

The background features a gradient from light purple at the top to light blue at the bottom. Scattered throughout are various-sized, realistic-looking water droplets with highlights and shadows. In the center, there is a faint, circular logo or watermark that is partially obscured by the text.

TWSD ADMINISTRATION & FINANCE COST ANALYSIS

PERSONNEL COMMITTEE

JANUARY 16, 2020

12:00 PM

HISTORICAL OVERVIEW

- VRSD HISTORICALLY PROVIDED ALL SERVICES UNDER CONTRACT (9/1977)
- POTENTIAL CONFLICTS OF INTEREST
- GENERAL MANAGER CONTRACTED WITH TWSD (3/2019)
- CORE MANAGEMENT TEAM AS CONSULTANTS (9/2019)
- CONDUCT STAFFING & FINANCIAL ANALYSIS FOR IN-HOUSE SERVICES FOR ADMINISTRATION & FINANCE

FINANCIAL ANALYSIS

ASSUMPTIONS:

1. VRSD FY2020 HOURLY WAGES
2. VRSD/TWSD CENTRAL ADMINISTRATION FY2020 SERVICES & SUPPLIES
3. DEVELOPED PRELIMINARY TWSD BENEFITS PACKAGE AS FOLLOWS:
 - RETIREMENT PLAN CONTRIBUTION
 - TWELVE HOLIDAYS PLUS 2 HOURS
 - HEALTH PLAN
 - TWENTY DAYS PAID TIME-OFF
 - LIFE INSURANCE
 - BEREAVEMENT LEAVE
 - WORKERS' COMPENSATION
 - UNEMPLOYMENT
 - EMPLOYEE ASSISTANCE PROGRAM

* Salaries & Benefits are subject to change based on results of the planned Classification & Compensation Study.

TWSD BUSINESS PLAN

VRSD CENTRAL ADMINISTRATION CONTRACT FY 2020 BUDGET - \$1,612,100

EMPLOYEE COSTS (WAGES & BENEFITS) \$ 765,100

GENERAL MANAGER, DIRECTOR OF FINANCE,
TIM (TITLE TO BE DETERMINED), CHI (TITLE TO BE DETERMINED),
CLERK OF THE BOARD, PUBLIC INFORMATION OFFICER,
ACCOUNTANT, THREE FISCAL ASSISTANTS
TEN FULL & PART-TIME EMPLOYEES

OVERHEAD

SERVICES & SUPPLIES (VRSD/TWSD FY 2020 CONTRACT) \$ 407,000

OTHER \$ 124,100

LEASE, HR/PAYROLL CONTRACT, IT SUPPORT, PHONES,
DRINKING WATER, DOCUMENT SHREDDING

TWSD ADMINISTRATION & FINANCE TOTAL - \$1,296,200

TWSD ESTIMATED FISCAL YEAR SAVINGS - \$315,900

TWSD BUSINESS PLAN (Cont'd)

ONE-TIME & TRANSITIONAL COSTS

ONE-TIME COSTS **\$ 50,900**

COMPUTERS, NETWORKS, CABLING,
OFFICE FURNITURE & INSTALLATION, ETC.

TRANSITIONAL COSTS **\$177,900**

- DIRECTOR OF FINANCE – 880 HOURS
- ACCOUNTANT – 480 HOURS
- FISCAL ASSISTANT – 480 HOURS
- FISCAL ASSISTANTS (2) – 240 HOURS/EACH
- 3RD PARTY CONTRACTS – UNKNOWN COSTS

TWSD ADMINISTRATION & FINANCE GRAND TOTAL - **\$1,525,000**

VRSD CENTRAL ADMINISTRATION CONTRACT FY2020 BUDGET - **\$1,612,100**

ESTIMATED SAVINGS - **\$87,100**

ORGANIZATION CHART

