

ORDINANCE NO. 999

AN ORDINANCE AUTHORIZING THE MUNICIPALITY OF MONROEVILLE
TO ENTER INTO AGREEMENT WITH THE UNIVERSITY OF PITTSBURGH
FOR THE PURPOSE OF HIRING MR. MAUSER AS ADMINISTRATIVE INTERN

BE IT ORDAINED AND ENACTED by the Municipality of Monroeville, in Council
assembled, as follows:

SECTION I. That the appropriate officials of the Municipality of
Monroeville are hereby authorized to enter into an agreement with the
University of Pittsburgh for the purpose of hiring Mr. Mauser as adminis-
trative intern. A copy of agreement is attached hereto and made a part
hereof and marked Exhibit "A".

ORDAINED AND ENACTED this 13th day of January, 1976.

(SEAL)

ATTEST:

MUNICIPALITY OF MONROEVILLE

S/ Marshall W. Bond
Manager

By S/ R. E. Droske
Mayor

Entered in Legal Book February 5, 1976

EXHIBIT "A"

LETTER OF AGREEMENT

Thomas R. Mauser of the Graduate School of Public and International Affairs, University of Pittsburgh, is hereby accepted as an intern with the Municipality of Monroeville for the period January 5 to April 22, 1976.

During this period the Municipality will:

1. Provide Thomas R. Mauser with office space.
2. Provide formal guidance and supervision as needed.
3. Assign special projects and reports to serve as a method of gaining experience in municipal management. One such report shall occupy approximately 50% of the intern's time. This report shall entail a particular problem area and must be completed at a level of professional standards, acceptable to the Municipal Manager and to the intern's academic advisor. The remainder of the intern's time shall be spent on other tasks that will provide him with the opportunity to understand the Municipality's overall operation, as well as the opportunity to exercise his own problem-solving skills.
4. Provide the intern with opportunities to attend staff meetings and other management-level meetings when it is convenient and practical to have him do so.
5. Review and critique the intern's one special project report.
6. Complete and return to GSPIA the Intern Evaluation Form.

Thomas R. Mauser will:

1. Keep work hours assigned.
2. Accept and complete all reasonable assignments.
3. Be responsible for designing and completing one special project report.

/ Thomas R. Mauser

INTERNSHIP

S/ Marshall W. Bond

MUNICIPAL MANAGER

/ John G. Wilkins 1-6-76

GSPIA PLACEMENT OFFICE

S/ Joseph A. James

ACADEMIC ADVISOR

AMENDMENT TO LETTER OF AGREEMENT

Thomas R. Mauser, of GSPIA, University of Pittsburgh and Municipality of Monroeville

The purpose of this amendment is to define the work areas, provide for better scheduling of time, and begin a record of work experiences in the Municipality of Monroeville involving interns.

The Municipality of Monroeville will provide opportunity for work in the following functional areas and/or project areas.

1. Administration

- a. The intern will be expected to submit recommendations on a report format(s) for police information on a monthly reporting basis which will be used by the police administration, municipal council and officials, and the public at large through the media. Differing report formats and details may be used based upon the "need to know" principle.
- b. The development of a monthly performance reporting system to cover all major municipal operations of the Municipality of Monroeville. This will be the special project report which will be evaluated on current professional standards.

2. Police Services

- a. The intern will be expected to submit a report and recommendation on the state of police operational equipment with the exception of vehicular equipment.
- b. The intern will provide a comparison of the current police mobile radio specifications with that of similar jurisdictions throughout the Western Pennsylvania Area for the purpose of insuring effective police communication and competitiveness of bidding opportunity.

3. Parks & Grantsmanship

The intern will work with the Director of Parks and Recreation in the development of documents necessary to receive reimbursement from state and federal agencies for the 8 parks projects currently in progress in Monroeville.

4. Refuse Collection

The intern will work with the Superintendent of Refuse Collection in an effort to ascertain the exact number of residential households from which refuse is collected, the exact number of households per crew, and the number of residential units providing curbside pickup, their location, route number, and day.