

# RESOLUTION OF THE TOWNSHIP OF IRVINGTON, NJ

No. DRF18-0410-21

Date of Adoption APRIL 10, 2018

APPROVED AS TO FORM AND LEGALITY ON THE BASIS OF FACTS SET FORTH BY

*[Signature]*  
Legislative Research Officer

PRESENTED BY COUNCIL MEMBER

**COX**

SECONDED BY

**LYONS**

## AUTHORIZING A NON-FAIR AND OPEN CONTRACT FOR FINANCIAL MANAGEMENT CONSULTING

WHEREAS, the Township of Irvington, in the County of Essex and State of New Jersey, is in need of a Certified Financial Management Consulting service; and

WHEREAS, the Township would like to retain the service of a certified Licensed Financial Consulting Company to satisfy the deficiency in the annual audit report; and

WHEREAS, Progressive Capital International Inc, DBA Government Strategy Group of 450 Shrewsbury Plaza, #330, Shrewsbury NJ 07702 has offered to provide said services to the Township of Irvington for the annual amount of \$150,000.00 for the calendar year 2018; and

WHEREAS, pursuant to the provisions of N.J.S.A. 19:44A-20.4 the vendor has completed the required pay to plays forms; and

WHEREAS, the C-271 Political Contribution Disclosure forms were on file in the Office of the Municipal Clerk and Purchasing Agent on March 23, 2018; and

WHEREAS, the Township would like to award a Non Fair and Open contract to Progressive Capital International Inc, DBA Government Strategy Group of 450 Shrewsbury Plaza, #330, Shrewsbury NJ 07702; and

WHEREAS, this contract will start on April 11, 2018 and will expire on April 10, 2019; and

WHEREAS, Progressive Capital International Inc, DBA Government Strategy Group has completed and submitted a Business Entity Disclosure Certification which certifies that Progressive Capital International Inc, DBA Government Strategy Group has not made any reportable contributions to a political or candidate committee in the Township of Irvington in the previous one year, and that the contract will prohibit Progressive Capital International Inc, DBA Government Strategy Group from making any reportable contributions through the term of the contract, and

NOW THEREFORE, BE IT RESOLVED that the Municipal Council of the Township of Irvington authorizes the award of a non-fair and open contract to Progressive Capital International Inc, DBA Government Strategy Group of 450 Shrewsbury Plaza, #330, Shrewsbury NJ 07702 for an amount not to exceed \$150,000.00; and,

BE IT FURTHER RESOLVED, that the required certification of availability of funds C8-00300 in the amount of \$25,000.00 for the first two months of service has been obtained from the Chief Financial Officer, charged account number 8-01-20-100-100-229 and the remaining balance of \$125,000.00 will be certified upon the adoption of the 2018 and 2019 budget.

BE IT FURTHER RESOLVED that the Township Attorney is hereby authorized and directed to prepare the necessary contract, and the Mayor and Township Clerk are authorized and directed to sign the same; and

BE IT FURTHER RESOLVED, notice of this action shall be published in newspapers as required by law by the Municipal Clerk.

### RECORD OF COUNCIL VOTE

X = Indicates Vote    N.V. = No Vote    A.B. = Absent

COUNCIL MEMBER	YES	NO	N.V.	A.B.	COUNCIL MEMBER	YES	NO	N.V.	A.B.
BURGESS, 1ST VICE PRESIDENT	X				INMAN		X		
COX	X				JONES, 2ND VICEPRESIDENT	X			
FREDERIC	X				LYONS, PRESIDENT	X			
DR. HUDLEY	X								

PRESIDENT OF COUNCIL *[Signature]* MUNICIPAL CLERK *[Signature]* DATE APRIL 10, 2018

I hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Municipal Council. In witness whereof I have hereunto set my hand and the Corporate Seal of the Township of Irvington.

MUNICIPAL CLERK *[Signature]*

DATE APR 10 2018



ADMINISTRATOR  ASSESSOR  BLDG  CFO  COLLECTOR  COURT  EDGO  ENGINEER  FIRE  CF  HEALTH  HOUSING  INIC  JUDGE  LEGAL  LIBR  LICEN  MAYOR  NPP  OCPD  PARKS  PAYROLL  PUBLIC SAFETY  DIR  PUBLIC WORKS  PURCHASING  REC~PB/ZBA  TRAFFIC  ZONING~OFF  DLGS  GNCD  OTHER(S): \_\_\_\_\_

Certification Of Availability of Funds

This is to certify to the of the Township of Irvington that funds for the following resolutions are available.

Resolution Date: 04/06/18  
Resolution Number: C8-00304

Vendor: PROGRE07 Progressive Capital Int'l, Inc  
Government Strategy Group  
450 Shrewbury Plaza, #330  
Shrewbury, NJ 07702

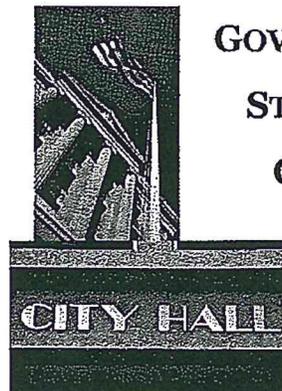
Contract: C8-00304 Financial Consultant

Account Number	Amount	Department Description
8-01-20-100-100-299	25,000.00	BUSINESS ADMINISTRATION
Total	25,000.00	

Only amounts for the 2018 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.

  
\_\_\_\_\_  
Chief Financial Officer

**PROPOSAL  
FOR  
FINANCIAL STRATEGY CONSULTING  
SERVICES**



*...advancing the business of government™...*

**February 8, 2018**

**Financial Strategy Consulting Services for the Township of Irvington**  
**GOVERNMENT STRATEGY GROUP**

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**Kenneth DeRoberts**  
**Chief Executive Officer**  
**Government Strategy Group**  
**450 Shrewsbury Plaza, #330**  
**Shrewsbury, NJ 07702**  
**(908) 930-0232**  
**[kdr@governmentstrategygroup.com](mailto:kdr@governmentstrategygroup.com)**

**Financial Strategy Consulting Services for the Township of Irvington**  
**GOVERNMENT STRATEGY GROUP**

## **INTRODUCTION**

Government Strategy Group is pleased to submit this proposal to the Township of Irvington to provide Financial Strategy Consulting Services. The primary role of our service will be to assist the Township with cleaning-up issues contained in the current audit report thereby improving performance and operations.

Government Strategy Group is a NJ based management consulting firm comprised of a team of experienced senior managers and policy makers from various levels of government. This mosaic of talent provides our clients with dynamic service. Our engagements are crisply executed with high level precision and expertness.

Our team will capably provide professional consultation and advisement necessary to the management and financial oversight for Irvington's Mayor and Township Council to ensure compliance with all financial management standards. As a New Jersey based firm we have intimate knowledge and expertise in public sector finance. Five members of our team are "Certified Municipal Finance Officers" as licensed by the NJ Department of Community Affairs and one member who is a "Registered Municipal Accountant".

We bring knowledge and experience in best practices that can expertly reshape an organization's efficiency. Doing more while costing less is a major guiding principle; utilizing technology solutions enables reducing the workforce while improving results. We are experts in guiding "Alternative Service Delivery Solutions" – from shared services to outsourcing and privatization.

As former investment bankers, financial advisors and rating agency experts GSG brings solid capital and debt management skills.

Strategic planning and thinking is at the core of our work product. Our team works proactively and builds long-term plans which are excellent management tools. Our guidance will enable management and the governing body to make well-informed, educated decisions.

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**SCOPE OF WORK**

**Financial Strategy Consulting:**

**Base Services**

Consult and advise on management and oversight of the daily operations of the Department of Revenue & Finance

- Treasury & Revenue Management
- Accounts Payable
- Comptroller/Accounting
- Payroll Processing
- Tax Collection
- Tax Assessment
- Debt Management
- Licensing
- Purchasing

Review and communicate schedules and expectations for completing tasks and compiling various financial and management reports

- Establish expectations for submission/reporting deadlines
- Regularly monitor compliance

Provide information as requested and interface on financial matters

- Mayor & Township Council
- Township Administrator & Department Heads

Review skill levels of personnel within the Department

- Recommend specialized training and education
- Mentor employees to increase efficiency

**Services Not Included**

- Bookkeeping and Accounting
- Transaction Processing
- Bank Reconciliations
- Preparation of Annual Financial and Annual Debt Statements

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**Department of Revenue & Finance Operational Assessment Review & Action Plan**

***Diagnostic***

Review Audit Reports, Financial Statements, Budgets, etc.

Review Credit rating agencies reports

Meetings with Auditors

Meetings with Township Officials

Identify key issues and fiscal challenges

Functional Review

Meet with all Department of Revenue & Finance personnel

Review job descriptions

Workflow processes

Identify deficiencies

Review existing Financial Policies & Procedures

Third party vendor review

Software application providers

Tax Collection

Tax Assessment

Accounting & Accounts Payable

Purchasing & Requisition

Payroll processing

Fixed Asset Accounting

Banking services

Merchant Services

Tax Attorneys and Appraisers

Review Internal Controls

Finance Department

Other Departments

Debt and Capital Needs

Diagnostic Report expected within six months from engagement

Interim reports will be submitted bi-monthly

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***Prescriptive***

- Operational Assessments for each Division
  - Provide updates and reports with Administrator
- Developing Action Plan
  - Develop Financial Operations Policies & Procedures
  - Recommend reorganization/restructuring department
    - Including reassignment of tasks
  - Personnel levels and training requirements
    - Reorganization opportunities
  - Workflow process enhancements
  - Best Practices
    - Financial Management Plan
    - Forecasting and Benchmarking
    - Analytical Tools, including
      - Budget Forecasting
      - Ratable Forecasting
      - Tax Appeal Exposure
  - Technology optimization and enhancements
  - Future debt planning
- Develop Goals and Objectives for financial management

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## **COST PROPOSAL**

Kenneth DeRoberts will oversee this engagement. He will be supported by Lawrence Caroselli, Senior Managing Director who will lead our effort providing strategic direction and guidance to the Department of Revenue & Finance staff and spend a portion of his time onsite executing the firm's services. John Cassells, CMFO/RMA will assist Mr. Caroselli. Other members of the GSG team will provide support services (team bio summaries are attached). However, the duties set forth in the preceding Scope of Services may be performed by any qualified member(s) of the GSG team identified in the attached bio summaries, if necessary and as appropriate to the nature of the work. Our team members will also work remotely.

GSG's team will consult and advise to facilitate management of the ongoing operations of the Department of Revenue & Finance in accordance with the preceding Scope of Services. The engagement will encompass all financial operations and begin the initial development of the Department's Operational Assessment Review with executable Action Plan that will serve to elevate and improve the level of Irvington's financial management and practices. The goal is to start reducing the number of Recommendations contained in the most recent audit report.

Our plan is to accomplish as many of the tasks contained in the Scope of Work as possible. However, until our team is able to gain a full grasp of the extent and magnitude of the challenges facing Irvington's Department of Revenue & Finance, the expectation for accomplishing the Scope of Work will be re-evaluated with the Township after four months from the date of this engagement.

The total Fee for this service is \$12,500 per month, commencing the date of appointment, and terminating one year from that date. The Fee is a fixed cost and there will be no additional charges for services within the Scope of Work. This fee is based on current staffing levels of all personnel currently in the various divisions of the Department of Revenue & Finance. No benefits will be paid as part of this fee. This method of payment is proposed as a convenient way of paying the lump sum fee agreed upon as the cost of this service. The Township will not be liable to GSG for the payment of business or traveling expenses. This service is provided as an independent consulting contractual arrangement and is not considered employment. The Township agrees to pay this fee within 30 days of receipt of our invoice.

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We anticipate an average of 88 hours of service per month, as averaged over a 12 month period (meaning some months may be more and some less). This includes meetings with the Finance Committee. It is anticipated that Mr. Caroselli will spend an average of approximately 42 hours per month onsite; Mr. Cassells and I will spend an average of approximately 18 hours each per month onsite; with the remainder of time devoted by other members of GSG's team.

While a GSG representative may attend management meetings conducted by the Township Administrator, the Township agrees not to refer to GSG as an official of the Township, employee or part of the Township's management team.

GSG shall furnish their own business tools, materials and other equipment necessary for the performance of its duties including, but not limited to laptops and Internet access. The Township agrees to provide office space and appropriate work areas when GSG team members work onsite.

A GSG representative will attend one monthly meeting of the Council's Finance Committee. We do not plan to attend any other evening or weekend meetings of the governing body or other Township Council Committees, unless for special issues that are mutually agreed to with the Township Administrator.

Special projects including project management for special studies and any other projects or tasks as requested by the Township, or services outside the Scope of Work, will be billed in accordance with the following hourly rates and charged against each respective project:

CEO	\$180
Executive Managing Director	\$170
Sr. Managing Director	\$165
Managing Director	\$160
Director	\$100
Admin/Clerical	\$ 75

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**Appendix 1**

**KENNETH DEROBERTS, CHIEF EXECUTIVE OFFICER** brings a successful record of achievement as both a senior-level government manager and investment banker. His efforts led the City of Summit, NJ to become the first municipality in the country to achieve triple A bond ratings from the top three credit rating agencies. Utilizing strategic planning practices, he is an expert in restructuring government operations that leads to doing more while costing less.

**JOSEPH HARTNETT, EXECUTIVE MANAGING DIRECTOR** is regarded as one of the most progressive and inventive public sector managers in New Jersey. He served as CFO for St Peter's University and as City Manager for both Rahway and Montclair. As a management consultant his clients included financial institutions, public sector entities, NJ Transit, Fortune 500 companies and the US Navy.

**DR. DALE G. CALDWELL, SENIOR MANAGING DIRECTOR** served as Deputy Commissioner of the NJ Department of Community Affairs. As a former Deloitte Consulting senior professional, he is an expert on advising governments how to improve operations and maximize revenues. He currently serves as President of the Middlesex Regional Educational Services Commission – the largest ongoing shared service entity in NJ.

**FREDERICK J. ZAVAGLIA, SENIOR MANAGING DIRECTOR** is a seasoned public sector executive with more than 30 years senior management experience. During his distinguished career he served in Governor Christie's administration as the Chief of Staff at the Department of Labor and served in the Department of Community Affairs. He served as an investment banker and financial advisor specializing in the domestic and international public sector; and managed complex privatizations for one of the largest domestic utilities. He began his career in Atlantic County, serving in many capacities including County Administrator.

**LAWRENCE CAROSELLI, CMFO, CCFO, SENIOR MANAGING DIRECTOR** has more than 30 years' experience as a finance and management professional. Caroselli recently retired as Director of Finance for Union County, NJ. He served as President of the County Treasurer's Association of NJ.

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**RONALD J. ANGELO, CMFO, MANAGING DIRECTOR** retired as the CFO of the City of Summit and served as President of the Government Finance Officers Association of NJ. Mr. Angelo has nearly 30 years of municipal finance experience and served as a Commissioner of the Suburban Municipal JIF.

**THOMAS BELL, MANAGING DIRECTOR** is an expert in public safety management and emergency planning. He retired as a Captain from the NJ State Police where he oversaw an extensive statewide reorganization of manpower and resources. After 9/11, he was tapped to create the Homeland Security Branch and oversaw the development of the Urban Area Security Initiative (UASI) a rapid deployment task force consisting of thousands of police professionals from the six north Jersey counties.

**DOROTHY BLAKESLEE, MANAGING DIRECTOR** has over 25 years of experience as a financial analyst, financial advisor and investment banker. She has a proven ability to find creative solutions to financial problems. Ms. Blakeslee serves at the boards of Bergen Community College, the NJ Housing and Mortgage Finance Agency and the NJ Ethnic Advisory Commission.

**JOHN D. CASSELLS, RMA, CMFO, MANAGING DIRECTOR** has 40 years of experience in the field of municipal, school and authority government and government finance. As a Registered Municipal Accountant (RMA) and Public School Accountant (PSA) he has been involved in almost all aspects of New Jersey municipal finance.

**RUSSELL JARGER, CMFO, MANAGING DIRECTOR** retired Chief Financial Officer with the Borough of West Caldwell – one of the leading communities in Shared Services activities. Jarger oversees financial and operational analysis. He served as President of the Government Finance Officers Association of NJ.

**FRANK PADUSNIAK, MANAGING DIRECTOR** has more than thirty years' experience working in public sector finance in New Jersey. Padusniak recently retired from the Union County Finance Department where he was responsible for financial management and accounting. He is an expert in using the Edmunds system.

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**JOSEPH SALEMME, MANAGING DIRECTOR** has over 30 years' experience as a versatile public sector executive with a record of accomplishment in a wide range of highly responsible assignments. Salemme's major achievements were in the areas of operations management, labor relations & contract negotiations, and organizational leadership.

**ROGER K. STAIB, MANAGING DIRECTOR** is a former elected official with an extensive track record in building successful inter-local service arrangements. He led GSG's role in serving as the Shared Services Coordinator for Monmouth and Passaic Counties which produced impressive results with new programs and initiatives – several of which have become best practices around the state.

**MICHAEL VALENTI, MANAGING DIRECTOR** has thirty years in the public safety and security business both in the public and private sectors. Mr. Valenti was the Chief of Counter terrorism at the Port Authority of NY& NJ Police department and a member of the Federal Bureau of Investigation's Joint Terrorism task force management team in N.Y. After his retirement he served as Senior Advisor to a \$5 Billion Hedge Fund.