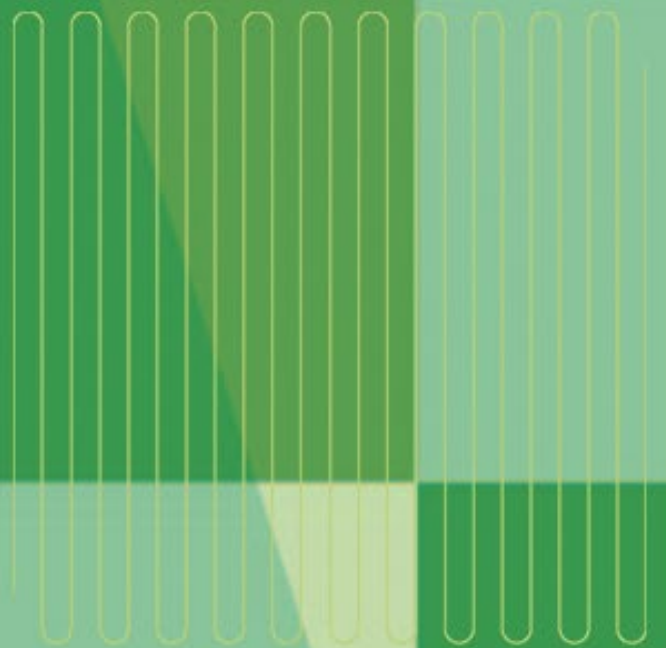


Operating Budget

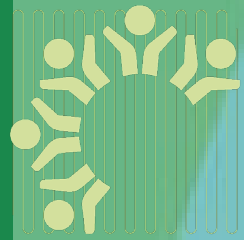
Christina M. Waters, Village Clerk (she/her/ella)

Office of the Village Clerk

November 4, 2024



Mission Statement

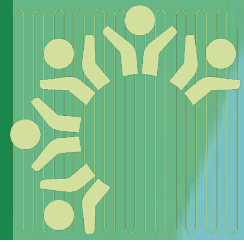


Mission Statement - **Our Purpose** is to keep official records in an independently managed and publicly accessible elected office.

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.

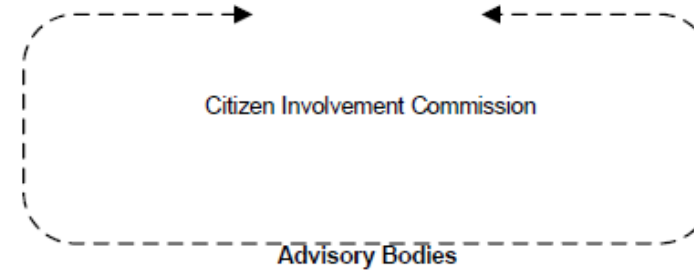
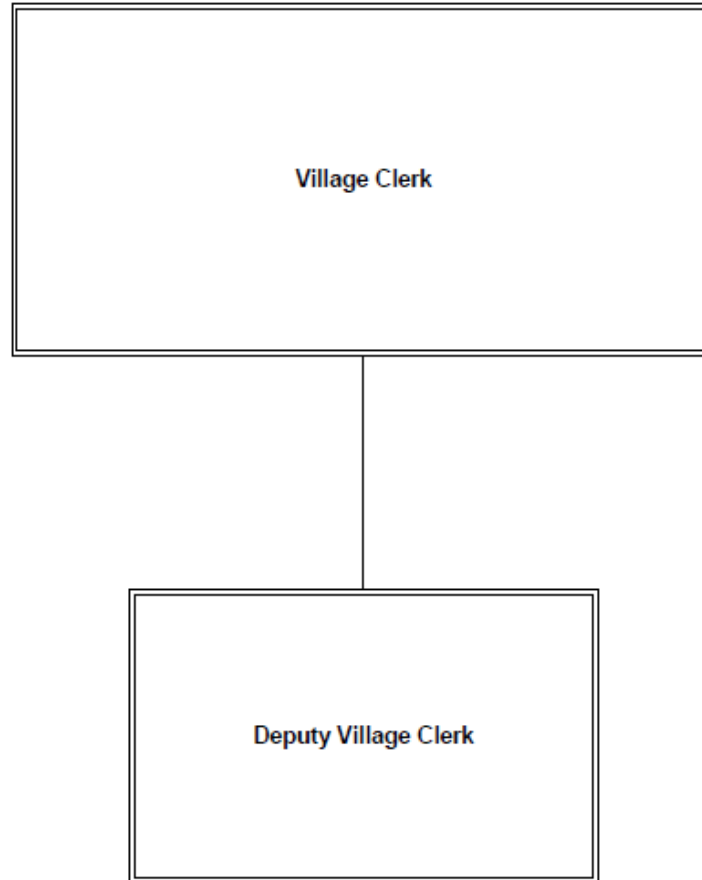
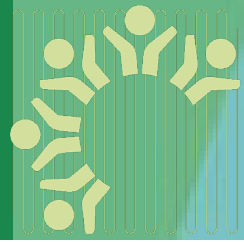
Executive Overview



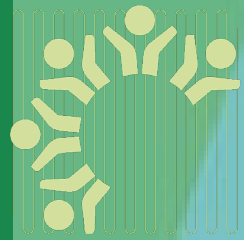
The Office of the Village Clerk records the proceedings of all Village Board meetings, including committee and special meetings; maintains all official records of the Village Board (including minutes and ordinances), is the keeper of the Village Seal; and monitors Village compliance with the Open Meetings Act and Freedom of Information Act.

The Village Clerk's office also serves as the local election authority and registrar for voters.

VCO Org. Chart



FY 2024 Accomplishments



AFFORDABILITY

- Provided on and off-site notary services at no cost.
- Offered on and off-site voter registration services to ensure accessibility.

RACIAL EQUITY

- Assisted in coordinating multi-cultural special events and prepared proclamations to recognize Oak Park's diverse populations.
- Coordinated the inaugural Resource Fair to participate at the Juneteenth Cookout.

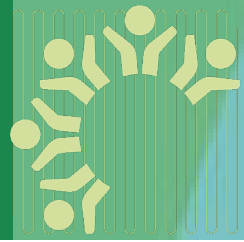
VIBRANT, DIVERSE NEIGHBORHOODS

- Increased civic engagement and recruitment for advisory boards, commissions and committees.
- Hosted Neighborhood Clean-Up event in celebration of Earth Month and National Volunteer Month.
- Engaged students at the Oak Park and River Forest High School Service Learning Fair.
- Created a youth Junior Deputy Clerk pilot program for students to participate in civic engagement.

SUSTAINABLE FUTURE

- Developed and executed an onboarding process for Staff Liaisons and Advisory Commission Chairs.
- Rolled out an online Learning Management System to onboard advisory commission, committee, and board members.
- Issued the RFP to digitize archived documents within the Clerk's Office and make them accessible to the public.

FY 2025 Goals



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 for residents and Village employees to promote positive health and wellness through physical activity.

RACIAL EQUITY

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

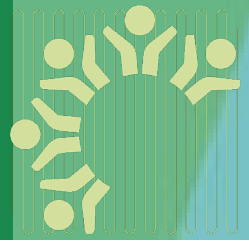
VIBRANT, DIVERSE, CONNECTED NEIGHBORHOODS

- Host community education and/or recreation 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 agendas, and minutes to promote transparency and create efficiencies within the FOIA request process.

FY24 to FY25



FY24: \$287,308 vs FY25: \$320,819

- FY24 to FY25 increase due to salaries & benefits

Digitization Project (\$60,000) | External Support, 530667

- Unused FY24 funds
- Project was not completed in FY24, will be completed in FY25 (projected Q1 RFP issuance)



Questions?

