 13,316
Waste Management	174	\$ 13,316
<b>Tier 3:</b>		
Fire Protection	193	\$ 26,633
Housing Authority (HWS)	207	\$ 26,633
Child Support Services	210	\$ 26,633
Information Technology	220	\$ 26,633
Human Resources	221	\$ 26,633
Flood Control	251	\$ 26,633
Facilities Management	244	\$ 26,633
<b>Tier 4:</b>		
Assessor-County Clerk-Recorder	264	\$ 39,949
Transportation and Land Management Agency	428	\$ 39,949
District Attorney	472	\$ 39,949
Probation	497	\$ 39,949
Public Health	590	\$ 39,949
<b>Tier 5:</b>		
Behavioral Health	1379	\$ 53,266
Sheriff	2706	\$ 53,266
Regional Medical Center	2902	\$ 53,266
Department of Public Social Services	2982	\$ 53,266
	<b>15,025</b>	<b>\$ 759,029</b>

Expense are budgeted to account 525330 (RMAP Services) for general fund departments and 537330 (Interfnd Exp RMAP Services), 536740 (Interfnd Exp-Admin Sup Indir), or 537080 (Interfnd Exp-Miscellaneous)

If you have any questions please contact Esmeralda Oviedo, Fiscal Manager, at 951 255-9405 or esmeralda.oviedo@asrclrec.com