

City of Mount Rainier, Maryland

# BUDGET BOOK

Fiscal Year

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# 2024

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# CITY OF MOUNT RAINIER, MARYLAND

# FISCAL YEAR 2024 BUDGET



## Mayor & City Council

MAYOR  
Celina R. Benitez

Luke Chesek  
WARD I COUNCILMEMBER

Jimmy Tarlau  
WARD I COUNCILMEMBER

Jarrett Stoltzfus  
WARD II COUNCILMEMBER

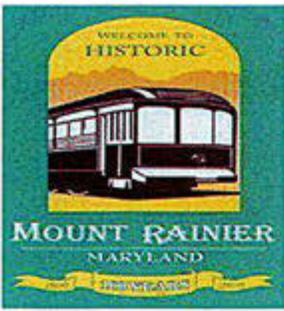
Valerie Woodall  
WARD II COUNCILMEMBER

.....  
CITY MANAGER  
Kourosh Kamali



## Table of Contents

<b>City’s Manager’s Budget Letter .....</b>	<b>1 - 3</b>
<b>Budget Calendar .....</b>	<b>4 - 6</b>
<b>Tax Rates .....</b>	<b>7 - 8</b>
<b>Fee Schedule .....</b>	<b>9 - 16</b>
<b>Personnel Schedule .....</b>	<b>17 - 18</b>
<b>Organization Chart .....</b>	<b>19</b>
<b>General Fund Revenues .....</b>	<b>20 - 26</b>
<b>General Fund Expenses .....</b>	<b>27 - 38</b>
<b>Mayor and Council .....</b>	<b>39 - 44</b>
<b>City Hall .....</b>	<b>45 - 54</b>
<b>Department of Administrative Services .....</b>	<b>55 - 61</b>
<b>Department of Code Compliance .....</b>	<b>62 - 68</b>
<b>Department of Economic Development .....</b>	<b>69 - 74</b>
<b>Police Department .....</b>	<b>75 - 83</b>
<b>Department of Public Works .....</b>	<b>84 - 92</b>
<b>Capital Improvement Plan .....</b>	<b>93</b>
<b>Debt Services / Contingency / Reserve .....</b>	<b>94 - 96</b>
<b>Properties .....</b>	<b>97 - 99</b>
<b>Compensation Schedule .....</b>	<b>100 - 111</b>
<b>Ordinance N0. 05-2023 .....</b>	<b>112 - 116</b>



May 02, 2023

Honorable Mount Rainier City Council and Residents:

It is with great pleasure that we present to you the Operating Budget for the City of Mount Rainier, Maryland for the fiscal year ending June 30, 2024, (FY2024), and the Capital Improvement Plan (CIP). This document and the process leading to its publication establish the programs and objectives that the City will pursue in the upcoming fiscal year. The City's annual budget determines how City services are delivered to the community as well as demonstrating how resources are allocated to achieve City Council priorities.

For this year's budget, the City lowers the rate by \$0.01 per \$100 of assessed value on Residential/Single Family and Townhouse categories and remains constant on all other categories. The City remains in good financial health with a projected fund balance of \$4.6 million at 6/30/23 with \$3.2 million in investments accounts; and an increase in economic development initiatives, code compliance, and home value assessments continue to bolster the financial position for FY24, although at a slower rate than in recent years.

The budget, as presented, continues to show the City not utilizing the Unassigned Fund Balance to balance the budget for FY24. This indicates that the Management team is effectively controlling spending and continuously looking for ways to maximize revenues, minimize City spending, and therefore net increasing the City's Unassigned Fund Balance for future usage if necessary.

I appreciate the great efforts of the team that put together the budget document as always, their work truly reflects their dedication to continuing to make the City of Mount Rainier not only a great place to live but to work as well. The input from the residents and committees of the City is greatly appreciated and continues to be a valuable tool for the City staff as we strive to provide great services to the City of Mount Rainier. Staff in each department provided financial and narrative information for the sections that apply to them.

## **Budget Highlights**

**General Fund** – The FY2024 Budget provides operating revenues of \$8,520,961.73. The FY2024 operating revenues represent an increase of \$385,362.53 or approximately 5% compared to FY2023 operating budgeted revenues.

The FY2024 Budget is a balanced budget which does not depend on funding from the reserves to be balanced. An operating contingency of \$42,298.03 is established for possible emergencies that may arise.

**Property Tax** – FY2024 Budget main focus is to not increase the property taxes for residents of the city. The tax rate for Single Family and Townhouse property was reduced by \$0.01 per \$100 of assessed value. Tax rates for all other property types are maintained at the same rate as FY23.

**Staffing** – This budget maintains the authorized staffing level at 46 full time employees. The Police Department currently has two vacant positions for officers that it is working on filling. The outsourcing of the Finance Department Director and Senior Staff Accounting positions has saved the city financially and improved the quality and timeliness of its work. The FY24 Budget also accounts for the 12% increase in salaries for the police officers covered by the Collective Bargaining Agreement.

**City Strategic Plan and Branding Strategy** – The FY2024 Budget funds a Strategic Planning initiative, to lead the community through a future oriented visioning process. Funding is also set aside for a comprehensive branding strategy and there are plans to capitalize from our communications and marketing efforts.

**Streets and Sidewalks** – The FY2024 Budget showcases a commitment to use \$400,000 (4.7% of the FY2024 operating funding) to reconstruct and repair the City's streets and sidewalk, an industry standard recommendation for a yearly repair commitment. The budget and CIP also provide \$131,000 for street resurfacing on several streets in need of repair and \$85,000 for traffic calming devices.

**Employee Engagement and Recognition** – I have proposed that the City allocates a 3% COLA to all of the City's employees. FY2024 will continue its focus on employee appreciation by funding popular functions such as employee BBQ, holiday lunches and other meetings. Funding is set aside for an employee holiday bonus for all full-time employees of \$500 and a retention bonus of \$1,415. A strong commitment to training, certifications and professional development are funded in each department.

## Acknowledgements

I appreciate the significant efforts of all Department Directors in the undertaking of the budget process, specifically the Director of Administrative Services/City Clerk Mrs. Melissa Sam and Finance Consultant Mr. Ronald Wilson. The input from the residents and committees of the City of Mount Rainier is greatly appreciated and continues to be a valuable tool for the City staff as we strive to provide great services to the City of Mount Rainier. The excellent commitment to great public policy guidance by the Mayor and City Council sets a positive direction for the city.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kamali', with a long horizontal flourish extending to the right and ending in a loop.

Kourosh Kamali  
City Manager

First Reading: November 01, 2022

Second Reading and Adoption: December 06, 2022



CITY OF MOUNT RAINIER, MARYLAND  
RESOLUTION NO. 04-2022

Introduced by: Mayor and City Council

**A Resolution Setting the Proposed Budget Calendar for the Fiscal Year 2024 Budget**

**WHEREAS**, the City Council must adopt a budget of City revenues and expenditures for Fiscal Year 2024, beginning July 1, 2023, and ending June 30, 2024; and

**WHEREAS**, the budget shall provide a complete financial plan for the upcoming fiscal year and include estimates of anticipated revenues and proposed expenditures; and

**WHEREAS**, Charter section 702 provides that a budget for the next fiscal year shall be submitted to the Mayor and Council no later than March 31<sup>st</sup> of each year; and

**WHEREAS**, the deadline for the City Council to adopt a City budget for Fiscal Year 2024 is June 30, 2023.

**WHEREAS**, the budget process is a lengthy one; and

**WHEREAS**, it is necessary to inform the public about the proposed budget, hold a public hearing on the proposed budget, and allow for citizen review and comment before final adoption of the budget ordinance.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF MOUNT RAINIER, MARYLAND:**

1. The following calendar of events is adopted for the preparation and adoption of the City of Mount Rainier Budget for Fiscal Year ("FY") 2024:

DATE	EVENT
Tuesday, October 18, 2022	Work Session for setting proposed budgetcalendar for FY2024 Budget.
Tuesday, November 1, 2022	First Reading of Resolution setting proposed budget calendar for FY2024 Budget
Tuesday, December 6, 2022	Adopt Resolution setting proposed budgetcalendar for FY2024 Budget.
Friday, December 9, 2022	Budget instructions issued to all City Departments, Committees and Community Groups.
Friday, January 27, 2023	Deadline for all City Departments, Committees and Community Groups to submit Budget FY2024 requests to City Manager.

Friday, February 24, 2023	City Manager submits Proposed Budget FY2024 to the Council.
Tuesday, February 28, 2023	City Manager presents Proposed Budget FY2024 to the Mayor and Council. Mayor and Council holds Work Session on proposed Budget FY2024 and, discussion of Tax Rate.
Thursday, March 9, 2023	Notice published in Prince George's Post and/or Sentinel of Public Hearing on Proposed FY2024 Budget scheduled for March 25, 2023. Constant Yield Rate will be posted and published.
Saturday, March 25, 2023	1. <b>Public Hearing and Public Comment</b> on Proposed Budget FY2024. 2. <b>Mayor and Council Work Session</b> on Proposed Budget FY2024.
Tuesday, April 11, 2023	Discussion of FY2024 Proposed Budget and First Reading into the Record of the FY2024 Budget Ordinance.
Tuesday, April 18, 2023	<b>Public Hearing</b> on Proposed FY2024 Budget and Discussion by Mayor and Council of FY2024 Proposed Budget
Tuesday, April 25, 2023	<b>Second Reading of FY2024 Budget Ordinance and possible vote.</b>
Tuesday, May 2, 2023	<b>If needed, vote on FY2024 Budget Ordinance.</b>
Tuesday, June 6, 2023	<b>If needed, vote on FY2024 Budget Ordinance.</b>

2. The Budget Calendar for the preparation and adoption of the City of Mount Rainier FY2024 Budget may be amended or adjusted by the Mayor and Council as necessary.

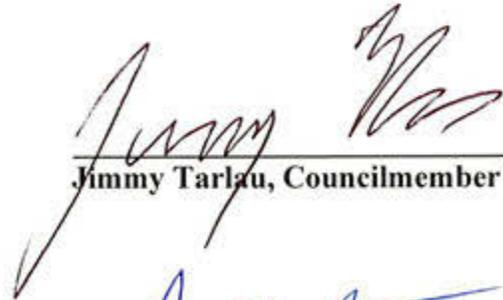
Attest:

  
Kourosh Kamali, City Manager

  
Celina R. Benitez, Mayor

  
Luke Chesek, Councilmember Ward 1

CITY OF MOUNT RAINIER, MARYLAND  
RESOLUTION NO. 04-2022



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**Jimmy Tarlau, Councilmember Ward 1**



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**Jarrett Stoltzfus, Councilmember Ward 2**



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**Valerie Woodall, Councilmember Ward 2**

**Tax Rates / Summary Fee  
Schedule Change**

# TAX RATES FISCAL YEAR 2024

## **REAL PROPERTY TAX**

A real property tax is a local tax on the value of real estate. The property owner will receive a property tax bill each year. The property tax bills for the City of Mount Rainier residents are issued in July / August of each year by Prince George's County. The amount of the tax bill is determined by two factors: (1) the assessments and (2) the property taxes.

The assessments are based on the fair market value of the property and are issued by the Department of Assessment and Taxation, State of Maryland. The properties are reassessed once every three years.

The City of Mount Rainier has adopted real property taxes based on zoning provided by Prince George's County. No proposed changes to tax rates for FY24 for the following currently approved tax rates per zoned class:

Residential / Single Family Home Real Property Tax Rate: **\$0.75 per \$100 of assessed value.**

Apartment / Multi-Family Real Property Tax Rate: **\$0.86 per \$100 of assessed value.**

Commercial Real Property Tax Rate: **\$0.79 per \$100 of assessed value.**

Industrial Real Property Rate: **\$0.79 per \$100 of assessed value.**

Townhouse Real Property Tax Rate: **\$0.75 per \$100 of assessed value.**

The blended Constant Yield Rate (CYTR) is 0.763. The City Could anticipate approximately \$5.325 million in real property tax revenue during FY24.

## **BUSINESS PERSONAL PROPERTY TAX**

Business personal property tax is levied upon the assessed value of all furniture, fixtures, office equipment, machinery, tools, supplies, inventory, and any other property not classified as a real property of a business.

No changes to the Business Personal Property Tax Rate for FY24 as currently approved at **\$0.99 per \$100 of the assessed valuation.**

# TAX RATES FISCAL YEAR 2024

## **RAILROAD AND PUBLIC UTILITY TAX**

In the State of Maryland, Public Utilities are regulated as “public service companies”. The Railroad and Public Utility assessments are certified by the Department of Assessments and Taxation, State of Maryland. The Public Utility and railroad property include all property needed to operate the business in the City. It includes real property such as lands and buildings. It also includes personal property such as telephone or electric poles, towers, lines, cables, meters, transmission, distribution mains, and other equipment used to operate the utility.

No changes to the Railroad and Public Utilities Tax Rates for FY24 as currently approved at **\$2.75 per \$100 of assessed valuation.**

## **VACANT DEVELOPED PROPERTY TAX**

Vacant developed property tax is an established real property tax classification for vacant buildings different from those established under the Maryland code. Vacant developed property shall be classified with Prince George’s County and be billed accordingly.

No changes to the Vacant Developed Property Tax Rate for FY24 as currently approved at **\$2.50 per \$100 of assessed valuation.**

**CITY OF MOUNT RAINIER  
CODE COMPLIANCE DIVISION  
CODE ORDINANCE RECOMMENDATION FOR  
FEES AND PENALTY SCHEDULE FEE**

DESCRIPTION / CATEGORY	CURRENT FEE \$ AMOUNT	PENALTIES / FINES
<b>FINANCE DEPARTMENT</b>		
Late Fee	1.67% monthly; no more than 20% APR	
Return Check Fee	\$35	
<b>CODE COMPLIANCE DIVISION</b>		
<u>Chapter 3 - Building Code - Permits</u> Construction, Alterations, and/or Repairs	\$100	<b>Chapter 3, Section 116, A \$ 200.00 each month</b>
Fence (replacement or constructions)	\$50	<b>Chapter 3A-Section 108 B.1. Initial Offense - \$100.00</b>
<b>Roof</b> Demolition Removal/Change of Building Structure	\$150 (for structures < 500 sq. ft.) \$350 (for structures < 500 sq. ft.)	Each 30 day exist - \$ 200.00 Repeat offense same year period \$200.00 2. Clean and imminent danger - \$ 500.00
Impervious Surface Construction	\$1 per sq. ft.	<b>Chapter Section 3A - Section B.1. Initial Offense - \$ 100.00</b> Each 30 day exist - \$ 200.00 Repeat offense same year period \$ 200.00 2. Clean and imminent danger - \$ 500.00
<u>Mixed Use Town Center - Permits Fees</u> <u>No County Fee Then Building Permit</u> Only	\$75	<b>Chapter 3A-Section 108 B Section 3b.e.1.</b> Initial - \$ 300.00 Each 600 days exist - \$ 300.00
<b><u>Chapter 3C - Vacant Building &amp; Lot Registrations</u></b> Commercial, Industrial, Multi-Family Mixed Use Single Family	\$800 biannually \$500 biannually \$300 biannually	Chapter 3c. Section 110.A. First offense - \$100.00 Repeat offense, same year - \$ 200.00 <b>Section 3c.110.b. First offense - \$350.00</b>

<p>Utilitarian Building</p> <p>Lot</p>	<p>\$300 biannually (&lt;10,000 sq. ft.)</p> <p>\$500 biannually (&lt;10,000 sq. ft.)</p>	<p>Second Offense - \$600.00</p> <p>Third offense - \$800.00</p> <p>Fourth and subsequent offense - \$1,000.00 or imprisonment 3 month or both</p> <p><b>Section 3c.110.c</b> First Offense - \$75.00</p> <p>Repeat offense same year - \$150.00</p>
<p><u>Chapter 7 - General Licenses &amp; Permits</u></p> <p>Sidewalk Café Permit</p> <p>Business License</p> <p>Home Business Occupancy License Expiration Reinstatement (Home/Business)</p> <p>License Revocations - For Cause (Home/Business)</p> <p>Non-Residential Premises, excluding Charitable &amp; religious institutions</p> <p>Alcoholic Beverage License</p> <p>Pinball, Video, Billiard, or Pool Table, Bowling Alleys, or other gaming devices</p> <p>Non-Residential Premises occupied by Charitable &amp; Religious Institutions</p> <p>Multi-Family Rental Facilities License</p> <p>Single-Family Rental License</p>	<p>\$25 per year</p> <p>\$50 per year (first 1,000 sq. ft.)</p> <p>\$25 per year (each additional 1,000 sq. ft.)</p> <p>\$200 maximum</p> <p>\$75 per year</p> <p>\$300</p> <p>\$300 + attorney fees</p> <p>\$50 per year (for first 1,000 sq. ft.)</p> <p>\$75 per year (per each additional 1,000 sq. ft.)</p> <p>\$200 maximum</p> <p>20% of PG Board of License Commissioners Fee</p> <p>\$30 per year per device</p> <p>\$40 per year</p> <p>\$225 per unit per year</p> <p>\$150 per unit per year</p>	<p><b>Chapter 7, Section 109. B.2</b></p> <p>First Offense - \$200.00</p> <p>Each 30 days - \$500.00</p> <p><b>Chapter 7, Section 109. B.3.</b> first violation \$250</p> <p><i>Each month</i> - \$500.00</p> <p>repeat the same year \$1,000.00</p> <p><b>Chapter 7, Section 109.B.4.</b> 30 days imprisonment and/or a fine \$1,000.00</p> <p><b>Chapter 7, Section 109 D.1.b.</b></p> <p>First Offense - Fifty dollars (\$50.00) One hundred dollars (\$100.00) every 30 days that the violation continues.</p> <p><b>Chapter 7, Section 109.D.2.B</b></p> <p>First violation - \$25.00,</p> <p>Each 30 days - \$50.00</p> <p>Repeat same year \$50.00</p> <p><b>Chapter 7, Section 109.D.3.b.</b></p> <p>First offense - \$25.00</p> <p>Repeat/same year \$50.00</p> <p><b>Chapter 7, Section 109.D.4.b.</b></p>

<p>Hotel, Motel, Tourist Facility License Occupancy License Transfer Vendor Permit Solicitor Permit Outdoor Event (public Space) Yard Sale (2-day limit) Business Alarm Permit</p> <p>Commercial Refuse Collection</p>	<p>\$175 per year \$250 \$50 + \$25 per each additional employee \$25 \$25 \$5 \$25</p> <p>\$75 per year + \$10 per each building \$500 maximum</p>	<p>First violation - \$15.00, repeat / same year \$30.00</p> <p><b>Chapter 7, Section 109.D.5.b</b> First offense - Twenty-five dollars (\$25.00) Fifty Dollars (\$50.00) for repeat offense within violation year.</p> <p><b>Chapter 7, Section 109.D.6.b.</b> First violation - One hundred dollars (\$100.00), Two hundred dollars (\$200.00) for repeat offense within the same year.</p> <p><b>Chapter 7, Section 109.D.7.b.</b> First offense - Fifty dollars (\$50.00) One hundred dollars (\$100.00) every 30 days that the violation continues.</p> <p><b>Chapter 7, Section 109.D.7.c.</b> \$25.00</p> <p><b>Chapter 7, Section 109.D.7.d.</b> After 6 needless alarms in 1 year period \$25.00</p> <p><b>Chapter 7, Section 109.D.8.b.</b> First offense - \$100.00 \$500.00 for a repeat violation within the same year</p> <p><b>Chapter 7, Section 109.D.9.b.</b> First violation - One hundred dollars (\$100.00), Two hundred dollars (\$200.00) for repeat offense within a one year period.</p> <p><b>Chapter 7, Section 109.D.10.b.</b></p>
<p>Construction Dumpster</p>	<p>\$50 per dumpster for a maximum of three months. (Maximum of 2 dumpsters per site)</p>	

<p>Chapter 10 - Peace &amp; Order Permits  Residential Noise Permit  Non- Residential Noise Permit  MUTC - Residential Property Zone  MUTC - Other Noise Permits</p>	<p>\$20  \$25  \$20  \$25</p>		<p>First violation - One hundred dollars (\$100.00), Two hundred dollars (\$200.00) for repeat offense within a one-year period.</p>
<p>Chapter 10 - Peace &amp; Order Permits  Residential Noise Permit  Non- Residential Noise Permit  MUTC - Residential Property Zone  MUTC - Other Noise Permits</p>	<p>\$20  \$25  \$20  \$25</p>	<p>Chapter 10 Section 124- \$75.00 each offense   <b>Chapter 6, Section E.1 - Chapter 6-118</b>  First Offense - \$250.00  Second offense - \$400.00  Each month separate offense - \$400.00  Third Offense - \$800.00  Fourth offense - \$1,00.00 and / or imprisonment, not exceeding 3 months  Each offense separates   <b>Chapter 6, Section E.2 - guilty of misdemeanor, punishable by</b>  First offense - \$350.00  Second offense - \$600.00  Third offense - \$800.00  Fourth offense - \$1,000.00  - Imprisonment not to exceed three (3) months, or both  - Each violation constitutes a separate offense   <b>Chapter 6, Section F. -12 months, guilty of a misdemeanor, punishable by a fine not exceeding</b>  First offense - \$350.00</p>	

		<p>Second offense - \$600.00</p> <p>Chapter 10. Section 124.- \$ 75 for each offense.</p> <p>11c. Twenty-five dollars (425) for each offense</p> <p><b>Each month</b></p> <p><b>Chapter 11, Section 104. J</b></p> <p>First municipal infraction - Two hundred fifty dollars (\$250.00), Five hundred dollars (\$500.00) for repeat offenses within a one year period</p> <p><b>Chapter 11, Section 105. C.</b></p> <p>First municipal infraction - Twenty five dollars (\$25.00) for each offense, each day</p>
<p><u>Refuse Collections</u></p> <p>Trash - Multi-Family Residential Dwelling</p> <p>Bulk Trash Collection</p> <p>Special Bulk Trash*</p> <p>*fee will include City cost per ton, equipment, labor &amp; admin cost</p>	<p>\$100 per year (2+ units)</p> <p>\$25 (tires \$5 without rim; \$7 with rim)</p> <p>\$50 minimum</p>	
<p><u>Chapter 12 - Urban - Private Property</u></p> <p>Initial Tree Assessment</p> <p>Waiver of Tree Permit</p> <p>Tree Permit Application</p>	<p>No Fee</p> <p>\$25</p> <p>\$50</p>	<p>Chapter 12B-24</p> <p>Each violation - Two hundred fifty dollars (\$250.00).</p> <p>Chapter 12 Section 109 Penalty \$30.00</p> <p>Instead of receiving a municipal infraction or appearing in court, send them an invoice of payment due.</p> <p><b>Chapter 12, Section</b></p> <p>First violation - \$500.00 plus \$50.00 per inch of tree DHB greater than 18" inches 56.55" circumference.</p> <p><b>Chapter 12, Section</b></p> <p>4 1/2 feet above ground 56.55"</p> <p>\$1,000.00 per tree affected</p> <p>Not to exceed \$1,000.00 each tree</p>

<u>Street Changes</u> <u>Right-of-Way Permit*</u> *Subject to reimbursement of fees Incurred for engineering and staff expenses for review.	\$25 minimum	
<u>Chapter 14 - Animal Control</u> City Animal Hobby (>5 animals larger than guinea pig)	\$5 per year	<b>Chapter 14, Section 110</b> Annual Fee - Ten dollars (\$10.00) each year.
<b>City Business Services</b>		
<u>Commercial District Management Authority</u>		
<u>(CDMA)</u> Business Fee Business/Property Owner Fee Multiple parcel Businesses Owner Occupied Fee	\$150 per year \$150 per year \$225 per year max \$225 per year (\$150 Business Fee & \$75 owner fee).	
<b>POLICE DEPARTMENT</b>		
<u>Parking</u> Meter Rates Parking & Traffic Violations	\$0.50 per 30 minutes \$30 per citation \$240 maximum to include late fees, as applicable	<b>Chapter 9, Section 107.E</b> Fine for each violation - Thirty dollars (\$30.00).  <b>Chapter 9, Section 107.E.1</b> Penalty for late payment of the violation - fine will double to sixty dollars (\$60.00).
Parking Administrative Fee Impound Motor Vehicle Commercial Vehicle Violations	\$25 \$75 \$150 per citation \$300 maximum to include late fees, as applicable	<b>Chapter 9, Section 107.E.2</b> After sixty calendar days, the fine will double to one hundred twenty dollars (\$120.00).
Residential Parking Permit	\$20 per resident vehicle(s) per year (limit 2)	

	<p>\$10 per household per year (limit 1)</p>	<p>Chapter 9, Section 107. E.3 After ninety calendar days of the initial violation, the fine will be two hundred forty dollars (\$240.00)</p> <p>Each violation - Two hundred fifty dollars (\$250.00).</p> <p>Chapter 12 109 Penalty \$30.00 *Instead of receiving a municipal Infraction or appearing in court, send them an invoice of payment due.</p> <p>Chapter 12 Section 112 Penalty \$250.00 Each month separate offense</p>
<p><u>Stopping &amp; Parking Prohibit</u> Parking in Handicap  Running idle Vehicle  No Through Trucks</p>	<p>\$225 per citation \$450 maximum to include late fees, as applicable  \$100 per citation \$200 maximum to include late fees, as applicable  \$100 per citation</p>	<p>Chapter 13 Section 119.E. \$30.00 Chapter 13 Section 119.E.1   Chapter 13A. Section 107 \$100.00</p>
<p><u>Taxicabs, Trailers, Recreational, Boats</u> Temporary permit for trailer, boat, bus, vehicle without an engine</p>	<p>\$15 (temporary for &gt;2 weeks; 1 every 6 months)</p>	

<p>Recreational parking in the 3700 block of Otis St.</p> <p>Vehicle park in violation</p>	<p>\$50.00 per year</p> <p>\$150 per citation</p> <p>\$300 maximum to include late fees, as applicable</p>	
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**Organizational Chart /  
Personnel Schedule**

## PERSONNEL SCHEDULE FULL-TIME EQUIVALENT

GENERAL GOVERNMENT	BUDGET	BUDGET	BUDGET
POSITIONS	FY22	FY23	FY24
City Manager	1	1	1
Treasurer / Director of Finance	1	0	0
Senior Staff Accountant	1	0	0
Staff Accountant	1	1	1
Systems Analyst / Asset Coordinator	1	0	0
Director of Human Resources	1	1	1
<b>TOTAL GENERAL GOVERNMENT</b>	<b>6</b>	<b>3</b>	<b>3</b>

ADMINISTRATIVE GOVERNMENT	BUDGET	BUDGET	BUDGET
POSITIONS	FY22	FY23	FY24
Director of Administrative Services/City Clerk	1	1	1
Grant Writer / Coordinator	0.5	1	1
Communications / Community Events Coordinator	1	1	1
Media Production Coordinator/MRTV Technician/I.T.	1	1	1
Administrative Assistant	1	1	1
Social Services Coordinator	0.5	0	0
<b>TOTAL ADMINISTRATIVE GOVERNMENT</b>	<b>5</b>	<b>5</b>	<b>5</b>

ECONOMIC DEVELOPMENT	BUDGET	BUDGET	BUDGET
POSITIONS	FY22	FY23	FY24
Director of Economic Development	1	1	1
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>1</b>	<b>1</b>	<b>1</b>

POLICE DEPARTMENT	BUDGET	BUDGET	BUDGET
POSITIONS	FY22	FY23	FY24
Chief of Police	1	1	1
Police Officer – Administrative Lieutenant	1	1	1
Police Officer – Patrol Lieutenant	1	1	1
Police Officer – Sergeant	3	2	2
Police Officer – Detective	1	2	2
Police Officer – Corporal	4	4	4
Police Officer Private / First Class	7	8	8
Records Manager	1	1	1
Administrative Assistant / Police Clerk	1	1	1
Parking Enforcement Officer	1	1	1
Social Services Coordinator	0	1	1
<b>TOTAL POLICE DEPARTMENT</b>	<b>21</b>	<b>23</b>	<b>23</b>

## PERSONNEL SCHEDULE FULL-TIME EQUIVALENT

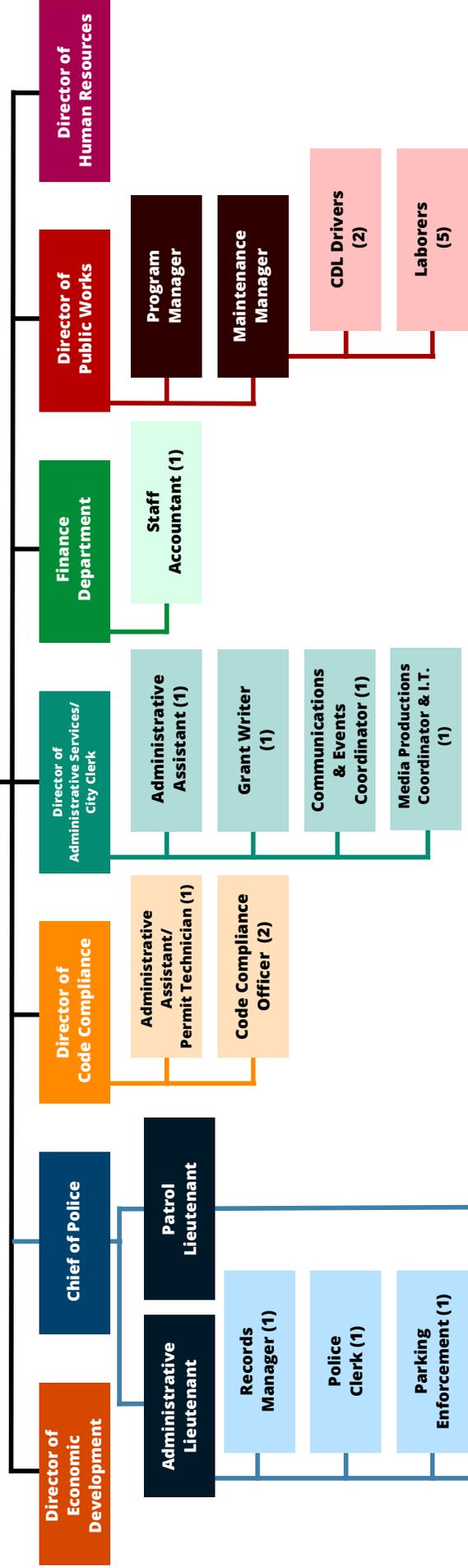
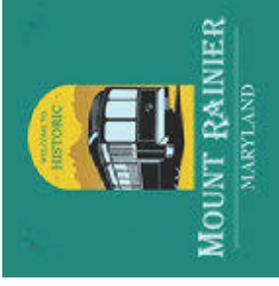
CODE COMPLIANCE	BUDGET	BUDGET	BUDGET
POSITIONS	FY22	FY23	FY24
Director of Code Compliance	0	1	1
Code Compliance Officer	1	1	1
Code Compliance Officer	1	1	1
Permit Technician / Administrative Assistant	1	1	1
<b>TOTAL CODE COMPLIANCE</b>	<b>3</b>	<b>4</b>	<b>4</b>

PUBLIC WORKS	BUDGET	BUDGET	BUDGET
POSITIONS	FY22	FY23	FY24
Director of Public Works	1	1	1
Maintenance Manager	1	1	1
PW Programs Manager	1	1	1
CDL Driver	2	2	2
Laborer	5	5	5
Janitor	0	0	0
<b>TOTAL PUBLIC WORKS</b>	<b>10</b>	<b>10</b>	<b>10</b>

CITY PERSONNEL	BUDGET	BUDGET	BUDGET
POSITIONS	FY22	FY23	FY24
<b>TOTAL CITY POSITIONS (FTE)</b>	<b>46</b>	<b>46</b>	<b>46</b>

# FISCAL YEAR 2024

# CITY OF MOUNT RAINIER ORGANIZATIONAL CHART



## TOTALS

CITY HALL	1 City Manager, 2 Directors & 5 Staff
ECONOMIC DEVELOPMENT	1 Director
MOUNT RAINIER POLICE DEPARTMENT	1 Chief & 22 Officers/Staff
DEPARTMENT OF CODE COMPLIANCE	1 Director & 3 Staff
DEPARTMENT OF PUBLIC WORKS	1 Director & 9 Staff
CITY MANAGER: 1	
CHIEF OF POLICE: 1	
DIRECTORS: 5	
STAFF POSITIONS: 39	

2 Sergeants, 2 Detectives, 4 Corporals, 8 Officers



**CITY OF MOUNT RAINIER**  
**GENERAL FUNDS REVENUES – EXPLANATIONS**

**Tax Revenues**

- 4100 Real Property Tax:** Levied upon the assessed value of all real estate within the City.
- 4101 Vacant Developed Property Tax:** Levied upon the assessed value of all vacant developed property within the City.
- 4102 Business Personal Property Tax:** Levied upon the assessed value of all furniture, fixtures, office equipment, inventory, stock, and personal business assets of incorporated and unincorporated businesses.
- 4103 Railroad and Utility Tax:** Levied upon the inventory of domestic shares of railroads and public utilities within the City.
- 4105 Penalties / Interest on Taxes:** Interest revenue from past due Real Property Taxes.
- 4106 Penalties BPPT and Bol:** Revenue derived from late fees on business licenses.
- 4107 County Admissions and Amusements:** Levied at a rate of 4.25% for swimming pools and 10% for motion picture theaters and coin-operated amusement devices, and 6% for all other entertainment, and on amusement activities for which an entrance fee is charged. Distribution is made quarterly.
- 4108 Shared State Income Tax:** The State Comptroller is required to annually certify the amount of the State Income Tax liability of the residents of each municipality and special taxing district and to return 8.5% of the total for each jurisdiction to the respective governments. Distribution is made quarterly.

**Licenses and Permits**

- 4200 Residential Rental License:** Revenues derived from the rental property licenses.
- 4201 Business Occupancy License:** From annual license fee paid to the City by each business operating in the City.
- 4202 Cable/FIOS CP Revenue:** Three percent (3%) of Gross Revenues from subscribers within the City. Capital grant to the City per the 2006 Verizon Maryland Inc. Cable Franchise Agreement; shall be used by the City exclusively for MRTV studio facilities, studio, and portable production equipment, editing equipment, and program playback equipment. I-Net equipment or capacity, computers, dark fiber, and other costs associated with the PEG/I-Net (including I-Net maintenance costs), or any other PEG or I-Net item

eligible for capital treatment or otherwise not classified as Franchise Fee under Applicable Law.

- 4203 Vacant Building Registration Fees:** Fees derived from the registration of vacant buildings within the City.
- 4204 Building Permit Fees:** Fees charged to issue building construction and repair permits.
- 4205 TV Revenues (Franchise Fees):** Five percent (5%) of annual gross subscriber charges received by the Cable Television Franchisee (Comcast and Verizon) from municipal residents are returned to the City in accordance with the provision of the City Franchise Agreement. Distribution is made quarterly.
- 4206 Parking Permit Fees:** Fees derived from the issuance of parking permits within the City.
- 4207 Tree Removal Permit:** Revenue is generated from permits issued to residents to remove trees.
- 4208 Mitigation Fees:** Fees charged for impervious surfaces.
- 4209 CDMA Fees:** Fee collected by the City and given to Mount Rainier Business Association
- 4211 Church Occupancy License:** Revenues derived from churches for an occupancy license.
- 4212 Other Licenses and Permit:** Revenues generated from “other” licenses and permits as assigned.
- 4214 Rent Stabilization Fees:**

### Intergovernmental Revenue

- 4301 SHA-MOU:** Revenue derived from a memorandum of understanding agreement with the State Highway Administration for the landscaping and upkeep of the median of Rhode Island Avenue.
- 4302 State Highway User Fees:** 17.5% of the tax receipts on motor fuel and vehicle registration are distributed to the counties and municipalities. The County receives one-half in the same ratio that its road millage bears to the total road mileage in the State and one-half based on the ratio of the vehicles in the County to the total number of vehicles in the State. The City then received a percentage based on the ratio of mileage of the City streets to the total mileage of all streets in the County, and also a percentage based on the ratio of the vehicle registrations in the City to the total vehicle registrations in the County.
- 4303 State Aid for Police Protection:** Funds from general revenues of the State based upon the ratio of the City’s expenditures for police services in relation to the total expenditures for police services provided by Prince George’s County Police Department and all other municipal departments in the County. Distribution is made quarterly. Estimates provided by the Maryland Police.

**4304 County Disposal Fee Rebate:** Rebate of County trash disposal fees.

### Charges for Services

**4400 Parking Meter Coin Revenue:** Fees derived from parking meters within the City.

**4401 Refuse Collection Fees:** Fees derived from bulk trash pickup.

**4402 Trash Hauler Fees:** Fees derived from commercial business trash pickup.

**4403 Fees for the City Services:** Other fees as legislated or miscellaneous fees charged.

**4404 Other Services Charges:** Fees Generated from Police Take Home Car Program.

### Fines and Forfeitures

**4500 Parking Violations:** Revenue generated from the payment of parking violations.

**4502 Municipal Code Violations:** Revenue generated from violations issued for code infractions.

**4503 Impoundment Fees:** Fees generated from the impoundment and release of vehicles.

**4506 Speed Camera Violations:** Funds generated from violations of the speed camera.

### Miscellaneous Revenue

**4600 Interest on Investments:** Interest generated on investments.

**4602 Rent Income:** Funds generated from the rental of city properties.

**4604 Sale of Police Property:** Funds generated from the sale of police property.

**4605 Solar Credits Revenues:** Solar Credits received for Solar Panel installed at City Hall.

**4606 Insurance Damage Recovery:** Funds generated from insurance claims.

**4608 Mount Rainier Day Revenue:** Funds generated from vendor fees from Mount Rainier Day.

**4699 Miscellaneous Revenues:** Revenues generated from bank loans.

**4609 Bike Co-op Revenues:** Revenues generated from the Bike Co-op.

**4707 Use of Fund Balance:**

## Grants Revenue

<b>4700</b>	<b>COPS Grant (3 years ends FY23)</b>
<b>4698</b>	<b>COVID-19 Relief - ARPA</b>
<b>4720.20</b>	<b>Green Streets</b>
<b>4720.21</b>	<b>Police Basement Renovation</b>
<b>4720.24</b>	<b>DHCD Rhode Island Avenue Façade (00270)</b>
<b>4720.25</b>	<b>Potts Hall/Welcome Center – Bond Bill</b>
<b>4720.28</b>	<b>Pepco - Community Garden</b>
<b>4720.29</b>	<b>MDNR – Parks &amp; Playground (Richardson)</b>
<b>4720.30</b>	<b>DHCD – 34<sup>th</sup> Street Façade</b>
<b>4720.31</b>	<b>MD Safety Cameras/Gun &amp; Gang Crime (FY24 Portion)</b>

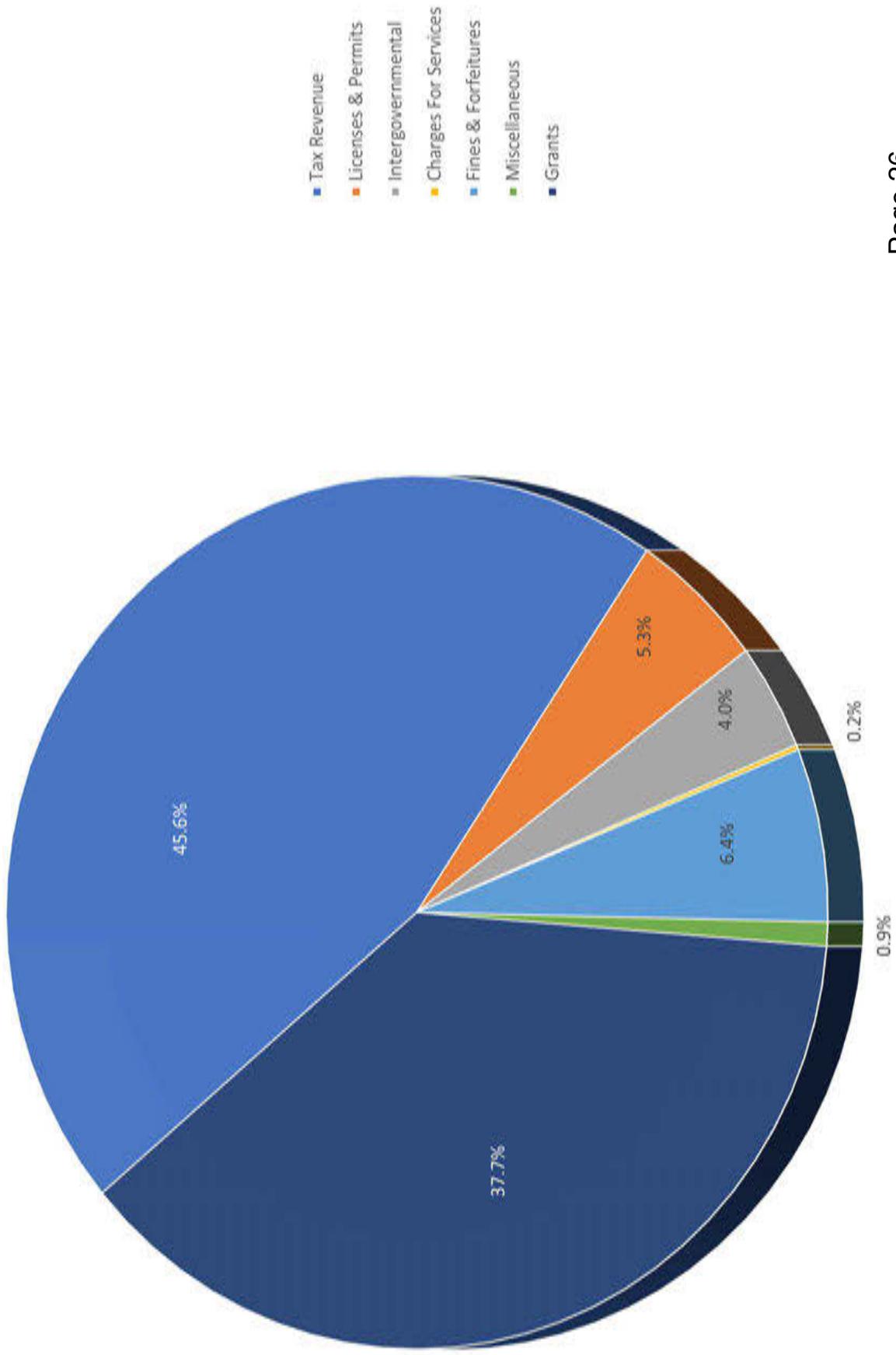
## GENERAL FUND REVENUES

General Fund Revenues		FY21 Actuals	FY22 Actuals	FY23 Actuals	FY23 Budget	FY24 - Approved	% Change
		Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Feb '23	Jul '22 - Jun '23	Jul '23 - Jun '24	FY23/24
<b>Tax Revenue</b>							
4100	Real Property Tax	4,441,729.00	4,846,377.25	3,618,332.99	4,937,985.00	5,075,428.00	3%
4101	Vacant Developed Property Tax	104,037.00	21,302.00	85,906.40	177,990.80	249,454.79	40%
4102	Business Personal Property Tax	30,805.00	27,913.88	30,569.18	40,000.00	40,000.00	0%
4103	RR & Utilities Pers Prty Tax	98,950.00	112,360.00	97,816.94	97,520.00	97,520.00	0%
4105	Interest & Penalties on Taxes	15,451.00	7,943.00	4,972.95	10,000.00	10,000.00	0%
4106	Penalty/Late FeeBPPT/BOL/Others	1,214.00	900.00	2,455.00	3,000.00	3,000.00	0%
4107	County Admissions & Amusements	-	21,024.63	2,498.19	1,000.00	2,500.00	150%
4108	Shared State Income Tax	750,788.00	869,634.00	399,256.76	650,000.00	750,000.00	15%
<b>Total Tax Revenue</b>		<b>5,442,974.00</b>	<b>5,907,454.76</b>	<b>4,241,808.41</b>	<b>5,917,495.80</b>	<b>6,227,902.79</b>	<b>5%</b>
<b>Licenses &amp; Permits</b>							
4200	Residential Rental Licenses	563,356.00	612,050.00	460,650.00	500,000.00	500,000.00	0%
4201	Business Occupancy Licenses	8,271.00	10,271.43	2,172.34	10,000.00	10,000.00	0%
4202	Cable/FIOS CP Revenue	44,523.00	53,231.00	22,676.50	70,000.00	45,000.00	-36%
4203	Vacant Bldg Registration Fee	4,000.00	3,000.00	2,300.00	10,000.00	10,000.00	0%
4209	CDMA Fees	1,155.00	150.00	-	-	2,092.00	100%
4204	Building Permit Fees	3,856.00	5,427.00	1,800.00	20,000.00	20,000.00	0%
4205	TV Revenues (Franchise Fees)	72,402.00	86,425.00	36,742.92	95,000.00	75,000.00	-21%
4206	Parking Permit Revenue	624.00	210.00	100.00	400.00	400.00	0%
4207	Tree Removal Permit	1,500.00	526.00	425.00	200.00	200.00	0%
4208	Mitigation/Impervious Fees	2,432.00	500.00	360.00	1,000.00	1,000.00	0%
4211	Church Occupancy Licenses	160.00	360.00	200.00	500.00	500.00	0%
4212	Other Licenses & Permits	4,680.00	6,932.50	1,566.00	5,000.00	5,000.00	0%
4214	Rent Stabilization Fees	-	-	-	-	57,812.50	100%
<b>Total Licenses &amp; Permits</b>		<b>707,519.00</b>	<b>779,557.93</b>	<b>529,042.76</b>	<b>712,100.00</b>	<b>727,004.50</b>	<b>2%</b>
<b>Intergovernmental Revenue</b>							
4301	SHA - MOU	-	8,376.00	-	16,779.00	16,779.00	0%
4302	State Highway User Fees	121,543.00	236,750.00	126,157.86	234,702.40	276,053.44	18%
4303	State Police Aid	72,852.00	103,258.00	114,608.00	229,122.00	229,122.00	0%
4304	County Disposal Fee Rebate	61,272.00	28,233.00	11,090.00	20,000.00	20,000.00	0%
<b>Total Intergovernmental Revenue</b>		<b>255,667.00</b>	<b>376,617.00</b>	<b>251,855.86</b>	<b>500,603.40</b>	<b>541,954.44</b>	<b>8%</b>
<b>Charges for Services</b>							
4400	4400 - Parking Meter Coin Revenue	22,355.00	18,266.53	-	20,000.00	20,000.00	0%
4401	4401 - REFUSE COLLECTION FEES	-	-	-	300.00	300.00	0%
4402	4402- Trash Hauler Fees	865.00	1,291.00	1,571.00	1,000.00	1,000.00	0%
4403	4403- Fees for City Services	557.00	88.00	-	200.00	200.00	0%
4404	4404 - Other Service charges	9,236.00	3,161.66	518.50	3,000.00	3,000.00	0%
<b>Total Charges For Services</b>		<b>33,013.00</b>	<b>22,807.19</b>	<b>2,089.50</b>	<b>24,500.00</b>	<b>24,500.00</b>	<b>0%</b>
<b>Fines &amp; Forfeitures</b>							
4500	Parking Violations	103,815.00	72,279.41	3,660.10	28,900.00	70,000.00	142%
4502	Municipal Code Violations	1,100.00	1,660.00	1,000.00	1,500.00	1,500.00	0%
4503	Impoundment Fees	10,275.00	15,001.00	7,500.00	5,000.00	7,500.00	50%
4506	Speed Camera Violations	279,248.00	791,675.38	451,549.41	750,000.00	800,000.00	7%
<b>Total Fines &amp; Forfeitures</b>		<b>394,438.00</b>	<b>880,615.79</b>	<b>465,515.71</b>	<b>785,400.00</b>	<b>879,000.00</b>	<b>12%</b>
<b>Miscellaneous Revenue</b>							
4600	Interest on investments	-	3,800.53	36,682.89	3,000.00	70,000.00	2233%
4602	Rent Income - Miles Bldg Lower Level	-	-	13,200.00	-	33,600.00	100%
4604	Sale of Police Property	-	5,707.00	-	11,000.00	-	0%
4605	Solar Credits Revenue	12,596.00	5,143.36	3,090.84	7,500.00	7,500.00	0%
4606	Insurance Damage Recovery	141,090.00	19,939.93	-	56,000.00	-	0%
4608	Mt. Rainier Day Revenue	-	1,475.00	-	-	1,500.00	0%
4699	Miscellaneous Revenue	9,126.00	43,035.17	2,026.32	15,000.00	5,000.00	-67%
4609	Bike-Coop Revenue	1,213.00	4,354.36	1,209.00	3,000.00	3,000.00	0%
4707	Use of Fund Balance	-	-	-	100,000.00	-	-100%
<b>Total Miscellaneous Revenue</b>		<b>166,971.00</b>	<b>83,455.35</b>	<b>56,209.05</b>	<b>195,500.00</b>	<b>120,600.00</b>	<b>-38%</b>
<b>Total Operating Revenue</b>		<b>7,000,582.00</b>	<b>8,050,508.02</b>	<b>5,546,521.29</b>	<b>8,135,599.20</b>	<b>8,520,961.73</b>	<b>5%</b>
<b>Grants Revenue</b>							
4700	COPS Grant ( 3 years ends FY23)	-	-	-	41,666.67	-	
4698	COVID-19 Relief - ARPA	-	672,459.09	277,539.09	2,717,833.00	3,699,500.00	
4720.20	Green Streets	-	-	-	530,000.00	530,000.00	
4720.21	Police Basement Renovation	-	-	-	300,000.00	300,000.00	
4720.24	DHCD Rhode Island Ave. Façade (00270)	-	-	-	50,000.00	50,000.00	
4720.25	Welcome Center - Bond Bill	-	-	-	250,000.00	250,000.00	
4720.28	Pepco - Community Garden	-	-	-	-	10,000.00	
4720.29	MDNR - Parks & Playgrnd (Richardson)	-	-	-	-	105,726.00	
4720.30	DHCD - 34th Str Façade	-	-	-	-	100,000.00	

General Fund Revenues	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY23 Budget	FY24 - Approved	% Change
	Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Feb '23	Jul '22 - Jun '23	Jul '23 - Jun '24	FY23/24
4720.31 MD Safety Cameras/ Gun & Gang Crime (FY24 Portion)					100,837.00	
Old Grants *	577,201.00	211,250.00	417,626.55	806,354.00	-	
Total Grants Revenue	577,201.00	883,709.09	695,165.64	4,695,853.67	5,146,063.00	10%
<b>Total Revenue - with Grants</b>	<b>7,577,783.00</b>	<b>8,934,217.11</b>	<b>6,241,686.93</b>	<b>12,831,452.87</b>	<b>13,667,024.73</b>	<b>7%</b>

\* Grants ending by 6/30/23: COPS, CBT 18999 and 20262, DHCD 00194 and 00270, DHCD TAG, FSC Level Up, CDBG 47, Community Policing

# General Fund Revenues





## CITY OF MOUNT RAINIER

### General Funds Expenses

#### Wages and Leave Pay

- 5000 Regular pay:** Pay to the Mayor and Council – Ordinance 09-2016. Mayor compensated at \$10,000 and councilmembers compensated at \$7,500 each.
- 5000 Regular Pay:** Designated pay for employees.
- 5001 Overtime Pay:** Funds available for work performed beyond regular work hours.
- 5002 Court Pay:** Pay for Officers to attend court hearings.
- 5003 Shift Differential:** Pay designated to cover the cost difference for those working the night shift.
- 5004 Officer Field Training:** Pay designated to cover the cost difference for field training of officers.

#### Employee Benefits and Services

- 5100 FICA Expenses:** Federal Insurance Contributions Act, employer’s portion social security, and Medicaid expenses.
- 5101 Life insurance Expenses:** Employee monthly life insurance premium paid by the City.
- 5102 Dental Insurance Expenses:** Employee monthly dental insurance premium paid by the City.
- 5103 Medical Insurance Expenses:** Employee monthly medical insurance premium paid by the City.
- 5105 Workers Comp Insurance:** Funds to cover the cost of workers compensation insurance, provides care for employees injured on the job.
- 5106 Unemployment Insurance:** Funds to cover the cost of unemployment insurance.
- 5107 Retirement Contribution:** Employers’ Contribution to the State retirement and pension system.

## Material & Supplies

- 5200 Offices Supplies:** Stationary, office supplies, and materials needed for the administrative offices.
- 5201 Postage and Delivery:** Funds for postage and mailing costs.
- 5202 Computer equipment and Supplies:** Funds for the purchase of computer equipment and supplies.
- 5203 Materials & Supplies:** Funds for the purchase of materials and supplies.
- 5204 Police Equip & Supplies:** Funds for the purchase of police equipment and supplies.
- 5205 Uniforms:** Funds designated for the purpose and maintenance of the departments' uniforms.
- 5206 Firearms Supplies:** Funds for the purchase of ammunition and supplies for cleaning firearms.
- 5207 Uniform Cleaning Expenses:** Funds for the cleaning of the department's uniforms
- 5208 Street Signs:**
- 5209 Traffic Control Devices:** Funds designated for implementing traffic regulating devices in various locations throughout the City of Mount Rainier.
- 5210 Vehicle Fuel and Oil:** Funds designated for the purchase of vehicle fuel for department cars.

## Repairs & Maintenance

- 5300 Vehicle Repair and Maintenance:** Funds designated for the repair and maintenance of vehicles.
- 5301 Equipment Repair and Maintenance:** Funds designated for the repair and general maintenance of office equipment.
- 5303 Radio Maintenance:** Funds designated for the maintenance of police radios.
- 5304 Security Camera Maintenance:** Funds designated for the maintenance and access of security cameras.
- 5560 Equipment Purchase:** Funds designated for the purchase of equipment and supplies.

## Professional Services

- 5183 Health Benf. Pool Assessment 3Y:**
- 5399 Strategic Planning & New Logo:**
- 5400 Professional / Contractual Services:** Costs incurred for 3<sup>rd</sup> party provided services in addition to funds allocated for the City of Mount Rainier Strategic Planning creation, addition for the public artwork, and an allocated language services provider for the main number.
- 5401 Legal – Professional Services:** Funds designated for legal bills; all billing will be designated to City Hall for all government-incurred expenses.
- 5402 Professional Services – Computer:** Departments shared costs of the IT support fees.
- 5403 Professional Services – Annual Audit:** Funds designated for the cost of an independent annual financial audit.
- 5404 Dispatch Services:** Funds designates for the dispatch of calls.
- 5405 Office Equipment Lease:** Costs incurred for leasing office equipment.
- 5406 Office Equipment Maintenance:** Costs incurred for office equipment maintenance repair.
- 5408 Bank Charges:** Fees paid to banks for the administration of accounts.
- 5409 Vehicle Tracking – GPS:** Costs for the GPS tracking on various departments’ vehicles in Code enforcement, Public Works, and Police.
- 5410 Recruiting and Testing:** Funds designated for the recruitment and testing of new officers.
- 5411 Employee Training:** Funds designated for employee training courses and programs.
- 5412 Temporary Labor:** Funds designated for the cost of temporary labor.
- 5413 Classified Advertising:** Funds designated for advertising in newspapers of record things such as legal notices, job postings, RFQ, etc.
- 5414 Printing and Copying:** Funds designated for printing and copying costs.
- 5415 Police Liability Insurance:**
- 5416 Public Official Liability Insurance:** Funds designated for City Official Liability coverage through Local Government Insurance Trust.
- 5417 General Liability Insurance:** Funds designated for the City to maintain coverage for normal business operations through Local Government Insurance Trust.

- 5418 Vehicle Insurance:** Funds designated for ensuring the department's vehicles.
- 5419 Other General Insurance:** Funds designated for other City Liability coverage for the bonded City Manager and Director of Finance.
- 5420 Payroll Expenses:** Funds for payroll software and expenses.
- 5421 Web Master Fees:** Fees paid to web hosting company.

### Other Services and Charges

- 5500 Rent Expense:** Funds designated for office space.
- 5503 Team Building and Appreciation:** Funds designated for employee team-building events and activities, including staff meetings and employee holiday parties as well as staff retreat/training.
- 5504 Economic Development Programs:** Funds the following programs and activities: Advertising Marketing, Business Meetings, Sponsorships, ICSC Exhibit, Place-making and Outreach, Public Art, Business Association Support, Events Forums, Meetings, Tours, and Small Business Assistance.
- 5504 Economic Development Main Street:** Façade Program.
- 5506 Travel Expenses:** Funds allocated for personal reimbursement for travel while on business for the City of Mount Rainier.
- 5507 CDL Testing:** Funds for the testing and upkeep of CDL licensed drivers.
- 5509 Message Production:** Funds allocated for creation, production, and maintenance of the City of Mount Rainier, news article, and website update management.
- 5510 Historic Preservation Tax Credit:** Funds allocated for Residents making Maryland State-approved expenditures to their primary home; the City approves an additional 10% Tax Credit Relief on Town Taxes assessed to the homeowner for the incurred cost of expenditures. Residents must submit an application for the credit to be given.
- 5511 City Homeowners Tax Credit:** Funds allocated for Residents who have been approved by the Maryland Department of Assessment and Taxation and are currently receiving the Homeowners Tax Credit on their County bill. This application must be renewed yearly with the State. The City automatically provides an additional 15% Tax Credit Relief on Town Tax assessed without Resident applications; information comes from the County.
- 5512 Veterans/LTR Tax Credit:** Funds allocated for Residents who are 65 years of age, and either are retired Military Veterans and/or who lived in their primary residence for 30 years or greater. The City provides a 20% Tax Credit Relief on Town Taxes assessed annually. The Resident must submit an application on a fiscal year basis to receive the credit.

- 5513 Flowers and Gifts:** Funds for the purchase of flowers and gifts.
- 5517 I-Net Services:** Funds allocated for the usage of electronic delivery services provided to the City (i.e., internet service, service usage, and backups).
- 5518 Tipping & Recycling Fees:** Fees paid for the disposal of City trash.
- 5520 Interest – Code Vehicles:** Funds utilize in the payment of interest for the lease vehicles being used by the department.
- 5521 Principal – Code Vehicles:** Funds utilize in the payment of principal for the lease vehicles being used by the department.
- 5522 Interest – PW Trucks:** Funds allocated for the interest paid of lease department trucks.
- 5523 Interest – Capital Lease Police:**
- 5524 Principle – Capital Lease Police:**
- 5525 Principal – New DPW Trucks Lease:** Funds allocated for the principal paid on leased department trucks (New Bocat & Truck with lift).
- 5598 Contingency:**
- 5599 Miscellaneous Expenses:** Funds designated for miscellaneous expenses needed.

### Community Activities

- 5505 City-Sponsored Meetings**
- 5514 Public Safety Night:** Department costs for GPS tracking on department vehicles.
- 5515 Police Explorer Program:** Funds for the creation of a Police Junio Explorer Program.
- 5516 Community policing and Outreach:** Funds for “Policing in the Community” events and meetings.
- 5526 Composting Pilot Project:**
- 5529 Mayor & Council Retreat:**
- 5530 Conference and Convention Expenses:** Funds designated for the Maryland Municipal League conference and other conferences as decided.
- 5531 Association Dues:** Funds for dues payments to various associations.
- 5532 Subscriptions and Publications:** Funds designated for the cost of subscriptions and publications purchases.
- 5533 Election Costs:** Funds designated to cover the cost of the election.
- 5534 Juneteenth**

- 5540 Mount Rainier Day Expenses**
- 5541 Winter Festival**
- 5542 Bike Co-Op Expenses**
- 5543 Community Garden**
- 5544 Halloween Event**
- 5545 Scholarship Program**
- 5546 Senior Programing**
- 5547 CERT Team Expense**
- 5548 Immigration Outreach Program**
- 5549 Veterans Celebration**
- 5550 Teacher Appreciation**
- 5551 Egg Hunt Event**
- 5552 Green Team Exp**
- 5553 Recreation Program**
- 5554 Recreation Grants**
- 5555 Arts Commission**
- 5556 Latino Heritage**
- 5557 Mount Rainier Youth Council**
- 5558 Community Development Corporation – Gateway**
- 5648 Police Advisory Board**
- 5649 Rent Stabilization Board**

### **Infrastructure & Facility Maintenance**

- 5230 Sidewalk and Street Repairs:** To Upgrade the City’s Streets and Sidewalks.
- 5600 Building Repairs and Maintenance:** Funds designated for the repairs and maintenance of City-owned public buildings.
- 5601 Tree Maintenance:** Funds allocated for maintaining and assessing trees within the City of Mount Rainier.

- 5602 Tree Purchases:** Funds used for the replacement of trees throughout the City of Mount Rainier.
- 5603 Grounds Maintenance:** Funds allocated for maintaining the beautification of the City of Mount Rainier.
- 5604 Pest Control:** Funds for the spraying of the city-owned buildings to prevent bugs and pests.
- 5605 Telephone:** Funds designated for the expense of the employee's cell phones.
- 5606 Equipment Rental:** Funds utilized for the temporary usage of large equipment.
- 5607 Alarm Services:** Funds designated for the maintenance of the alarm services within the building.
- 5608 Property Taxes:**
- 5609 Abatement on Property Expenses**
- 5610 Electricity:** Funds designated for maintaining electricity in the public building.
- 5611 Street Lights Electricity:** Funds allocated for the streetlights located within the City of Mount Rainier.
- 5612 Street Lights & Signal Repairs:** Funds allocated for expenses associated with streetlights and signals.
- 5613 Heat:** Funds designated to maintaining Heat in the public building.

### **Capital Outlay – Capital Project**

- 5700 Capital Projects:** Funds designated for Capital in Process items as approved.
- 5705 Vehicle Purchases:** Funds designated for the purchase of police vehicles.
- 5706 Grant Matching Expense:**

### **Debt Services**

- 5810 Interest – Bond Funeral Home**
- 5815 Principal – Bond Funeral Home**
- 5830 Principal – Potts Hall/Welcome Center Bond**
- 5835 Interest - Potts Hall/Welcome Center Bond**

## Grants Expenses

<b>5000</b>	<b>COPS Grant</b>
<b>5597</b>	<b>COVID-19 Relief – ARPA</b>
<b>5899.16</b>	<b>Level Up</b>
<b>5899.20</b>	<b>Green Streets</b>
<b>5899.21</b>	<b>Police Basement Renovation</b>
<b>5899.24</b>	<b>DHCD Rhode Island Avenue Façade (00270)</b>
<b>5899.25</b>	<b>Potts Hall/Welcome Center – Bond Bill</b>
<b>5899.28</b>	<b>Pepco - Community Garden</b>
<b>5899.29</b>	<b>MDNR – Parks &amp; Playground (Richardson)</b>
<b>5899.30</b>	<b>DHCD – 34<sup>th</sup> Street Façade</b>
<b>5899.31</b>	<b>MD Safety Cameras/Gun &amp; Gang Crime (FY24 Portion)</b>

## GENERAL FUND EXPENSES

General Fund Expenses		FY21 Actuals	FY22 Actuals	FY23 Actuals	FY23 Budget	FY24 - Approved	% Change
		Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Feb '23	Jul '22 - Jun '23	Jul '23 - Jun '24	FY23/24
<b>Wages &amp; Leave Pay</b>							
5000	Regular Pay	2,099,192.01	2,648,667.03	1,596,051.07	2,519,176.44	2,735,972.50	9%
5000	Employee Bonus	-	-	19,000.00	19,000.00	68,280.00	100%
5001	Overtime Pay	131,173.66	147,532.53	91,058.34	132,116.27	132,116.27	0%
5002	Court Pay	-	-	13,879.49	10,000.00	10,000.00	0%
5003	Shift Differential	351,637.59	340,695.26	193,906.60	386,048.52	404,687.50	5%
5004	Officer Field Training	300.00	-	-	1,500.00	1,500.00	0%
<b>Total Wages &amp; Leave Pay</b>		<b>2,582,303.26</b>	<b>3,136,894.82</b>	<b>1,913,895.50</b>	<b>3,067,841.23</b>	<b>3,352,556.27</b>	<b>9%</b>
<b>Employee Benefits &amp; Services</b>							
5100	FICA Expense	193,354.38	231,187.92	143,711.73	234,689.85	253,006.63	8%
5101	Life Insurance Expense	2,160.30	2,587.14	2,055.04	3,189.84	4,478.73	40%
5102	Dental Insurance Expense	15,175.65	24,396.74	15,280.51	25,321.21	29,567.52	17%
5103	Medical Insurance Expense	494,211.25	595,094.45	445,973.10	737,632.35	853,213.44	16%
5105	Worker's Compensation Insurance	311,185.00	322,774.00	188,768.00	366,974.82	366,840.05	0%
5106	Unemployment Insurance	32,681.68	25,502.85	17,113.29	32,492.94	31,764.08	-2%
5107	Retirement Contribution	257,722.00	255,805.00	262,917.00	321,082.82	358,452.61	12%
<b>Total Employee Benefits &amp; Services</b>		<b>1,306,490.26</b>	<b>1,457,348.10</b>	<b>1,075,818.67</b>	<b>1,721,383.83</b>	<b>1,897,323.07</b>	<b>10%</b>
<b>Materials &amp; Supplies</b>							
5200	Office Supplies	47,114.60	40,063.37	30,991.58	37,500.00	42,500.00	13%
5201	Postage & Delivery	3,419.75	3,122.09	1,920.84	2,500.00	2,500.00	0%
5202	Computer Equipment & Supplies	20,821.36	4,432.95	2,403.24	20,000.00	10,000.00	-50%
5204	Police Supplies & Equipment	10,682.88	90,912.99	20,402.57	63,090.00	23,000.00	-64%
5205	Uniforms	31,966.83	2,570.88	4,371.82	22,500.00	9,000.00	-60%
5206	Firearms Supplies	899.00	2,175.00	-	9,000.00	9,000.00	0%
5207	Uniform Cleaning Expenses	22,952.42	40,716.17	23,976.61	27,700.00	40,700.00	47%
5208	Street Signs	2,170.00	3,682.78	-	4,000.00	6,000.00	50%
5209	Traffic Calming Devices	360.00	-	-	100,000.00	85,000.00	-15%
5210	Vehicle Fuel & Oil	641.65	118,121.29	21,636.90	48,500.00	48,500.00	0%
<b>Total Materials &amp; Supplies</b>		<b>144,567.08</b>	<b>321,603.48</b>	<b>105,703.56</b>	<b>334,790.00</b>	<b>276,200.00</b>	<b>-18%</b>
<b>Repairs &amp; Maintenance</b>							
5300	Vehicle Repair & Maintenance	84,837.14	76,671.09	62,151.18	87,000.00	87,000.00	0%
5301	Equipment Repairs & Maintenance	1,058.89	11,204.55	3,409.30	13,000.00	29,000.00	123%
5303	Radio Maintenance	-	1,225.96	-	300.00	300.00	0%
5304	MRBA Security Cameras Maintenance	2,589.36	3,542.19	803.82	2,500.00	4,000.00	60%
5560	Equipment Purchase	1,811.76	7,227.06	20,524.93	32,200.00	19,700.00	-39%
<b>Total Repairs &amp; Maintenance</b>		<b>90,297.15</b>	<b>99,870.85</b>	<b>86,889.23</b>	<b>135,000.00</b>	<b>140,000.00</b>	<b>4%</b>
<b>Professional Services</b>							
5183	Health Benf. Pool Assessment 3Y	-	-	-	1,000.00	1,000.00	0%
5399	Strategic Planning & New Logo	-	-	-	-	21,000.00	100%
5400	Professional/Contract Svc	66,625.63	136,319.56	160,367.74	264,000.00	182,400.00	-31%
5401	LEGAL - Professional Svcs	11,534.03	37,948.40	73,693.35	75,000.00	75,000.00	0%
5402	Professional Svcs - Computer	62,914.01	79,691.33	39,317.96	50,000.00	48,000.00	-4%
5403	Professional Svcs - Annual Audi	69,882.50	104,827.50	132,925.00	39,000.00	39,000.00	0%
5404	Dispatch Services	-	67,000.00	60,000.00	69,010.00	90,000.00	30%
5405	Office Equipment Lease	1,476.80	12,275.77	9,100.40	18,000.00	18,000.00	0%
5406	Office Equipment Maintenance	13,533.10	1,232.31	-	1,000.00	1,000.00	0%
5408	Bank Charges	6,034.49	5,261.42	1,002.69	6,500.00	1,750.00	-73%
5409	Vehicle Tracking Expenses - GPS	5,415.34	4,191.26	3,384.78	6,000.00	6,000.00	0%
5410	Recruitment & Testing	5,589.75	2,735.13	1,415.81	10,800.00	10,800.00	0%
5411	Employee Training	16,439.37	20,765.60	6,104.03	33,000.00	39,000.00	18%
5412	Temporary Labor	77,804.00	50,304.00	34,993.20	30,000.00	110,000.00	267%
5413	Classified Advertising	496.88	-	716.20	500.00	2,000.00	300%
5414	Printing & Copying	655.00	1,653.00	3,142.87	3,500.00	3,500.00	0%
5415	Police Liability Insurance	23,602.00	9,430.00	28,913.00	24,000.00	29,000.00	21%
5416	Public Official Liab. Insurance	11,920.00	6,373.34	4,120.00	11,500.00	8,000.00	-30%
5417	General Liability Insurance	20,876.00	36,497.25	40,551.00	21,500.00	38,000.00	77%
5418	Vehicle Insurance	35,643.00	8,293.33	34,848.00	35,000.00	37,300.00	7%
5419	Other General Insurance	-	(24.00)	-	1,000.00	1,000.00	0%
5420	Payroll Expenses	66,537.76	40,761.41	42,266.96	45,000.00	45,000.00	0%
5421	Web Master Services	12,159.87	15,369.00	-	10,000.00	10,000.00	0%
<b>Total Professional Services</b>		<b>538,207.74</b>	<b>659,233.68</b>	<b>677,036.99</b>	<b>755,310.00</b>	<b>822,250.00</b>	<b>9%</b>
<b>Other Services &amp; Charges</b>							
5500	Rent Expense	14,400.00	14,300.00	9,900.00	15,000.00	15,000.00	0%
5503	Team Building & Appreciation	7,175.48	4,854.25	3,307.39	9,020.00	10,020.00	11%
5504	Econ Devlp - Main Street Programming	172,657.42	43,346.62	3,133.67	30,000.00	30,000.00	0%
5504	Econ Devlp - Programs	-	-	-	2,000.00	2,000.00	0%
5506	Travel Expense	8,416.04	4,533.60	129.29	6,500.00	6,500.00	0%
5507	CDL Testing	-	-	-	2,000.00	2,000.00	0%
5509	Message Production	27,893.64	25,124.65	14,644.56	20,000.00	26,400.00	32%

General Fund Expenses		FY21 Actuals	FY22 Actuals	FY23 Actuals	FY23 Budget	FY24 - Approved	% Change
		Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Feb '23	Jul '22 - Jun '23	Jul '23 - Jun '24	FY23/24
5510	Historic Preservation Tax Credit	3,104.08	12,696.82	11,550.71	3,500.00	12,000.00	243%
5511	City Homeowners Tax Credit	34,197.08	33,640.64	-	32,000.00	35,000.00	9%
5512	Veterans/LTR Tax Credit	4,845.04	8,245.53	-	50,000.00	20,000.00	-60%
5513	Flowers & Gifts	127.20	-	109.15	250.00	500.00	100%
5517	I-Net Services	-	9,132.00	163.05	13,500.00	13,500.00	0%
5518	Tipping & Recycling Fees	77,914.92	75,783.39	47,686.59	90,000.00	90,000.00	0%
5520	Interest - Code Vehicles	1,624.67	1,133.68	1,001.58	450.00	1,868.16	315%
5521	Principal - Code Vehicles	11,762.13	12,253.12	5,691.82	12,937.00	4,825.64	-63%
5522	Interest - PW Trucks	6,141.97	6,254.03	3,236.08	2,001.00	6,094.16	205%
5523	Interest-Capital Lease Police	3,574.90	4,529.20	4,798.81	2,459.00	9,172.62	273%
5524	Principle -Capital Lease Police	28,570.10	38,330.80	27,223.40	40,401.00	33,441.80	-17%
5525	Principal-New DPW Trucks Lease	38,890.07	49,493.01	17,230.49	32,316.00	17,681.98	-45%
5527	Marketing & Outreach	-	-	288.11	10,000.00	10,000.00	0%
5598	Contingency	25,000.00	-	-	262,112.13	42,298.03	-84%
5599	Miscellaneous Expense	628,410.33	5,569.86	13,908.75	3,000.00	4,000.00	33%
<b>Total Other Services &amp; Charges</b>		<b>1,095,640.92</b>	<b>351,365.49</b>	<b>165,344.71</b>	<b>639,446.13</b>	<b>392,302.39</b>	<b>-39%</b>
<b>Community Activities</b>							
5505	City Sponsored Meetings	341.35	-	250.00	5,500.00	5,500.00	0%
5514	Public Safety Night Expense	-	4,663.22	7,237.59	3,000.00	6,000.00	100%
5515	Police Explorer Program	242.49	450.00	5,861.31	1,000.00	6,000.00	500%
5516	Comm Police Outreach - Nat'l Night Out	155.94	987.70	3,416.51	3,000.00	5,000.00	67%
5526	Composting Pilot Project	-	-	-	6,500.00	-	-100%
5529	Mayor & Council Retreat	-	-	134.10	3,000.00	-	-100%
5530	Conference/Convention Expense	7,562.07	19,623.01	8,540.48	23,000.00	35,500.00	54%
5531	Association Dues	3,581.75	10,767.89	9,791.02	9,200.00	13,200.00	43%
5532	Subscriptions & Publications	9,401.06	5,448.77	9,920.58	4,000.00	16,200.00	305%
5533	Election Costs	10,901.49	4,802.40	-	10,000.00	-	-100%
5534	Juneteenth	-	-	-	-	1,000.00	-
5540	Mount Rainier Day Expenses	1,965.28	18,747.68	-	15,000.00	20,000.00	33%
5541	Winter Festival	-	1,112.30	2,272.59	3,000.00	3,500.00	17%
5542	Bike Co-op Expenses	7,089.59	666.50	1,688.28	6,500.00	-	-100%
5543	Community Garden	3,112.26	160.00	-	2,000.00	4,000.00	100%
5544	Halloween Event	-	384.45	1,804.10	2,000.00	3,000.00	50%
5545	Scholarship Program	6,177.55	-	-	7,000.00	1,000.00	-86%
5546	Senior Programming	-	-	-	1,500.00	1,500.00	0%
5547	CERT Team Expense	-	-	862.33	2,500.00	3,000.00	20%
5548	Immigration Outreach Program	-	-	-	1,000.00	1,000.00	0%
5549	Veterans Celebration	-	1,260.62	1,471.42	2,500.00	2,500.00	0%
5550	Teacher Appreciation	2,867.92	2,597.09	-	1,000.00	1,000.00	0%
5551	Egg Hunt Event	-	-	1,120.02	3,000.00	4,500.00	50%
5552	Green Team Exp	-	-	-	2,100.00	2,600.00	24%
5553	Recreation Program	4,064.97	2,183.00	976.62	10,000.00	10,000.00	0%
5554	Recreation Grants	-	1,500.00	-	6,000.00	7,500.00	25%
5555	Arts Commission	-	-	5,400.00	19,000.00	15,000.00	-21%
5556	Latino Heritage	-	-	5,061.40	5,000.00	5,000.00	0%
5557	Mount Rainier Youth Council	-	-	-	2,500.00	2,500.00	0%
5558	Community Dev Corp - Gateway ***	-	-	-	-	100,000.00	100%
5648	Police Advisory Board	-	-	-	-	2,000.00	100%
5649	Rent Stabilization Board	-	-	-	-	2,000.00	100%
<b>Total Community Activities</b>		<b>57,463.72</b>	<b>75,354.63</b>	<b>65,808.35</b>	<b>159,800.00</b>	<b>280,000.00</b>	<b>75%</b>
<b>Infrastructure &amp; Facil Maintenance</b>							
5230	Sidewalk and Street Repairs **	1,430.00	419,602.83	538,495.17	500,000.00	400,000.00	-20%
5600	Building Repair & Maintenance	63,213.71	104,992.30	45,384.12	53,700.00	53,700.00	0%
5601	Tree Maintenance	32,306.25	62,290.00	24,875.00	80,000.00	85,000.00	6%
5602	Tree Purchases / Tree Replacement Fund	29.52	2,139.64	-	5,000.00	1,500.00	-70%
5603	Grounds Maintenance	23,059.37	26,509.19	11,280.00	28,000.00	38,000.00	36%
5604	Pest Control	2,726.64	2,725.00	948.00	3,000.00	3,400.00	13%
5605	Telephone	45,668.06	52,443.44	33,621.22	44,000.00	44,000.00	0%
5606	Equipment Rental	1,243.72	2,773.89	1,068.69	2,500.00	2,500.00	0%
5607	Alarm Services	900.00	849.00	645.00	1,800.00	2,700.00	50%
5608	Property Taxes	3,236.85	3,308.36	3,996.16	4,000.00	4,000.00	0%
5609	Abatement on Property Expenses	-	1,918.00	5,127.50	4,500.00	6,000.00	33%
5610	Electricity	46,348.26	53,631.21	47,466.21	45,450.00	42,950.00	-6%
5611	Street Lights & Signals	82,589.34	82,264.29	62,131.40	90,000.00	85,000.00	-6%
5612	Street Lights & Signal Repair	14,226.38	3,278.71	3,607.72	3,500.00	3,500.00	0%
5613	Heat	13,208.20	22,219.94	3,342.69	8,850.00	4,500.00	-49%
<b>Total Infrastructure &amp; Facil Maintenance</b>		<b>333,186.30</b>	<b>840,945.80</b>	<b>781,988.88</b>	<b>874,300.00</b>	<b>776,750.00</b>	<b>-11%</b>
<b>Capital Outlay - Capital Project</b>							
5700	Capital Proj Expense - Streets Resurfacing	243,846.69	167,430.29	-	50,000.00	131,000.00	162%
5705	Vehicle Purchase	35,343.00	109,476.50	83,982.00	161,000.00	126,000.00	100%
5706	Grant Matching Expense	-	-	25,000.00	100,000.00	-	-100%
<b>Total Capital Outlay - Capital Project</b>		<b>279,189.69</b>	<b>276,906.79</b>	<b>108,982.00</b>	<b>311,000.00</b>	<b>257,000.00</b>	<b>-17%</b>

General Fund Expenses		FY21 Actuals	FY22 Actuals	FY23 Actuals	FY23 Budget	FY24 - Approved	% Change
		Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Feb '23	Jul '22 - Jun '23	Jul '23 - Jun '24	FY23/24
<b>Debt Services</b>							
5810	Interest-Bond Funeral Home	21,188.62	23,717.30	4,655.84	12,474.00	2,360.00	-81%
5815	Principal-Bond Funeral Home	115,539.64	249,739.22	63,708.29	124,254.00	88,125.00	-29%
5830	Principal - Potts Hall Bond					174,904.00	100%
5835	Interest - Potts Hall Bond					61,191.00	100%
Total Debt Services		284,506.42	308,001.37	68,364.13	136,728.00	326,580.00	139%
<b>Total Operating Expenses</b>		<b>6,711,852.54</b>	<b>7,527,525.01</b>	<b>5,049,832.02</b>	<b>8,135,599.19</b>	<b>8,520,961.73</b>	<b>5%</b>
<b>Grants Expense</b>							
5000	COPS Grant ( 3 years ends FY23)	-	-	-	41,666.67	-	
5597	COVID-19 Relief - ARPA	-	-	278,674.71	2,717,833.00	3,699,500.00	
5899.16	Level Up	-	-	-	-	-	
5899.20	Green Streets	-	-	-	530,000.00	530,000.00	
5899.21	Police Basement Renovation	-	-	-	300,000.00	300,000.00	
5899.24	DHCD Rhode Island Ave. Façade (00270)	-	-	30,120.00	50,000.00	50,000.00	
5899.25	Welcome Center - Bond Bill	-	-	-	250,000.00	250,000.00	
5899.28	Pepco	-	-	-	-	10,000.00	
5899.29	MDNR - Parks & Playgrounds	-	-	-	-	105,726.00	
5899.30	DHCD - 34th Str Façade	-	-	-	-	100,000.00	
5899.31	MD Safety Cameras/ Gun & Gang Crime (FY24 Portion)	-	-	-	-	100,837.00	
	Old Grants *	401,857.21	160,139.12	218,541.55	806,354.00	-	
Total Grants Expense		401,857.21	160,139.12	527,336.26	4,695,853.67	5,146,063.00	10%
<b>Total Expenses - with Grants</b>		<b>7,113,709.75</b>	<b>7,687,664.13</b>	<b>5,577,168.28</b>	<b>12,831,452.86</b>	<b>13,667,024.73</b>	<b>7%</b>

\* Grants ending by 6/30/23: COPS, CBT 18999 and 20262, DHCD 00194 and 00270, DHCD TAG, FSC Level Up, CDBG 47, Community Policing

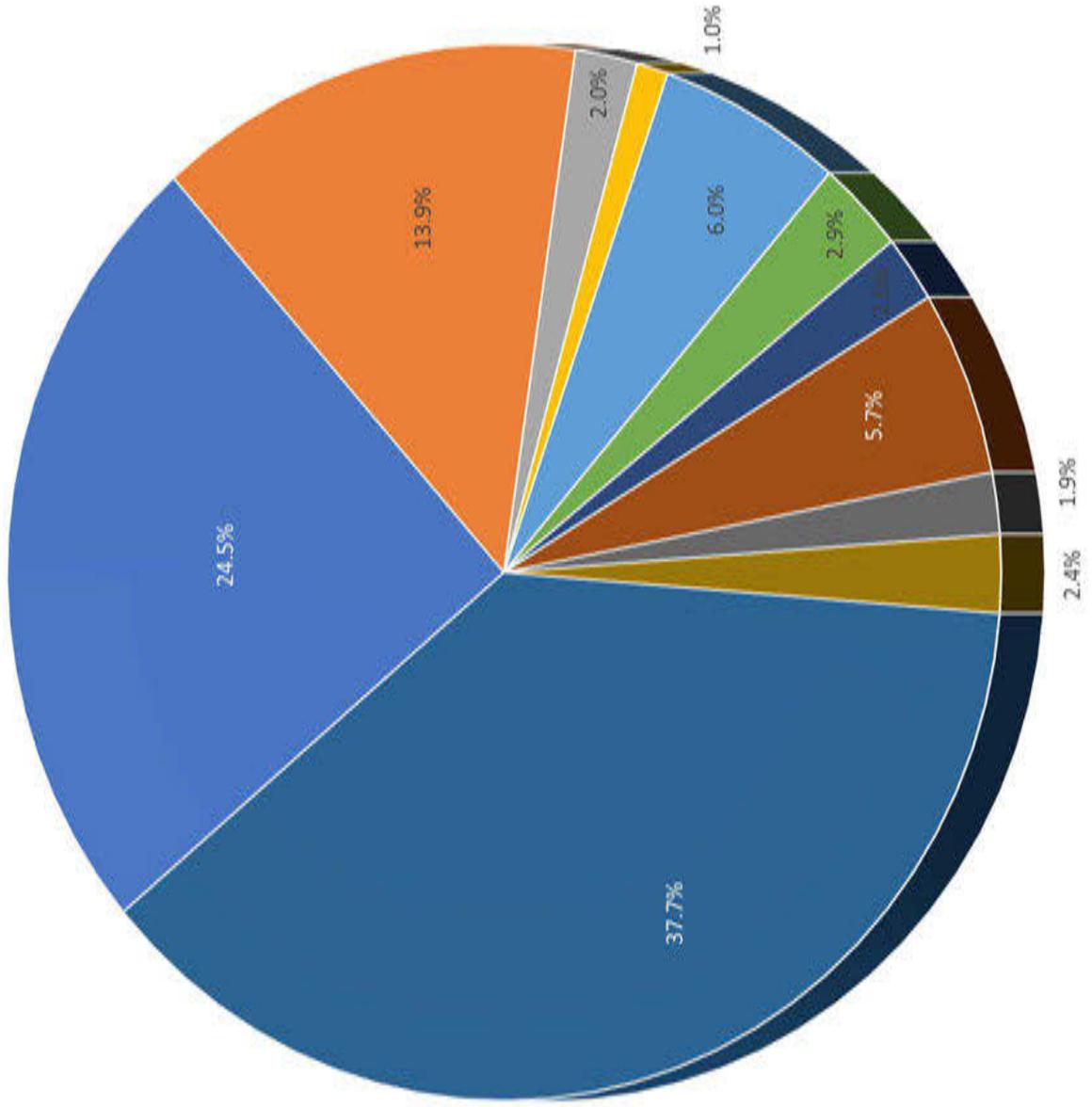
\*\* For FY24 - \$100,000 of Street & Sidewalk Repair moved to ARPA

\*\*\* Proposed timing: \$50k July '23 and \$50k June '24

The following expenses were moved from the operating budget to ARPA for one time in FY24:

- 5202 - Computer Supplies & Expense - \$55,000
- 5205 - Uniforms - \$36,500
- 5230 - Street & Sidewalk Repair - \$100,000
- 5524 - Bike Co-op Expense - \$4,000

# General Fund Expenses





**CITY OF MOUNT RAINIER**  
**General Fund Expenses for**  
**Mayor and Council**

**Wages and Leave Pay**

**5000 Regular pay:** Pay to the Mayor and Council – Ordinance 09-2016. Mayor is compensated at \$10,000 and council members compensate at \$7,500 each.

**Employee Benefits and Services**

**5100 FICA Expenses:** Federal Insurance Contributions Act, employer’s portion social security, and Medicaid expenses.

**5106 Unemployment Insurance:** Funds to cover the cost of unemployment insurance.

**5107 Retirement Contribution:** Employers’ Contribution to the State Retirement and pension system.

**Professional Services**

**5126 Professional/Contractual Services (5400):** Costs incurred for 3<sup>rd</sup> party provided services in addition to funds allocated for the City of Mount Rainier Strategic Planning creation, addition for the public artwork, and an allocated language services provider for the main number.

**Other Services and Charges**

**5506 Travel Expenses:** Funds allocated for personal reimbursement for travel while on business for the City of Mount Rainier.

**5513 Flowers and Gifts:** Funds for the purchase of flowers and gifts.

**Community Activities**

**5505 City-Sponsored Meetings**

**5529 Mayor & Council Retreat:**

- 5530 Conference and Convention Expenses:** Funds designated for the Maryland Municipal League conference and other conferences as decided.
- 5531 Association Dues:** Funds for dues payments to various associations.
- 5533 Election Costs:** Funds designated to cover the cost of the election.

# DEPARTMENT OF MAYOR AND COUNCIL

## OBJETIVES AND OPERATIONS

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**Objectives** – The City of Mount Rainier is a Council-Manager form of government, which means that the Mayor and City Council all have the same and equal vote on legislation. They appoint a City Manager to run the day-to-day operations of the government. We have one Mayor who represents the City as a whole and chairs the meetings and four Council Members, two of from each ward in the City. They serve four-year terms.

The staffing of the City consists of a City Manager who serves as the Chief Executive, 6 (six) Department Heads who serve on the senior management team, and around 40 other staff positions throughout the ranks.

The Mayor and City Council operate on a Legislative Calendar where they normally meet from September through June each year; they recess in July and August.

**Core Functions** – The Mayor and Council are elected policymakers for the City of Mount Rainier. The Mayor and Council meet regularly to discuss and propose legislation. The Mayor and Council pass the annual City Budget to allocate and distribute tax dollars on resources.

## CONTACT THE MAYOR AND COUNCIL

**Email:** [council@mountrainiermd.org](mailto:council@mountrainiermd.org) (emails to this address contact the Mayor and all four Councilmembers)

Mayor Celina Benitez – [mayorbenitez@mountrainiermd.org](mailto:mayorbenitez@mountrainiermd.org)

Ward 1

Councilmember Luke Chesek – [Lchesek@mountrainiermd.org](mailto:Lchesek@mountrainiermd.org)

Councilmember Danielle Carter – [dcarter@mountrainiermd.org](mailto:dcarter@mountrainiermd.org)

Ward 2

Councilmember Jarret Stoltzfus – [Jstoltzfus@mountrainiermd.org](mailto:Jstoltzfus@mountrainiermd.org)

Councilmember Valerie Woodall – [Vwoodall@mountrainiermd.org](mailto:Vwoodall@mountrainiermd.org)

**Address:** *City Hall* One Municipal Place, Mount Rainer, MD 20712

## **FY2024 APPROVED BUDGET SUMMARY**

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The FY24 approved budget for Mayor and Council is \$78,200.00 which is a decrease of about 11% or \$9,250.00 from the approved FY23 budget.

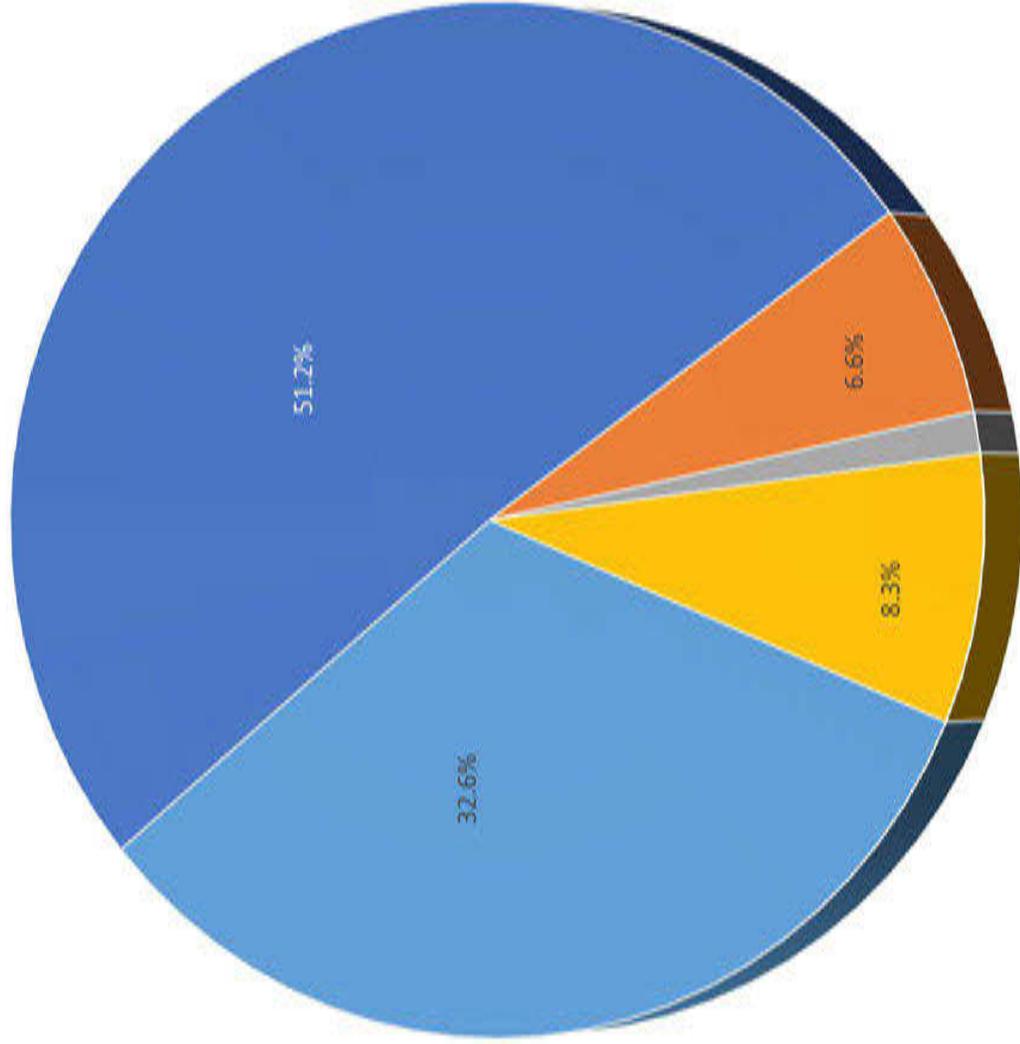
Budgetary Changes –

<b>FY2023 APPROVED DEPARTMENT BUDGET</b>	<b>\$87,450.00</b>
<b>Increased Expense:</b> Other Services & Charges	\$250.00
<b>Decreased Expense:</b> Community Activities	(\$9,500.00)
<b>Unchanged Expense:</b> Wages & Leave Pay and Employee Benefits & Services	\$0
<b>FY2024 APPROVED BUDGET</b>	<b>\$78,200.00</b>

## MAYOR AND COUNCIL

Mayor & Council		FY21 Actuals	FY22 Actuals	FY23 Actuals	FY23 Budget	FY24 - Approved	% Change
		Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Feb '23	Jul '22 - Jun '23	Jul '23 - Jun '24	FY23/24
<b>Wages &amp; Leave Pay</b>							
5000	Regular Pay	39,909.31	35,000.08	26,666.72	40,000.00	40,000.00	0%
<b>Total Wages &amp; Leave Pay</b>		<b>39,909.31</b>	<b>35,000.08</b>	<b>26,666.72</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0%</b>
<b>Employee Benefits &amp; Services</b>							
5100	FICA Expense	3,172.94	2,725.21	2,039.92	3,060.00	3,060.00	0%
5106	Unemployment Insurance	13,396.96	1,340.48	1,114.66	1,100.00	1,100.00	0%
5107	Retirement Contribution	2,143.60	-	-	1,040.00	1,040.00	0%
<b>Total Employee Benefits &amp; Services</b>		<b>18,713.50</b>	<b>4,065.69</b>	<b>3,154.58</b>	<b>5,200.00</b>	<b>5,200.00</b>	<b>0%</b>
<b>Professional Services</b>							
5126	Professional/Contract Svc	-	-	-	1,000.00	1,000.00	0%
<b>Total Professional Services</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0%</b>
<b>Other Services &amp; Charges</b>							
5506	Travel Expense	6,000.00	4,500.00	-	6,000.00	6,000.00	0%
5513	Flowers & Gifts	21.20	-	109.15	250.00	500.00	100%
<b>Total Other Services &amp; Charges</b>		<b>6,021.20</b>	<b>55,567.31</b>	<b>109.15</b>	<b>6,250.00</b>	<b>6,500.00</b>	<b>4%</b>
<b>Community Activities</b>							
5505	City Sponsored Meetings	-	-	250.00	5,500.00	5,500.00	0%
5529	Mayor & Council Retreat	-	-	134.10	3,000.00	-	-100%
5530	Conference/Convention Expense	5,472.00	10,220.32	4,165.20	12,000.00	12,000.00	0%
5531	Association Dues	-	2,174.00	7,349.02	4,500.00	8,000.00	78%
5533	Election Costs	10,901.49	4,802.40	-	10,000.00	-	-100%
<b>Total Community Activities</b>		<b>16,373.49</b>	<b>18,038.72</b>	<b>12,018.32</b>	<b>35,000.00</b>	<b>25,500.00</b>	<b>-27%</b>
<b>Total Expenses</b>		<b>81,142.50</b>	<b>112,671.80</b>	<b>41,948.77</b>	<b>87,450.00</b>	<b>78,200.00</b>	<b>-11%</b>

# Mayor & Council



- Wages & Leave Pay
- Employee Benefits & Services
- Professional Services
- Other Services & Charges
- Community Activities



**CITY OF MOUNT RAINIER**  
**General Fund Expenses for**  
**City Hall**

**Wages and Leave Pay**

- 5000 Regular pay:** Designated pay for employees.
- 5000 Employee Bonus:**
- 5001 Overtime Pay:** Funds available for work performed beyond regular work hours.

**Employee Benefits and Services**

- 5100 FICA Expenses:** Federal Insurance Contributions Act, employer's portion social security, and Medicaid expenses.
- 5101 Life insurance Expenses:** Employee monthly life insurance premium paid by the City.
- 5102 Dental Insurance Expenses:** Employee monthly dental insurance premium paid by the City.
- 5103 Medical Insurance Expenses:** Employee monthly medical insurance premium paid by the City.
- 5105 Workers Comp Insurance:** Funds to cover the cost of workers compensation insurance, provides care for employees injured on the job.
- 5106 Unemployment Insurance:** Funds to cover the cost of unemployment insurance.
- 5107 Retirement Contribution:** Employers' Contribution to the State Retirement and pension system.

**Material & Supplies**

- 5200 Offices Supplies:** Stationary, office supplies, and materials needed for the administrative offices.
- 5201 Postage and Delivery:** Funds for postage and mailing costs.
- 5202 Computer equipment and Supplies:** Funds for the purchase of computer equipment and supplies.

## Professional Services

- 5399 Strategic Planning and New Logo:**
- 5400 Professional / Contractual Services:** Costs incurred for 3<sup>rd</sup> party provided services in addition to funds allocated for the City of Mount Rainier Strategic Planning creation, addition for the public artwork, and an allocated language services provider for the main number.
- 5401 Legal – Professional Services:** Funds designated for legal bills; all billing will be designated to City Hall for all government-incurred expenses.
- 5402 Professional Services – Computer:** Departments shared costs of the IT support fees.
- 5403 Professional Services – Annual Audit:** Funds designated for the cost of an independent annual financial audit.
- 5405 Office Equipment Lease:** Costs incurred for leasing office equipment.
- 5406 Office Equipment Maintenance:** Costs incurred for office equipment maintenance repair.
- 5408 Bank Charges:** Fees paid to banks for the administration of accounts.
- 5409 Vehicle Tracking – GPS:** Costs for the GPS tracking on various departments’ vehicles in Code enforcement, Public Works, and Police.
- 5410 Recruiting and Testing:** Funds designated for the recruitment and testing of new officers.
- 5411 Employee Training:** Funds designated for employee training courses and programs.
- 5412 Temporary Labor:** Funds designated for the cost of temporary labor.
- 5413 Classified Advertising:** Funds designated for advertising in newspapers of record things such as legal notices, job postings, RFQ, etc.
- 5414 Printing and Copying:** Funds designated for printing and copying costs.
- 5416 Public Official Liability Insurance:** Funds designated for City Official Liability coverage through Local Government Insurance Trust.
- 5417 General Liability Insurance:** Funds designated for the City to maintain coverage for normal business operations through Local Government Insurance Trust.
- 5419 Other General Insurance:** Funds designated for other City Liability coverage for the bonded City Manager and Director of Finance.
- 5420 Payroll Expenses:** Funds for payroll software and expenses.

## Other Services and Charges

- 5503 Team Building and Appreciation:** Funds designated for employee team-building events and activities, including staff meetings and employee holiday parties as well as staff retreat/training.
- 5506 Travel Expenses:** Funds allocated for personal reimbursement for travel while on business for the City of Mount Rainier.
- 5510 Historic Preservation Tax Credit:** Funds allocated for Residents making Maryland State-approved expenditures to their primary home; the City approves an additional 10% Tax Credit Relief on Town Taxes assessed to the homeowner for the incurred cost of expenditures. Residents must submit an application for the credit to be given.
- 5511 City Homeowners Tax Credit:** Funds allocated for Residents who have been approved by the Maryland Department of Assessment and Taxation and are currently receiving the Homeowners Tax Credit on their County bill. This application must be renewed yearly with the State. The City automatically provides an additional 15% Tax Credit Relief on Town Tax assessed without Resident applications; information comes from the County.
- 5512 Veterans/LTR Tax Credit:** Funds allocated for Residents who are 65 years of age, and either are retired Military Veterans and/or who lived in their primary residence for 30 years or greater. The City provides a 20% Tax Credit Relief on Town Taxes assessed annually. The Resident must submit an application on a fiscal year basis to receive the credit.
- 5599 Miscellaneous Expenses:** Funds designated for miscellaneous expenses needed.

## Community Activities

- 5530 Conference and Convention Expenses:** Funds designated for the Maryland Municipal League conference and other conferences as decided.
- 5531 Association Dues:** Funds for dues payments to various associations.
- 5532 Subscriptions and Publications:** Funds designated for the cost of subscriptions and publications purchases.
- 5558 Community Development Corporation - Gateway**

## Infrastructure & Facility Maintenance

- 5600 Building Repairs and Maintenance:** Funds designated for the repairs and maintenance of City-owned public buildings.
- 5605 Telephone:** Funds designated for the expense of the employee's cell phones.
- 5607 Alarm Services:** Funds designated for the maintenance of the alarm services within the building.
- 5608 Property Taxes:**
- 5610 Electricity:** Funds designated for maintaining electricity in the public building.
- 5613 Heat:** Funds designated to maintain Heat in the public building.

## Grants Expenses

- 5597 COVID-19 Relief – ARPA**
- 5899.20 Green Streets**
- 5899.25 Potts Hall/Welcome Center – Bond Bill**

# CITY HALL (GENERAL GOVERNMENT)

## OBJETIVES AND OPERATIONS

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**Objectives** – The Department of City Hall consists of the City Manager, Department of Human Resources and the Department of Finance who oversee and provide general governmental services to the City of Mount Rainier. The City Manager is tasked with complete oversight of the operations of the City, to include but not limited to Finance, Administrative Services, Code Compliance, Public Works, Police, and Economic Development. The Department of Human Resources objective is to become a strategic partner that is in line with the city’s organizational goals and to ensure a seamless experience for city staff and management by providing Specific, Measurable, Attainable, Relevant, and Timely (SMART) Core Services. The Department of Finance collects and accounts for all revenue generated by City operations and provides funds disbursement, treasury, accounting, and debt management best practices to ensure the delivery of fiscally accountable and effective local government services.

### **Core Services –**

#### ***City Manager***

- Oversight of all administrative functions of the city.
- Fulfills legislative objectives of the Mayor and City Council.

#### ***Department of Human Resources***

- Recruitment and Retention
- HRIS/Administration
- Learning and Development
- Compliance
- Total Rewards: compensation, benefits and payroll
- Employee Relations/Conflict Resolution
- Performance Management
- Policy Formulation
- Health and Safety
- Employee Wellness
- Information Sharing
- Employee Engagement

***Department of Finance***

- Revenue Collection and investment.
- Funds disbursement.
- Debt Management, including treasury services and preparation of documents for City bond issuances.
- Funds accounting, cash management, oversight of fiscal annual audits, budget preparations, and preparing financial statements.

**Strategic Focus in FY2024 -**

***City Manager***

- Carry out the legislative priorities passed by the Mayor and City Council

***Department of Human Resources***

- Recruitment and Retention
- Employee Appreciation, Wellness, and Engagement

***Department of Finance***

- Complete timely Audits
- Carry out and oversee the FY24 Budget

**CONTACT THE DEPARTMENT OF HUMAN RESOURCES**

**Office:** (301)-985-6585

**Email:** [hr@mountrainiermd.org](mailto:hr@mountrainiermd.org)

**Contact:** Cheryl Morris, Director of Human Resources.

**Address:** One Municipal Place, Mount Rainier MD 20712

**CONTACT THE DEPARTMENT OF FINANCE**

**Office:** (301)-985-6585

**Email:** [nsam@mountrainiermd.org](mailto:nsam@mountrainiermd.org)

**Contact:** Natalie Sam, Staff Accountant.

**Address:** One Municipal Place, Mount Rainier MD 20712

## **FY2024 APPROVED SUMMARY**

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The FY24 approved operating budget for the City Hall (General Government) is \$1,231,628.99 which is an increase of about 17% or \$176,535.74 from the approved FY23 budget.

Budgetary Changes –

<b>FY2023 APPROVED DEPARTMENT BUDGET</b>	<b>\$1,055,093.25</b>
<b>Increased Expense:</b> Wages & Leave Pay, Employee Benefits & Services, Professional Services, Community Activities, and Infrastructure & Facility Maintenance	\$194,035.75
<b>Decreased Expense:</b> Other Services & Charges	(\$17,500.00)
<b>Unchanged Expense:</b> Materials & Supplies	\$0
<b>FY2024 APPROVED BUDGET</b>	<b>\$1,231,628.99</b>

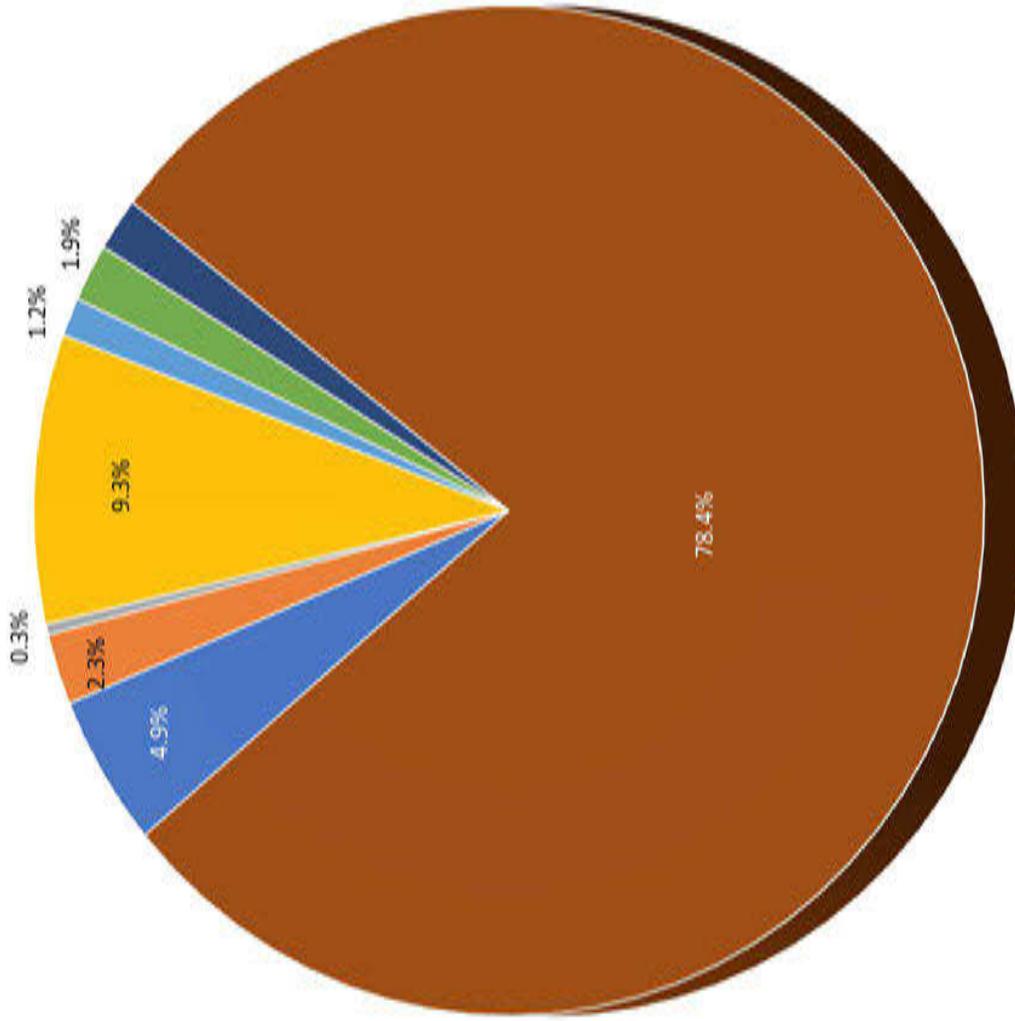
**CITY HALL**

City Hall		FY21 Actuals	FY22 Actuals	FY23 Actuals	FY23 Budget	FY24 - Approved	% Change
		Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Feb '23	Jul '22 - Jun '23	Jul '23 - Jun '24	FY23/24
<b>Wages &amp; Leave Pay</b>							
5000	Regular Pay	239,948.10	327,134.37	172,789.34	262,691.13	272,122.00	4%
5000	Employee Bonus			1,500.00	1,500.00	5,745.00	100%
5001	Overtime Pay	-	1,122.44	1,124.87	500.00	500.00	0%
<b>Total Wages &amp; Leave Pay</b>		<b>239,948.10</b>	<b>327,134.37</b>	<b>175,414.21</b>	<b>264,691.13</b>	<b>278,367.00</b>	<b>5%</b>
<b>Employee Benefits &amp; Services</b>							
5100	FICA Expense	18,450.25	22,724.61	13,209.37	20,248.87	20,970.33	4%
5101	Life Insurance Expense	116.65	204.50	252.07	150.00	378.11	152%
5102	Dental Insurance Expense	932.71	1,915.50	1,337.66	1,940.65	2,261.28	17%
5103	Medical Insurance Expense	37,365.51	51,931.36	37,408.00	55,707.75	64,993.36	17%
5105	Worker's Compensation Insurance	1,750.00	275,461.57	1,008.00	2,141.62	1,512.00	-29%
5106	Unemployment Insurance	1,373.19	6,570.37	1,120.49	10,135.38	10,135.38	0%
5107	Retirement Contribution	36,093.54	8,032.32	19,152.00	27,977.85	29,961.53	7%
<b>Total Employee Benefits &amp; Services</b>		<b>96,081.85</b>	<b>366,840.23</b>	<b>73,487.59</b>	<b>118,302.12</b>	<b>130,211.99</b>	<b>10%</b>
<b>Materials &amp; Supplies</b>							
5200	Office Supplies	4,347.81	9,396.52	7,023.90	7,000.00	7,000.00	0%
5201	Postage & Delivery	3,412.32	3,120.93	1,920.84	2,500.00	2,500.00	0%
5202	Computer Equipment & Supplies	8,397.61	3,100.70	584.87	10,000.00	10,000.00	0%
<b>Total Materials &amp; Supplies</b>		<b>18,827.37</b>	<b>17,522.65</b>	<b>9,529.61</b>	<b>19,500.00</b>	<b>19,500.00</b>	<b>0%</b>
<b>Professional Services</b>							
5399	Strategic Planning & New Logo	-	-	-	-	21,000.00	
5400	Professional/Contract Svc	42,055.67	57,406.56	152,971.69	183,000.00	171,400.00	-6%
5401	LEGAL - Professional Svcs	11,534.03	25,840.89	73,693.35	75,000.00	75,000.00	0%
5402	Professional Svcs - Computer	62,914.01	79,691.33	39,317.96	50,000.00	48,000.00	-4%
5403	Professional Svcs - Annual Audi	69,882.50	104,827.50	132,925.00	39,000.00	39,000.00	0%
5405	Office Equipment Lease	1,476.80	12,168.28	9,100.40	18,000.00	18,000.00	0%
5406	Office Equipment Maintenance	13,747.13	-	-	1,000.00	1,000.00	0%
5408	Bank Charges	5,945.42	5,214.05	1,002.69	6,500.00	1,750.00	-73%
5409	Vehicle Tracking Expenses - GPS	5,415.34	4,191.26	3,384.78	6,000.00	6,000.00	0%
5410	Recruitment & Testing	144.00	71.00	514.81	3,000.00	3,000.00	0%
5411	Employee Training	199.00	288.65	553.00	1,000.00	6,000.00	500%
5412	Temporary Labor	-	-	-	-	45,000.00	100%
5413	Classified Advertising	496.88	-	716.20	500.00	2,000.00	300%
5414	Printing & Copying	655.00	398.00	-	2,500.00	500.00	-80%
5416	Public Official Liab. Insurance	11,920.00	6,373.34	4,120.00	11,500.00	8,000.00	-30%
5417	General Liability Insurance	20,876.00	20,195.39	40,551.00	21,500.00	38,000.00	77%
5419	Other General Insurance	-	(24.00)	-	1,000.00	1,000.00	0%
5420	Payroll Expenses	66,537.76	39,346.45	42,266.96	45,000.00	45,000.00	0%
<b>Total Professional Services</b>		<b>314,799.54</b>	<b>355,988.70</b>	<b>501,117.84</b>	<b>464,500.00</b>	<b>529,650.00</b>	<b>14%</b>
<b>Other Services &amp; Charges</b>							
5503	Team Building & Appreciation	170.00	2,663.70	88.77	1,000.00	1,000.00	0%
5506	Travel Expense	-	33.60	83.51	250.00	250.00	0%
5510	Historic Preservation Tax Credit	3,104.08	-	11,550.71	3,500.00	12,000.00	243%
5511	City Homeowners Tax Credit	34,197.08	-	-	32,000.00	35,000.00	9%
5512	Veterans/LTR Tax Credit	4,845.04	3,784.16	-	50,000.00	20,000.00	-60%
5599	Miscellaneous Expense	628,014.62	-	12,768.61	1,000.00	2,000.00	100%
<b>Total Other Services &amp; Charges</b>		<b>671,089.64</b>	<b>6,669.43</b>	<b>25,660.58</b>	<b>87,750.00</b>	<b>70,250.00</b>	<b>-20%</b>
<b>Community Activities</b>							
5530	Conference/Convention Expense	-	-	-	1,000.00	5,000.00	400%
5531	Association Dues	731.75	4,746.64	799.00	500.00	1,000.00	100%
5532	Subscriptions & Publications	195.98	3,586.81	5,539.06	3,000.00	-	-100%
5558	Community Dev Corp - Gateway *	-	-	-	-	100,000.00	100%
<b>Total Community Activities</b>		<b>1,314.65</b>	<b>11,331.56</b>	<b>6,338.06</b>	<b>4,500.00</b>	<b>106,000.00</b>	<b>2256%</b>
<b>Infrastructure &amp; Facil Maintenance</b>							
5600	Building Repair & Maintenance	23,869.26	4,590.00	21,499.30	18,000.00	18,000.00	0%
5605	Telephone	45,294.28	52,167.07	33,621.22	44,000.00	44,000.00	0%
5607	Alarm Services	-	450.00	645.00	900.00	2,700.00	200%
5608	Property Taxes	3,236.85	3,308.36	3,996.16	4,000.00	4,000.00	0%
5610	Electricity	27,382.89	40,961.13	32,868.18	27,950.00	27,950.00	0%
5613	Heat	768.83	963.18	1,005.25	1,000.00	1,000.00	0%
<b>Total Infrastructure &amp; Facil Maintenance</b>		<b>107,946.11</b>	<b>103,034.59</b>	<b>93,635.11</b>	<b>95,850.00</b>	<b>97,650.00</b>	<b>2%</b>
<b>Total Operating Expenses</b>		<b>1,450,007.26</b>	<b>1,394,759.43</b>	<b>886,623.24</b>	<b>1,055,093.25</b>	<b>1,231,628.99</b>	<b>17%</b>
<b>Grants Expense</b>							
5597	COVID-19 Relief - ARPA	-	-	315,499.33	2,717,833.00	3,699,500.00	
5899.20	Green Streets	-	-	25,000.00	530,000.00	530,000.00	

City Hall	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY23 Budget	FY24 - Approved	% Change
	Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Feb '23	Jul '22 - Jun '23	Jul '23 - Jun '24	FY23/24
5899.25 Welcome Center - Bond Bill			30,120.00	250,000.00	250,000.00	
Total Grants Expense	-	-	370,619.33	3,497,833.00	4,479,500.00	
<b>Total Expenses - with Grants</b>	<b>1,450,007.26</b>	<b>1,394,759.43</b>	<b>1,257,242.57</b>	<b>4,552,926.25</b>	<b>5,711,128.99</b>	<b>25%</b>

\* To be paid \$50,000 in July '23 and \$50,000 in June '24

# City Hall



- Wages & Leave Pay
- Employee Benefits & Services
- Materials & Supplies
- Professional Services
- Other Services & Changes
- Community Activities
- Infrastructure & Facility Maintenance
- Grants Expense



**CITY OF MOUNT RAINIER**  
**General Fund Expenses for**  
**Administrative Services**

**Wages and Leave Pay**

- 5000 Regular pay:** Designated pay for employees.
- 5000 Employee Bonus:**
- 5001 Overtime Pay:** Funds available for work performed beyond regular work hours.

**Employee Benefits and Services**

- 5100 FICA Expenses:** Federal Insurance Contributions Act, employer's portion social security, and Medicaid expenses.
- 5101 Life insurance Expenses:** Employee monthly life insurance premium paid by the City.
- 5102 Dental Insurance Expenses:** Employee monthly dental insurance premium paid by the City.
- 5103 Medical Insurance Expenses:** Employee monthly medical insurance premium paid by the City.
- 5105 Workers Comp Insurance:** Funds to cover the cost of workers compensation insurance, provides care for employees injured on the job.
- 5106 Unemployment Insurance:** Funds to cover the cost of unemployment insurance.
- 5107 Retirement Contribution:** Employers' Contribution to the State Retirement and pension system.

**Repairs & Maintenance**

- 5560 Equipment Purchase:** Funds designated for the purchase of equipment and supplies.

## Professional Services

**5411 Employee Training:** Funds designated for employee training courses and programs.

**5421 Web Master Fees:** Fees paid to web hosting company.

## Other Services and Charges

**5503 Team Building and Appreciation:** Funds designated for employee team-building events and activities, including staff meetings and employee holiday parties as well as staff retreat/training.

**5506 Travel Expenses:** Funds allocated for personal reimbursement for travel while on business for the City of Mount Rainier.

**5509 Message Production:** Funds allocated for creation, production, and maintenance of the City of Mount Rainier, news article, and website update management.

**5517 I-Net Services:** Funds allocated for the usage of electronic delivery services provided to the City (i.e., internet service, service usage, and backups).

**5527 Marketing & Outreach**

## Community Activities

**5530 Conference and Convention Expenses:** Funds designated for the Maryland Municipal League conference and other conferences as decided.

**5531 Association Dues:** Funds for dues payments to various associations.

**5532 Subscriptions and Publications:** Funds designated for the cost of subscriptions and publications purchases.

**5534 Juneteenth**

**5540 Mount Rainier Day Expenses**

**5541 Winter Festival**

**5544 Halloween Event**

**5545 Scholarship Program**

**5546 Senior Programing**

**5547 CERT Team Expense**

**5548 Immigration Outreach Program**

- 5549 Veterans Celebration**
- 5550 Teacher Appreciation**
- 5551 Egg Hunt Event**
- 5553 Recreation Program**
- 5554 Recreation Grants**
- 5555 Arts Commission**
- 5556 Latino Heritage**
- 5557 Mount Rainier Youth Council**
- 5648 Police Advisory Board**
- 5649 Rent Stabilization Board**

# DEPARTMENT OF ADMINISTRATIVE SERVICES

## OBJECTIVES AND OPERATIONS

---

**Objectives** – The Department of Administrative Services is responsible for the City Clerk functions, Administrative Support Functions, Communications Functions, and Planning Community Events and Grant Management. The Department of Administrative Services strives to provide the best quality services to residents.

**Core Services** –

- Records and Retention
- Elections
- Communications
- Community Events
- Committees
- Administrative Support
- Grant Management

Strategic Focus in FY 2024 – The Communications and Community Events Coordinator will oversee City efforts to improve the way it communicates with residents. The Administrative Services Director/ City Clerk will oversee the functions of the department and focus on records, retention, minutes, and legislation. The Grant Writer will manage the City’s grants.

## CONTACT THE DEPARTMENT OF ADMINISTRATIVE SERVICES

**Office:** (301)-985-6585

**Address:** One Municipal Place, Mount Rainier MD 20712

**Director of Administrative Services/City Clerk:** Melissa Sam

**Email:** [cityclerk@mountainiermd.org](mailto:cityclerk@mountainiermd.org)

**Communications and Events Coordinator:** Pink Howell

**Email:** [communications@mountrainiermd.org](mailto:communications@mountrainiermd.org)

**Media Production Coordinator:** Jared Alindogan

**Email:** [mrtv@mountrainiermd.org](mailto:mrtv@mountrainiermd.org)

**Administrative Assistant:** Gabriela Farmer

**Email:** [adminassistant@mountrainiermd.org](mailto:adminassistant@mountrainiermd.org)

**Grant Writer:** William Bystrick

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## **FY2024 APPROVED BUDGET SUMMARY**

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The FY24 approved budget for the Department of Administrative Services is \$693,869.59 which is an increase of about 9% or \$58,444.09 from the approved FY23 budget.

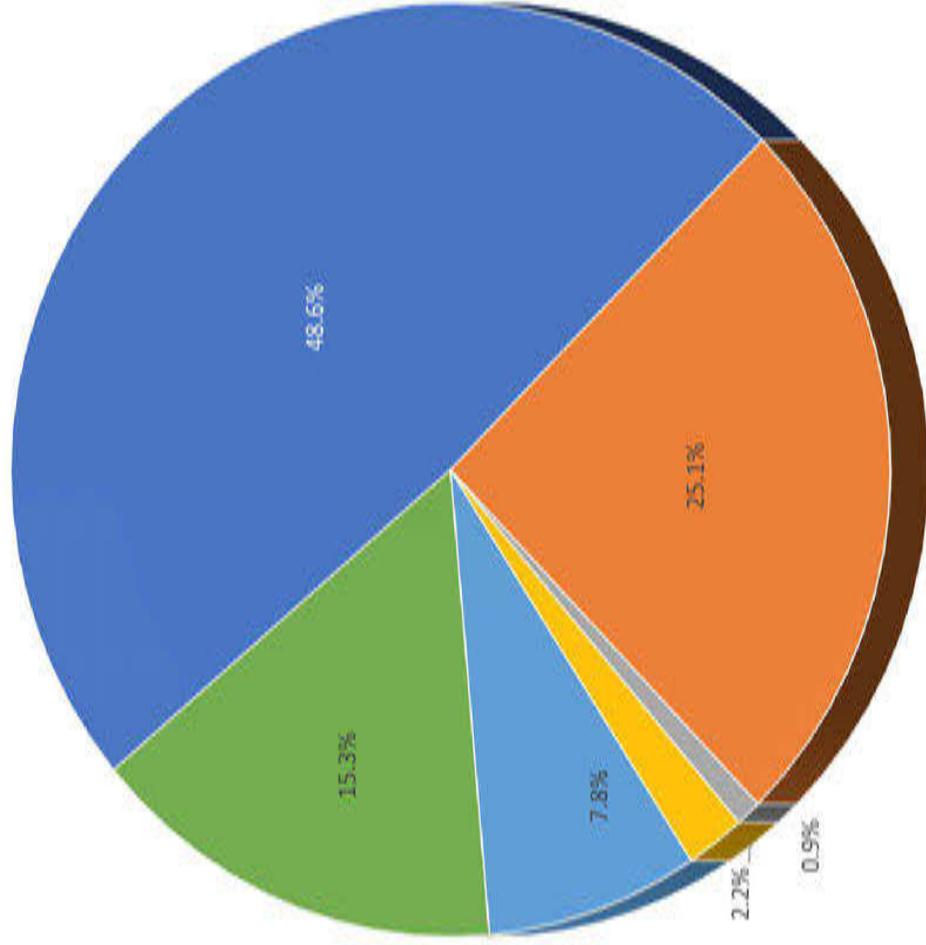
Budgetary Changes –

<b>FY2023 APPROVED DEPARTMENT BUDGET</b>	<b>\$635,425.50</b>
<b>Increased Expense:</b> Wages & Leave Pay, Employee Benefits & Services Other Services & Charges and Community Activities	\$71,944.09
<b>Decreased Expense:</b> Repairs & Maintenance	(\$13,500.00)
<b>Unchanged Expense:</b> Professional Services	\$0
<b>FY2024 APPROVED BUDGET</b>	<b>\$693,869.59</b>

## ADMINISTRATIVE SERVICES

Administrative Services		FY21 Actuals	FY22 Actuals	FY23 Actuals	FY23 Budget	FY24 - Approved	% Change
		Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Feb '23	Jul '22 - Jun '23	Jul '23 - Jun '24	FY23/24
<b>Wages &amp; Leave Pay</b>							
5000	Regular Pay	319,238.56	236,735.48	198,919.44	297,971.60	326,959.00	10%
5000	Employee Bonus			2,500.00	2,500.00	9,575.00	100%
5001	Overtime Pay	369.19	475.89	479.28	1,000.00	1,000.00	0%
<b>Total Wages &amp; Leave Pay</b>		<b>319,607.75</b>	<b>237,211.37</b>	<b>201,898.72</b>	<b>301,471.60</b>	<b>337,534.00</b>	<b>12%</b>
<b>Employee Benefits &amp; Services</b>							
5100	FICA Expense	24,103.97	15,742.03	15,130.48	23,062.58	25,280.11	10%
5101	Life Insurance Expense	222.11	208.65	631.56	357.69	947.34	165%
5102	Dental Insurance Expense	2,149.40	2,188.27	1,872.88	2,735.46	3,594.60	31%
5103	Medical Insurance Expense	60,347.25	71,600.00	62,112.00	102,047.40	103,597.80	2%
5105	Worker's Compensation Insurance	1,274.00	5,114.86	1,145.00	2,439.21	1,717.50	-30%
5106	Unemployment Insurance	3,712.88	2,509.73	2,212.89	3,196.02	3,196.02	0%
5107	Retirement Contribution	28,219.36	43,360.24	31,920.00	31,865.55	36,152.21	13%
<b>Total Employee Benefits &amp; Services</b>		<b>120,028.97</b>	<b>140,723.78</b>	<b>115,024.81</b>	<b>165,703.90</b>	<b>174,485.59</b>	<b>5%</b>
<b>Repairs &amp; Maintenance</b>							
5560	Equipment Purchase	-	302.99	18,590.43	20,000.00	6,500.00	-68%
<b>Total Repairs &amp; Maintenance</b>		<b>-</b>	<b>302.99</b>	<b>18,590.43</b>	<b>20,000.00</b>	<b>6,500.00</b>	<b>-68%</b>
<b>Professional Services</b>							
5411	Employee Training	-	340.00	915.64	5,000.00	5,000.00	0%
5421	Web Master Services	12,159.87	15,369.00		10,000.00	10,000.00	0%
<b>Total Professional Services</b>		<b>12,983.78</b>	<b>71,311.36</b>	<b>915.64</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>0%</b>
<b>Other Services &amp; Charges</b>							
5503	Team Building & Appreciation	5,876.74	708.58	1,801.80	4,000.00	4,000.00	0%
5506	Travel Expense	495.40	-	45.78	250.00	250.00	0%
5509	Message Production	27,893.64	24,174.65	14,644.56	20,000.00	26,400.00	32%
5517	I-Net Services	-	9,132.00	163.05	13,500.00	13,500.00	0%
5527	Marketing & Outreach	-	-	288.11	10,000.00	10,000.00	0%
<b>Total Other Services &amp; Charges</b>		<b>34,485.84</b>	<b>34,018.03</b>	<b>17,709.56</b>	<b>47,750.00</b>	<b>54,150.00</b>	<b>13%</b>
<b>Community Activities</b>							
5530	Conference/Convention Expense	1,665.78	7,444.94	2,253.32	2,500.00	6,000.00	140%
5531	Association Dues	245.00	2,972.25		1,000.00	1,000.00	0%
5532	Subscriptions & Publications	5,846.48	1,311.96	1,288.63	1,000.00	13,200.00	1220%
5534	Juneteenth				-	1,000.00	100%
5540	Mount Rainier Day Expenses	1,965.28	18,747.68		15,000.00	20,000.00	33%
5541	Winter Festival	-	1,112.30	2,272.59	3,000.00	3,500.00	17%
5544	Halloween Event	-	384.45	1,804.10	2,000.00	3,000.00	50%
5545	Scholarship Program	6,177.55			7,000.00	1,000.00	-86%
5546	Senior Programming	-	-		1,500.00	1,500.00	0%
5547	CERT Team Expense	-	-	862.33	2,500.00	3,000.00	20%
5548	Immigration Outreach Program	-	-		1,000.00	1,000.00	0%
5549	Veterans Celebration	-	1,260.62	1,471.42	2,500.00	2,500.00	0%
5550	Teacher Appreciation	2,367.92	-		1,000.00	1,000.00	0%
5551	Egg Hunt Event	-	-	1,120.02	3,000.00	4,500.00	50%
5553	Recreation Program	4,064.97	91.00	976.62	10,000.00	10,000.00	0%
5554	Recreation Grants	-	1,500.00		6,000.00	7,500.00	25%
5555	Arts Commission			5,400.00	19,000.00	15,000.00	-21%
5556	Latino Heritage			5,061.40	5,000.00	5,000.00	0%
5557	Mount Rainier Youth Council				2,500.00	2,500.00	0%
5648	Police Advisory Board					2,000.00	100%
5649	Rent Stabilization Board					2,000.00	100%
<b>Total Community Activities</b>		<b>22,332.98</b>	<b>34,825.20</b>	<b>22,510.43</b>	<b>85,500.00</b>	<b>106,200.00</b>	<b>24%</b>
<b>Total Expenses</b>		<b>523,123.90</b>	<b>540,050.01</b>	<b>376,788.71</b>	<b>635,425.50</b>	<b>693,869.59</b>	<b>9%</b>

# Administrative Services



- Wages & Leave Pay
- Employee Benefits & Services
- Repairs & Maintenance
- Professional Services
- Other Services & Charges
- Community Activities



**CITY OF MOUNT RAINIER**  
**General Fund Expenses for**  
**Code Compliance**

**Wages and Leave Pay**

- 5000 Regular pay:** Designated pay for employees.
- 5000 Employee Bonus:**
- 5001 Overtime Pay:** Funds available for work performed beyond regular work hours.

**Employee Benefits and Services**

- 5100 FICA Expenses:** Federal Insurance Contributions Act, employer's portion social security, and Medicaid expenses.
- 5101 Life insurance Expenses:** Employee monthly life insurance premium paid by the City.
- 5102 Dental Insurance Expenses:** Employee monthly dental insurance premium paid by the City.
- 5103 Medical Insurance Expenses:** Employee monthly medical insurance premium paid by the City.
- 5105 Workers Comp Insurance:** Funds to cover the cost of workers compensation insurance, provides care for employees injured on the job.
- 5106 Unemployment Insurance:** Funds to cover the cost of unemployment insurance.
- 5107 Retirement Contribution:** Employers' Contribution to the State Retirement and pension system.

**Material & Supplies**

- 5200 Offices Supplies:** Stationary, office supplies, and materials needed for the administrative offices.
- 5205 Uniforms:** Funds designated for the purpose and maintenance of the departments' uniforms.

**5210 Vehicle Fuel and Oil:** Funds designated for the purchase of vehicle fuel for department cars.

### Repairs & Maintenance

**5300 Vehicle Repair and Maintenance:** Funds designated for the repair and maintenance of vehicles.

**5560 Equipment Purchase:** Funds designated for the purchase of equipment and supplies.

### Professional Services

**5400 Professional / Contractual Services:** Costs incurred for 3<sup>rd</sup> party provided services in addition to funds allocated for the City of Mount Rainier Strategic Planning creation, addition for the public artwork, and an allocated language services provider for the main number.

**5411 Employee Training:** Funds designated for employee training courses and programs.

**5412 Temporary Labor:** Funds designated for the cost of temporary labor.

**5414 Printing and Copying:** Funds designated for printing and copying costs.

**5418 Vehicle Insurance:** Funds designated for ensuring the department's vehicles.

### Other Services and Charges

**5503 Team Building and Appreciation:** Funds designated for employee team-building events and activities, including staff meetings and employee holiday parties as well as staff retreat/training.

**5520 Interest – Code Vehicles:** Funds utilize in the payment of interest for the lease vehicles being used by the department.

**5521 Principal – Code Vehicles:** Funds utilize in the payment of principal for the lease vehicles being used by the department.

### Community Activities

**5530 Conference and Convention Expenses:** Funds designated for the Maryland Municipal League conference and other conferences as decided.

**5531 Association Dues:** Funds for dues payments to various associations.

**5532 Subscriptions and Publications:** Funds designated for the cost of subscriptions and publications purchases.

### **Infrastructure & Facility Maintenance**

**5600 Building Repairs and Maintenance:** Funds designated for the repairs and maintenance of City-owned public buildings.

**5609 Abatement on Property Expenses**

**5610 Electricity:** Funds designated for maintaining electricity in the public building.

# DEPARTMENT OF CODE COMPLIANCE

## OBJECTIVES AND OPERATIONS

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**Objectives** – The Code Compliance Department is tasked with ensuring the health and welfare of Mount Rainier residents by providing rental and business inspections, permits, and enforcement of health, safety, fire, and building codes. The Code Compliance Department strives to provide the highest quality service to the residents of Mount Rainier.

### Code Services –

- Permits
- Rental Inspections
- Business License and Church Inspections
- Vacant Registry and Property Tax
- Ensuring the Health and Safety of the Community by enforcing the Mount Rainier Code of Ordinances
- Construction Permits

**Strategic Focus in FY 2024** – The Code Compliance Department aims to continue to grow and professionalize its services. A significant investment in the FY24 Budget is made to the Department of Code Compliance for needed staff, infrastructure, and training. The Code Compliance Department continues to address a significant backlog of work and inspections from years prior.

## CONTACT THE DEPARTMENT OF CODE COMPLIANCE

**Office:** 301-458-5103

**Address:** 3409 Rhode Island Avenue, Mount Rainier MD 20712

**Director Code Compliance:** Alma Ferrufino

**Email:** [aferrufino@mountrainiermd.org](mailto:aferrufino@mountrainiermd.org)

**Administrative Assistant:** Emely Machuca

**Email:** [admincodecompliance@mountrainiermd.org](mailto:admincodecompliance@mountrainiermd.org)

## **FY2024 APPROVED BUDGET SUMMARY**

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The FY24 approved budget for the Department of Code Compliance is \$449,213.37 which is an increase of about 10% or \$39,135.82 from the approved FY23 budget.

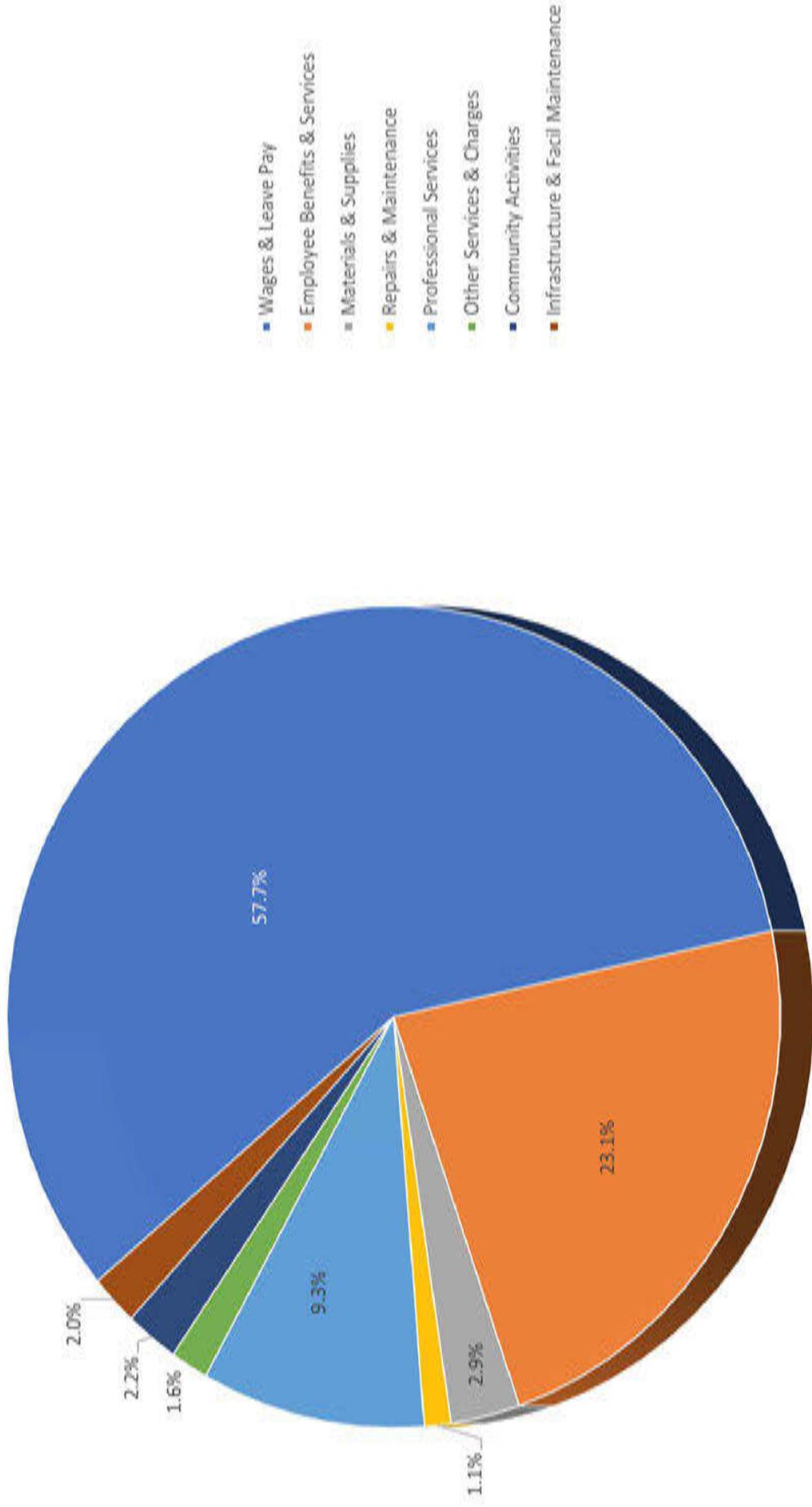
Budgetary Changes –

<b>FY2023 APPROVED DEPARTMENT BUDGET</b>	<b>\$410,077.55</b>
<b>Increased Expense:</b> Wages & Leave Pay, Repairs & Maintenance, Professional Services, and Community Activities	\$50,523.34
<b>Decreased Expense:</b> Employee Benefits & Services, Other Services & Charges, and Infrastructure & Facility Maintenance	(\$11,387.52)
<b>Unchanged Expense:</b> Material & Supplies	\$0
<b>FY2024 APPROVED BUDGET</b>	<b>\$449,213.37</b>

## CODE COMPLIANCE

Code Compliance	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY23 Budget	FY24 - Approved	% Change
	Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Feb '23	Jul '22 - Jun '23	Jul '23 - Jun '24	FY23/24
<b>Wages &amp; Leave Pay</b>						
5000 Regular Pay	152,136.27	207,173.45	123,004.71	245,397.66	250,761.00	2%
5000 Employee Bonus			1,500.00	1,500.00	7,660.00	100%
5001 Overtime Pay	1,656.54	469.48	181.90	1,000.00	1,000.00	0%
<b>Total Wages &amp; Leave Pay</b>	<b>153,792.81</b>	<b>207,642.93</b>	<b>124,686.61</b>	<b>247,897.66</b>	<b>259,421.00</b>	<b>5%</b>
<b>Employee Benefits &amp; Services</b>						
5100 FICA Expense	11,511.21	15,692.32	9,478.94	18,964.17	19,412.72	2%
5101 Life Insurance Expense	102.72	118.34	85.57	145.89	128.36	-12%
5102 Dental Insurance Expense	1,030.84	758.70	569.72	1,940.65	1,738.68	-10%
5103 Medical Insurance Expense	30,099.13	10,548.16	16,707.11	55,707.75	50,819.96	-9%
5105 Worker's Compensation Insurance	1,108.00	2,557.43	941.00	2,005.74	1,411.50	-30%
5106 Unemployment Insurance	1,152.78	1,991.25	1,085.29	2,425.91	2,425.91	0%
5107 Retirement Contribution	16,443.83	18,582.96	19,152.00	26,202.78	27,761.45	6%
<b>Total Employee Benefits &amp; Services</b>	<b>61,448.51</b>	<b>50,249.16</b>	<b>48,019.63</b>	<b>107,392.89</b>	<b>103,698.57</b>	<b>-3%</b>
<b>Materials &amp; Supplies</b>						
5200 Office Supplies	-	2,859.10	1,398.75	4,500.00	4,500.00	0%
5205 Uniforms	247.96	673.54	45.00	5,000.00	5,000.00	0%
5210 Vehicle Fuel & Oil	-	-	-	3,500.00	3,500.00	0%
<b>Total Materials &amp; Supplies</b>	<b>560.29</b>	<b>6,037.31</b>	<b>1,443.75</b>	<b>13,000.00</b>	<b>13,000.00</b>	<b>0%</b>
<b>Repairs &amp; Maintenance</b>						
5300 Vehicle Repair & Maintenance	-	126.16	212.39	2,000.00	2,000.00	0%
5560 Equipment Purchase	-	2,529.08	1,296.28	2,000.00	3,000.00	50%
<b>Total Repairs &amp; Maintenance</b>	<b>-</b>	<b>2,655.24</b>	<b>1,508.67</b>	<b>4,000.00</b>	<b>5,000.00</b>	<b>25%</b>
<b>Professional Services</b>						
5400 Professional/Contract Svc	12,979.86	-	550.00	7,000.00	7,000.00	0%
5411 Employee Training	-	926.00		3,000.00	4,000.00	33%
5412 Temporary Labor	-	-			25,000.00	100%
5414 Printing & Copying	-	-	3,142.87	1,000.00	3,000.00	200%
5418 Vehicle Insurance	2,769.00	910.00	2,769.00	-	3,000.00	100%
<b>Total Professional Services</b>	<b>15,907.01</b>	<b>1,836.00</b>	<b>5,911.87</b>	<b>11,000.00</b>	<b>42,000.00</b>	<b>282%</b>
<b>Other Services &amp; Charges</b>						
5503 Team Building & Appreciation	-	-	-	400.00	400.00	0%
5520 Interest - Code Vehicles	1,624.67	1,133.68	1,001.58	450.00	1,868.16	315%
5521 Principal - Code Vehicles	11,762.13	12,253.12	5,691.82	12,937.00	4,825.64	-63%
<b>Total Other Services &amp; Charges</b>	<b>13,386.80</b>	<b>16,178.75</b>	<b>6,707.40</b>	<b>13,787.00</b>	<b>7,093.80</b>	<b>-49%</b>
<b>Community Activities</b>						
5530 Conference/Convention Expense	-	-	37.00	2,000.00	6,000.00	200%
5531 Association Dues	-	120.00	438.00	1,000.00	1,000.00	0%
5532 Subscriptions & Publications	210.00	-	2,972.89	-	3,000.00	0%
<b>Total Community Activities</b>	<b>710.00</b>	<b>620.00</b>	<b>3,447.89</b>	<b>3,000.00</b>	<b>10,000.00</b>	<b>233%</b>
<b>Infrastructure &amp; Facil Maintenance</b>						
5600 Building Repair & Maintenance	-	2,448.00	799.00	3,000.00	3,000.00	0%
5609 Abatement on Property Expenses	-	1,918.00	5,127.50	4,500.00	6,000.00	33%
5610 Electricity	-	-	-	2,500.00	-	-100%
<b>Total Infrastructure &amp; Facil Maintenance</b>	<b>900.00</b>	<b>4,591.00</b>	<b>5,926.50</b>	<b>10,000.00</b>	<b>9,000.00</b>	<b>-10%</b>
<b>Total Expenses</b>	<b>246,705.42</b>	<b>289,810.39</b>	<b>197,652.32</b>	<b>410,077.55</b>	<b>449,213.37</b>	<b>10%</b>

# Code Compliance





**CITY OF MOUNT RAINIER**  
**General Fund Expenses for**  
**Department of Economic Development**

**Wages and Leave Pay**

**5000 Regular pay:** Designated pay for employees.

**5000 Employee Bonus**

**Employee Benefits and Services**

**5100 FICA Expenses:** Federal Insurance Contributions Act, employer's portion social security, and Medicaid expenses.

**5101 Life insurance Expenses:** Employee monthly life insurance premium paid by the City.

**5102 Dental Insurance Expenses:** Employee monthly dental insurance premium paid by the City.

**5103 Medical Insurance Expenses:** Employee monthly medical insurance premium paid by the City.

**5105 Workers Comp Insurance:** Funds to cover the cost of workers compensation insurance, provides care for employees injured on the job.

**5106 Unemployment Insurance:** Funds to cover the cost of unemployment insurance.

**5107 Retirement Contribution:** Employers' Contribution to the State Retirement and pension system.

**Professional Services**

**5400 Professional / Contractual Services:** Costs incurred for 3<sup>rd</sup> party provided services in addition to funds allocated for the City of Mount Rainier Strategic Planning creation, addition for the public artwork, and an allocated language services provider for the main number.

**5411 Employee Training:** Funds designated for employee training courses and programs.

## Other Services and Charges

- 5500 Rent Expense:** Funds designated for office space.
- 5503 Team Building and Appreciation:** Funds designated for employee team-building events and activities, including staff meetings and employee holiday parties as well as staff retreat/training.
- 5504 Economic Development Programs:** Funds the following programs and activities: Advertising Marketing, Business Meetings, Sponsorships, ICSC Exhibit, Place-making and Outreach, Public Art, Business Association Support, Events Forums, Meetings, Tours, and Small Business Assistance.
- 5504 Economic Development Main Street:** Façade Program.

## Community Activities

- 5530 Conference and Convention Expenses:** Funds designated for the Maryland Municipal League conference and other conferences as decided.
- 5531 Association Dues:** Funds for dues payments to various associations.

## Capital Outlay – Capital Project

- 5700 Capital Projects:** Funds designated for Capital in Process items as approved.
- 5706 Grant Matching Expense**

## Grants Expenses

- 5899.24 DHCD Rhode Island Avenue Façade (00270)**
- 5899.30 DHCD – 34<sup>th</sup> Street Façade**

# DEPARTMENT OF ECONOMIC DEVELOPMENT

## OBJECTIVES AND OPERATIONS

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Objectives – The Department of Economic Development’s overarching goal is to mobilize public and private resources to achieve a profitable and vibrant business community, provide employment opportunities for current and future residents, increase our tax base and improve the overall quality of life.

### Core Services –

- Concentrate on growing, expanding, attracting and retaining businesses.
- Encourage downtown revitalization and neighborhood business development.
- Promote the redevelopment of existing vacant and underutilized properties.
- Continue a collaborative strategy among businesses, non-profits, and government agencies.
- Increase awareness and market our Million Dollar Incentive Fund.

**Strategic Focus in FY2024** – The Department of Economic Development will continue to write and apply for DHCD, FSC First, CDBG and other federal, state and county grants to fund revitalization projects, business and workforce development seminars, free technical assistance and professional subject matter expert services to business owners.

## CONTACT THE DEPARTMENT OF ECONOMIC DEVELOPMENT

**Office:** (240)-462-3946

**Email:** [rhopkins@mountrainiermd.org](mailto:rhopkins@mountrainiermd.org)

**Director of Economic Development:** Ronald Hopkins

**Address:** 3311 Rhode Island Avenue, Mount Rainier MD 20712

## **FY2024 APPROVED BUDGET SUMMARY**

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The FY24 approved operating budget for the Department of Economic Development is \$206,083.63 which is a decrease of 31% or \$90,767.04 from the approved FY23 budget.

Budgetary Changes –

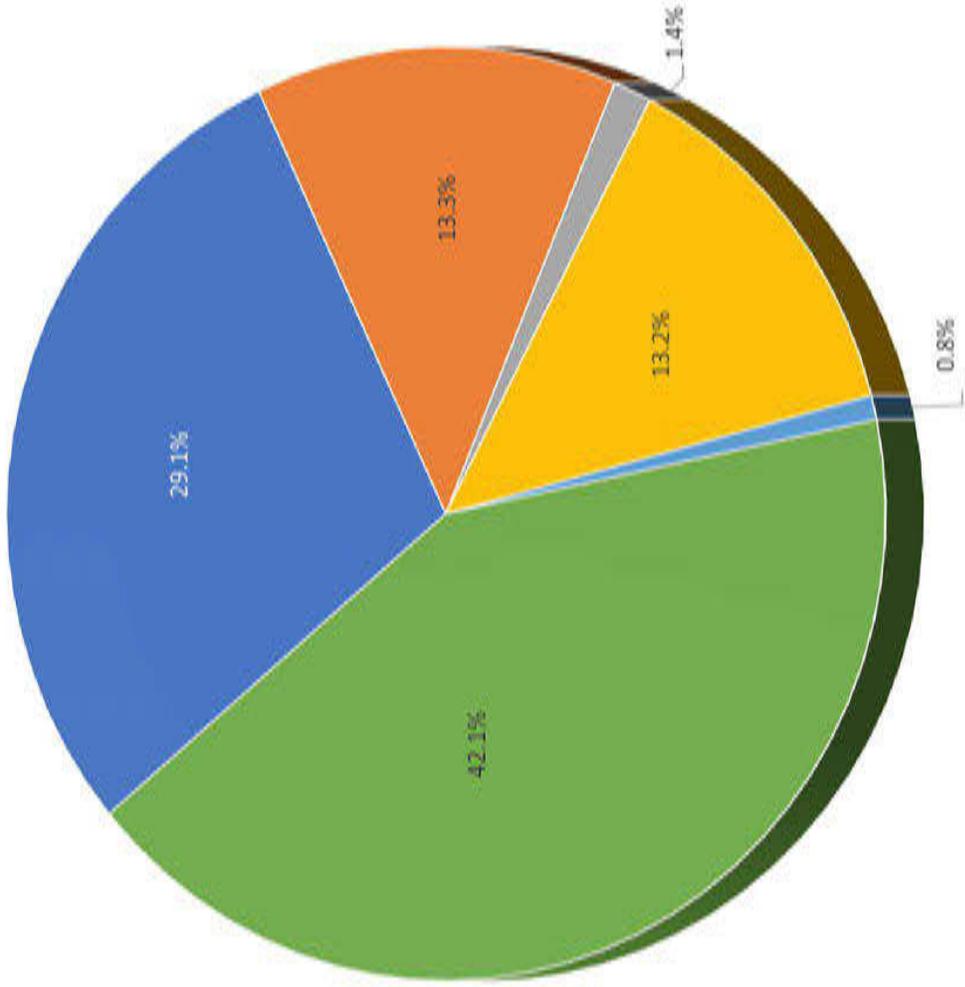
<b>FY2023 APPROVED DEPARTMENT BUDGET</b>	<b>\$296,850.67</b>
<b>Increased Expense:</b> Wages & Leave Pay, Employee Benefits & Services	\$9,232.96
<b>Decreased Expense:</b> Capital-Outlay – Capital Project	(\$100,000.00)
<b>Unchanged Expense:</b> Professional Services, Other Services & Charges, and Community Activities	\$0
<b>FY2024 APPROVED BUDGET</b>	<b>\$206,083.63</b>

## ECONOMIC DEVELOPMENT

Economic Development		FY21 Actuals	FY22 Actuals	FY23 Actuals	FY23 Budget	FY24 - Approved	% Change
		Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Feb '23	Jul '22 - Jun '23	Jul '23 - Jun '24	FY23/24
<b>Wages &amp; Leave Pay</b>							
5000	Regular Pay	89,632.27	96,191.88	65,223.38	98,307.90	101,772.00	4%
5000	Employee Bonus			500.00	500.00	1,915.00	100%
	<b>Total Wages &amp; Leave Pay</b>	<b>89,632.27</b>	<b>96,191.88</b>	<b>65,723.38</b>	<b>98,807.90</b>	<b>103,687.00</b>	<b>5%</b>
<b>Employee Benefits &amp; Services</b>							
5100	FICA Expense	6,697.29	7,199.22	4,922.88	7,558.80	7,823.81	4%
5101	Life Insurance Expense	50.54	77.19	16.62	94.34	24.93	-74%
5102	Dental Insurance Expense	531.28	881.47	547.06	794.81	927.96	17%
5103	Medical Insurance Expense	15,204.84	22,959.87	15,144.72	22,872.91	26,388.92	15%
5105	Worker's Compensation Insurance	519.00	1,278.71	376.00	799.45	564.00	-29%
5106	Unemployment Insurance	427.90	407.49	373.50	358.46	358.46	0%
5107	Retirement Contribution	8,370.78	6,194.32	6,384.00	10,444.00	11,188.56	7%
	<b>Total Employee Benefits &amp; Services</b>	<b>31,801.63</b>	<b>38,998.27</b>	<b>27,764.78</b>	<b>42,922.77</b>	<b>47,276.63</b>	<b>10%</b>
<b>Professional Services</b>							
5400	Professional/Contract Svc	8,685.10	1,000.00		4,000.00	4,000.00	0%
5411	Employee Training	-	458.84	988.34	1,000.00	1,000.00	0%
	<b>Total Professional Services</b>	<b>8,685.10</b>	<b>1,458.84</b>	<b>988.34</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0%</b>
<b>Other Services &amp; Charges</b>							
5500	Rent Expense	14,400.00	14,300.00	9,900.00	15,000.00	15,000.00	0%
5503	Team Building & Appreciation	-	-		120.00	120.00	0%
5504	Econ Devlp - Main Street Programming	172,657.42	43,346.62	3,133.67	30,000.00	30,000.00	0%
5504	Econ Devlp - Programs	-	-		2,000.00	2,000.00	0%
	<b>Total Other Services &amp; Charges</b>	<b>212,163.42</b>	<b>57,646.62</b>	<b>13,033.67</b>	<b>47,120.00</b>	<b>47,120.00</b>	<b>0%</b>
<b>Community Activities</b>							
5530	Conference/Convention Expense	80.00	1,515.43	2,084.96	2,000.00	2,000.00	0%
5531	Association Dues	1,480.00	630.00	1,055.00	1,000.00	1,000.00	0%
	<b>Total Community Activities</b>	<b>2,110.00</b>	<b>2,695.43</b>	<b>3,139.96</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>0%</b>
<b>Capital Outlay - Capital Project</b>							
5700	Capital Project Expenses	129,000.00		-	-	-	0%
5706	Grant Matching Expense			25,000.00	100,000.00	-	0%
	<b>Total Capital Outlay - Capital Project</b>	<b>129,000.00</b>	<b>-</b>	<b>25,000.00</b>	<b>100,000.00</b>	<b>-</b>	<b>0%</b>
<b>Total Operating Expenses</b>		<b>473,392.42</b>	<b>196,991.04</b>	<b>135,650.13</b>	<b>296,850.67</b>	<b>206,083.63</b>	<b>-31%</b>
<b>Grants Expense</b>							
5899.24	DHCD Rhode Island Ave. Façade (00270)				50,000.00	50,000.00	
5899.30	DHCD - 34th Str Façade				-	100,000.00	
	Old Grants *			283,767.05	448,663.00	-	
	<b>Total Grants Expense</b>	<b>-</b>	<b>-</b>	<b>283,767.05</b>	<b>498,663.00</b>	<b>150,000.00</b>	<b>-70%</b>
<b>Total Expenses - with Grants</b>		<b>473,392.42</b>	<b>196,991.04</b>	<b>419,417.18</b>	<b>795,513.67</b>	<b>356,083.63</b>	<b>-55%</b>

\* Grants ending by 6/30/23: DHCD 00194 and 00270, DHCD TAG, FSC Level Up, CDBG 47

# Economic Development



- Wages & Leave Pay
- Employee Benefits & Services
- Professional Services
- Other Services & Charges
- Community Activities
- Grants Expense



**CITY OF MOUNT RAINIER**  
**General Fund Expenses for**  
**Police Department**

**Wages and Leave Pay**

- 5000 Regular pay:** Designated pay for employees.
- 5000 Employee Bonus:**
- 5001 Overtime Pay:** Funds available for work performed beyond regular work hours.
- 5002 Court Pay:** Pay for Officers to attend court hearings.
- 5003 Shift Differential:** Pay designated to cover the cost difference for those working the night shift.
- 5004 Officer Field Training:** Pay designated to cover the cost difference for field training of officers.

**Employee Benefits and Services**

- 5100 FICA Expenses:** Federal Insurance Contributions Act, employer's portion social security, and Medicaid expenses.
- 5101 Life insurance Expenses:** Employee monthly life insurance premium paid by the City.
- 5102 Dental Insurance Expenses:** Employee monthly dental insurance premium paid by the City.
- 5103 Medical Insurance Expenses:** Employee monthly medical insurance premium paid by the City.
- 5105 Workers Comp Insurance:** Funds to cover the cost of workers compensation insurance, provides care for employees injured on the job.
- 5106 Unemployment Insurance:** Funds to cover the cost of unemployment insurance.
- 5107 Retirement Contribution:** Employers' Contribution to the State Retirement and pension system.

## Material & Supplies

- 5200 Offices Supplies:** Stationary, office supplies, and materials needed for the administrative offices.
- 5202 Computer equipment and Supplies:** Funds for the purchase of computer equipment and supplies.
- 5204 Police Equip & Supplies:** Funds for the purchase of police equipment and supplies.
- 5205 Uniforms:** Funds designated for the purpose and maintenance of the departments' uniforms.
- 5206 Firearms Supplies:** Funds for the purchase of ammunition and supplies for cleaning firearms.
- 5207 Uniform Cleaning Expenses:** Funds for the cleaning of the department's uniforms
- 5210 Vehicle Fuel and Oil:** Funds designated for the purchase of vehicle fuel for department cars.

## Repairs & Maintenance

- 5300 Vehicle Repair and Maintenance:** Funds designated for the repair and maintenance of vehicles.
- 5301 Equipment Repair and Maintenance:** Funds designated for the repair and general maintenance of office equipment.
- 5303 Radio Maintenance:** Funds designated for the maintenance of police radios.
- 5304 Security Camera Maintenance:** Funds designated for the maintenance and access of security cameras.
- 5560 Equipment Purchase:** Funds designated for the purchase of equipment and supplies.

## Professional Services

- 5404 Dispatch Services:** Funds designates for the dispatch of calls.
- 5407 Computer & Software Expenses**
- 5410 Recruiting and Testing:** Funds designated for the recruitment and testing of new officers.
- 5411 Employee Training:** Funds designated for employee training courses and programs.
- 5415 Police Liability Insurance**

**5418 Vehicle Insurance:** Funds designated for ensuring the department's vehicles.

### Other Services and Charges

**5503 Team Building and Appreciation:** Funds designated for employee team-building events and activities, including staff meetings and employee holiday parties as well as staff retreat/training.

**5523 Interest – Capital Lease Police:**

**5524 Principle – Capital Lease Police:**

**5599 Miscellaneous Expenses:** Funds designated for miscellaneous expenses needed.

### Community Activities

**5514 Public Safety Night:** Department costs for GPS tracking on department vehicles.

**5515 Police Explorer Program:** Funds for the creation of a Police Junio Explorer Program.

**5516 Community Policing and Outreach:** Funds for “Policing in the Community” events and meetings.

**5530 Conference and Convention Expenses:** Funds designated for the Maryland Municipal League conference and other conferences as decided.

**5531 Association Dues:** Funds for dues payments to various associations.

### Infrastructure & Facility Maintenance

**5600 Building Repairs and Maintenance:** Funds designated for the repairs and maintenance of City-owned public buildings.

**5610 Electricity:** Funds designated for maintaining electricity in the public building.

### Capital Outlay – Capital Project

**5705 Vehicle Purchases:** Funds designated for the purchase of police vehicles.

**Grants Expenses**

**5000 COPS Grant**

**5899.21 Police Basement Renovation**

**5899.31 MD Safety Cameras/Gun & Gang Crime (FY24 portion)**

# POLICE DEPARTMENT

## OBJECTIVES AND OPERATIONS

---

Objectives – The Police Department is responsible for maintaining the safety of the public. Crime prevention and follow-up is the main task addressed through regular 24 hours police patrol and watch. Parking and traffic enforcement are enforced through this division. Social service assistance is available at the Police Department. The Mount Rainier Police Department aims to focus on Community Policing for FY24.

### Core Functions –

- Public Safety
- Community Policing
- Social Services
- Crime Prevention and Follow up
- Traffic Enforcement
- Parking Enforcement
- Emergency Management

**Strategic Focus in FY2024** – In the Fiscal Year 2024 the Police Department will continue to be patrol and community policing oriented. We will focus on building trust and legitimacy in our community and vigorously investigate crimes committed. Recruitment and retention of professional police officers and renewing the fleet of vehicles and equipment are also high priorities.

## CONTACT THE MOUNT RAINIER POLICE DEPARTMENT

**DISPATCH:** 301-985-6565

**OFFICE:** 301-985-6580

**Chief of Police:** Linwood Alston

**Email:** [Lalston@mountrainiermd.org](mailto:Lalston@mountrainiermd.org)

**Address:** 3249 Rhode Island Ave, Mount Rainier MD 20712

## **FY2024 APPROVED BUDGET SUMMARY**

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The FY24 approved operating budget for the Police Department is \$3,369,094.40 which is an increase of 9% or \$271,612.62 from the approved FY23 budget.

Budgetary Changes –

<b>FY2023 APPROVED DEPARTMENT BUDGET</b>	<b>\$3,097,481.78</b>
<b>Increased Expense:</b> Wages & Leave Pay, Employee Benefits & Services, Repairs & Maintenance, Professional Services, Other Services & Changes, and Community Activities	\$369,202.62
<b>Decreased Expense:</b> Materials & Supplies, and Capital Outlay-Capital Project	(\$97,590.00)
<b>Unchanged Expense:</b> Infrastructure & Facility Maintenance	\$0
<b>FY2024 APPROVED BUDGET</b>	<b>\$3,369,094.40</b>

## POLICE DEPARTMENT

Police Department		FY21 Actuals	FY22 Actuals	FY23 Actuals	FY23 Budget	FY24 - Approved	% Change
		Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Feb '23	Jul '22 - Jun '23	Jul '23 - Jun '24	FY23/24
<b>Wages &amp; Leave Pay</b>							
5000	Regular Pay (see footnote)	821,060.10	1,270,515.78	710,106.96	1,109,106.64	1,254,836.50	13%
5000	Employee Bonus			8,500.00	8,500.00	24,235.00	185%
5001	Overtime Pay	84,627.88	97,763.94	64,085.22	92,000.00	92,000.00	0%
5002	Court Pay	-	-	13,879.49	10,000.00	10,000.00	0%
5003	Shift Differential	351,637.59	340,695.26	193,906.60	386,048.52	404,687.50	5%
5004	Officer Field Training	300.00	-	-	1,500.00	1,500.00	0%
<b>Total Wages &amp; Leave Pay</b>		<b>1,257,625.57</b>	<b>1,708,974.98</b>	<b>990,478.27</b>	<b>1,607,155.16</b>	<b>1,787,259.00</b>	<b>11%</b>
<b>Employee Benefits &amp; Services</b>							
5100	FICA Expense	93,664.95	128,048.49	74,494.01	122,947.37	135,751.09	10%
5101	Life Insurance Expense	802.85	1,389.03	775.60	1,744.89	2,000.00	15%
5102	Dental Insurance Expense	6,256.90	11,505.38	6,904.78	12,438.72	13,738.56	10%
5103	Medical Insurance Expense	205,378.25	278,504.35	191,938.86	344,135.23	398,259.92	16%
5105	Worker's Compensation Insurance	212,757.00	25,574.29	144,343.00	271,888.17	300,202.55	10%
5106	Unemployment Insurance	9,028.79	8,838.67	7,773.58	12,635.94	12,635.94	0%
5107	Retirement Contribution	121,113.66	130,080.60	128,853.00	169,876.30	194,132.93	14%
<b>Total Employee Benefits &amp; Services</b>		<b>649,002.40</b>	<b>583,940.81</b>	<b>555,082.83</b>	<b>935,666.62</b>	<b>1,056,720.98</b>	<b>13%</b>
<b>Materials &amp; Supplies</b>							
5200	Office Supplies	5,541.07	7,583.06	3,810.24	6,000.00	6,000.00	0%
5202	Computer Equipment & Supplies*	11,325.58	1,332.25	1,818.37	10,000.00	-	-100%
5204	Police Supplies & Equipment	10,682.88	90,912.99	20,402.57	63,090.00	23,000.00	-64%
5205	Uniforms*	29,741.30	-	3,576.82	13,500.00	-	-100%
5206	Firearms Supplies	899.00	2,175.00	-	9,000.00	9,000.00	0%
5207	Uniform Cleaning Expenses	3,502.20	4,598.70	2,087.40	5,700.00	6,700.00	18%
5210	Vehicle Fuel & Oil	-	88,106.91	13,193.22	25,000.00	25,000.00	0%
<b>Total Materials &amp; Supplies</b>		<b>61,699.46</b>	<b>194,708.91</b>	<b>44,888.62</b>	<b>132,290.00</b>	<b>69,700.00</b>	<b>-47%</b>
<b>Repairs &amp; Maintenance</b>							
5300	Vehicle Repair & Maintenance	37,549.79	30,526.89	19,140.67	30,000.00	30,000.00	0%
5301	Equipment Repairs & Maintenance	-	6,554.49	783.17	-	24,000.00	100%
5303	Radio Maintenance	-	1,124.20	-	300.00	300.00	0%
5304	MRBA Security Cameras Maintenance	2,589.36	3,542.19	803.82	2,500.00	4,000.00	60%
5560	Equipment Purchase	-	4,394.99	138.22	5,200.00	5,200.00	0%
<b>Total Repairs &amp; Maintenance</b>		<b>40,139.15</b>	<b>46,142.76</b>	<b>20,865.88</b>	<b>38,000.00</b>	<b>63,500.00</b>	<b>67%</b>
<b>Professional Services</b>							
5404	Dispatch Services	-	67,000.00	60,000.00	69,010.00	90,000.00	30%
5407	Computer Software Expenses	19,915.00	16,236.97	174.00	-	5,500.00	100%
5410	Recruitment & Testing	4,361.25	2,292.00	749.00	7,800.00	7,800.00	0%
5411	Employee Training	16,240.37	18,462.11	3,647.05	20,000.00	20,000.00	0%
5415	Police Liability Insurance	23,602.00	9,430.00	28,913.00	24,000.00	29,000.00	21%
5418	Vehicle Insurance	19,692.00	8,110.00	20,231.00	20,000.00	19,300.00	-4%
<b>Total Professional Services</b>		<b>93,171.31</b>	<b>108,880.32</b>	<b>113,714.05</b>	<b>140,810.00</b>	<b>171,600.00</b>	<b>22%</b>
<b>Other Services &amp; Charges</b>							
5503	Team Building & Appreciation	587.48	716.11	1,314.99	2,000.00	3,000.00	50%
5523	Interest-Capital Lease Police	3,574.90	4,529.20	4,798.81	2,459.00	9,172.62	273%
5524	Principle -Capital Lease Police	28,570.10	38,330.80	27,223.40	40,401.00	33,441.80	-17%
5599	Miscellaneous Expense	-	5,058.75	359.88	2,000.00	2,000.00	0%
<b>Total Other Services &amp; Charges</b>		<b>34,653.12</b>	<b>70,064.86</b>	<b>33,697.08</b>	<b>46,860.00</b>	<b>47,614.42</b>	<b>2%</b>
<b>Community Activities</b>							
5514	Public Safety Night Expense	-	2,331.61	7,237.59	3,000.00	6,000.00	100%
5515	Police Explorer Program	242.49	450.00	5,861.31	1,000.00	6,000.00	500%
5516	Comm Police Outreach - Nat'l Night Out	155.94	987.70	3,416.51	3,000.00	5,000.00	67%
5530	Conference/Convention Expense	276.39	176.50	-	2,000.00	3,000.00	50%
5531	Association Dues	1,125.00	125.00	150.00	1,000.00	1,000.00	0%
<b>Total Community Activities</b>		<b>4,398.42</b>	<b>6,147.64</b>	<b>16,665.41</b>	<b>10,000.00</b>	<b>21,000.00</b>	<b>110%</b>
<b>Infrastructure &amp; Facil Maintenance</b>							
5600	Building Repair & Maintenance	14,574.30	7,278.50	2,635.00	10,700.00	10,700.00	0%
5610	Electricity	15,351.31	12,417.59	4,948.76	15,000.00	15,000.00	0%
<b>Total Infrastructure &amp; Facil Maintenance</b>		<b>30,143.62</b>	<b>20,617.66</b>	<b>7,637.53</b>	<b>25,700.00</b>	<b>25,700.00</b>	<b>0%</b>
<b>Capital Outlay - Capital Project</b>							
5705	Vehicle Purchase	35,343.00	109,476.50	83,982.00	161,000.00	126,000.00	-22%
<b>Total Capital Outlay - Capital Project</b>		<b>45,943.00</b>	<b>109,476.50</b>	<b>83,982.00</b>	<b>161,000.00</b>	<b>126,000.00</b>	<b>100%</b>
<b>Total Operating Expenses</b>		<b>2,216,776.05</b>	<b>2,851,757.44</b>	<b>1,867,011.67</b>	<b>3,097,481.78</b>	<b>3,369,094.40</b>	<b>9%</b>
<b>Grants Expense</b>							
5000	COPS Grant ( 3 years ends FY23)				41,666.67	-	
5899.21	Police Basement Renovation				300,000.00	300,000.00	

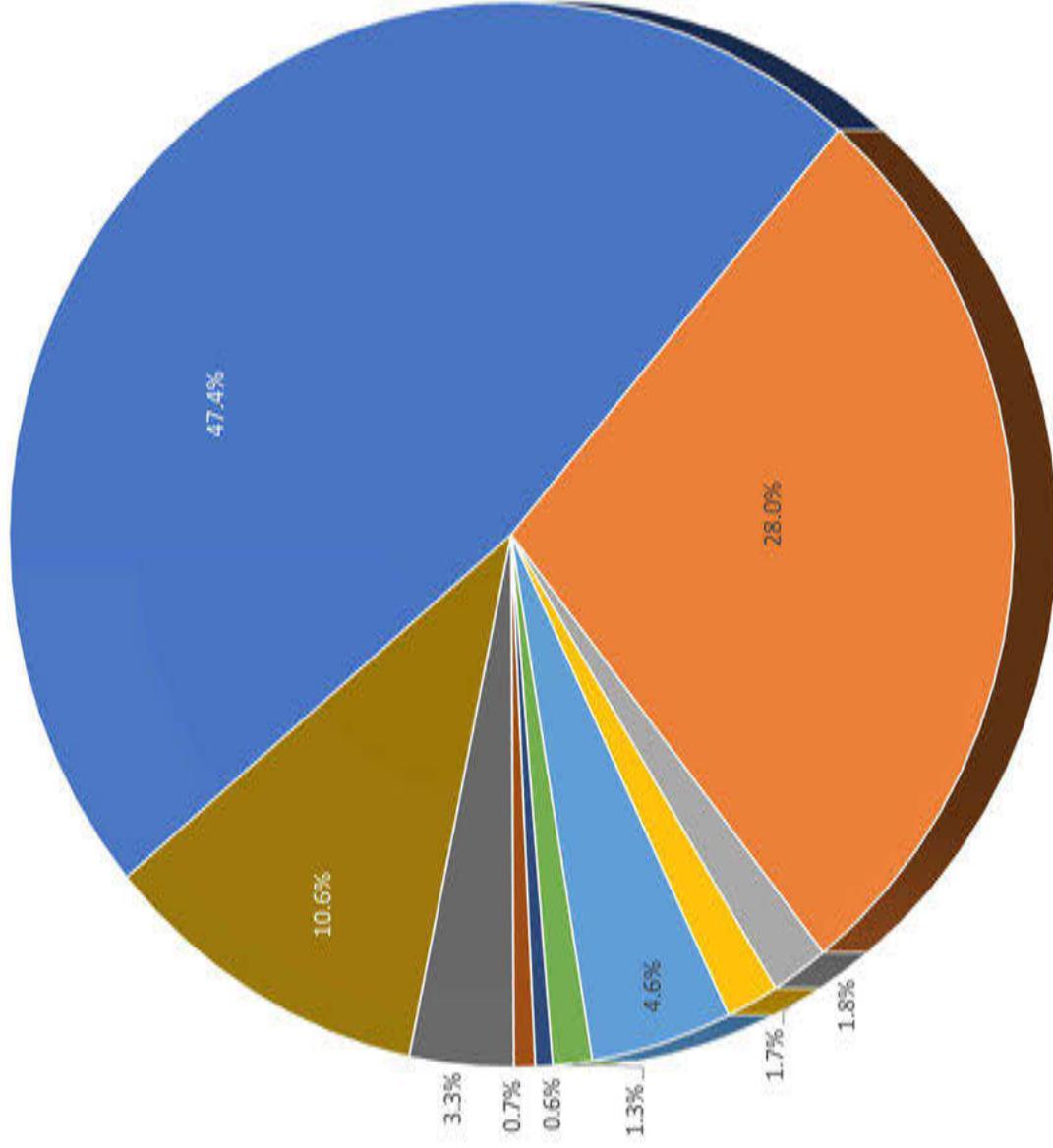
Police Department	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY23 Budget	FY24 - Approved	% Change
	Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Feb '23	Jul '22 - Jun '23	Jul '23 - Jun '24	FY23/24
5899.31 MD Safety Cameras/ Gun & Gang Crime (FY24 Portion) Old Grants **				- 15,000.00	100,837.00 -	
Total Grants Expense	-	-	-	356,666.67	400,837.00	12%
<b>Total Expenses - with Grants</b>	<b>2,216,776.05</b>	<b>2,851,757.44</b>	<b>1,867,011.67</b>	<b>3,454,148.45</b>	<b>3,769,931.40</b>	<b>9%</b>

Salaries are calculated using the approved new schedule for officers covered by the CBA. All others have 3% COLA

\* FY24 Budget for these items moved to ARPA

\*\* Grants ending by 6/30/23: COPS, Community Policing

# Police





**CITY OF MOUNT RAINIER**  
**General Fund Expenses for**  
**Public Works**

**Wages and Leave Pay**

- 5000 Regular pay:** Designated pay for employees.
- 5000 Employee Bonus**
- 5001 Overtime Pay:** Funds available for work performed beyond regular work hours.

**Employee Benefits and Services**

- 5100 FICA Expenses:** Federal Insurance Contributions Act, employer's portion social security, and Medicaid expenses.
- 5101 Life insurance Expenses:** Employee monthly life insurance premium paid by the City.
- 5102 Dental Insurance Expenses:** Employee monthly dental insurance premium paid by the City.
- 5103 Medical Insurance Expenses:** Employee monthly medical insurance premium paid by the City.
- 5105 Workers Comp Insurance:** Funds to cover the cost of workers compensation insurance, provides care for employees injured on the job.
- 5106 Unemployment Insurance:** Funds to cover the cost of unemployment insurance.
- 5107 Retirement Contribution:** Employers' Contribution to the State Retirement and pension system.

**Material & Supplies**

- 5200 Offices Supplies:** Stationary, office supplies, and materials needed for the administrative offices.
- 5205 Uniforms:** Funds designated for the purpose and maintenance of the departments' uniforms.
- 5207 Uniform Cleaning Expenses:** Funds for the cleaning of the department's uniforms

- 5208 Street Signs:**
- 5209 Traffic Control Devices:** Funds designated for implementing traffic regulating devices in various locations throughout the City of Mount Rainier.
- 5210 Vehicle Fuel and Oil:** Funds designated for the purchase of vehicle fuel for department cars.

### Repairs & Maintenance

- 5300 Vehicle Repair and Maintenance:** Funds designated for the repair and maintenance of vehicles.
- 5301 Equipment Repair and Maintenance:** Funds designated for the repair and general maintenance of office equipment.
- 5560 Equipment Purchase:** Funds designated for the purchase of equipment and supplies.

### Professional Services

- 5400 Professional / Contractual Services:** Costs incurred for 3<sup>rd</sup> party provided services in addition to funds allocated for the City of Mount Rainier Strategic Planning creation, addition for the public artwork, and an allocated language services provider for the main number.
- 5411 Employee Training:** Funds designated for employee training courses and programs.
- 5412 Temporary Labor:** Funds designated for the cost of temporary labor.
- 5418 Vehicle Insurance:** Funds designated for ensuring the department's vehicles.

### Other Services and Charges

- 5503 Team Building and Appreciation:** Funds designated for employee team-building events and activities, including staff meetings and employee holiday parties as well as staff retreat/training.
- 5507 CDL Testing:** Funds for the testing and upkeep of CDL licensed drivers.
- 5518 Tipping & Recycling Fees:** Fees paid for the disposal of City trash.
- 5522 Interest – PW Trucks:** Funds allocated for the interest paid for lease department trucks.
- 5525 Principal – New DPW Trucks Lease:** Funds allocated for the principal paid on leased department trucks (New Bocat & Truck with lift).

## Community Activities

- 5530 Conference and Convention Expenses:** Funds designated for the Maryland Municipal League conference and other conferences as decided.
- 5531 Association Dues:** Funds for dues payments to various associations.
- 5542 Bike Co-Op Expenses**
- 5543 Community Garden**
- 5552 Green Team Exp**

## Infrastructure & Facility Maintenance

- 5230 Sidewalk and Street Repairs:** To Upgrade the City's Streets and Sidewalks.
- 5600 Building Repairs and Maintenance:** Funds designated for the repairs and maintenance of City-owned public buildings.
- 5601 Tree Maintenance:** Funds allocated for maintaining and assessing trees within the City of Mount Rainier.
- 5602 Tree Purchases:** Funds used for the replacement of trees throughout the City of Mount Rainier.
- 5603 Grounds Maintenance:** Funds allocated for maintaining the beautification of the City of Mount Rainier.
- 5604 Pest Control:** Funds for the spraying of the city-owned buildings to prevent bugs and pests.
- 5606 Equipment Rental:** Funds utilized for the temporary usage of large equipment.
- 5611 Street Lights Electricity:** Funds allocated for the streetlights located within the City of Mount Rainier.
- 5612 Street Lights & Signal Repairs:** Funds allocated for expenses associated with streetlights and signals.
- 5613 Heat:** Funds designated to maintain Heat in the public building.

## Capital Outlay – Capital Project

- 5700 Capital Projects:** Funds designated for Capital in Process items as approved.

**Grants Expenses**

**5899.28      Pepco**

**5899.29      MDNR – Parks & Playgrounds (Richardson)**

# DEPARTMENT OF PUBLIC WORKS

## OBJECTIVES AND OPERATIONS

---

**Objectives** – The Public Works Department is responsible for the maintenance of City-owned infrastructure, parks, and fleet. The department also provides solid waste collection and recycling services to single-family residential properties in the city by a workforce that is diverse, committed, motivated, and empowered.

### Core Services –

- Waste Management
- Right of Way Maintenance
- Urban Forest
- Snow Removal
- Street and Sidewalk Maintenance
- Municipal Building Maintenance
- Park Maintenance
- Administration
- Storm Water

**Strategic Focus in FY2024** – Maintain a quality fleet with regular maintenance, ensure on-time and focused solid waste removal and snow removal, and use available funding to make needed improvements to streets and sidewalks.

## CONTACT THE DEPARTMENT OF PUBLIC WORKS

**Office:** (301) 985-6583

**Address:** 3715 wells Avenue, Mount Rainier MD 20712

**Director of Public Works:** Rocio Latorre

**Email:** [rlatorre@mountrainiermd.org](mailto:rlatorre@mountrainiermd.org)

**Program Manager:** Gladys Sanchez

**Email:** [programmanagerdpw@mountrainiermd.org](mailto:programmanagerdpw@mountrainiermd.org)

**Supervisor:** Leroy Sammy

**Email:** [Lsammy@mountrainiermd.org](mailto:Lsammy@mountrainiermd.org)

## **FY2024 APPROVED BUDGET SUMMARY**

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The FY24 approved operating budget for the Department of Public Works is \$2,123,993.70 which is about a decrease of 1% or \$29,695.74 from the approved FY23 budget.

Budgetary Changes –

<b>FY2023 APPROVED DEPARTMENT BUDGET</b>	<b>\$2,153,689.45</b>
<b>Increased Expense:</b> Wages & Leave Pay, Employee Benefits & Services, Materials & Supplies, and Capital Outlay – Capital Project	\$157,695.12
<b>Decreased Expense:</b> Repairs & Maintenance, Professional Services, Other Services & Charges, Community Activities, and Infrastructure & Facility Maintenance	(\$187,390.86)
<b>FY2024 APPROVED BUDGET</b>	<b>\$2,123,993.70</b>

## PUBLIC WORKS

Public Works		FY21 Actuals	FY22 Actuals	FY23 Actuals	FY23 Budget	FY24 - Approved	% Change
		Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Feb '23	Jul '22 - Jun '23	Jul '23 - Jun '24	FY23/24
<b>Wages &amp; Leave Pay</b>							
5000	Regular Pay	437,267.40	475,915.99	299,340.52	465,701.51	489,522.00	5%
5000	Employee Bonus			4,500.00	4,500.00	19,150.00	100%
5001	Overtime Pay	44,520.05	47,700.78	25,187.07	37,616.27	37,616.27	0%
<b>Total Wages &amp; Leave Pay</b>		<b>481,787.45</b>	<b>523,616.77</b>	<b>329,027.59</b>	<b>507,817.78</b>	<b>546,288.27</b>	<b>8%</b>
<b>Employee Benefits &amp; Services</b>							
5100	FICA Expense	35,753.77	39,056.04	24,436.13	38,848.06	40,708.58	5%
5101	Life Insurance Expense	495.68	589.43	293.62	735.03	1,000.00	36%
5102	Dental Insurance Expense	4,274.52	7,147.42	4,048.41	5,470.92	7,306.44	34%
5103	Medical Insurance Expense	145,816.27	159,550.71	122,662.41	157,161.31	209,153.48	33%
5105	Worker's Compensation Insurance	93,777.00	12,787.14	40,955.00	87,700.64	61,432.50	-30%
5106	Unemployment Insurance	3,589.18	3,844.86	3,432.88	1,912.37	1,912.37	0%
5107	Retirement Contribution	45,337.23	49,554.56	57,456.00	53,676.34	58,215.93	8%
<b>Total Employee Benefits &amp; Services</b>		<b>329,043.65</b>	<b>272,530.16</b>	<b>253,284.45</b>	<b>345,504.67</b>	<b>379,729.29</b>	<b>10%</b>
<b>Materials &amp; Supplies</b>							
5200	Office Supplies	37,173.00	18,449.91	18,758.69	20,000.00	25,000.00	25%
5205	Uniforms	1,977.57	1,602.00	750.00	4,000.00	4,000.00	0%
5207	Uniform Cleaning Expenses	19,450.22	36,117.47	21,889.21	22,000.00	34,000.00	55%
5208	Street Signs	2,170.00	3,682.78	-	4,000.00	6,000.00	50%
5209	Traffic Calming Devices	360.00	-	-	100,000.00	85,000.00	-15%
5210	Vehicle Fuel & Oil	641.65	30,014.38	8,443.68	20,000.00	20,000.00	0%
<b>Total Materials &amp; Supplies</b>		<b>61,772.44</b>	<b>89,867.70</b>	<b>31,082.89</b>	<b>170,000.00</b>	<b>174,000.00</b>	<b>2%</b>
<b>Repairs &amp; Maintenance</b>							
5300	Vehicle Repair & Maintenance	47,287.35	46,018.04	42,798.12	55,000.00	55,000.00	0%
5301	Equipment Repairs & Maintenance	1,058.89	3,504.55	1,185.89	13,000.00	5,000.00	-62%
5560	Equipment Purchase	1,811.76	-	500.00	5,000.00	5,000.00	0%
<b>Total Repairs &amp; Maintenance</b>		<b>50,158.00</b>	<b>49,624.35</b>	<b>44,484.01</b>	<b>73,000.00</b>	<b>65,000.00</b>	<b>-11%</b>
<b>Professional Services</b>							
5400	Professional/Contract Svc	2,675.00	39,520.00	6,846.05	70,000.00	-	-100%
5411	Employee Training	-	290.00	-	3,000.00	3,000.00	0%
5412	Temporary Labor	77,804.00	49,523.92	34,993.20	30,000.00	40,000.00	33%
5418	Vehicle Insurance	12,182.00	(726.67)	11,848.00	15,000.00	15,000.00	0%
<b>Total Professional Services</b>		<b>92,661.00</b>	<b>119,758.46</b>	<b>53,839.25</b>	<b>118,000.00</b>	<b>58,000.00</b>	<b>-51%</b>
<b>Other Services &amp; Charges</b>							
5503	Team Building & Appreciation	541.26	765.86	101.83	1,500.00	1,500.00	0%
5507	CDL Testing	-	-	-	2,000.00	2,000.00	0%
5518	Tipping & Recycling Fees	77,914.92	75,783.39	47,686.59	90,000.00	90,000.00	0%
5522	Interest - PW Trucks	6,141.97	3,612.05	3,236.08	2,001.00	6,094.16	205%
5525	Principal-New DPW Trucks Lease	38,890.07	30,704.99	17,230.49	32,316.00	17,681.98	-45%
<b>Total Other Services &amp; Charges</b>		<b>123,488.22</b>	<b>111,130.26</b>	<b>68,254.99</b>	<b>127,817.00</b>	<b>117,276.14</b>	<b>-8%</b>
<b>Community Activities</b>							
5530	Conference/Convention Expense	67.90	265.82	-	1,500.00	1,500.00	0%
5531	Association Dues	-	-	-	200.00	200.00	0%
5542	Bike Co-op Expenses *	7,089.59	-	1,688.28	6,500.00	-	-100%
5543	Community Garden	3,066.69	160.00	-	2,000.00	4,000.00	100%
5552	Green Team Exp	-	-	-	2,100.00	2,600.00	24%
<b>Total Community Activities</b>		<b>10,224.18</b>	<b>446.08</b>	<b>1,688.28</b>	<b>18,800.00</b>	<b>8,300.00</b>	<b>-56%</b>
<b>Infrastructure &amp; Facil Maintenance</b>							
5230	Sidewalk and Street Repairs ***	1,430.00	419,602.83	538,495.17	500,000.00	400,000.00	-20%
5600	Building Repair & Maintenance	24,770.15	82,880.80	20,450.82	22,000.00	22,000.00	0%
5601	Tree Maintenance	32,306.25	62,290.00	24,875.00	80,000.00	85,000.00	6%
5602	Tree Purchases / Tree Replacement Fund	-	2,139.64	-	5,000.00	1,500.00	-70%
5603	Grounds Maintenance	23,059.37	25,451.31	11,280.00	28,000.00	38,000.00	36%
5604	Pest Control	2,219.00	2,725.00	948.00	3,000.00	3,400.00	13%
5606	Equipment Rental	1,243.72	2,707.98	1,068.69	2,500.00	2,500.00	0%
5611	Street Lights & Signals	75,195.34	82,264.29	62,131.40	90,000.00	85,000.00	-6%
5612	Street Lights & Signal Repair	14,226.38	3,278.71	3,607.72	3,500.00	3,500.00	0%
5613	Heat	12,221.36	20,838.25	2,283.67	7,850.00	3,500.00	-55%
<b>Total Infrastructure &amp; Facil Maintenance</b>		<b>193,285.63</b>	<b>704,431.30</b>	<b>674,789.74</b>	<b>742,750.00</b>	<b>644,400.00</b>	<b>-13%</b>
<b>Capital Outlay - Capital Project</b>							
5700	Capital Proj Expense - Streets Resurfacing	104,246.69	167,000.00	-	50,000.00	131,000.00	162%
<b>Total Capital Outlay - Capital Project</b>		<b>104,246.69</b>	<b>167,000.00</b>	<b>-</b>	<b>50,000.00</b>	<b>131,000.00</b>	<b>162%</b>
<b>Total Operating Expenses</b>		<b>1,446,667.26</b>	<b>2,038,405.08</b>	<b>1,456,451.20</b>	<b>2,153,689.45</b>	<b>2,123,993.70</b>	<b>-1%</b>
<b>Grants Expense</b>							
5899.28	Pepco					10,000.00	
5899.29	MDNR - Parks & Playgrnd (Richardson)					105,726.00	

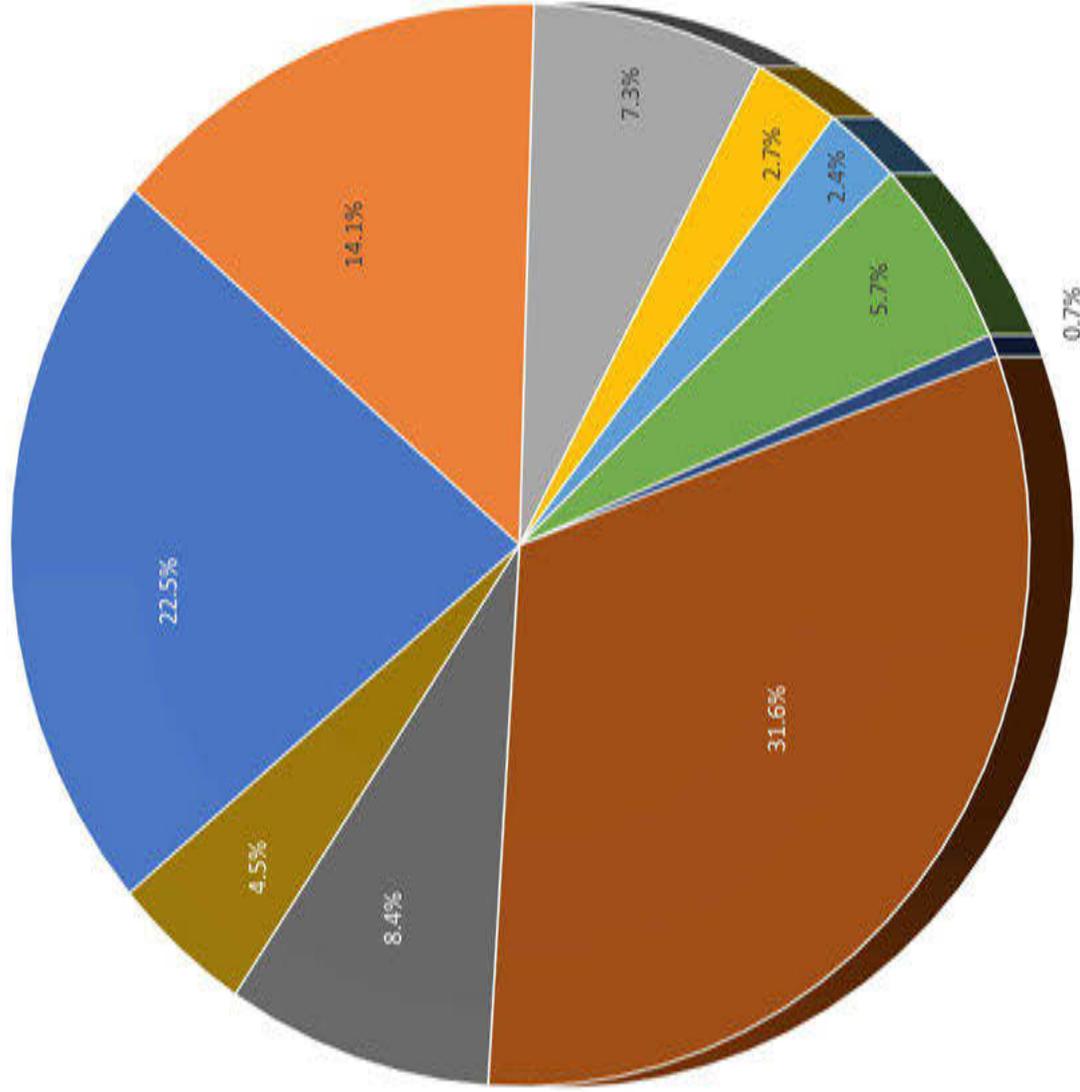
Public Works	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY23 Budget	FY24 - Approved	% Change
	Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Feb '23	Jul '22 - Jun '23	Jul '23 - Jun '24	FY23/24
Old Grants **	-		73,025.00	342,691.00	-	
Total Grants Expense	-	-	73,025.00	342,691.00	115,726.00	-66%
<b>Total Expenses - with Grants</b>	<b>1,446,667.26</b>	<b>2,038,405.08</b>	<b>1,529,476.20</b>	<b>2,496,380.45</b>	<b>2,239,719.70</b>	<b>-10%</b>

\* FY24 Expenses for this line moved to ARPA

\*\* Grants ending by 6/30/23: CBT 18999 and 20262

\*\*\* For FY24 - \$100,000 of Street & Sidewalk Repair moved to ARPA

# Public Works



- Wages & Leave Pay
- Employee Benefits & Services
- Materials & Supplies
- Repairs & Maintenance
- Professional Services
- Other Services & Charges
- Community Activities
- Infrastructure & Facil Maintenance
- Capital Projects
- Grants Expense

**CAPITAL IMPROVEMENT PLAN (CIP)**

<b>EXPENDITURES</b>	<b>FY2024</b>
	<b>Approved</b>
	<b>Budget</b>
<b><u>Sidewalk and Street Upgrade</u></b>	
Street and Sidewalk Repairs	\$400,000.00
Resurfacing the City’s Streets	\$131,000.00
Traffic Calming	\$85,000.00
<b>Total CIP Expenses</b>	<b>\$616,000.00</b>



## **CITY OF MOUNT RAINIER**

### **Debt Services / Contingency / Reserve**

“Debt Services” is the term used to describe the funds paid on behalf of the City debts. The City did a bond issuance of \$1,500,000.00 in January 2010 to fund 3 items, refinance of a 1996 Series Bond issuance, refinance of a 1997 Series Bond issuance, and purchase the “Funeral Home” property located at 3200 Rhode Island Ave. for \$634,516.00. In FY2024 the City will owe \$88,125 in principal and \$2,360 in interest for this bond.

The City did another bond issuance in August 2022 for \$2 million to fund a portion of the Potts Hall / Welcome Center redevelopment. In FY2024 the City will owe \$174,904 in principal and \$61,191 in interest for this bond.

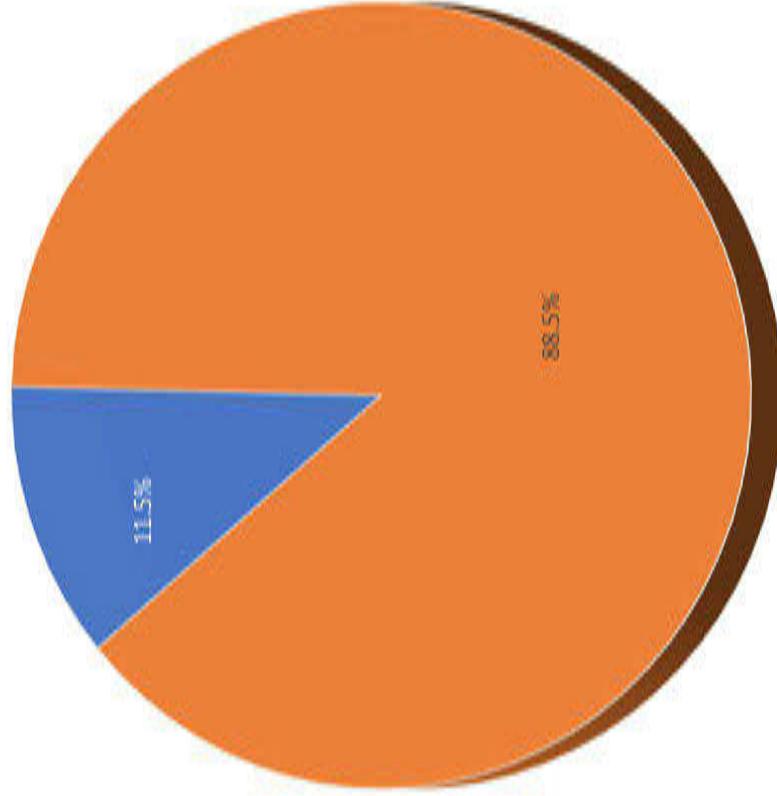
In local government budgeting, it is important to incorporate into your yearly plan several “safety nets” in case unforeseen emergencies or circumstances arise. The City at the start of FY2024 will have more than \$4.6 million in an unrestricted Balance Fund. The City of Mount Rainier has also designated \$1.0 million of the unrestricted Fund Balance to fund the Economic Development Incentive Program.

A contingency fund is an amount of money the City sets aside each year in case of emergency. An example would be a flood or an unexpected major repair. Contingency funds can be used to cover the unexpected that may arise throughout the year. For FY2024, the City has set aside \$42,298.03 for these types of emergencies.

## DEBT SERVICE/CONTINGENCY/RESERVE

Debt Service / Contingency / Reserve	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY23 Budget	FY24 - Approved	% Change
	Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Feb '23	Jul '22 - Jun '23	Jul '23 - Jun '24	FY23/24
<b>Other Services &amp; Charges</b>						
5598 Contingency	-	-	-	262,112.13	42,298.03	-84%
<b>Total Other Services &amp; Charges</b>	<b>352.68</b>	<b>90.23</b>	<b>-</b>	<b>262,112.13</b>	<b>42,298.03</b>	<b>-84%</b>
<b>Debt Services</b>						
5810 Interest-Bond Funeral Home	21,188.62	8,800.68	4,655.84	12,474.00	2,360.00	-81%
5815 Principal-Bond Funeral Home	115,539.64	59,563.45	63,708.29	124,254.00	88,125.00	-29%
5830 Principal - Potts Hall Bond	-	-	85,347.61	-	174,904.00	100%
5835 Interest - Potts Hall Bond	-	-	32,700.00	-	61,191.00	100%
<b>Total Debt Services</b>	<b>284,506.42</b>	<b>100,105.98</b>	<b>186,411.74</b>	<b>136,728.00</b>	<b>326,580.00</b>	<b>139%</b>
<b>Total Expenses</b>	<b>675,894.94</b>	<b>261,876.50</b>	<b>186,411.74</b>	<b>399,530.99</b>	<b>368,878.03</b>	<b>-8%</b>

Debt Svc / Contingency / Other



- Other Services & Charges
- Debt Service



## CITY OF MOUNT RAINIER

### Upkeep and use of Public Properties

The City of Mount Rainier owns the following properties (other than City Hall, the Police Department, and the Public Works Building):

- 3601 Bunker Hill Road (Bike Co-op Tool Shed)
- 3405 Rhode Island Avenue (Potts Hall/Welcome Center)
- 3409 Rhode Island Avenue (Library)
- 3409 Rhode Island Avenue (Code Compliance)
- 3503 – 3505 Perry Street (Malinda Miles Building)

**3601 BUNKER HILL ROAD (Bike Co-op)**

EXPENDITURE		FY23 Budget	FY24 - Approved	% Change
		Jul'22-Jun '23	Jul '23 – Jun '24	FY23/24
<b><u>Infrastructure &amp; Facility Maintenance</u></b>				
5600	Building Repairs & Maintenance	1000.00	1,000.00	0%
5607	Alarm Services	900.00	900.00	0%
5610	Electricity	350.00	350.00	0%
5613	Heat	700.00	700.00	0%
	<b>Total Infrastructure &amp; Facility Maintenance</b>	<b>2,950.00</b>	<b>2,950.00</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>		<b>2,950.00</b>	<b>2,950.00</b>	<b>0%</b>

**3405 RHODE ISLAND AVENUE (Potts Hall/Welcome Center)**

EXPENDITURE		FY23 Budget	FY24 - Approved	% Change
		Jul'22-Jun '23	Jul '23 – Jun '24	FY23/24
<b><u>Infrastructure &amp; Facility Maintenance</u></b>				
5899.25	Bond Bill	-	250,000.00	100%
5597	ARPA		1,000,000.00	100%
5700	Loan	2,000,000.00	0	-100%
5610	Electricity	600	600.00	0%
5613	Heat	350	350.00	0%
	<b>Total Infrastructure &amp; Facility Maintenance</b>	<b>2,000,950.00</b>	<b>1,250,950.00</b>	<b>-37.5%</b>
<b>TOTAL EXPENDITURES</b>		<b>2,000,950.00</b>	<b>1,250,950.00</b>	<b>-37.5%</b>

**3409 RHODE ISLAND AVENUE (Library)**

EXPENDITURE		FY23 Budget	FY24 - Approved	% Change
		Jul'22-Jun '23	Jul '23 – Jun '24	FY23/24
<b><u>Infrastructure &amp; Facility Maintenance</u></b>				
5600	Building Repairs & Maintenance	1,000.00	1,000.00	0%
5610	Electricity	2, 500.00	2,500.00	0%
5613	Heat	1,900.00	1,900.00	0%
	<b>Total Infrastructure &amp; Facility Maintenance</b>	<b>5,400.00</b>	<b>5,400.00</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>		<b>5,400.00</b>	<b>5,400.00</b>	<b>0%</b>

**3409 RHODE ISLAND AVENUE (Code Compliance)**

EXPENDITURE		FY23 Budget	FY24 - Approved	% Change
		Jul'22-Jun '23	Jul '23 – Jun '24	FY23/24
<b><u>Infrastructure &amp; Facility Maintenance</u></b>				
5600	Building Repairs & Maintenance	3,000.00	3,000.00	0%
5610	Electricity	2,500.00	2,500.00	0%
	<b>Total Infrastructure &amp; Facility Maintenance</b>	5,500.00	5,500.00	0%
<b>TOTAL EXPENDITURES</b>		<b>5,500.00</b>	<b>5,500.00</b>	<b>0%</b>

**3503 – 3505 PERRY STREET (Malinda Miles Building)**

EXPENDITURE		FY23 Budget	FY24 - Approved	% Change
		Jul'22-Jun '23	Jul '23 – Jun '24	FY23/24
<b><u>Infrastructure &amp; Facility Maintenance</u></b>				
5600	Building Repairs & Maintenance	150,000.00	3,000.00	-98%
5610	Electricity	1,000.00	1,000.00	0%
5613	Heat	400.00	400.00	0%
	<b>Total Infrastructure &amp; Facility Maintenance</b>	151,400.00	4,400.00	-970%
<b>TOTAL EXPENDITURES</b>		<b>151,400.00</b>	<b>4,400.00</b>	<b>-97%</b>



**CITY OF MOUNT RAINIER**  
**EXECUTIVE AND ADMINISTRATIVE POSITIONS**  
**(CH) COMPENSATION SCHEDULE FY 2024**

	Grade Steps	EA - 1	EA - 2	EA - 3	EA - 4	EA - 5	EA - 6
Hourly		16.7322	20.0784	25.4178	34.3466	39.8173	41.2255
Bi-Weekly	1	1,338.58	1,606.27	2,033.42	2,747.73	3,185.38	3,298.04
Annually		34,803	41,763	52,869	71,441	82,820	85,749

Hourly		17.2341	20.6808	26.1803	35.3769	41.0120	42.4615
Bi-Weekly	2	1,378.73	1,654.46	2,094.42	2,830.15	3,280.96	3,396.92
Annually		35,847	43,016	54,455	73,584	85,305	88,320

Hourly		17.7510	21.3010	26.9659	36.4385	42.2423	43.7356
Bi-Weekly	3	1,420.08	1,704.08	2,157.27	2,915.08	3,379.38	3,498.85
Annually		36,922	44,306	56,089	75,792	87,864	90,970

Hourly		18.2837	21.9399	27.7750	37.5317	43.5096	45.0476
Bi-Weekly	4	1,462.69	1,755.19	2,222.00	3,002.54	3,480.77	3,603.81
Annually		38,030	45,635	57,772	78,066	90,500	93,699

Hourly		18.8322	22.5981	28.6077	38.6577	44.8149	46.3990
Bi-Weekly	5	1,506.58	1,807.85	2,288.62	3,092.62	3,585.19	3,711.92
Annually		39,171	47,004	59,504	80,408	93,215	96,510

Hourly		19.3971	23.2764	29.4659	39.8173	46.1591	47.7909
Bi-Weekly	6	1,551.77	1,862.12	2,357.27	3,185.38	3,692.73	3,823.27
Annually		40,346	48,415	61,289	82,820	96,011	99,405

Grade	Position
EA - 1	Administrative Assistant (I)
EA - 2	Administrative Assistant (II)
EA - 3	Finance Analyst Grant Coordinator Communications / Media PC/I.T. City Clerk/Social Services Coord.
EA - 4	Senior Staff Accountant Systems Analyst Human Resources Officer
EA - 5	Director of Finance / CFO Director of Human Resources Director of Administrative Services
EA - 6	City Manager

**CITY OF MOUNT RAINIER**  
**EXECUTIVE AND ADMINISTRATIVE POSITIONS**  
**(CH) COMPENSATION SCHEDULE FY 2024**

	<u>Grade Steps</u>	EA - 1	EA - 2	EA - 3	EA - 4	EA - 5	EA - 6
Hourly		19,9788	23,9745	30,3500	41,0120	47,5438	49,2245
Bi-Weekly	7	1,598.31	1,917.96	2,428.00	3,280.96	3,803.50	3,937.96
Annually		41,556	49,867	63,128	85,305	98,891	102,387
Hourly		20,5784	24,6938	31,2606	42,2423	48,9702	50,7014
Bi-Weekly	8	1,646.27	1,975.50	2,500.85	3,379.38	3,917.62	4,056.12
Annually		42,803	51,363	65,022	87,864	101,858	105,459
Hourly		21,1957	25,4346	32,1986	43,5096	50,4394	52,2231
Bi-Weekly	9	1,695.65	2,034.77	2,575.88	3,480.77	4,035.15	4,177.85
Annually		44,087	52,904	66,973	90,500	104,914	108,624
Hourly		21,8317	26,1976	33,1644	44,8149	51,9524	53,7894
Bi-Weekly	10	1,746.54	2,095.81	2,653.15	3,585.19	4,156.19	4,303.15
Annually		45,410	54,491	68,982	93,215	108,061	111,882
Hourly		22,4865	26,9837	34,1587	46,1591	53,5111	55,4029
Bi-Weekly	11	1,798.92	2,158.69	2,732.69	3,692.73	4,280.88	4,432.23
Annually		46,772	56,126	71,050	96,011	111,303	115,238
Hourly		23,1606	27,7933	35,1837	47,5438	55,1163	57,0649
Bi-Weekly	12	1,852.85	2,223.46	2,814.69	3,803.50	4,409.31	4,565.19
Annually		48,174	57,810	73,182	98,891	114,642	118,695

Grade	Position
EA - 1	Administrative Assistant (I)
EA - 2	Administrative Assistant (II)
EA - 3	Finance Analyst Grant Coordinator Communications / Media PC/I.T. City Clerk/Social Services Coord.
EA - 4	Senior Staff Accountant Systems Analyst Human Resources Officer
EA - 5	Director of Finance / CFO Director of Human Resources Director of Administrative Services
EA - 6	City Manager

**CITY OF MOUNT RAINIER**  
**EXECUTIVE AND ADMINISTRATIVE POSITIONS**  
**(CH) COMPENSATION SCHEDULE FY 2024**

	<u>Grade</u> <u>Steps</u>	EA - 1	EA - 2	EA - 3	EA - 4	EA - 5	EA - 6
Hourly		23.8558	28.6269	36.2394	48.9702	56.7697	58.7769
Bi-Weekly	13	1,908.46	2,290.15	2,899.15	3,917.62	4,541.58	4,702.15
Annually		49,620	59,544	75,378	101,858	118,081	122,256
Hourly		24.5716	29.4856	37.3260	50.4394	58.4726	60.5404
Bi-Weekly	14	1,965.73	2,358.85	2,986.08	4,035.15	4,677.81	4,843.23
Annually		51,109	61,330	77,638	104,914	121,623	125,924
Hourly		25.3087	30.3702	38.4462	51.9524	60.2269	62.3567
Bi-Weekly	15	2,024.69	2,429.62	3,075.69	4,156.19	4,818.15	4,988.54
Annually		52,642	63,170	79,968	108,061	125,272	129,702

For Managers with contracts of employment the terms of the contract (merits increases, etc) supersede the compensation schedule.

No employee's salary shall exceed the maximum step amount of their pay grade.

All step increases are contingent upon appropriation of funds by the Mayor and Council and a performance rating of satisfactory or greater on the employee's annual performance evaluation.

No pay increases after Step 15 - Maximum Payment Level. Longevity bonus (lump sum payment of \$1,500) on the 16th year of continuous service and satisfactory performance for the 15th and 16th year.

Grade	Position
EA - 1	Administrative Assistant (I)
EA - 2	Administrative Assistant (II)
EA - 3	Finance Analyst Grant Coordinator Communications / Media PC/I.T. City Clerk/Social Services Coord.
EA - 4	Senior Staff Accountant Systems Analyst Human Resources Officer
EA - 5	Director of Finance / CFO Director of Human Resources Director of Administrative Services
EA - 6	City Manager

**CITY OF MOUNT RAINIER  
DEPARTMENTS OF PUBLIC WORKS, ECONOMIC DEVELOPMENT &  
CODE COMPLIANCE COMPENSATION SCHEDULE FY 2024**

	Grade Steps	IDE - 1	IDE - 2	IDE - 3	IDE - 4	IDE - 5	IDE - 6
Hourly		17,8476	18,5913	20,0784	22,0861	27,9841	34,3466
Bi-Weekly	1	1,427.81	1,487.31	1,606.27	1,766.88	2,238.73	2,747.73
Annually		37,123	38,670	41,763	45,939	58,207	71,441
Hourly		18,3827	19,1486	20,6808	22,7486	28,8236	35,3769
Bi-Weekly	2	1,470.62	1,531.88	1,654.46	1,819.88	2,305.88	2,830.15
Annually		38,236	39,829	43,016	47,317	59,953	73,584
Hourly		18,9346	19,7231	21,301	23,4313	29,6885	36,4385
Bi-Weekly	3	1,514.77	1,577.85	1,704.08	1,874.50	2,375.08	2,915.08
Annually		39,384	41,024	44,306	48,737	61,752	75,792
Hourly		19,5019	20,3154	21,9399	24,1346	30,5793	37,5317
Bi-Weekly	4	1,560.15	1,625.23	1,755.19	1,930.77	2,446.35	3,002.54
Annually		40,564	42,256	45,635	50,200	63,605	78,066
Hourly		20,087	20,9245	22,5981	24,8582	31,4966	38,6577
Bi-Weekly	5	1,606.96	1,673.96	1,807.85	1,988.65	2,519.73	3,092.62
Annually		41,781	43,523	47,004	51,705	65,513	80,408
Hourly		20,6899	21,5524	23,2764	25,6038	32,4409	39,8173
Bi-Weekly	6	1,655.19	1,724.19	1,862.12	2,048.31	2,595.27	3,185.38
Annually		43,035	44,829	48,415	53,256	67,477	82,820

Grade	Position
IDE - 1	Labor Janitor
IDE - 2	CDL Driver
IDE - 3	Administrative Assistant Permit Technician
IDE - 4	Code Compliance Officer Public Works Program Manager Maintenance Manager
IDE - 5	Assistant Director
IDE - 6	Director of Public Works Director of Code Compliance Director of Economic Development

**CITY OF MOUNT RAINIER  
DEPARTMENTS OF PUBLIC WORKS, ECONOMIC DEVELOPMENT &  
CODE COMPLIANCE COMPENSATION SCHEDULE FY 2024**

	<u>Grade Steps</u>	IDE - 1	IDE - 2	IDE - 3	IDE - 4	IDE - 5	IDE - 6
Hourly		21.3106	22.199	23.9745	26.3721	33.4139	41.012
Bi-Weekly	7	1,704.85	1,775.92	1,917.96	2,109.77	2,673.12	3,280.96
Annually		44,326	46,174	49,867	54,854	69,501	85,305
Hourly		21.95	22.8649	24.6938	27.1635	34.4168	42.2423
Bi-Weekly	8	1,756.00	1,829.19	1,975.50	2,173.08	2,753.35	3,379.38
Annually		45,656	47,559	51,363	56,500	71,587	87,864
Hourly		22.6087	23.5505	25.4346	27.9784	35.4495	43.5096
Bi-Weekly	9	1,808.69	1,884.04	2,034.77	2,238.27	2,835.96	3,480.77
Annually		47,026	48,985	52,904	58,195	73,735	90,500
Hourly		23.287	24.2577	26.1976	28.8178	36.513	44.8149
Bi-Weekly	10	1,862.96	1,940.62	2,095.81	2,305.42	2,921.04	3,585.19
Annually		48,437	50,456	54,491	59,941	75,947	93,215
Hourly		23.9856	24.9851	26.9837	29.6822	37.6082	46.1591
Bi-Weekly	11	1,918.85	1,998.81	2,158.69	2,374.58	3,008.65	3,692.73
Annually		49,890	51,969	56,126	61,739	78,225	96,011
Hourly		24.7053	25.7346	27.7933	30.5721	38.7365	47.5438
Bi-Weekly	12	1,976.42	2,058.77	2,223.46	2,445.77	3,098.92	3,803.50
Annually		51,387	53,528	57,810	63,590	80,572	98,891

Grade	Position
IDE - 1	Labor Janitor
IDE - 2	CDL Driver
IDE - 3	Administrative Assistant Permit Technician
IDE - 4	Code Compliance Officer Public Works Program Manager Maintenance Manager
IDE - 5	Assistant Director
IDE - 6	Director of Public Works Director of Code Compliance Director of Economic Development

**CITY OF MOUNT RAINIER  
DEPARTMENTS OF PUBLIC WORKS, ECONOMIC DEVELOPMENT &  
CODE COMPLIANCE COMPENSATION SCHEDULE FY 2024**

	Grade Steps	IDE - 1	IDE - 2	IDE - 3	IDE - 4	IDE - 5	IDE - 6
Hourly		25.4466	26.5067	28.6269	31.4899	39.8986	48.9702
Bi-Weekl	13	2,035.73	2,120.54	2,290.15	2,519.19	3,191.88	3,917.62
Annually		52,929	55,134	59,544	65,499	82,989	101,858
Hourly		26.2096	27.3019	29.4856	32.4346	41.0957	50.4394
Bi-Weekl	14	2,096.77	2,184.15	2,358.85	2,594.77	3,287.65	4,035.15
Annually		54,516	56,788	61,330	67,464	85,479	104,914
Hourly		26.9957	28.1207	30.3702	33.4077	42.3284	51.9524
Bi-Weekl	15	2,159.65	2,249.65	2,429.62	2,672.62	3,386.27	4,156.19
Annually		56,151	58,491	63,170	69,488	88,043	108,061

Grade	Position
IDE - 1	Labor Janitor
IDE - 2	CDL Driver
IDE - 3	Administrative Assistant Permit Technician
IDE - 4	Code Compliance Officer Public Works Program Manager Maintenance Manager
IDE - 5	Assistant Director
IDE - 6	Director of Public Works Director of Code Compliance Director of Economic Development

For Managers with contracts of employment the terms of the contract (merit increases, etc) supersede the compensation schedule.

No employee's salary shall exceed the maximum step amount of their pay grade.

All step increases are contingent upon the appropriation of funds by the Mayor and Council and a performance rating of satisfactory or greater on the employee's annual performance evaluation.

No pay increases after Step 15 - Maximum Payment Level. Longevity bonus (lump sum payment of \$1,500 on the 16th year of continuous service and satisfactory performance for the 15th and 16th years.

**CITY OF MOUNT RAINIER  
EXECUTIVE AND ADMINISTRATIVE POSITIONS POLICE DEPT.  
COMPENSATION SCHEDULE FY 2024**

	<u>Grade</u> <u>Steps</u>	PD - EA 1	PD - EA 2	PD - EA 3	PD - EA 4	PD - EA 5
Hourly		20.0784	24.1385	29.412	32.9125	39.6625
Bi-Weekly	1	1,606.27	1,931.08	2,352.96	2,633.00	3,173.00
Annually		41,763	50,208	61,177	68,458	82,498
Hourly		20.6808	24.8625	30.2942	33.9	40.8519
Bi-Weekly	2	1,654.46	1,989.00	2,423.54	2,712.00	3,268.15
Annually		43,016	51,714	63,012	70,512	84,972
Hourly		21.301	25.6082	31.2024	34.9168	42.0774
Bi-Weekly	3	1,704.08	2,048.65	2,496.19	2,793.35	3,366.19
Annually		44,306	53,265	64,901	72,627	87,521
Hourly		21.9399	26.3764	32.1389	35.9644	43.3399
Bi-Weekly	4	1,755.19	2,110.12	2,571.12	2,877.15	3,467.19
Annually		45,635	54,863	66,849	74,806	90,147
Hourly		22.5981	27.1683	33.1029	37.0433	44.6399
Bi-Weekly	5	1,807.85	2,173.46	2,648.23	2,963.46	3,571.19
Annually		47,004	56,510	68,854	77,050	92,851
Hourly		23.2764	27.9832	34.0962	38.1548	45.9793
Bi-Weekly	6	1,862.12	2,238.65	2,727.69	3,052.38	3,678.35
Annually		48,415	58,205	70,920	79,362	95,637

Grade	Position
PD - EA 1	Aministrative Assistant, Police Clerk
PD - EA 2	Records Manager
PD - EA 3	Police Officer, Sergeant
PD - EA 4	Police Officer, Lieutenant
PD - EA 5	Chief of Police

**CITY OF MOUNT RAINIER  
EXECUTIVE AND ADMINISTRATIVE POSITIONS POLICE DEPT.  
COMPENSATION SCHEDULE FY 2024**

	<u>Grade Steps</u>	PD - EA 1	PD - EA 2	PD - EA 3	PD - EA 4	PD - EA 5
Hourly		23.9745	28.8226	35.1197	39.2995	47.3587
Bi-Weekly	7	1,917.96	2,305.81	2,809.58	3,143.96	3,788.69
Annually		49,867	59,951	73,049	81,743	98,506

Hourly		24.6938	29.6875	36.1726	40.4784	48.7793
Bi-Weekly	8	1,975.50	2,375.00	2,893.81	3,238.27	3,902.35
Annually		51,363	61,750	75,239	84,195	101,461

Hourly		25.4346	30.5784	37.2577	41.6928	50.2428
Bi-Weekly	9	2,034.77	2,446.27	2,980.62	3,335.42	4,019.42
Annually		52,904	63,603	77,496	86,721	104,505

Hourly		26.1976	31.4957	38.3755	42.9438	51.75
Bi-Weekly	10	2,095.81	2,519.65	3,070.04	3,435.50	4,140.00
Annually		54,491	65,511	79,821	89,323	107,640

Hourly		26.9837	32.4399	39.5269	44.2322	53.3024
Bi-Weekly	11	2,158.69	2,595.19	3,162.15	3,538.58	4,264.19
Annually		56,126	67,475	82,216	92,003	110,869

Hourly		27.7933	33.413	40.7125	45.5587	54.9014
Bi-Weekly	12	2,223.46	2,673.04	3,257.00	3,644.69	4,392.12
Annually		57,810	69,499	84,682	94,762	114,195

Grade	Position
PD - EA 1	Aministrative Assistant, Police Clerk
PD - EA 2	Records Manager
PD - EA 3	Police Officer, Sergeant
PD - EA 4	Police Officer, Lieutenant
PD - EA 5	Chief of Police

**CITY OF MOUNT RAINIER  
EXECUTIVE AND ADMINISTRATIVE POSITIONS POLICE DEPT.  
COMPENSATION SCHEDULE FY 2024**

	<u>Grade Steps</u>	PD - EA 1	PD - EA 2	PD - EA 3	PD - EA 4	PD - EA 5
Hourly		28.6269	34.4159	41.9337	46.9255	56.5486
Bi-Weekly	13	2,290.15	2,753.27	3,354.69	3,754.04	4,523.88
Annually		59,544	71,585	87,222	97,605	117,621
Hourly		29.4856	35.4486	43.1923	48.3332	58.2457
Bi-Weekly	14	2,358.85	2,835.88	3,455.38	3,866.65	4,659.65
Annually		61,330	73,733	89,840	100,533	121,151
Hourly		30.3702	36.512	44.488	49.7832	59.9928
Bi-Weekly	15	2,429.62	2,920.96	3,559.04	3,982.65	4,799.42
Annually		63,170	75,945	92,535	103,549	124,785

Grade	Position
PD - EA 1	Aministrative Assistant, Police Clerk
PD - EA 2	Records Manager
PD - EA 3	Police Officer, Sergeant
PD - EA 4	Police Officer, Lieutenant
PD - EA 5	Chief of Police

For Managers with contracts of employment, the terms of the contract (merits increases, etc) supersede the compensation schedule.

No employee's salary shall exceed the maximum step amount of their pay grade.

All step increases are contingent upon the appropriation of funds by the Mayor and Council and a performance rating of satisfactory or greater on the employee's annual performance evaluation.

No pay increases after Step 15 - Maximum Payment Level. Longevity bonus (lump sum payment of \$1,500) on the 16th year of continuous service and satisfactory performance for the 15th and 16th years.

**CITY OF MOUNT RAINIER  
COLLECTIVE BARGAINING UNIT EMPLOYEES POLICE DEPT.**

**COMPENSATION SCHEDULE FY 2024**

**For Officers Hired After The New CBA Only**

	<u>Grade Steps</u>	PD - POC	PD - 1	PD - 2	PD - 3
Hourly			26.7981	28.4067	30.3947
Bi-Weekly	1	25.4577	2,143.85	2,272.54	2,431.58
Annually		52,952	55,740	59,086	63,221

Hourly			27.334	28.9749	31.0026
Bi-Weekly	2		2,186.72	2,317.99	2,480.21
Annually			56,855	60,268	64,485

Hourly			27.8807	29.5544	31.6227
Bi-Weekly	3		2,230.46	2,364.35	2,529.81
Annually			57,992	61,473	65,775

Hourly			28.4383	30.1454	32.2551
Bi-Weekly	4		2,275.07	2,411.64	2,580.41
Annually			59,152	62,703	67,091

Hourly			29.0071	30.7484	32.9002
Bi-Weekly	5		2,320.57	2,459.87	2,632.02
Annually			60,335	63,957	68,432

Hourly				31.3633	33.5582
Bi-Weekly	6			2,509.07	2,684.66
Annually				65,236	69,801

Grade	Position
PD - POC	Police Officer, Candidate
PD - 1	Police Officer, Private
PD - 2	Police Officer, Private First Class
PD - 3	Police Officer, Corporal Police Officer, Detective

**CITY OF MOUNT RAINIER  
COLLECTIVE BARGAINING UNIT EMPLOYEES POLICE DEPT.**

**COMPENSATION SCHEDULE FY 2024**

**For Officers Hired After The New CBA Only**

	<u>Grade Steps</u>	PD - POC	PD - 1	PD - 2	PD - 3
Hourly	7			31.9906	34.2294
Bi-Weekly				2,559.25	2,738.35
Annually				66,540	71,197

Hourly	8			32.6304	34.914
Bi-Weekly				2,610.43	2,793.12
Annually				67,871	72,621

Hourly	9			33.283	35.6122
Bi-Weekly				2,662.64	2,848.98
Annually				69,229	74,073

Hourly	10			33.9487	36.3245
Bi-Weekly				2,715.89	2,905.96
Annually				70,613	75,555

Hourly	11			34.6276	37.051
Bi-Weekly				2,770.21	2,964.08
Annually				72,026	77,066

Hourly	12			35.3202	37.792
Bi-Weekly				2,825.62	3,023.36
Annually				73,466	78,607

Grade	Position
PD - POC	Police Officer, Candidate
PD - 1	Police Officer, Private
PD - 2	Police Officer, Private First Class
PD - 3	Police Officer, Corporal Police Officer, Detective

**CITY OF MOUNT RAINIER  
 COLLECTIVE BARGAINING UNIT EMPLOYEES POLICE DEPT.  
 COMPENSATION SCHEDULE FY 2024  
 For Officers Hired After The New CBA Only**

	<u>Grade Steps</u>	PD - POC	PD - 1	PD - 2	PD - 3
Hourly					
Bi-Weekly	13			36,0266	38,5478
Annually				2,882.13	3,083.83
				74,935	80,180
Hourly					
Bi-Weekly	14			36,7471	39,3188
Annually				2,939.77	3,145.50
				76,434	81,783
Hourly					
Bi-Weekly	15			37,4821	40,1052
Annually				2,998.57	3,208.41
				77,963	83,419

Grade	Position
PD - POC	Police Officer, Candidate
PD - 1	Police Officer, Private
PD - 2	Police Officer, Private First Class
PD - 3	Police Officer, Corporal Police Officer, Detective

For Managers with contracts of employment, the terms of the contract (merits increases, etc) supersede the compensation schedule

No employees salary shall exceed the maximum step amount of their pay grade.

Step increases are automatic, contingent on a satisfactory performance review, per the new CBA

No pay increases after Step 15 - Maximum Payment Level. Longevity bonus (lump sum payment of \$1,500) on the 16th year of continuous service and satisfactory performance for the 15th and 16th years.





Introduced & 1<sup>st</sup> Reading: April 11, 2023  
Adopted: May 02, 2023

**CITY OF MOUNT RAINIER, MARYLAND**  
Ordinance N0. 05-2023

Introduced by Mayor and City Council

**An Ordinance Establishing the Tax Rate, Adopting an Annual Budget, and  
Appropriating Funds for Fiscal Year 2024, Beginning July 1, 2023, and  
Ending June 30, 2024.**

**WHEREAS**, in accordance with Section 6-303 of the Tax-Property Article of the Annotated Code of Maryland, by July 15 of each year, the Council of the City of Mount Rainier shall set the tax rate for the next fiscal year on all assessments of property subject to municipal corporation property tax; and

**WHEREAS**, a public hearing must be held prior to the establishment of the municipal corporation tax rate if the new tax rate will exceed the constant yield tax rate as calculated by the State of Maryland Department of Assessments and Taxation; and

**WHEREAS**, the proposed tax rate for Fiscal Year 2024 will exceed the blended constant yield tax rate of \$0.763 per \$100 of assessed valuation; and

**WHEREAS**, pursuant to City of Mount Rainier Charter Section 702.A, the City Manager submitted a recommended budget for Fiscal Year 2024 to the Council for its review and consideration; and

**WHEREAS**, the budget provides a complete financial plan for Fiscal Year 2024 and contains estimates of anticipated revenue and proposed expenditures for the upcoming fiscal year; and

**WHEREAS**, the City of Mount Rainier Charter Section 702.B. requires the Council to conduct a public hearing on the proposed budget prior to adoption of the budget; and

**WHEREAS**, After giving public notice, The Council held a public hearing on the constant yield tax rate and to receive comments on the proposed Fiscal Year 2024 budget and tax on March 25, 2023, and

**WHEREAS**, after considering the recommended Fiscal Year 2024 budget submitted by the City Manager and the comments that were made at the public hearing on the budget and tax rate, the Council adopts the budget and tax rates as set forth in this Ordinance.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MOUNT RAINIER, MARYLAND, THIS 02<sup>nd</sup> DAY OF MAY 2023 AS FOLLOWS:**

**Section 1. Tax Rate – Real Property**

The Tax rate for all single-family residential real property subject to taxation by the City of Mount Rainier shall be \$0.75 per \$100.00 of assessed valuation for Fiscal Year 2024, beginning July 1, 2023, and ending June 30, 2024.

The tax rate for all townhouse residential real property subject to taxation by the City of Mount Rainier shall be \$0.75 per \$100.00 of assessed valuation for Fiscal Year 2024, beginning July 1, 2023, and ending June 30, 2024.

The tax rate for all multi-family residential real property subject to taxation by the City of Mount Rainier shall be \$0.86 per \$100.00 of assessed valuation for Fiscal Year 2024, beginning July 1, 2023, and ending June 30, 2024.

The tax rate for all commercial real property subject to taxation by the City of Mount Rainier shall be \$0.79 per \$100.00 of assessed valuation for Fiscal Year 2024, beginning July 1, 2023, and ending June 30, 2024.

The tax rate for all industrial real property subject to taxation by the City of Mount Rainier shall be \$0.79 per \$100.00 of assessed valuation for Fiscal Year 2024, beginning July 1, 2023, and ending June 30, 2024.

The tax rate for all vacant developed real property subject to taxation by the City of Mount Rainier shall be \$2.50 per \$100.00 of assessed valuation for Fiscal Year 2024, beginning July 1, 2023, and ending June 30, 2024.

**Section 2. Tax Rate – Business Personal Property**

The tax rate for all business personal property subject to taxation by the City of Mount Rainier shall be \$0.99 per \$100.00 of assessed valuation for Fiscal Year 2024, beginning July 1, 2023, and ending June 30, 2024.

**Section 3. Tax Rate – Operating Property of Railroads and Public Utilities**

The tax rate for all operating property of railroads and public utilities subject to taxation by the City of Mount Rainier shall be \$2.75 per \$100.00 of assessed valuation for Fiscal Year 2024, beginning July 1, 2023, and ending June 30, 2024.

**Section 4. GENERAL FUND – REVENUES**

The following amounts shall be adopted and appropriated as the general fund budget for all revenue for Fiscal Year 2024, beginning July 1, 2023, and ending June 30, 2024.

<b>TAX REVENUE</b>	<b>\$6,227,902.79</b>
<b>LICENSES &amp; PERMIT</b>	<b>\$727,004.50</b>
<b>INTERGOVERNMENT REVENUE</b>	<b>\$541,954.44</b>
<b>CHARGES FOR SERVICES</b>	<b>\$24,500.00</b>
<b>FINES &amp; FORFEITURES</b>	<b>\$879,000.00</b>
<b>MISCELLANEOUS</b>	<b>\$120,600.00</b>
<b>GRANTS</b>	<b><u>\$5,146,063.00</u></b>
<b>TOTAL BUDGETED REVENUE</b>	<b>\$13,667,024.73</b>

**Section 5. GENERAL FUND – EXPENDITURES CATEGORIES**

The following amounts shall be adopted and appropriated as the general fund budget for all expenditure categories for Fiscal Year 2024, beginning July 1, 2023, and ending June 30, 2024.

<b>WAGES &amp; LEAVE PAY</b>	<b>\$3,352,556.27</b>
<b>EMPLOYEE BENEFITS &amp; SERVICES</b>	<b>\$1,897,323.07</b>
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$276,200.00</b>
<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$140,000.00</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$822,250.00</b>
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$392,302.39</b>
<b>COMMUNITY ACTIVITIES</b>	<b>\$280,000.00</b>
<b>INFRASTRUCTURE &amp; FACIL MAINTENACE</b>	<b>\$776,750.00</b>
<b>CAPITAL OUTLAY – CAPITAL PROJECT</b>	<b>\$257,000.00</b>
<b>DEBT SERVICES</b>	<b>\$326,580.00</b>
<b>GRANT EXPENSE</b>	<b><u>\$5,146,063.00</u></b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$13,667,024.73</b>

**Section 6. GENERAL FUND-EXPENDITURE CATEGORIES BY DEPARTMENT**

The following amounts shall be adopted and appropriated as the general fund budget for all expenditure categories by department for Fiscal Year 2024, beginning July 1, 2023, and ending June 30, 2024.

<b>CITY GOVERNANCE</b>	<b>\$78,200.00</b>
<b>CITY HALL</b>	<b>\$5,711,128.99</b>
<b>ADMINISTRATIVE SERVICES DEPARTMENT</b>	<b>\$693,869.59</b>
<b>CODE COMPLIANCE DEPARTMENT</b>	<b>\$449,213.37</b>
<b>ECONOMIC DEVELOPMENT DEPARTMENT</b>	<b>\$356,083.63</b>
<b>POLICE DEPARTMENT</b>	<b>\$3,769,931.40</b>
<b>PUBLIC WORKS DEPARTMENT</b>	<b>\$2,239,719.70</b>
<b>DEBT SERVICES</b>	<b>\$326,580.00</b>
<b>CONTINGENCY</b>	<b><u>\$42,298.03</u></b>
<b>TOTAL BUDGETED DEPARTMENT EXPENDITURES</b>	<b>\$13,667,024.73</b>

**TOTAL FULL TIME EQUIVALENT EMPLOYEES (FTEs) FOR EACH DEPARTMENT ARE AS FOLLOWS:**

	<b>Budget FY 22</b>	<b>Budget FY23</b>	<b>Budget FY24</b>
<b>CITY HALL</b>	<b>6</b>	<b>3</b>	<b>3</b>
<b>ADMINISTRATIVE SERVICES</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>CODE COMPLIANCE</b>	<b>3</b>	<b>4</b>	<b>4</b>
<b>ECONOMIC DEVELOPMENT</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>POLICE DEPARTMENT</b>	<b>21</b>	<b>23</b>	<b>23</b>
<b>PUBLIC WORKS</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>TOTAL BUDGETED FTEs</b>	<b>46</b>	<b>46</b>	<b>46</b>

THIS ORDINANCE IS ADOPTED BY THE COUNCIL OF THE CITY OF MOUNT RAINIER THIS 02<sup>nd</sup> DAY OF MAY 2023 AND IS EFFECTIVE ON JULY 01, 2023.

ATTEST:

THE CITY OF MOUNT RAINIER

By: MSam  
Melissa Sam, City Clerk

By: [Signature]  
Celina R. Benitez, Mayor

[Signature]  
Luke Chesek, Councilmember, Ward 1

[Signature]  
James Tarlau, Councilmember, Ward 1

[Signature]  
Jarrett Stoltzfus, Councilmember, Ward 2

[Signature]  
Valerie Woodall, Councilmember, Ward 2