

**City of Alexandria, Virginia
FY 2027 Proposed Operating Budget & CIP
Budget Questions & Answers**

April 9, 2026

Question:

What would be the cost to have 4.0 City Clerk FTEs (converting part-time to full-time)

Response:

The FY25 Approved Budget included \$40,000 to the City Clerk’s Office to fund a part-time position for administrative support. Subsequently, the position was created, filled, and has a current cost of \$41,912 (salary & benefits). The estimated cost of converting this position to full-time is \$69,855. This is an overall cost increase of \$27,943 from what is currently budgeted.

Administrative Support			
	Current Part-Time	Estimated Full-Time	Difference
Salary	34,982	57,650	22,668
Benefits	6,930	12,205	5,275
Total Salary & Benefits	41,912	69,855	27,943