

ORDINANCE NO. 15311

FILE OF CITY COUNCIL

BILL NO. 48 - 2016

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INTRODUCED BY

AUGUST 17, 2016

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AN ORDINANCE

Amending the 2016 General Fund by changing the position title of Construction Codes Supervisor to Building Inspections Supervisor (remaining at 13N) and changing the position title of Codes Coordinator to Building Inspections Assistant Supervisor upgrading the position from a 10(N) to a 12(N) in the Bureau of Building Standards and Safety.

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

SECTION ONE: That page 235 of the 2016 General Fund Budget be amended by deleting the position of Construction Codes Supervisor (13N) budgeted at Sixty-One Thousand Eight Hundred Eighty (\$61,880) Dollars and adding the position of Building Inspections Supervisor (13N) budgeted at Sixty-Six Thousand (\$66,000) Dollars.

SECTION TWO: That page 235 of the 2016 General Fund Budget be amended by deleting the position of Code Coordinator (10N) budgeted at Fifty-One Thousand Six Hundred Sixty-Two (\$51,662) Dollars and adding the position of Building Inspections Assistant Supervisor (12N) budgeted at Sixty-Two Thousand (\$62,000) Dollars.

SECTION THREE: That the increase in salaries for the remainder of 2016 totaling Five Thousand Five Hundred Sixty-One (\$5,561) Dollars will be absorbed by the savings realized from vacancies in the Bureau of Building Standards and Safety.

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SECTION FIVE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

	Yea	Nay
Candida Affa	X	
Julio A. Guridy	X	
Daryl Hendricks, VP	X	
Roger MacLean	X	
David K. McGuire		
Cynthia Y. Mota	X	
Ray O'Connell, Pres.	X	
TOTAL	6	0

I hereby certify that the foregoing Ordinance was passed by City Council on September 7, 2016 and signed by the Mayor on September 12, 2016.

*Michael P. Harte*

CITY CLERK

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

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

- **Summary and Facts of the Bill**

This bill changes the position title of two positions and upgrades one of the positions within the Inspections Office.

- **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**

This bill changes the position title of two vacant positions. It also upgrades one of the positions.

- Change the position title from Construction Codes Superintendent to Building Inspections Supervisor. The grade remains a 13N.
- Change the position title from Codes Coordinator to Building Inspections Assistant Supervisor. The grade will change from a 10N to a 12N.

When both positions were vacated within two weeks of each other, management took the opportunity to adjust the position descriptions and work loads to more effectively and efficiently manage the Inspections Office. The manager of the Inspections Office (the Construction Codes Superintendent) has also been the only plan reviewer. Plan reviews alone are a full time job. Therefore the manager did not have enough time to also manage the team and meet with customers. The new organization allows the manager of the Inspections Office, the Building Inspections Supervisor, more time to manage the team and the customers. The Building Inspections Assistant Supervisor will be the primary plan reviewer. Both positions are required to have the same qualifications so that they can act as a back-up to each other, as needed.

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

The Codes Coordinator (or the new title is Building Inspections Assistant Supervisor) will be upgraded from a 10N to a 12N.

10N range: \$49,174 - \$63,363; 12N range: \$53,675 - \$69,543

The 10N position is budgeted at \$51,662 in the 2016 budget. The budget impact is \$2,000 if the new employee is hired at the lowest level in the 12N range.

- **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.**

Unspent personnel dollars for the positions that were recently vacated.

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

It is imperative that these positions are approved and posted for hire as soon as possible in order to continue providing service to our customers.

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

City Council should support this bill because the position title changes and upgrade improve the Inspections Office ability to provide service to our customers in an effective and efficient manner.