

Cape Elizabeth Municipal Operations Review Committee

Draft Charge-June 10, 2009

The Cape Elizabeth Town Council is forming the Cape Elizabeth Municipal Operations Review Committee which is to be a temporary advisory ad hoc committee.

Committee Purpose/ Guidance to the Committee

The purpose of the committee is to review Cape Elizabeth municipal operations to determine their efficiency and effectiveness.

- The charge is written broadly in order to provide independence to the committee in their review and in their deliberations.
- The committee shall familiarize itself with the Council-Manager Charter of the Town of Cape Elizabeth, with the Town's organizational structure, with Maine statutes determining municipal responsibilities, with municipal budgets and with data that provides opportunity for benchmarking services and costs.
- The committee shall include opportunities for public participation in its deliberations in order to evaluate citizens' views of current services and possible changes in services.
- Municipal staff will be given an opportunity by the committee to present data and to answer committee inquiries. The committee shall not evaluate the performance of individual employees.
- The committee may identify alternative delivery methods of municipal services and/or municipal services to be added, modified or eliminated.
- The committee may examine how services are paid for.
- The committee shall not review health insurance benefits provided to municipal and school employees as this is a responsibility being performed by another committee.
- The committee shall submit a report to the Town Council no later than July 1, 2010. The committee will be retired on December 31, 2010.

Committee Membership

The Cape Elizabeth Municipal Operations Review Committee will consist of nine persons. The Town Council, following a recommendation from the Appointments Committee, will appoint seven citizens. Two members of the Cape Elizabeth Town Council shall be appointed by the Town Council Chairman. The Town Manager shall be an ex-officio non-voting member of the committee. Any citizen wishing to serve on the committee may apply on-line at www.capeelizabeth.com or may receive an application from the town manager's office at 799-7665.

Committee Budget

There is no budget provided for the committee. If the committee identifies needed resources, the Town Manager shall forward any financial request to the Town Council.