

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 37 - 2018

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INTRODUCED BY

JUNE 20, 2018

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AN ORDINANCE

Amending the 2018 General Fund budget by adding a total of three positions in the Bureau of Building Standards and Safety. Two Housing Inspectors (14M, Step D) each budgeted at an annual salary of Fifty Thousand Five Hundred Sixty (\$50,560) Dollars and one Clerk III (8M, Step D) budgeted at an annual salary of Forty-Four Thousand Forty-Five (\$44,045) Dollars.

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

SECTION ONE: That pages 251 and 252 be amended by adding one Housing Inspector in the Rental Unit Inspection program (14M, Step D) budgeted at an annual salary of Fifty Thousand Five Hundred Sixty Dollars (\$50,560).

SECTION TWO: That pages 254 and 255 be amended by adding one Housing Inspector in the Presale Program (14M, Step D) budgeted at an annual salary of Fifty Thousand Five Hundred Sixty Dollars (\$50,560) and one Clerk III (8M, Step D) budgeted at an annual salary of Forty-Four Thousand Forty-Five Dollars (\$44,045).

SECTION THREE: That City Council authorizes a transfer within the Bureau of Building Standards and Safety to fund these positions for the remainder of 2018 from current unfilled positions as follows:

**FROM**

**Building Standards and Safety  
Building, Plumbing, Electrical Enforcement**

000-09-0903-0001-02	Permanent Wages	\$42,073
	TO	

**Building Standards and Safety  
Rental Unit Inspections**

000-09-0903-0005-02	Permanent Wages	\$ 13,613
000-09-0903-0005-12	FICA	<u>1,041</u>
	<b>Total</b>	<b>\$ 14,654</b>

**Building Standards and Safety  
Presales**

000-09-0903-0006-02	Permanent Wages		\$ 25,471
000-09-0903-0006-12	FICA		<u>1,948</u>
		Total	\$ 27,419

SECTION FOUR: That this Ordinance will take effect ten (10) days after final passage.

SECTION FIVE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.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

Community and Economic Development, Bureau of Building Standards and Safety.

- **Summary and Facts of the Bill**

The Bureau is diligently working towards meeting the schedule for Systematic Inspections as well as Complaint Inspections and PreSale Inspections. The number of requested PreSale Inspections has increased dramatically over the past year, while the rental stock is aging and increasing the need to stay on top of rental inspections. Therefore, the Bureau requests to add one additional PreSale Inspector, one additional Rental Inspector and one additional PreSale Clerk III.

- **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 addition of these three positions would bring in additional fees from the PreSale Inspections, additional fees for Rental Inspections, reduce overtime expenditures while creating safer and improved housing stock.

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

Although the budget would expand by three additional employees, revenue would increase while reducing overtime expenses.

- **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 are available through unfilled positions in the Building, Plumbing, Electrical Enforcement Program of Building Standards and Safety.

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

By approving this request in a timely manner, we would immediately move forward with filling these positions (start dates within 60 to 90 days), which would allow the staff to clear the current backlog of inspections to be scheduled and complete more systematic inspections.

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

1.) This bill would bolster our inspection staff in order to reduce the PreSale inspection backlog and provide better service to City Residents; 2.) provide additional resources to our Systematic Rental Inspections, which creates safer living conditions for City of Allentown residents; 3.) reduce the overtime expenses, which is currently needed to keep up with the unanticipated inspection

workload the staff is dealing with; 4.) Increase revenue to the department by completing more inspections than were budgeted.