



# Government Services Group, Inc.

## Municipal Services Division



### **Proposal to Provide Services to Town of Highland Beach, Florida**

**Financial Services**

**Municipal Service Agreement Negotiation Services**

**Tuesday, December 20, 2021**

***WeServeGovernments.com***



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# GSG Corporate Profile

**Government Services Group, Inc. (GSG)** is a Florida-based consulting service provider to government entities. Incorporated in 1996, we pride ourselves on *smart, effective, and efficient* service. **GSG** comprises three divisions: *Community Services Division*, *Government Services Division*, and *Municipal Services Division*. All divisions provide specialized services to municipalities, cities, counties, and special districts. Across divisions, our general areas of service include *stormwater, water & wastewater, grants management, community development, fire services, revenue enhancement, and program administration*. In each service area, we have perfected particular tools and capabilities, offering deliverables that may be tailored according to specific client needs.

## Our Structure



**GSG's** team of highly experienced professionals, including former City and County Managers and Finance Directors, offer the particular skills the Village requires. We have worked in government and the private sector for large and small entities. Not only have we been in our client's shoes, but we have also been in their communities and neighborhoods. During **GSG's** 18 years of service, 60 counties, 89 cities, and 15 special districts have experienced benefits from our support.

The **Community Services Division (CSD)** provides state and local governments with professional community development services related to construction management & inspection, eligibility & intake, environmental review, and Davis Bacon Labor Standards. The **CSD** provides grant management services in disaster recovery, infrastructure, economic development, neighborhood revitalization, housing rehabilitation, and funding strategies. The **CSD** has assisted over 60 governments with carrying out various programs related to CDBG, Disaster Recovery, HOME, SHIP, NSP, and other supplemental programs that are leveraged with the diverse community development programs.

The **Government Services Division (GSD)** specializes in water/wastewater assessments, stormwater assessments, fire assessments, road assessments, EMS tax assessments, solid waste assessments, service delivery analysis, and governance solutions. These assessments have assisted governments in determining priorities and funding strategies that provide a consistent revenue stream to support the functionality of the local government. The information contained in the assessment also enables Commissions and Boards to make critical decisions about local infrastructure. It creates a basis for

planning initiatives in the short and long term. Over the past two years, the **GSD** has provided the data analyses and assessment roll development for approximately 1 million parcels, generating over \$275 million of revenue for our clients.

The **Municipal Services Division (MSD)** specializes in public management support services in capital program management, utility operations, capital financing and debt management, contractual performance oversight, financial administration, full-service governmental accounting, utility customer service, and billing and certain municipal real estate services. The **MSD** has delivered high-value, low-cost full-service municipal accounting services to local governments and managed multiple community development districts. The MSD has successfully transitioned numerous troubled water and sewer utility systems to high quality, modern, municipal standard, and customer-friendly operations on behalf of local government partners. In addition, the **MSD** can design and implement innovative public service delivery alternatives and effective governance solutions in close collaboration with policymakers, public executives, and citizen stakeholders. **MSD's** capital project management and civic engagements have received state and national recognition.

## Services List



# GSG Team

## **Stephen M. Spratt**

### VICE PRESIDENT FOR MUNICIPAL SERVICES

Steve's Division provides local governments contract management and administrative services. These services include utility management, community development district management, capital improvement program planning and management, financial administration services, and construction inspection services. Before joining GSG, Steve served as Pinellas County Administrator and Chief Assistant County Manager and Budget Director in Miami Dade County. In those capacities, Steve was involved in the incorporation process and transitioning municipal services from the county to the newly incorporated cities of Key Biscayne, Aventura, Pinecrest, Sunny Isles Beach, and Miami Lakes. This work included complete financial feasibility analysis, pro forma budgeting, negotiating service agreements for public works, building and zoning, code enforcement, police and fire services, park facilities, and other municipal services.

Currently, Steve manages over 70 full-service water and sewer utility operations throughout Florida on a contractual basis, including those at MacDill Air Force Base in Tampa, for approximately 165,000 customer connections. The Division's utility contract management responsibility has included roughly \$490 million in asset management and capital programs. With over 35 years of professional government management experience, he thoroughly understands best management practices and designs practical solutions for GSG and its clients.

He holds Associate of Applied Science and Bachelor of Science Degrees in Transportation Management from the Florida Institute of Technology. He has been a public management instructor at Florida International University.

## **David M. DiLena, CPA**

### ASSISTANT DIRECTOR OF MUNICIPAL SERVICES

David DiLena has over 23 years of experience in accounting, financial reporting, planning, budgeting, and forecasting in both the private and government sectors. A diverse career and expertise as the Assistant Director of Municipal Services. Mr. DiLena has served as the Chief Financial Officer for the Florida Governmental Utility Authority for over ten years.

As an Accounting professional with a blend of experience in public accounting as well as in the manufacturing, health care, and utility industries, Mr. DiLena has been responsible for financial statement preparation and presentation, budget preparation, due diligence in utility acquisition, contract negotiation, and multiple bond issuances and refunding's. Mr. DiLena has been a Chief Financial Officer and Partner within the water and wastewater industry for more than ten years.

Mr. DiLena graduated from Florida State University with a Bachelor of Science (BS) degree in Finance and a Bachelor of Science (BS) degree in Accounting. He is currently licensed within the State of Florida as a Certified Public Accountant.

Mr. DiLena is a member of the American Institute of Certified Public Accountants, the Florida Institute of Certified Public Accountants, and the Florida Board of Accountancy.

**Mickey W. Joseph, CPA****MANAGER OF FINANCIAL SERVICES – Chief Financial Officer – FGUA**

Mickey has over 19 years of experience provided him opportunities to work with a vast array of diverse entities. Mr. Joseph has gained experience setting up and streamlining accounting systems, supervising daily financial operations, and monthly financial reporting of a broad array of private and non-profit entities. Mr. Joseph's former position as Assistant Finance Director for multiple municipal utilities required the supervision of a small team of staff accountants and accounting clerks while also providing budget analysis and projections to upper management for operations and capital improvement.

Mr. Joseph has Bachelor of Science (BS) degrees in Accounting and Finance from the University of Central Florida and a Masters in Accounting (MACC) from Stetson University.

Mr. Joseph is a member of the American Institute of Certified Public Accountants and Beta Gamma Sigma Stetson University Chapter.

In addition to the individuals profiled above, GSG currently has six (6) Financial Services professionals in its Longwood, Florida office to provide service support to the Town of Highland Beach.

## Scope of Work and Fees - Interim Finance Director

### Overview and Staffing

Government Services Group (GSG) is prepared to provide the Town of Highland Beach with an updated Flexible Director of Finance proposal. The proposal assumes that these services will be delivered through a combination of on-site (optional) and remote long in as out line in the compensation and additional compensation section below.

GSG understands the operations of small governments and limited Finance and accounting staff. While some of the service delivery will be provided remotely in the interest of cost-effectiveness, GSG feels it is important to maintain frequent personal communication with the Town and demonstrate a presence on-site to establish the necessary working relationships and better understand the Town's business. GSG would anticipate the following communication and site visit protocols but would be open to adjustments based upon the preferences of the Town Manager.

- Available to Town Manager by phone or video conference as necessary
- Attendance at Town Council meetings for Financial Related Board Items
- Month End Review and Adjustment to accounting records to ensure accurate financial information consistently.

### Scope of Services

The GSG Financial Services team will be responsible for providing budget, treasury, and accounting services, including advice and guidance to the Town staff. These services are anticipated to include the following functional areas:

## **General Requirements**

- Provide services outlined herein under the direction of the Town Manager or designee.
- Provide the Town with a primary contact who shall be available in person or by telephone.
- Adhere to all established internal controls and procedures.
- The Town provides access to a computer and software for the Interim Finance Director.
- The Town to provide suitable working space for GSG, with data connectivity and a computer to accommodate on-site work.

## **Overall**

- Supervise maintenance of all financial records for the Town in accordance with applicable laws, guidelines, standards, and best practices for municipal accounting, including, but not limited to, General Accepted Accounting Principles (GAAP), pronouncements of the Governmental Accounting Standards Board (GASB), best practices and advisories of the Governmental Finance Officers Association (GFOA).
- Produce and deliver financial information and reports to the town manager as requested on time.
- Work closely with the staff to ensure all finance and accounting activities are covered and maintain internal controls.

## **Administration**

- Supervise the Finance Department and support staff in general ledger maintenance, utility billing, A/P, A/R, and monthly trial balance reconciliations (including bank reconciliations).
- Verify the availability of funds in the budget.
- Verify account coding and proper classifications
- Review treasury cash flows and supervise the investments.
- Maintain ongoing cash flow analysis, financial reports, planning models, and trend analysis to assist short- and long-term financial planning.

## **Budget**

GSG understands that a preliminary budget has been presented and the calculated TRIM notice figures.

- Incorporate adjustments to the preliminary budget within the legal confines
- Monitor fiscal activity to ensure compliance with the adopted budget(s).
- Review and process all approved budget transfer requests
- Participate in meetings with the Town Manager, department heads, and the Town Commission to facilitate changes and revisions until the budget's final adoption is complete.

## **Financial Reports**

- Provide the Town Manager and Town Commission with financial reports in the format and timing to which they are accustomed.
- Provide department heads with financial reports in the format and timing to which they are accustomed.
- Prepare interim audit schedules if necessary for the auditors
- Should the engagement continue through December, GSG staff will lead the fiscal year-end close, prepare the draft financial statements, audit work papers.

## Compensation

GSG has projected that the necessary compensation for providing the staff team and the tools necessary to provide the services outlined above will be based on the following rates and schedule as needed as outlined in Attachment (A). In addition, reasonable, actual travel expenses between Longwood and the Town of Highland Beach will need to be reimbursed at an estimated \$150/night and \$0.545/mile.

<u>Option Name</u>	<u>Days (8 hours/Day)</u>		<u>In-</u>	<u>Remote</u>	<u>Hours</u>
	<u>In -</u>	<u>Remote</u>	<u>Person</u>	<u>Hrly rate</u>	
Month End Review	2	5	\$ 185.00	\$ 130.00	56.00

\* In-Person is based on an as-needed basis dependent on the needs of the client

## Additional Services

During this engagement, the Town may request additional services from GSG. Such services will not be conducted until authorized by the Town as mutually agreed between the Town and GSG. The Town will be billed for such additional services based on the hourly rates for additional services outside the scope of this proposal. In addition, reasonable, actual travel expenses between Longwood and the Town of Highland Beach will need to be reimbursed at an estimated \$150/night and \$0.545/mile.

<u>Option Name</u>	<u>Days (8 hours/Day)</u>		<u>In-</u>	<u>Remote</u>	<u>Hours</u>
	<u>In -</u>	<u>Remote</u>	<u>Person</u>	<u>Hrly rate</u>	
3 days/week In Person	3	-	\$ 185.00	\$ 130.00	24.00
2 days/week in Person + 1 remote	2	1	\$ 185.00	\$ 130.00	24.00
2 days/week remote	-	2	\$ 185.00	\$ 130.00	16.00

\* In-Person is based on an as-needed basis dependent on the needs of the client

Town of Highland Beach, Florida:  
Marshall Labadie, Town Manager  
3614 S. Ocean Boulevard, Highland Beach Florida 33487

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_