



Fiscal Year 2026 Operating Budget

Office of the Village Clerk

Christina M. Waters, Elected Village Clerk

October 23, 2025

Mission Statement



Our Purpose is to keep official records in an independently managed and publicly accessible elected office.

Our Business is to provide meticulous and professional records management, and to facilitate public participation in open government.

Our Values are to provide gracious, diplomatic customer service, and serve with fairness and accuracy.



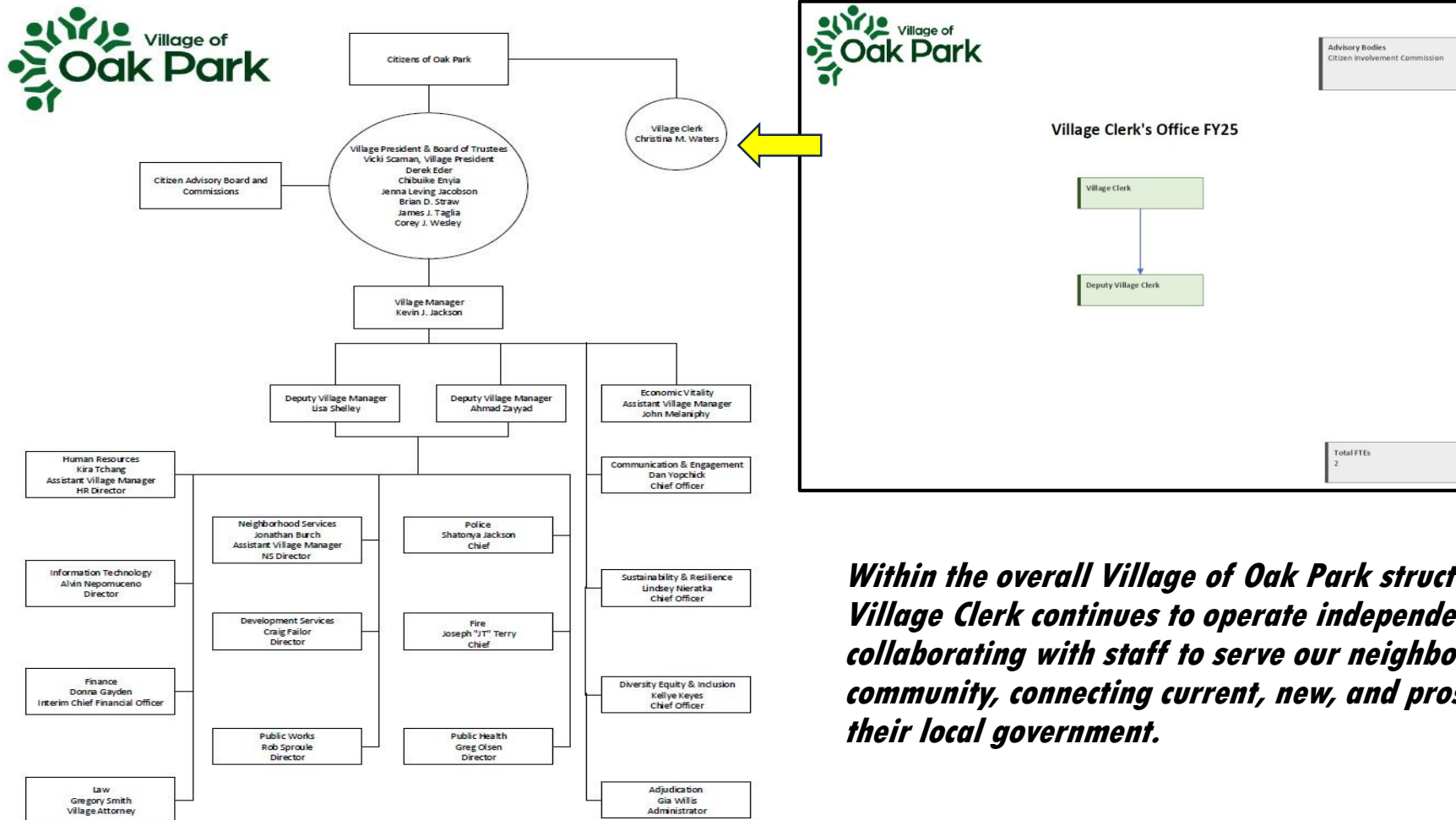
Executive Overview



The Office of the Village Clerk proudly serves as the keeper of Oak Park's official records and the bridge between community and government.



Organizational Chart



Within the overall Village of Oak Park structure, the Office of the Village Clerk continues to operate independently, directly collaborating with staff to serve our neighbors and the broader community, connecting current, new, and prospective residents with their local government.

Fiscal Year 2026 Priorities



COMMUNITY AFFORDABILITY

- Provide on and off-site notary services at no cost.
- Offer a variety of services for voter registration to ensure accessibility.

COMMUNITY HEALTH AND SAFETY

- Offer programs and events within the community and amongst Village employees, which promote positive health and wellness through physical activity.
- Assist public safety with the expansion of the American Heart Association CPR & First Aid instruction

RACIAL EQUITY

- Continue to collaborate with the Office of Diversity, Equity and Inclusion.



Black Maternal Health Coalition Workshop Series, May 2025



One Earth Film Festival Panelist "When We Cycle", April 2025

Fiscal Year 2026 Priorities



VIBRANT, DIVERSE, CONNECTED NEIGHBORHOODS

- Host community education and civic participation events.
- Create programming which encourages civic engagement and participation in local government.
- Engage youth at the elementary through high school level.

SUSTAINABILITY & RESILIENCY

- Digitize Village archives, including ordinances, resolutions, Board of Trustees meeting agendas and minutes to promote transparency, as well as create efficiencies within the Freedom of Information Act Request process.
- Collaborate with the Oak Park Public Library for records management initiatives



*Inaugural Civic Engagement Festival,
May 2025*



Fiscal Year 2026 Recommendations



2025 Amended Budget \$ 356,019

2026 Requested Budget \$ 421,239

Notable changes

One Time expenses in 2026 include:

- * Digitization \$60,000
- * Clerk Connect \$6,000
- * Iron Mountain \$12,000 (Records Management is being centralized in the Clerk's Office as of 2026.)

Fiscal Year 2026 at a Glance



General Fund Description	FY25 Amended	FY26 Requested	Variance
Personnel Services	\$ 176,783	\$ 194,930	\$18,147
Fringe Benefits	\$ 59,606	\$ 77,514	\$17,908
Contractual Services	\$ 90,710	\$ 113,500	\$22,790
Materials & Supplies	\$ 20,060	\$ 25,525	\$5,465
Membership Dues	\$ 660	\$ 1,770	\$1,110
Capital Improvements	\$ 8,000	\$ 8,000	\$0
Total	\$355,819	\$421,239	\$65,420



Questions?

Thank you for your time and consideration