



COOK COUNTY CLERK DAVID ORR

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December 11, 2017

Dear Commissioners,

I am submitting the second 2017 biannual report to the Board of Commissioners via the Legislation and Intergovernmental Relations in compliance with Resolution 17-2106, which was adopted in March and requested that the Cook County Recorder of Deeds and Cook County Clerk each present status update reports on progress being made towards the consolidation of our two offices. Reports are required semi-annually for fiscal years 2017 and 2018, and quarterly for fiscal years 2019 and 2020.

Over the last six months, our office has conducted an analysis of redundant administrative positions between the two offices. Our offices have exchanged organizational charts for the purpose of analyzing areas to reduce duplicative administrative work. We participated in a committee meeting convened by Commissioner Suffredin on November 7, 2017. We met with the Recorder of Deeds Chief of Staff on November 8, 2017.

Based on our analysis, we believe a \$2 million annual savings is achievable in the first year that the two offices are combined. One clear path to saving this amount of money is to eliminate certain non-union personnel. This figure includes salaries and benefits; we used the benefit calculator provided by the Budget Office. This number should grow over time as additional efficiencies and internal consolidations are achieved. This is especially true in suburban locations where cross-training Clerk and Recorder employees will allow us, through attrition, to reduce the FTE count as well as the physical footprint.

We believe that a strategic plan should be created to prepare for savings based on attrition rather than layoffs over the next two years. This plan should address staffing and human resources, information technology infrastructure, and office space. We look forward to working with the Recorder's and President's staff over the coming months and year. Please do not hesitate to reach out to my Chief of Staff, Sarah Resnick, should you have questions about this report.

Sincerely,

David Orr

A handwritten signature in cursive script that reads "David Orr".

Cook County Clerk