

ORDINANCE NO. 15832

FILE OF CITY COUNCIL

BILL NO. 65 - 2022

AUGUST 17, 2022

AN ORDINANCE

Amending the 2022 General Fund budget by creating the position of Building Inspector Trainee (Grade 16M, step C) and allowing the most senior Housing Inspector (Grade 14M) who is willing to assume the position, train with existing Building Inspectors (Grade 18M[b]) for a period up to but not to exceed one year. During this time frame, this inspector will pass the necessary tests and certification allowing them to assume the duties of the Building Inspector. Failure to pass these necessary qualifications in one calendar year will result in the Housing Inspector returning to their position, and the next senior staff willing to enroll will be given the opportunity.

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

SECTION ONE: That page 217 of the General Fund budget be amended by adding (1) Building Inspector Trainee (Grade 16M, step C) position budgeted at an annual salary of Fifty Two Thousand Three Hundred and Sixty (\$52,360) Dollars

SECTION TWO: That pursuant to Section 218 of the Home Rule Charter this Ordinance will take effect immediately after final passage provided that six of its seven members vote in the affirmative.

SECTION THREE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Daryl Hendricks	X	
Natalie Santos	X	
Joshua Siegel	X	
Ed Zucal	X	
Cynthia Y. Mota, Pres.	X	
TOTAL	7	0

I hereby certify that the foregoing Ordinance was passed by City Council on August 17, 2022 and signed by the Mayor on August 24, 2022.



 CITY CLERK

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

This bill is being introduced by the Department of Community and Economic Development (DCED)

- **Summary and Facts of the Bill**

This bill will create the position of Building Inspector Trainee (Grade 16M, step C) and will hereby allow the most senior (city seniority) Housing Inspector (Grade 14M) who is willing to assume the position, train with existing Building Inspectors (Grade 18bM) for a period up to but not to exceed one year, during which time, this inspector will pass the necessary tests and certification allowing him/her to assume the duties of the Building Inspector. Failure to do so in one calendar year results in the Housing Inspector returning to his/her position and the next senior staff willing to enroll will be given the opportunity.

- **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 Bureau Of Building Standards and Safety (BSS) has had a Building Inspector position vacant for almost 2 years with no qualified applicants or bidders. This has resulted in periods of time when only one Building Inspector was working. This shortage (which is an industry shortage nation-wide) requires a creative and resourceful solution. By creating an in-house training program with willing applicants, senior staff will have the opportunity to increase their pay and have a chance at a higher level permanent position while filling a need for the city. The individuals will not perform duties that are required of a certified individual but can perform duties that do not require certification while learning the tasks that do. The benefits are that we lessen single points of failure, we increase the capacity to respond to citizen complaints but also to speed the process for our citizens who are doing home or business repairs.

- **Financial Impact – Please include the following in your explanation:**
 - **Cost (Initial and ongoing)**
 - **Benefits (initial and ongoing)**

There is no current cost increase as the vacant Building Inspector position is a starting salary of \$62,525 and the Step C 16M position is a salary of \$52,360.

- **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.**

No funds would need to be allocated but the open 18b position would remain vacant during this process.

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

The sooner we can add this position the better to address the backlog of inspections and to place this new staff position in training for the EnerGov go-live.

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

This is a creative and cost efficient way to address a two-year long vacancy of a critical position.