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**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**105 RENTAL UNIT FUND**

<b>Account Number</b>	<b>2021 Budget</b>	<b>2021 Adj. Budget</b>	<b>2021 A&amp;E</b>	<b>2022 Budget</b>
105-2932 RENTAL REGISTRATION/LICENSE FEE	2,200,000	2,200,000	2,200,000	2,266,000
<b>Line Item Detail</b>				
1 Rental Registration			2,100,000.00	
2 License Fees			165,000.00	
3 Reinspection Fees			1,000.00	
		Line Items Total	2,266,000.00	
105-2933 RENTAL PRESALES REVENUE	90,000	90,000	118,050	100,000
<b>Line Item Detail</b>				
1 Presale Inspection Rental			100,000.00	
		Line Items Total	100,000.00	
105-2934 VACANT PROPERTY REGISTRATION	50,000	50,000	55,000	50,000
<b>Line Item Detail</b>				
1 Vacant Rental Property Registration			50,000.00	
		Line Items Total	50,000.00	
105-5241 STATE AID PENSION	103,178	103,178	103,178	91,216
<b>Line Item Detail</b>				
1 State Aid - Pension			91,216.00	
		Line Items Total	91,216.00	
105-6170 MISCELLANEOUS	19,000	19,000	260	500
<b>Line Item Detail</b>				
1 SWEEP- CED Case Fees			500.00	
		Line Items Total	500.00	
<b>Total RENTAL UNIT FUND</b>	<b>2,462,178</b>	<b>2,462,178</b>	<b>2,476,488</b>	<b>2,507,716</b>

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**CITY OF ALLENTOWN  
PROGRAM BUDGET**

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

<b>Account Number</b>	<b>2021 Budget</b>	<b>2021 Adj. Budget</b>	<b>2021 A&amp;E</b>	<b>2022 Budget</b>
0005-02 PERMANENT WAGES	1,143,196	1,143,196	1,143,196	1,214,608
<b>Line Item Detail</b>				
1		Line Items Total		
0005-06 PREMIUM PAY	15,000	15,000	15,000	15,000
<b>Line Item Detail</b>				
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
<b>Line Item Detail</b>				
1 Shift differential for hours worked			500.00	
		Line Items Total	500.00	
0005-12 FICA	90,277	90,277	90,277	106,660
<b>Line Item Detail</b>				
1 FICA			106,660.13	
		Line Items Total	106,660.13	
0005-14 PENSION	154,418	154,418	154,418	166,499
<b>Line Item Detail</b>				
1 Pension			166,499.45	
		Line Items Total	166,499.45	
0005-15 Employee - Health Insurance Opt Out	528	528	0	0
0005-16 INSURANCE - EMPLOYEE GRP	517,089	517,089	517,089	512,737
<b>Line Item Detail</b>				
1 Health Insurance			512,736.90	
		Line Items Total	512,736.90	
0005-22 TELEPHONE	5,500	6,700	5,500	6,000
<b>Line Item Detail</b>				
1 CELL PHONE AND LAND LINES			6,000.00	
		Line Items Total	6,000.00	

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0005-26 PRINTING	0	4,000	4,000	4,500
<b>Line Item Detail</b>				
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
<b>Line Item Detail</b>				
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
<b>Line Item Detail</b>				
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
<b>Line Item Detail</b>				
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
<b>Line Item Detail</b>				
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
<b>Line Item Detail</b>				
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
<b>Line Item Detail</b>				

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<b>Line Item Detail</b>				
1 LIEN FILING				3,400.00
		Line Items Total		3,400.00
0005-56 UNIFORMS	4,500	7,000	4,500	5,000
<b>Line Item Detail</b>				
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
<b>Line Item Detail</b>				
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
<b>Line Item Detail</b>				
1 FUELS				10,500.00
		Line Items Total		10,500.00
0005-68 OPERATING MATERIALS & SUPP	3,000	3,000	3,000	1,000
<b>Line Item Detail</b>				
1 OFFICE SUPPLIES OUTSIDE VENDOR HAND TOOLS FOR INSPECTORS				1,000.00
		Line Items Total		1,000.00
0005-72 EQUIPMENT	35,000	31,300	35,000	75,459
<b>Line Item Detail</b>				
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
<b>Line Item Detail</b>				
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
<b>Line Item Detail</b>				
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
<b>Line Item Detail</b>				
1 REFUNDS FROM RENTAL OVER PAYMENTS				3,000.00
		Line Items Total		3,000.00
<b>Total RENTAL UNIT INSPECTIONS</b>	<b>2,423,396</b>	<b>2,423,396</b>	<b>2,410,868</b>	<b>2,535,931</b>

**PROGRAM DETAIL**

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<b>Bureau:</b> Building Standards & Safety	<b>No:</b> 105-09-0903	<b>Department:</b> Community Development	<b>Program:</b> Rental Unit Inspections	<b>Program No:</b> 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.

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**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.

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**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.



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<b>Impact/Output Measures</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 YTD</b>	<b>2022 Target</b>
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

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**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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