

FY 2019 NEW OR EXPANDED PROGRAM/CAPITAL/PERSONNEL REQUEST FORM

There are numerous financing alternatives that can be used to provide funding for a project. The County Administrator, subject to final approval by the County Board, may match a proposed project, program or personnel request with the financing alternative that best meets the needs of the County.

Title: Preservation of historical County Board and Vital Records books

Date: 07/01/2018

Requesting Department: County Clerk

1. Executive Summary

*The executive summary should provide a **high-level** description of the need, justification, staffing impacts, and how this relates to County goals and strategies. Please be sure to incorporate the sections below.*

A. The Problem and Background

The Lake County Clerk's office is the repository for all Vital Records historical documents and record books for the County Board / Board of Township Supervisors. These books date back to the 1800s and many of them are very fragile. The books have been slowly deteriorating and the County Clerk's office is concerned that these documents may be beyond repair in a few years' time. Two different document preservation companies have assessed the books and pages and have provided different quotes, ranging from \$85,547 to \$150,000. Both companies urge digital and paper archival methods within the next couple of years.

B. Proposed Options

Summarize the available options to resolve this problem. Include costs and available data.
The County Clerk's office proposes scanning and preserving both the Vital Records and the Board of Township Supervisors books ("Board books"). One preservation company has provided an estimate of \$75,954 to preserve the Board books and \$74,195 to preserve the Vital Records books. The second vendor would preserve both sets of books for a total of \$85,547 if we contract for them to be done at the same time. Both sets of documents are often referred to by individuals, genealogists and governments for personal information and FOIA and other requests for historical resolutions and ordinances. Frequent handling of these books causes additional wear and tear. Placing these books in more secure binding and archival paper coverings will help when all these individuals and entities are looking for specific references.

B. Departmental Objectives

Which departmental objective(s) does this address?

Many departments, county officials, and municipalities reference these books. While they are not viewed daily, each time is an important request that also further deteriorates the paper and the bindings.

C. Legal Mandates

Which County, State or Federal agency regulations, either as stipulated by legislation or by a citation issued?

None

D. Intergovernmental/Shared Services Impact

What impact does this have on any other governmental units? Does this duplicate other public/private services?

County Board office and County Administration often request references from these books.

E. Rehabilitation/Asset Management

Will the project improve the health and/or safety of the employees and users of the facility?

no

Does the physical condition of the existing asset dictate the need for immediate repair, either based on frequency of use or age of asset; what is the timing and extent of necessary repair in respect to current funding; is the replacement of this asset consistent with industry standards/sound engineering practices; is the existing asset compliant with current applicable codes?

These "Books" are historical documents for which it would be in the best interest of the County Board to preserve. Much of the information contained in these books is not kept in any other format in any other county department. It is critical that these documents be preserved for future generations. Continual decay of the covers and pages will eliminate these references completely. In addition, it is recommended that a digital archive of the documents be created in order to facilitate printing and viewing by those outside of the County Clerk's office. Future plans can include making these pages available in an online archive to eliminate the need for searchers to page through many books unnecessarily to find their document(s).

Does the project have a positive cost/benefit ratio?

No

F. Operational Improvements

What are the expected operational improvements of this proposal?

What budgetary impacts can be expected including budget reductions, revenue increase, and/or new sources of revenue?

Ultimately, the digital archive of these books will assist in indexing and searching documents and dates for specific references. This will free many man-hours of the County Clerk staff that are assigned the task of finding information for FOIA and other requests.

5. Alternatives Analysis

List the alternatives and provide justification for why they were not recommended to solve this problem. Include costs and data to support this decision.

There are no alternatives to the preservation of actual historic documents.

6. Performance Measures

A. Goals

What changes in outputs or outcomes can reasonably expected if this request is funded. For example, "payment processing time will decrease by 20%", "customer satisfaction will increase by 40%", "cost per unit will decrease by 25%". When can these new performance levels be expected?

Preservation of these records will eliminate the possibility/probability of the loss of important historic documents for both Lake County and other governmental units as well as genealogists and interested individuals. By conducting this preservation in 2019, performance will be expected immediately as records will be preserved before any further deterioration can occur. Customer satisfaction will increase for all who seek this historic information.

B. Current vs. Expected Output/Outcome

Performance Measure	Current Output/Outcome	Expected Output/Outcome
NA	NA	NA
NA	NA	NA
NA	NA	NA
NA	NA Click here to enter text.	NA

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Useful Life

Estimate the lifespan that can be expected along with the estimated start and completion dates. Once preserved, it is expected that the records will last virtually permanently. All records are now done electronically so no future preservation expenses anticipated.

Total Cost of Ownership

If your request has any technical component, please complete the following grid to ensure capturing all related expenses. Please consult your IT business liaison and/or budget analyst for assistance. NA

Total Cost of Ownership Considerations	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
Software costs:						
Application Software						
User licenses						
Additional licenses						
On-going vendor maintenance						
Security Applications						
Hardware Costs						
Additional Servers/ memory/ processing services						
Printers/ scanners/back-up devices						
On-going vendor maintenance						
Network Costs						
Cabling/LAN/ Racks/Routers/Modems						
Internet Access						
Disaster Recovery						
Labor Costs						
Labor & Overhead (Please use the hourly rate of \$68 to calculate the labor associated with implementation and maintenance needs)						
Department Labor Costs (Please include the cost of labor from your department associated with on-going maintenance)						
Total funding sought (The total from Section 5A Financial Information)						
Subtotal:						

Appendix B Personnel Detailed Cost

If you are requesting personnel or a change in staffing (increase in hours or a conversion from part-time to full-time) as part of your request, please complete the following information. NA

FT/PT # of Positions Grade Title Annual Salary

Total Positions _____ Total Salary Costs \$ _____

FICA (7.65% of total earnings)	\$
IMRF (7.92% of total earnings)	\$
SLEP (22.57% of total earnings) (Sheriff only)	\$
Health/Life/Dental Insurance (Use \$17,496 per position)	\$
Life Insurance (Use \$0.075 per \$1,000 base salary per yr)	\$
Liability Insurance (Use \$469.08 per position)	\$
Unemployment Insurance (Use \$76.63 per position per year)	\$
Worker's Compensation (\$1,239.77 per position)	\$
Total Fringe Benefits :	\$
Total Salary and Fringe Benefits:	\$