

**City of Alexandria, Virginia  
FY 2023 Proposed Operating Budget & CIP  
Budget Questions & Answers**

**May 2, 2022**

**Question:** What would it cost to add a position in the City Clerk's Office to assist with Boards, Committee, and Commission outreach? What would it cost to increase the professional development to allow for both the Clerk and Deputy Clerk to attend an annual conference?

**Response:**

The cost of a Full-time Employee (FTE) to assist with boards, commissions, and committees, including community outreach for membership is as follows:

The position would likely be classified as an Administrative Support IV/GS 10- Class Code 6107. The annual cost for the position would be \$64,081.67 (including salary + benefits).

The cost to increase the professional development budget to allow for both the City Clerk and Deputy City Clerk to attend an annual conference (international conference or Virginia annual conference) is listed below:

For International Institute for Municipal Clerks (IIMC):

Conference Registration - \$900

Travel (airline ticket) - \$400 (approximately)

Hotel (5 day conference) - \$1,000 (approximately depending on location)

Food/travel expense reimbursement - \$200

Total - \$2,500 (per traveler)

For Virginia Municipal Clerks Association (VMCA) Annual conference:

Conference Registration - \$300

Travel (personal vehicle mileage) - \$100

Hotel (3 day conference) - \$400

Food/reimbursement - \$85

Total - \$885 (per traveler)

For two travelers the cost would be approximately \$7,000.