



CITY COUNCIL

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Honorable City Council Members

City of Mount Vernon
1 Roosevelt Square
Mount Vernon, NY 10550

RE: Request for Approval of a Contract with CGR for Operational Analysis Services

Dear Fellow City Council Members,

I am writing to request your support for directing the Mayor to enter into a contract with CGR (Center for Governmental Research) for the operational analysis of our Department of Law and Department of Buildings.

CGR is a nonprofit consulting organization with over 100 years of experience providing strategic and analytic services to governmental bodies. Their expertise will be instrumental in helping us improve operational efficiency and staffing assessments within these critical departments. Specifically, CGR's analysis will focus on:

- Assessing current workloads, workflows, and turnaround times for key tasks.
- Evaluating whether current staffing levels are appropriate for service demand.
- Benchmarking peer municipalities such as New Rochelle, White Plains, and Yonkers to compare departmental sizes, operations, and budgets.
- Providing actionable recommendations to improve operational efficiency and ensure these departments are best equipped to serve the city's needs.

CGR's comprehensive review will include interviews with key stakeholders and data collection to understand how these departments can enhance service delivery. Their final report will present detailed options and recommendations to guide decision-making for the 2025 budget.

The total cost for CGR's services is \$37,000, which will be covered by budget line A 1010.405 (Contracted Outside Service). Given the importance of this analysis in preparing for the upcoming budget cycle, it is imperative that we move forward with this contract as soon as possible. The timely completion of CGR's report will ensure that we have the necessary information to make informed decisions for the 2025 budget.

I urge you to approve this contract and support our efforts to improve city operations. Should you have any questions or require further clarification, please feel free to contact me directly.

Best regards,

Danielle Browne

Danielle Browne, Esq.
City Council Member