



Office of the Village Clerk
123 Madison Street Oak Park IL
Clerkwaters@oak-park.us

Memorandum

TO: Village President and Board of Trustees

FROM: Christina M. Waters, Village Clerk

FOR: Fiscal Year 2026

DATE: December 8, 2025

SUBJECT: Analysis of request for additional Part-Time Staff Positions in the Office of the Village Clerk

Purpose

The purpose of this memo is to provide the operational and financial analysis supporting the request to add two part-time positions in the Office of the Village Clerk—one (1) File Clerk (.5 FTE) and one (1) Graduate Fellow (.5 FTE)—as reflected in the “Fiscal Year 2026 Operating Budget” memo to the Finance Committee on October 21, 2025.

Background

The Clerk’s Office continues to serve as Oak Park’s *official recordkeeper* and *local election authority*, while also expanding civic engagement and transparency initiatives. The Village Clerk’s Office currently operates with 2.0 FTE, consisting of the Village Clerk and the Deputy Village Clerk. The demands placed on the Clerk’s Office have outpaced a two-person structure, particularly as the office assumes centralized **Records Management** responsibilities previously held by Finance beginning in FY26.

In 2025, the Clerk’s Office supported:

- 58 Board and Committee meetings

- 14,420 early voters
- 40 swearing-in ceremonies
- 300+ public service requests

New FY26 Responsibilities include:

- Transfer of villagewide Records Management from Finance to the Clerk's Office
- A collaboration and IGA for the preservation and organization of historical volumes dating back to 1902 though 1940
- Preparation for the funded \$60,000 digitization initiative

Financial Analysis

Graduate Fellow (.5 FTE):

- Current rate: \$23.00/hour
- Annualized cost with 3% COLA: \$23,690 + payroll taxes

File Clerk (.5 FTE):

- Hourly midpoint rate: \$29.715/hour
- Annualized cost: \$29,715 + payroll taxes

Total Estimated Personnel Increase:

- Approximately \$53,405 before payroll taxes

Operational Need

File Clerk (.5 FTE):

- Supports centralized Records Management
- Prepares and organizes files for digitization
- Enhances FOIA response efficiency
- Ensures compliance with Local Records Act retention schedules

Graduate Fellow (.5 FTE):

- Strengthens civic engagement programming
- Supports youth outreach, school partnerships, and voter education
- Assists Boards & Commissions recruitment and public communication

Limitations

- Payroll taxes are not included in the cost estimates
- Analysis includes only direct personnel costs
- Records volume may increase as centralization progresses
- HR and Finance may refine estimates after further review

Staff Recommendations

Staff recommend the continuation of the Graduate Fellow position within the Office of the Village Clerk, which is currently filled by a part-time employee.

The part-time File Clerk role is scheduled to be brought to the Board for formal consideration at an upcoming January Board of Trustees meeting.

cc:

Village Manager Kevin J. Jackson

Deputy Village Manager Lisa Shelley

Deputy Village Manager Ahmad Zayyad

Assistant Village Manager/Human Resources Director Kira Tchang

Interim Chief Financial Officer, Donna Gayden