

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 4, 2007

TO: THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES HARTMANN, CITY MANAGER

SUBJECT: BUDGET MEMO #38: STAFFING LEVELS FOR ECONOMIC DEVELOPMENT ACTIVITIES

This memorandum is in response to Councilman Smedburg's request for staffing levels at the Alexandria Economic Development Partnership, the Alexandria Convention and Visitors Association, the Small Business Development Center and the Eisenhower Partnership. The table below provides full and part time positions for each also indicates whether the position is filled or vacant.

	Fulltime	(FTE basis) Part-time/Contract¹	Total
AEDP	5	0	5
ACVA	9	6	15
SBDC	3	0.75	3.75
Eisenhower Partnership	0	0.9	0.9

It should be noted that SBDC also uses three hourly consultants to provide specialized expertise. One is contracted as approximately a 0.75 FTE. The other two work less than 10 hours per month. ACVA's part time employees are the equivalent of 6 FTEs. The Executive Director of the Eisenhower Partnership is a contracted employee, working the equivalent of 0.68 FTE. Her assistant is also contracted and works approximately 70 to 80 hours per month.

The only current vacancies are in AEDP including the Executive Director position, which is being recruited for. ACVA's Executive Director is retiring, and the recruitment process for that position has begun.

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