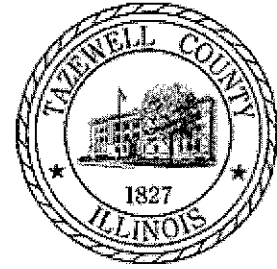


**SPECIAL CALLED**  
**Tazewell County Board Meeting**  
**January 13, 2011**  
**6:00 p.m.**



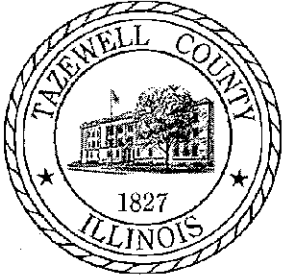
**Justice Center Community Room**

David Zimmerman - Chairman of the Board  
James Carius - Vice Chairman of the Board

- A. Roll Call
- B. Invocation and Pledge of Allegiance
- C. In-Place Executive Committee Meeting**

E-11-04      1.      Approve presenting the referendum asking the electorate whether or not to abolish the Recorder of Deeds Office, consolidating it with the County Clerk's Office

- D. Unfinished Business
- E. Recess to January 26, 2011



**In Place Meeting  
Executive Committee  
David Zimmerman - Chairman  
Justice Center Community Room  
Thursday – January 13, 2011**

- I. Roll Call
- II. New Business
- E-11-04 A. Recommend to approve referendum asking the electorate whether or not to abolish the Recorder of Deeds Office, consolidating it with the County Clerk's Office
- III. Recess

Members: Chairman David Zimmerman, James Carius, Russ Crawford, Jan Donahue, Dean Grimm, Michael Harris, Terry Hillegonds, Lincoln Hobson, Carroll Imig, Tim Neuhauser, Greg Sinn and Terry Von Boeckman

# Tazewell County Board



*David Zimmerman, Chairman of the Board*  
*David A. Jones, County Administrator*

To: All County Board Members  
From: David A. Jones, County Administrator *D.A.J.*  
Date: January 11, 2011  
Subject: Recorder of Deeds Referendum

On Thursday's Special Called Board meeting agenda is consideration of approving submitting the question of abolishing the Recorder of Deeds Office (and consolidating it with the County Clerk's Office) to the voters, via referendum, on the April 5, 2011 ballot. Article VII, Section 4(c) of the Illinois Constitution indicates the Recorder's Office, because it is an elected Office, cannot be abolished by County Board ordinance. Rather, in order for abolishment to be considered, it must be presented to the electorate via referendum in a countywide election.

Why consider this now and with short notice?

While the County Board can ask the electorate to consider the elimination of one of the non-constitutional elected offices at any time, there is an argument that the best time, or at least the most respectful time, to consider such a move is as the position becomes vacant. Similar to many reorganizations that management and Boards undertake after attrition creates a vacancy within a department, it is arguably a logical time for the Board to evaluate organizational structure in this circumstance. In other words, if the Board ever desired to contemplate asking the voters to decide about abolishing the Recorder's Office and consolidating those operations in the County Clerk's Office, now would be the time. The law requires the electorate to make the decision, but the first decision is the Board's in terms of whether or not to send this to the electorate, via a referendum, for a vote. Though the Board could consider this issue and send it to a referendum at any time, doing so with a seated incumbent with long-term plans—though allowing for more time for Board consideration prior to decision-making—is a much more aggressive measure where some might assume the move is more about the incumbent than the desire to consider streamlining government operations.

Can cost savings be achieved?

The short answer is yes; but in order to achieve ongoing cost savings, in my opinion, several things need to be present. The first is a cooperative County Clerk, whose Office, by statute, absorbs the duties and responsibilities of the Recorder's Office. Cooperation in holding the line on staffing requests by the elected official is critical. I have spoken to the County Clerk and, while she indicated she has not and will not advocate for abolishing the position, she agreed that she would cooperatively accept the additional responsibilities and make every effort to work with post-decision staffing levels, though

it is possible that a restructuring would be requested to better align a Recorder division within the County Clerk's Office. I have attempted to contemplate scenarios into potential cost-saving estimations. This is similar to the Clerk's existing divisional supervision structure where, for example, a supervisor oversees the Elections Division and is accountable to the County Clerk and Chief Deputy. Also needed is the ability to absorb traditional public management functions—planning, organizing, staffing, directing and budgeting responsibilities—in addition to the ability to keep all functions running smoothly. I would expect a reasonably smooth transition as this would entail the consolidation of somewhat like services utilizing employees with similar duties, the same collective bargaining agreement/work rules, etc. In many counties of less than 60,000 citizens, and in at least two growing counties with populations in excess of 100,000 citizens—DeKalb and Kendall—the Clerk's Office is also responsible for Recorder duties so this by no means is a foreign concept, even in larger counties.

The cost savings that would be achieved would be the difference between the department head-level salary and benefits and the salary increase attributable to the division leader position. Conservatively, I would estimate that savings to be as much as \$78,819. That assumes that the Recorder's position isn't backfilled and includes savings in salary, pension, Social Security and insurance costs. One caveat is that if the person who is appointed to the position to take over for the current Recorder ends up remaining after an affirmative vote to abolish by the citizens, existing County policy would provide limited protection of existing salary and reduce cost savings under certain circumstances to the \$68,000 range. Please keep in mind that with unknowns such as insurance type and who will fill the position, these are estimates but they are realistic estimates. If approved and fully integrated into the Clerk's Office, it is possible after cross-training that other efficiencies could be realized. If approved, and after the consolidation of Offices, there was a need for additional staff, that would also impact savings up to approximately \$31,000, though the Clerk has indicated a willingness to make every effort to keep staffing static and, in my opinion, there should be some economies of scale by combining these two Constituent-service Offices. There is a cost of up to a few thousand dollars of placing the referendum on the ballot; but it isn't as costly during a countywide election and would be a one-time cost.

I wanted to provide some information that might be useful as to the timing, the procedure and whether or not cost savings could be achieved. Included in the packet is a resolution—which includes referendum language—for the Executive Committee's and Board's consideration. The Board's decision is whether or not to present the question on the referendum for the electorate's consideration. If that occurs, then the electorate's decision is binding pending further action via the same process (referendum). If you have any questions, please let me know.

pc David Zimmerman, Board Chairman

COMMITTEE REPORT

Mr. Chairman and Members of the Tazewell County Board:

Your Executive Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

RESOLUTION

WHEREAS, Tazewell County currently has an elected Recorder of Deeds who is retiring; and

WHEREAS, Article VII, Section 4(c) of the Constitution of the State of Illinois states, "Any office may be created or eliminated and the terms of office and manner of selection changed by county-wide referendum," and

WHEREAS, State law requires that Recorder duties and responsibilities be absorbed by the County Clerk in instances where the electorate abolish a separate Office of the Recorder, and

WHEREAS, the County Board desires to present the following question to the electorate, via a referendum on the April 5, 2011, countywide ballot:

**"Shall the County Recorder of Deeds Office be abolished and its responsibilities assumed by the County Clerk's Office?"**

Yes

No"

THEREFORE BE IT RESOLVED by the County Board that the Board presents the aforementioned question to the electorate, via a referendum on the April 5, 2011, countywide ballot.

BE IT FURTHER RESOLVED that the County Clerk notifies the Board Office and the County Clerk's Election Division of this action.

PASSED THIS 13TH DAY OF JANUARY, 2011

ATTEST:

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County Clerk

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County Board Chairman