

MUNICIPALITY OF MONROEVILLE
ALLEGHENY COUNTY, PENNSYLVANIA

ORDINANCE NO. 1903

AN ORDINANCE OF THE MUNICIPALITY OF MONROEVILLE, ALLEGHENY COUNTY, PENNSYLVANIA, AMENDING ORDINANCE 1510 AND ORDINANCE 1532 DEFINING THE DUTIES, POWERS, AND RESPONSIBILITY OF THE MUNICIPAL MANAGER, CREATING ADMINISTRATIVE DEPARTMENTS, SPECIFYING THE DUTIES OF DIRECTORS OF THOSE DEPARTMENTS, ESTABLISHING THE FUNCTIONS OF EACH DEPARTMENT ESTABLISHED, AND PROVIDING FOR CONTINUANCE, CREATION, OR TERMINATION OF AUTHORITIES

MUNICIPALITY OF MONROEVILLE - ADMINISTRATIVE CODE

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CHAPTER 101. SHORT TITLE
DEFINITIONS, INTERPRETATION AND REPEALER

Section 1. Short Title.

This Ordinance shall constitute and be designated as "The Administrative Code."

Section 2. Definitions.

As used in this Ordinance, the following words and terms shall have the following meanings:

- A. Administrative: The function of carrying out the policies, ordinances, or mandates of Council.
- B. Council. The Municipal Council as provided for in the Home Rule Charter.
- C. Home Rule Charter. The Home Rule Charter of Monroeville as approved by the electors of said Borough on May 21, 1974, with amendments, if any, thereafter lawfully adopted and approved.
- D. Law. The Constitution and any statute of the Commonwealth of Pennsylvania.
- E. Manager. The Municipal Manager as provided for in Article VII of the Home Rule Charter.
- F. Authorities. Those bodies, political and corporate, created under the Municipality Authorities Act of 1945 as amended.

Section 3. Severability.

If any provision of this Ordinance shall be held by any Court of competent jurisdiction to be invalid, the invalidity of the provision shall not affect any other provision of the Ordinance. It is the intent of Council that the remaining provisions of this Ordinance shall be given full force and effect as if the invalid provision had not been included in this Ordinance.

Section 4. Repealer.

Ordinance No. 1510, Ordinance No. 1532, and any other Ordinance inconsistent herewith is hereby repealed and superseded by this Ordinance. The first page of Ordinance No. 1510 and Ordinance No. 1532 shall have a label affixed thereto with reference to the repeal of the same by this Ordinance.

CHAPTER 201. MUNICIPAL MANAGER

Section 1. Appointment, Qualifications And Removal.

The provisions in the Home Rule Charter relating to the appointment, qualifications, removal and tenure of the Manager shall govern these matters.

Section 2. Powers And Duties.

In addition to the powers and duties of the Manager prescribed in Section 702 of the Home Rule Charter, the Manager shall:

- A. Have the authority to designate himself/herself or to assign any other employee of the Municipality to perform the duties and exercise the functions of any office or position under his/her jurisdiction, during a vacancy, or in the absence of disability of an incumbent, or where service is required appropriate to the personnel classification of the individual so assigned.
- B. Have the power to prescribe rules and regulations that he considers necessary for the operation of any departments, office or other agency of the Municipality under his/her authority.
- C. Have the power to investigate, examine or inquire into the affairs or operations of any department, office or other agency of the Municipality under his/her authority.
- D. Have the power to direct any department, office or other agency of the Municipality under his/her authority.

- E. Have the duty of preparing the agenda with the approval of Council for each meeting of the Council and supplying pertinent facts thereto.
- F. Have the duty of insuring that the provision of all franchises, leases, permits or privileges granted by the Municipality are observed.
- G. Have the power to employ, by and with approval of the Council, experts and consultants to perform work with any of the functions of the Municipality.
- H. Have the power to purchase all supplies and equipment for the various agencies, boards, departments and other offices of the Municipality. In connection with this power, the Manager shall keep account of all purchases and shall prepare, on a regular basis or as directed by Council, a list of bills and payroll authorized for payment for action by Council prior to payment. The manager may, with the approval of Council, prepare rules and regulations whereby payments can be made on a timely basis for proper refunds by residents and clients. All such refunds are subject to ratification by Council at their next regular meeting and are subject to the sections of the Home Rule Charter. When directed by Council, the Manager will make a full written report on any items of purchase, vendors account or activity in any budget entry.
- I. Have the responsibility of receiving all complaints regarding services or personnel of the Municipality. The Manager or an officer designated by him/her shall investigate and dispose of such complaints within his/her power and shall make recommendations for alleviation of complaints to Council for those problems and complaints not within his/her power. The Manager shall prepare a written report of all actions taken to alleviate complaints and problems when requested by Council.
- J. Have custody of all municipal records, including all personnel files.
- K. Have the responsibility of performing all other proper duties as designated him/her by the Council, Ordinances and Resolutions.

CHAPTER 301. ADMINISTRATIVE DEPARTMENTS AND DIRECTORS

Section 1. Establishment of Departments.

The Municipality shall have the following Administrative Departments, and such other Administrative Departments as established by ordinance, which shall be operated under the supervision of the Manager:

- A. Department of Administration.
- B. Department of Community Development.
- C. Department of Fire Code Enforcement.
- D. Department of Public Safety.
- E. Department of Engineering and Public Works.
- F. Department of Recreation and Parks and Human Services.

Section 2. Appointment And Removal Of Directors Of Departments.

As provided in Section 702(b) of the Home Rule Charter, the Manager, with the consent of Council, shall appoint all Department Heads, each of whom shall be known as the "Director" of his/her Department. Department Heads shall be chosen solely on the basis of executive, administrative and technical qualifications appropriate to the functions and duties of their respective Departments, and shall be subject to removal at the discretion of the Manager, as provided in Section 701(a) of the Home Rule Charter. Provided: The Manager shall serve as the Director of any Department until the appointment of a separate Director shall be made.

Section 3. Duties Of The Directors.

Under the direction of the Manager, each Department Head or Director shall:

- A. Direct employees in the performance of all duties and responsibilities required of the Department and its subordinate agencies as provided by law by this Code, by any other Ordinance of the Municipality or by Administrative policy and procedures directions, and such other duties as may be required by the Manager, and which are not in conflict with the law, the Home Rule Charter or any other provision of this or any other Ordinance of the Municipality.

- B. Be immediately responsible to the Manager for the effective administration of his/her Department and all activities and the functions assigned thereto.
- C. Subject to the approval of the Manager, prescribe the internal organization of his/her Department and its constituent and subordinate agencies, the duties of subordinate officers and employees of the Department and develop a detailed manual of Department and develop a detailed manual of Department procedures for discharged Departmental functions.
- D. Assign functions, powers and duties to subordinate officers and employees within his/her Department and modify those assignments, subject to the authority of the Manager as set out in Section 2(B) of Article II of this Ordinance.
- E. Be responsible for the work of his/her Department and supervise and direct the work of the employees of his/her Department, measure the performance of the employees in accordance with approved procedures and report regularly to the Manager.
- F. Furnish to any Department or agency of the Municipality any service, labor, material and equipment that may be needed to perform a municipal function or service.
- G. Prepare and submit to the Manager whatever reports the Manager may require, including periodic reports relating to Departmental activities.
- H. Serve as staff officer to any Committee, Commission or Board that is assigned to his/her Department by the Manager.
- I. Coordinate the activities and work of his/her Department with pertinent regional and area-wide programs, and if any program shall cease to be conducted on a regional or area-wide basis and shall be assigned by the Manager or the Council to his Department, superintend the incorporation of that program into his Department.
- J. Provide the maximum level, quantity and quality of service within the limitations of the budget.
- K. Be responsible for manpower planning within his/her Department.
- L. Plan and execute appropriate training for Departmental personnel.

- M. Recommend to the Manager policies and procedures designed to improve the quality of municipal functions and services.
- N. Establish, maintain and preserve a system of filing and indexing records and reports in sufficient detail in order to furnish all information necessary for proper control of Departmental activities and to form a basis for the periodic reports to the Manager.

CHAPTER 302. DEPARTMENT OF ADMINISTRATION

Section 1. Function.

The functions of the Department of Administration shall be the administration and direction of municipal activity pertaining to:

- A. The receipt, expenditure, accounting, investment, custody and control of municipal funds, assets and property, except to the extent that any such activity is expressly charged to any other Department, office or agency.
- B. The development and enforcement of personnel rules and regulations, participation in and direction of labor relations and contract regulations, training of personnel and administration of the position classification system, the wage and salary plan and the fringe benefit program for personnel.
- C. The communication of information and ideas between the government and the people; informing the public by presentation of specific information and measuring public opinion and attitudes for the purpose of proposing new and modified programs or abandoning the existing ones.
- D. The processing of facts and figures utilizing electronic data processing equipment for the purpose of analysis, efficiency and economy.
- E. The purchase of materials and services for use by the Municipality pursuant to Article XIV of the Home Rule Charter, applicable Ordinances and administrative policies and procedures, the development of specifications for materials and services based upon the operational needs of the Municipality. The development and administration of contractual documents with vendors and the maintenance of inventory controls over purchase items in keeping with Section 702(q) of the Home Rule Charter, applicable Ordinances and

administrative policies and procedures.

- F. Cooperate with Library Board and employees to insure proper administration.

Section 2. Coordination

The Department of Administration should be headed by the Director of Personnel and Finance who will be responsible for the performance of the functions of this department.

Section 3. Bank Accounts.

All Bank Accounts of the Municipality of Monroeville shall be consolidated to maximum extent possible. All accounts are to be invested via the consolidated investment account except those accounts which are restricted by state statute or Federal law or regulation.

CHAPTER 303. DEPARTMENT OF COMMUNITY DEVELOPMENT

Section 1. Function.

The functions of the Department of Community Development shall be the administration and direction of municipal activity pertaining to:

- A. The tabulation, preparation and presentation of basic information on the Municipality of Monroeville for mapping, data collection and the preparation and updating of the Comprehensive Plan, including, but not limited to:
1. Population
 2. Economic characteristics
 3. Land Use
 4. Public Facilities
 5. Transportation networks
- B. The review and enforcement of land use controls and regulations as related in the Zoning Ordinance, ancillary land development ordinances as prescribed by the Manager and other applicable law.
- C. The administration of the Subdivision Ordinance, ancillary land development ordinances as prescribed by the Manager and applicable law relating thereof, as well as applications for subdivision.

D. The inspection of all property and structures and work done pursuant to the provisions of the Zoning Ordinance and the Subdivision Ordinance and the coordination of inspections performed by other Departments or levels of government and the issuance of permits and certificates required by the Zoning Ordinance, the Subdivision Ordinance and applicable zoning law, including, but not limited to:

1. BOCA Building Code
2. BOCA Mechanical Code
3. National Electrical Code
4. BOCA Property Maintenance Code
5. Ancillary ordinances and similar subsequently enacted ordinances as prescribed by the Manager.

Section 2. Coordination.

The Department of Community Development shall be headed by the Director of Planning and the Zoning Officer who shall coordinate with the Department of Engineering and Public Works, Fire Code Enforcement, and other Municipal Department.

CHAPTER 304. DEPARTMENT OF FIRE CODE ENFORCEMENT

Section 1. Function.

The function and jurisdiction shall be to inspect, investigate, review, administer, and issue permits and certificates pursuant to:

- A. All property and structures and housing work done pursuant to the provisions of the Life and Fire Safety on the premises and structures within the municipality and coordinate with the Planning Department, Engineering Department, and Public Safety Department for such applicable inspections, including, but not limited to:
 1. Fire and Life Safety provision of the BOCA Basic Building Code
 2. Fire and Life Safety provisions of the BOCA Property & Maintenance Code
 3. BOCA Fire Prevention Code

4. Fire and Life Safety provision of the National Electrical Code
- B. Fire and Life Safety of structure and property demolition
- C. Fire and Life Safety ancillary ordinances and similar subsequently enacted ordinances as prescribed by the Manager.

Section 2. Coordination.

- A. The Department of Fire Code Enforcement shall be a liaison between and coordinate with the Department of Community Development and the Department of Public Safety.
- B. The Department of Fire Code Enforcement shall be headed by the Fire Official and shall be coordinated with the Department of Engineering and Public Works, and Community Development by the Director of Planning.

CHAPTER 305. DEPARTMENT OF PUBLIC SAFETY

Section 1. Function.

- A. The functions of the Department of Public Safety shall be the administration and control of municipal activity pertaining to the protection of persons and property, except to the extent that any such activity is expressly charged to any other Department, office or agency.
- B. The Department of Public Safety shall be responsible for the performance of the following functions:
 1. The provision of police services which shall be divided into the following functional areas under the supervision of the Chief:
 - a. Uniform services division which shall be responsible for protecting life and property, preserving the peace, suppressing crime and the apprehension of violators of the law.
 - b. Investigative services division which shall be responsible for the investigation of crimes, identification and apprehension of criminals, recovery of property, the

identification and preservation of evidence and for assistance in preparation of cases for court.

Auxiliary services division which shall be responsible for the operation of Departmental communications systems, the maintenance of Departmental records, the safeguarding and protection of all persons and property in the custody of the Department, the maintenance and operation of the lockup and the maintenance of all property owned operated by the Department, including vehicle maintenance.

The office of the Chief of Police shall provide the following staff functions to the entire police services unit:

1. Administrative office responsible for the supervision and control of all matters related to unit personnel, the formulation of Departmental policy, regulations, and procedures, the preparation and administration of grants and programs as approved by the Manager, other projects as desired and designated and the preparation of statistical and written information designed to assess the criminal threat and evaluate unit efficiency in alleviating the threat.
2. Crime prevention program designed to communicate the essential principles and procedure in crime protection, alleviate, to the greatest extent, criminal trends within the Municipality and foster support from the public for police efforts in general.
3. Traffic safety responsible for the administration and coordination of all matters related to traffic law enforcement, the direction of the parking enforcement program and the supervision of the school crossing guard program.
4. Training programs designed to maintain or enhance professional police service proficiency.

Section 2. Coordination.

- A. The coordination of fire suppression efforts involving the volunteer fire companies of the Municipality as those efforts involve and affect the Municipality.
- B. The coordination of emergency medical services involving the volunteer fire companies of the Municipality as those efforts involve and affect the Municipality and the preparation of a disaster relief program coordinating the capabilities of career service employees, fire company volunteers, and their respective resources.
- C. Cooperation with the designated Emergency Management Coordinator as required by Monroeville's Emergency Management Plan.
- D. The coordination with life safety inspections performed by other Departments or levels of government and the issuance of permits not issued by the Department of Community Development or the Department of Fire Code Enforcement as required by law dealing with life safety. Also, the issuance and/or application procedures for those permits where the question of public safety is paramount, such as solicitation permits, parade, and demonstration permits, etc.

Section 3.

The Department of Public Safety shall be coordinated with other Municipal departments and volunteers fire department personnel under the direction of the Chief of Police.

CHAPTER 306. DEPARTMENT OF ENGINEERING AND PUBLIC WORKS

Section 1. Function.

The functions of the Department of Engineering and Public Works shall be the administration and direction of municipal activity pertaining to:

- A. The provision of engineering services, including, but not limited to:
 - 1. Street and highway design.
 - 2. Sewer system design.
 - 3. Traffic engineering.
 - 4. Construction inspection of public works.

5. Rights of way.
 6. Surveying.
 7. Street construction.
 8. Street lighting.
 9. Traffic signalization.
 10. Drainage system design.
 11. Mapping and public works information keeping.
 12. Traffic signal repair.
 13. Local government frequency radio maintenance and operation.
 14. Grading and Excavation.
- B. The provision of special services and public works including, but not limited to:
1. Building custodial service.
 2. Vehicle maintenance.
 3. Cost accounting.
 4. Performance reporting.
 5. Building and grounds maintenance.
- C. The provision of street maintenance services, including, but not limited to:
1. Street repair.
 2. Street cleaning.
 3. Street marking and striping.
 4. Snow removal and winter maintenance.
 5. Street sign and traffic sign manufacturing and procurement.
 6. Street sign and traffic sign installation and maintenance.
 7. Storm sewer construction.

8. Storm sewer maintenance.
- D. The provision of street tree maintenance.
- E. The provision for collection of residential solid waste and recyclables produced in the Municipality and coordination of storage and disposal of solid waste, recyclables, and waste water treatment.
- F. The provision of sanitary sewer services including:
 1. Sanitary sewer construction.
 2. Sanitary sewer maintenance.
- G. The provision of Animal Control Services including:
 1. Enforcement of local ordinances to effectively deal with problems and complaints arising from animals owned throughout the municipality.
 2. Proper disposal and housing of animals.

Section 2. Coordination.

- A. The Department of Engineering and Public Works shall be coordinated with other municipal departments under the direction of the Municipal Engineer and Public Works Director(s).
- B. The Department of Engineering and Public Works shall be coordinated with the Department of Community Development and Department of Fire Code Enforcement by the Director of Planning.

CHAPTER 307. DEPARTMENT OF RECREATION AND PARKS

Section 1. Function.

- A. The functions of the Department of Recreation, Parks and Human Services shall be the administration and control of municipal activity pertaining to recreation programs and park and recreational facility utilization, maintenance, and operation.
- B. The Department of Recreation and Parks shall be responsible for the performance of the following functions:
 1. The administration, organization, and conduct of recreational programs for all citizens of the Municipality.

2. The development of procedures and regulations designed to facilitate park and other recreational facility utilization.
3. The supervision of the park development program.
4. The planning of new and expanded recreational opportunities and park facilities.
5. The maintenance and operation of park facilities.

Section 2. Coordination.

The Department of Recreation and Parks shall coordinate with the Recreation and Parks Advisory Board, and other Departments under the direction of the Director of Recreation and Human Services.

ATTEST:

MUNICIPALITY OF MONROEVILLE



Mary Ann Nau
Municipal Manager



Thomas R. Schuergen
Mayor

CHAPTER 401. AUTHORITIES, BOARDS, AND COMMISSIONS

Section 1. Creation, Continuance, and Termination.

The Authorities, Boards, and Commissions established by the Municipality before the effective date of this Ordinance shall continue in existence under the provisions of any enabling law or under the provisions of the Home Rule Charter, and the same shall continue in the future until terminated as provided by law or the Home Rule Charter.

CHAPTER 501. FINANCIAL DISCLOSURE BY MUNICIPAL OFFICIALS

Section 1. Purpose. Where government is based on the consent of the governed, every citizen is entitled to have confidence in the integrity of its government. In order to enhance citizen confidence in local government, the disclosure of financial interests of certain municipal officers and employees is required.

Section 2. Disclosure of Financial Interest. Annually, by May 1, of each year the members of the Municipal Council, the Mayor, the Planning Commission, the Zoning Hearing Board, the Pension Committees, the Library Board, the Monroeville Water Authority, all appointed administrative employees, and department heads, shall complete a disclosure of financial interest form.

Section 3. Disclosure Form. The Municipal Manager shall prepare a form for the disclosure of material financial interest or may elect to use the form as provided by State Ethic's Commission which shall be submitted the Manager's Office. The form shall included as provided in Section 202 of Ordinance 1697, Monroeville Ethics Code, for the disclosure of any direct or indirect financial or other private interest in any proposed legislation of himself or herself, of any of his or her family members, of any person with whom he or she has a business or other financial relationship or of each firm, corporation or other entity in which he or she has a present or anticipated interest, direct, or indirect.

Section 4. Maintenance of Form. The Municipal Manager shall provide for the maintenance of such forms which shall be available for public inspection upon written request.