

Notes:

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**105 RENTAL UNIT FUND
09 COMMUNITY DEVELOPMENT
0903 BUILDING STANDARDS & SAFETY
0005 RENTAL UNIT INSPECTIONS**

Account Number	2021 Budget	2021 Adj. Budget	2021 A&E	2022 Prop. Budget
0005-02 PERMANENT WAGES	1,143,196	1,143,196	1,143,196	1,355,755
Line Item Detail				
1 2022 New Proposed Position- Housing Coordinator				61,930.00
2 2022 New Proposed Position- Clerk 3 Bilingual				48,861.00
3 9 Housing Inspectors Salary Increases if earn certifications				30,356.00
		Line Items Total		141,147.00
0005-06 PREMIUM PAY	15,000	15,000	15,000	15,000
Line Item Detail				
1 Inspections and billing for rental registrations				15,000.00
		Line Items Total		15,000.00
0005-08 LONGEVITY	21,538	21,538	21,538	22,995
0005-11 SHIFT DIFFERENTIAL	2,500	2,500	2,500	500
Line Item Detail				
1 Shift differential for hours worked				500.00
		Line Items Total		500.00
0005-12 FICA	90,277	90,277	90,277	106,660
Line Item Detail				
1 FICA				106,660.13
		Line Items Total		106,660.13
0005-14 PENSION	154,418	154,418	154,418	173,915
Line Item Detail				
1 Pension				173,914.65
		Line Items Total		173,914.65
0005-15 Employee - Health Insurance Opt Out	528	528	0	0
0005-16 INSURANCE - EMPLOYEE GRP	517,089	517,089	517,089	512,737
Line Item Detail				
1 Health Insurance				512,736.90
		Line Items Total		512,736.90
0005-22 TELEPHONE	5,500	5,500	5,500	6,000
Line Item Detail				
1 CELL PHONE AND LAND LINES				6,000.00

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		Line Items Total		6,000.00
0005-26 PRINTING	0	4,000	4,000	4,500
<i>Line Item Detail</i>				
1 PRINTER/COPIER FRONT OF OFFICE				4,000.00
2 City Envelopes				500.00
		Line Items Total		4,500.00
0005-32 PUBLICATIONS & MEMBERSHIP	1,200	1,200	1,200	1,350
<i>Line Item Detail</i>				
1 INSPECTOR MEMBERSHIP IN ICC				1,350.00
		Line Items Total		1,350.00
0005-34 TRAINING & PROF. DEVELOP	5,500	5,500	5,500	7,500
<i>Line Item Detail</i>				
1 REQUIRED TESTING AND CERTIFICATIONS				7,500.00
		Line Items Total		7,500.00
0005-42 REPAIRS & MAINTENANCE	5,000	5,000	5,000	5,000
<i>Line Item Detail</i>				
1 VEHICLE REPAIRS NOT COVERED				5,000.00
		Line Items Total		5,000.00
0005-44 LEGAL SERVICES	2,500	2,500	2,500	2,600
<i>Line Item Detail</i>				
1 ATTORNEY FEES				2,600.00
		Line Items Total		2,600.00
0005-46 OTHER CONTRACT SERVICES	79,600	79,600	79,600	35,000
<i>Line Item Detail</i>				
1 BOARD UPS				20,000.00
2 EMERGENCY CALLS				5,000.00
3 PARKING PASS				1,500.00
4 Samara				8,500.00
		Line Items Total		35,000.00
0005-50 OTHER SERVICES & CHARGES	2,600	2,600	2,600	3,400
<i>Line Item Detail</i>				

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Line Item Detail				
1 LIEN FILING				3,400.00
		Line Items Total		3,400.00
0005-56 UNIFORMS	4,500	4,500	4,500	5,000
Line Item Detail				
1 BOOTS, SHIRTS, JACKETS FOR INSPECTORS				5,000.00
		Line Items Total		5,000.00
0005-58 OFFICE SUPPLIES	2,000	2,000	2,000	2,000
Line Item Detail				
1 OFFICE SUPPLIES				2,000.00
		Line Items Total		2,000.00
0005-62 FUELS, OILS & LUBRICANTS	10,000	10,000	10,000	10,500
Line Item Detail				
1 FUELS				10,500.00
		Line Items Total		10,500.00
0005-68 OPERATING MATERIALS & SUPP	3,000	3,000	3,000	1,000
Line Item Detail				
1 OFFICE SUPPLIES OUTSIDE VENDOR HAND TOOLS FOR INSPECTORS				1,000.00
		Line Items Total		1,000.00
0005-72 EQUIPMENT	35,000	35,000	35,000	75,459
Line Item Detail				
1 3 CARS FOR INSPECTORS (2022 Ford Escape)				75,459.45
		Line Items Total		75,459.45
0005-78 CONTINGENCY	16,000	12,000	0	16,000
Line Item Detail				
1 UNANTICIPATED EXPENSES - NON-BUDGETED				16,000.00
		Line Items Total		16,000.00
0005-86 GENERAL CITY CHARGES	303,450	303,450	303,450	318,623
Line Item Detail				
1 CITY EXPENSES				318,623.00

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		Line Items Total		318,623.00
0005-90 REFUNDS	3,000	3,000	3,000	3,000
Line Item Detail				
1 REFUNDS FROM RENTAL OVER PAYMENTS				3,000.00
		Line Items Total		3,000.00
Total RENTAL UNIT INSPECTIONS	2,423,396	2,423,396	2,410,868	2,684,494

PROGRAM DETAIL

Bureau: Building Standards & Safety	No: 105-09-0903	Department: Community Development	Program: Rental Unit Inspections	Program No: 0005
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Program Description:

This program provides for the registration, licensing and inspection of all residential rental units within the City. The inspectors enforce the Property Maintenance code through Systematic inspections and Complaint notifications. The Bureau also has a Disruptive Conduct Ordinance designed to discourage repeated disruptive behavior from any rental property.

Goal(s):

To ensure Quality of Life within the City, by enforcing safe and sanitary housing conditions for the 27,000 rental properties within the City.

Measurable Budget Year Objectives and Long-Range Targets:

- Register new rental units within the city.
- Conduct required systematic inspections of rental units, as well as address all the complaint calls received.
- Complete enforcement of illegal rental units by enacting the revocation of the Rental License as per the ordinance.
- Continue to provide continued education for all inspectors to reduce the number of appeals from a complaint or violation.
- Have a better understanding of needs and albitites of the Landlords and Owners of investment properties within the City.
- Achieve to Comply properties which will eliminate in the volume of DCR's and Complaint calls.
- Make technology a priority for customer service and communications for a quicker response time.
- Update or create ordinances to address current issues and concerns.
- Work to Comply or "Certify" Blighted properties which will improve the Quality Life for all.

Impact/Output Measures	2019 Actual	2020 Actual	2021 YTD	2022 Target
Registration of Rental Units	1,317	680	500	750
Inspection of Units	2,100	591	2,000	3,300
Re-Inspection/ Systematic	1,937	477	1,833	900
Complaint	1,835	400	1,666	1,000
Illegal Units	5	2	5	0
Complied Properties	3,570	1,087	3,125	1,800
Disruptive Conduct Reports	333	254	300	400
Rental Presale	1,378	556	1,329	1,250
Rental Presale Re-inspections	1,180	481	1,096	1,075

Budget Priorities:

To become more efficient with our inspection process.

To become more efficient with our billing process.

To become more efficient in collecting past due revenue.

To become more efficient in the needs of the inspectors to complete daily required tasks.

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