

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 65 - 2021

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JULY 21, 2021

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AN ORDINANCE

Amending the 2021 General Fund by eliminating two (2) Part-Time positions in Building Maintenance and creating one (1) Full-Time position which will allow the Bureau of Building Maintenance to operate more efficiently.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That page 89 of the General Fund budget be amended by adding one (1) Maintenance Worker I position (6M) at an annual salary of \$45,515. This position will be funded for the remaining 11 pay periods of 2021 by eliminating one (1) Part-Time Maintenance Worker I Custodial position and one Part-Time Maintenance Worker I position.

SECTION TWO: That City Council authorizes the transfer of Nineteen Thousand Two Hundred Sixty-One (\$19,261) Dollars to fund the remaining eleven (11) pay periods of 2021 in the following manner:

**FROM**

**Building Maintenance**

<b>000-03-0707-0001-04</b>	<b>Temporary Wages</b>	<b>\$ 19,261</b>
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**TO**

**Building Maintenance**

<b>000-03-0707-0001-02</b>	<b>Permanent Wages</b>	<b>\$ 19,261</b>
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SECTION THREE: That this Ordinance will take effect ten (10) days after final passage.

SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Department of Public Works, Bureau of Building Maintenance

- **Summary and Facts of the Bill**

Bill would facilitate a small reorganization of Public Works positions and improve day to day operations within the Bureau of Building Maintenance.

- **Purpose – Please include the following in your explanation:**

- **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
- **What are the Benefits of doing this/Down-side of doing this**
- **How does this Bill related to the City’s Vision/Mission/Priorities**

The purpose of this bill is to eliminate (1) part-time MW1 Custodial position and (1) part-time MW1 position to create (1) full-time MW1 position within Building Maintenance. This will create a more stable environment instead of the revolving door of PT employees that continue to bid on FT work throughout the city.

As opposed to the PT positions, the full-time MW1 position will provide full year-round assistance and will not be limited to 25 hours per week. The MW1’s primary functions include a wide variety of routine maintenance, janitorial and custodial work in all Citywide buildings. This position may also be called upon to assist in weather related emergencies.

- **Financial Impact – Please include the following in your explanation:**

- **Cost (Initial and ongoing)**
- **Benefits (initial and ongoing)**

There will be 11 pay periods from the time this position is approved to the end of 2021 for which \$19,261 will be needed. These funds will be transferred from Temporary Wages where the eliminated positions are budgeted and placed into Permanent Wages for the new Full-Time position

- **Funding Sources – Please include the following in your explanation:**

- **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

Funds will be transferred from Temporary Wages to Permanent Wages within the Building Maintenance Budget.

- **Priority status/Deadlines, if any**

Requested as soon as council approves changes due to open positions and departmental workload.

- **Why should Council unanimously support this bill?**

By implementing this change, it will allow Building Maintenance to have an additional full-time MW1; the employee hours would not be limited by their PT status and FT employees are easier to attract & retain.