

**City of Alexandria, Virginia
FY 2025 Proposed Operating Budget & CIP
Budget Questions & Answers**

April 15, 2024

Question:

What is the cost to continue the part-time position located in the City Clerk's Office?

Response:

The cost to continue the part-time position would be \$40,000 (without benefits). This support was previously funded with a one-time \$50,000 American Rescue Plan Act (ARPA) allocation in the FY 2023 budget.

With this funding, the City Clerk's Office has a greater opportunity to provide effective and efficient support to the increasing needs of the City's Boards and Commissions. The database has grown to over 700 members and applicants. This position will allow staff to provide a more detailed assessment of board processes, code updates, concerns, and general support to staff liaisons and board members. Currently, the work is being performed by the Deputy City Clerk with the assistance of a contracted employee.

This position will assist with inputting information into the City boards and commissions' data management system and monitoring incoming applications. This position will also assist in receiving customers/guests for Council, answering telephones, and with staffing when other employees are unavailable or absent.

Having a dedicated employee to handle the data entry and to manage the large volume of paperwork related to boards and commissions would free the Deputy City Clerk to assist the City Clerk with meeting attendance, records management, and other projects.