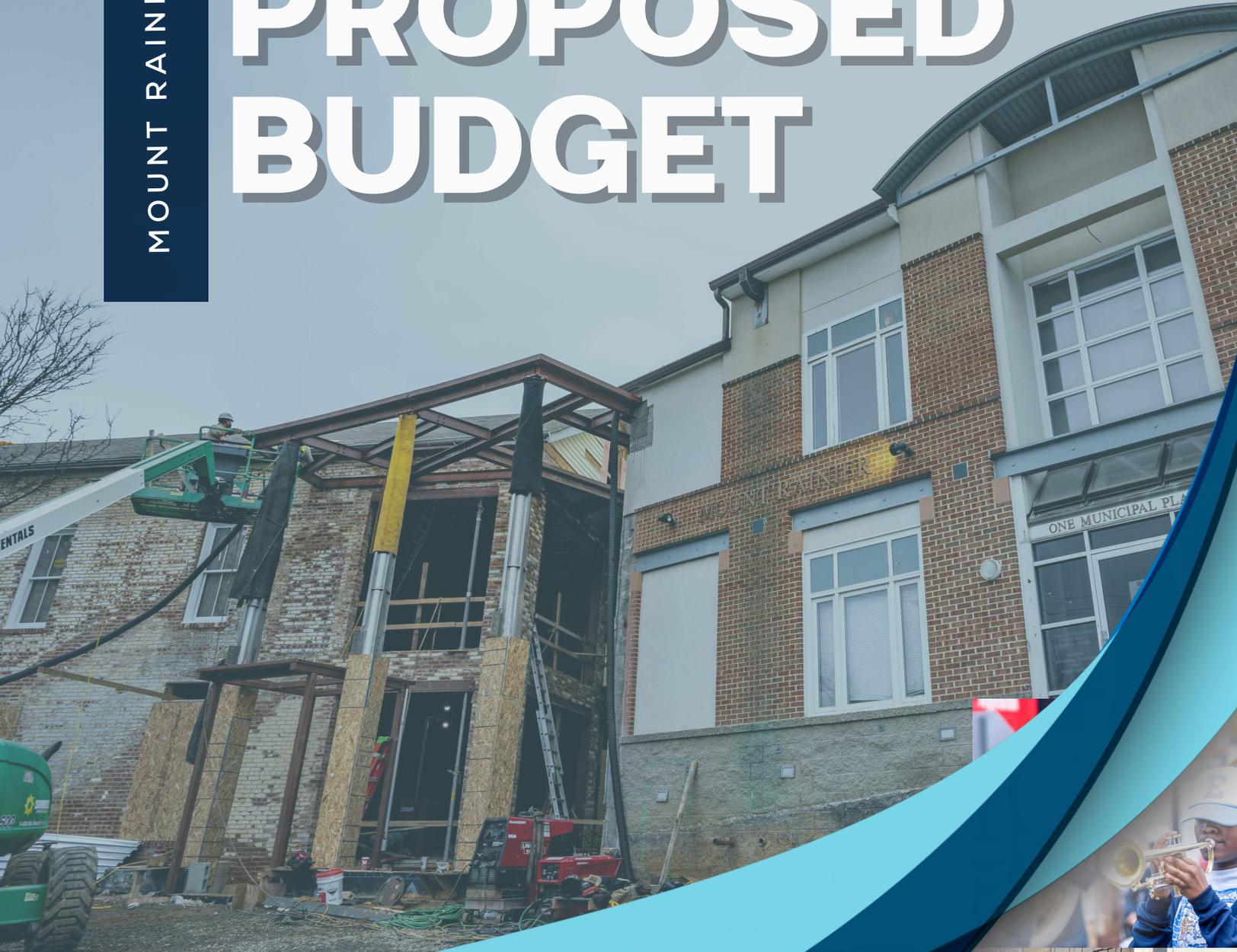


MOUNT RAINIER, MD

*Fiscal Year 2025*

# PROPOSED BUDGET



MOUNT RAINIER

# CITY OF MOUNT RAINIER, MARYLAND

## MAYOR & CITY COUNCIL

*MAYOR*

**CELINA R. BENITEZ**

*WARD I COUNCILMEMBER*

**LUKE CHESEK**

*WARD I COUNCILMEMBER*

**DANIELLE CARTER**

*WARD II COUNCILMEMBER*

**JARRETT STOLTZFUS**

*WARD II COUNCILMEMBER*

**VALERIE WOODALL**

## CITY MANAGER

*Kourosh Kamali*

# FISCAL YEAR

# 2025

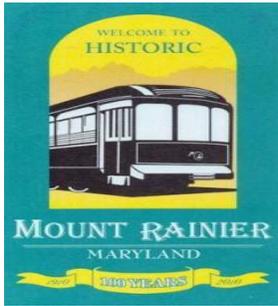
# PROPOSED BUDGET

## WEBSITE

**MOUNTRAINIERMD.ORG**

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February 16, 2024

Honorable Mount Rainier Mayor & 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, 2025, (FY2025), 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's tax rates remain constant in all categories. The City remains in good financial health with an unassigned fund balance of \$5.6 million at 6/30/24 with \$3.4 million in investments accounts; and an increase in economic development initiatives, code compliance, and home value assessments continue to bolster the financial position for FY25, although at a slower rate than in recent years.

The budget, as presented, continues to show the City utilizing the Unassigned Fund Balance to fund the completion of the Potts Hall Welcome Center as planned. This indicates that the Management team is effectively controlling spending and continuously looking for ways to maximize revenues, minimize City spending without cutting services, 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 FY2025 Budget provides operating revenues of \$9,671,544.41. The FY2025 operating revenues represent an increase of \$1,150,582.68 or approximately 14% compared to FY2024 operating budgeted revenues. \$1,000,000 of this increase is Use Of Fund Balance for completion of the Potts Hall / Welcome Center.

The FY2025 Budget is a balanced budget which does not depend on funding from the reserves to be balanced. An operating contingency of \$47,869.74 is established for possible emergencies that may arise.

**Property Tax** – FY2025 Budget main focus is to not increase the property taxes for residents of the city. Tax rates for all property types are maintained at the same rate as FY24.

**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 FY25 Budget includes a 5% COLA for all employees and a 2% merit for police officers as provided for in the Collective Bargaining Agreement (CBA.)

**Streets and Sidewalks** – The FY2025 Budget showcases a commitment to use \$500,000 (5.2% of the FY2025 operating funding) to reconstruct and repair the City's streets and sidewalks and to meet the City's 20% requirement for the Safe Streets For All grant, an industry standard recommendation for a yearly repair commitment. In addition, the City is budgeting \$1,952,800.00 of the Safe Streets For All grant to be used in FY2025.

**Employee Engagement and Recognition** – I have proposed that the City allocates a 5% COLA to all of the City's employees to aid in retention of City employees and cover inflation. FY2025 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. A strong commitment to training, certifications and professional development are funded in each department.

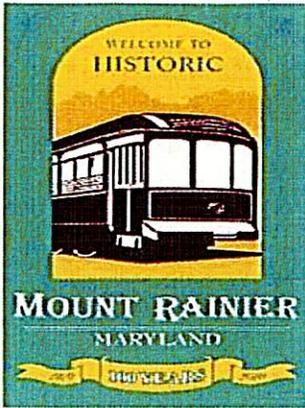
Sincerely,



Kourosh Kamali  
City Manager

**First Reading: October 3, 2023**

**Second Reading and Adoption: November 7, 2023**



**CITY OF MOUNT RAINIER, MARYLAND  
RESOLUTION NO. 03-2023**

**Introduced by: The Mayor and City Council**

**A Resolution Setting the Proposed Budget Calendar for the Fiscal Year 2025 Budget**

**WHEREAS**, the City Council must adopt a budget of City revenues and expenditures for Fiscal Year 2025, beginning July 1, 2024, and ending June 30, 2025; 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 City 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 2025 is June 30, 2024.

**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 CITY 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") 2025:

<b>DATE</b>	<b>EVENT</b>
Tuesday, September 19, 2023	Work Session for setting proposed budget calendar for FY2025 Budget.
Tuesday, October 3, 2023	First Reading of Resolution setting proposed budget calendar for FY2025 Budget
Tuesday, November 7, 2023	Adopt Resolution setting proposed budget calendar for FY2025 Budget.
Thursday, November 9, 2023	Budget instructions issued to all City Departments, Committees and Community Groups.

Friday, December 29, 2023	Deadline for all City Departments, Committees and Community Groups to submit Budget FY2025 requests to City Manager.
Friday, February 16, 2024	City Manager submits Proposed Budget FY2025 to the Council.
Tuesday, February 20, 2024	City Manager presents Proposed Budget FY2025 to the Council. Council holds Work Session on proposed Budget FY2025 and, discussion of Tax Rate.
Thursday, March 7, 2024	Notice published in Prince George's Post and/or Sentinel of Public Hearing on Proposed FY2025 Budget scheduled for March 23, 2024. Constant Yield Rate will be posted and published.
Saturday, March 23, 2024	<ol style="list-style-type: none"> <li>1. <b>Public Hearing</b> and Public Comment on Proposed Budget FY2025.</li> <li>2. <b>Council Work Session</b> on Budget FY2025, Following the Public Hearing.</li> </ol>
Tuesday, April 2, 2024	Discussion of FY2025 Proposed Budget and First Reading into the Record of the FY2025 Budget Ordinance
Tuesday, April 9, 2024	<b>Public Hearing</b> on Proposed FY2025 Budget and Discussion by City Council of FY2025 Proposed Budget
Wednesday, April 24, 2024	<b>Second Reading of FY2025 Budget Ordinance and possible vote.</b>
Tuesday, May 7, 2024	<b>If needed, vote on FY2025 Budget Ordinance.</b>
Tuesday, June 4, 2024	<b>If needed, vote on FY2025 Budget Ordinance.</b>

2. The Budget Calendar for the preparation and adoption of the City of Mount Rainier FY2025 Budget may be amended or adjusted by the City Council as necessary.

**Attest:**

MSam  
Melissa Sam, City Clerk

  
\_\_\_\_\_  
Celina R. Benitez, Mayor

CITY OF MOUNT RAINIER, MARYLAND  
RESOLUTION NO. 03-2023



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Luke Chesek, Councilmember Ward 1



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Danielle Carter, Councilmember Ward 1



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Jarrett Stoltzfus, Councilmember Ward 2



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Valerie Woodall, Councilmember Ward 2

# TAX RATES FISCAL YEAR 2025

## **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 FY25 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 Tax Rate (CYTR) for FY25 is \$0.7247 per \$100 of assessed value.

## **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 FY25 as currently approved at **\$0.99 per \$100 of the assessed valuation.**

# TAX RATES FISCAL YEAR 2025

## **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 FY25 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 FY25 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> Each 30 day exist - \$ 200.00
<b>Roof</b> Demolition Removal/Change of Building Structure	\$150 (for structures < 500 sq. ft.) \$350 (for structures < 500 sq. ft.)	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
<u>Mixed Use Town Center - Permits Fees</u> No County Fee Then Building Permit Only	\$75	Repeat offense same year period \$ 200.00 2. Clean and imminent danger - \$ 500.00
		<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>

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

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

		First violation - One hundred dollars (\$100.00), Two hundred dollars (\$200.00) for repeat offense within a one-year period.
<u>Chapter 10 - Peace &amp; Order Permits</u>		Chapter 10 Section 124- \$75.00 each offense
Residential Noise Permit	\$20	
Non- Residential Noise Permit	\$25	
MUTC - Residential Property Zone	\$20	
MUTC - Other Noise Permits	\$25	
		<p><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</p> <p><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</p> <p><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><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><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>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> Right-of-Way Permit* *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 (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  Parking Administrative Fee Impound Motor Vehicle Commercial Vehicle Violations  Residential Parking Permit	\$0.50 per 30 minutes \$30 per citation \$240 maximum to include late fees, as applicable  \$25 \$75 \$150 per citation \$300 maximum to include late fees, as applicable \$20 per resident vehicle(s) per year (limit 2)	<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).  <b>Chapter 9, Section 107.E.2</b> After sixty calendar days, the fine will double to one hundred twenty dollars (\$120.00).

	\$10 per household per year (limit 1)	<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></p> <p>Parking in Handicap</p> <p>Running idle Vehicle</p> <p>No Through Trucks</p>	<p>\$225 per citation \$450 maximum to include late fees, as applicable</p> <p>\$100 per citation \$200 maximum to include late fees, as applicable</p> <p>\$100 per citation</p>	<p>Chapter 13 Section 119.E. \$30.00 Chapter 13 Section 119.E.1</p> <p>Chapter 13A. Section 107 \$100.00</p>
<p><u>Taxicabs, Trailers, Recreational, Boats</u></p> <p>Temporary permit for trailer, boat, bus, vehicle without an engine</p>	\$15 (temporary for >2 weeks; 1 every 6 months)	

Recreational parking in the 3700 block of Otis St.	\$50.00 per year	
Vehicle park in violation	\$150 per citation \$300 maximum to include late fees, as applicable	

## PERSONNEL SCHEDULE FULL-TIME EQUIVALENT

GENERAL GOVERNMENT	BUDGET	BUDGET	BUDGET
POSITIONS	FY23	FY24	FY25
City Manager	1	1	1
Director of Human Resources	1	1	1
Staff Accountant	1	1	1
<b>TOTAL GENERAL GOVERNMENT</b>	<b>3</b>	<b>3</b>	<b>3</b>

ADMINISTRATIVE GOVERNMENT	BUDGET	BUDGET	BUDGET
POSITIONS	FY23	FY24	FY25
Director of Administrative Services/City Clerk	1	1	1
Grant Writer / Coordinator	1	1	1
Communications / Community Events Coordinator	1	1	1
Media Production Coordinator/MRTV Technician/I.T.	1	1	1
Administrative Assistant	1	1	1
<b>TOTAL ADMINISTRATIVE GOVERNMENT</b>	<b>5</b>	<b>5</b>	<b>5</b>

ECONOMIC DEVELOPMENT	BUDGET	BUDGET	BUDGET
POSITIONS	FY23	FY24	FY25
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	FY23	FY24	FY25
Chief of Police	1	1	1
Police Officer – Administrative Lieutenant	1	1	1
Police Officer – Patrol Lieutenant	1	1	1
Police Officer – Sergeant	2	2	2
Police Officer – Detective	2	2	2
Police Officer – Corporal	4	4	4
Police Officer Private / First Class	8	8	8
Records Manager	1	1	1
Administrative Assistant / Police Clerk	1	1	1
Parking Enforcement Officer	1	1	1
Social Services Coordinator	1	1	1
<b>TOTAL POLICE DEPARTMENT</b>	<b>23</b>	<b>23</b>	<b>23</b>

## PERSONNEL SCHEDULE FULL-TIME EQUIVALENT

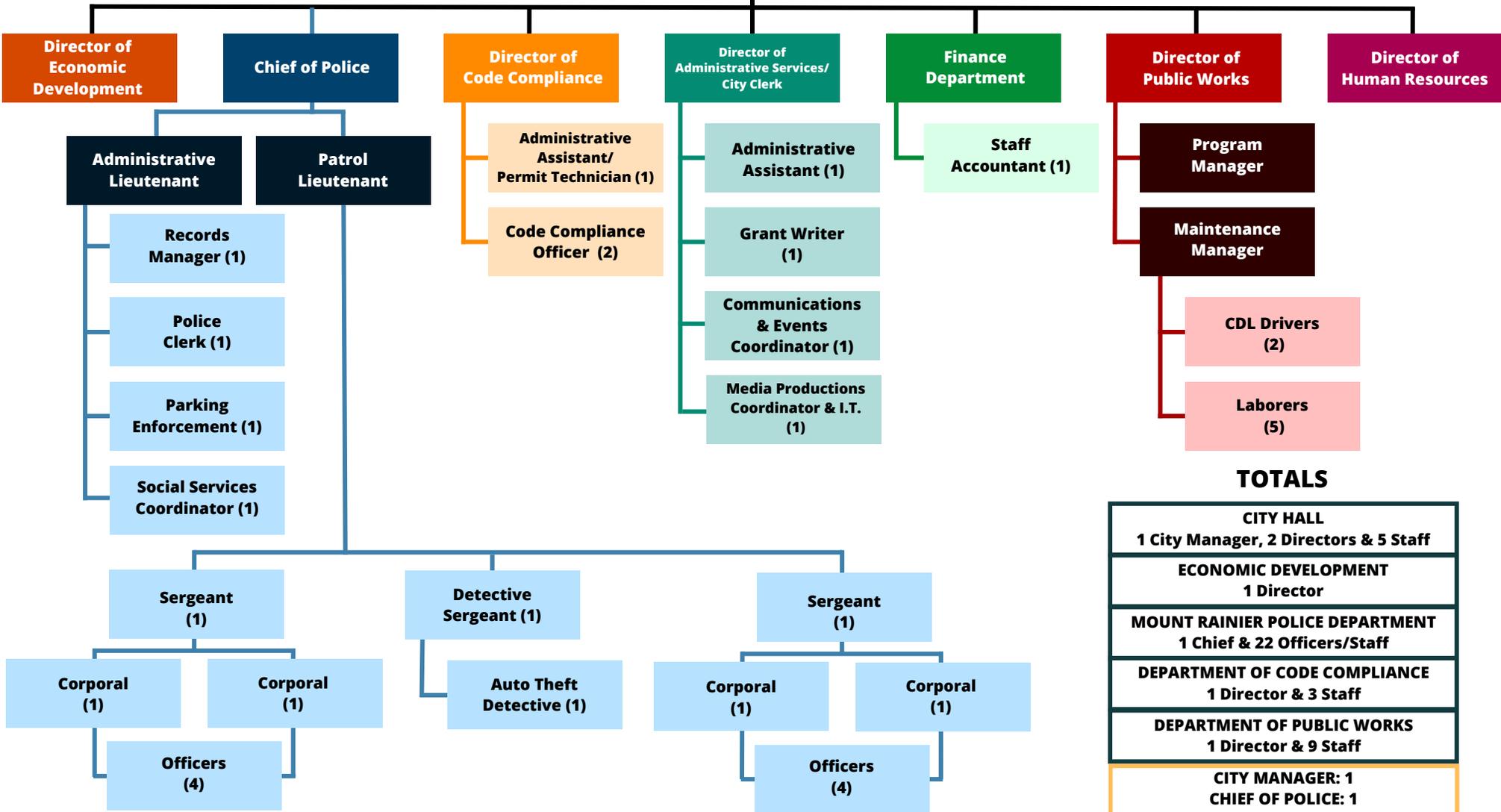
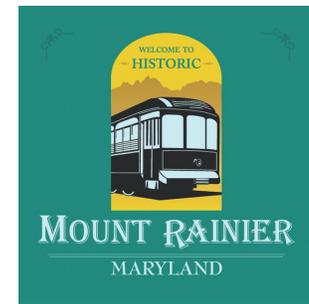
<b>CODE COMPLIANCE</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>POSITIONS</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
Director of Code Compliance	1	1	1
Code Compliance Officer	1	1	1
Code Compliance Officer	1	1	1
Permit Technician / Administrative Assistant	1	1	1
<b>TOTAL CODE COMPLIANCE</b>	<b>3</b>	<b>4</b>	<b>4</b>

<b>PUBLIC WORKS</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>POSITIONS</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
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
<b>TOTAL PUBLIC WORKS</b>	<b>10</b>	<b>10</b>	<b>10</b>

<b>CITY PERSONNEL</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>POSITIONS</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
<b>TOTAL CITY POSITIONS (FTE)</b>	<b>46</b>	<b>46</b>	<b>46</b>

# FISCAL YEAR 2025

## CITY OF MOUNT RAINIER ORGANIZATIONAL CHART



2 Sergeants, 2 Detectives, 4 Corporals, 8 Officers

**TOTALS**

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

# 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.

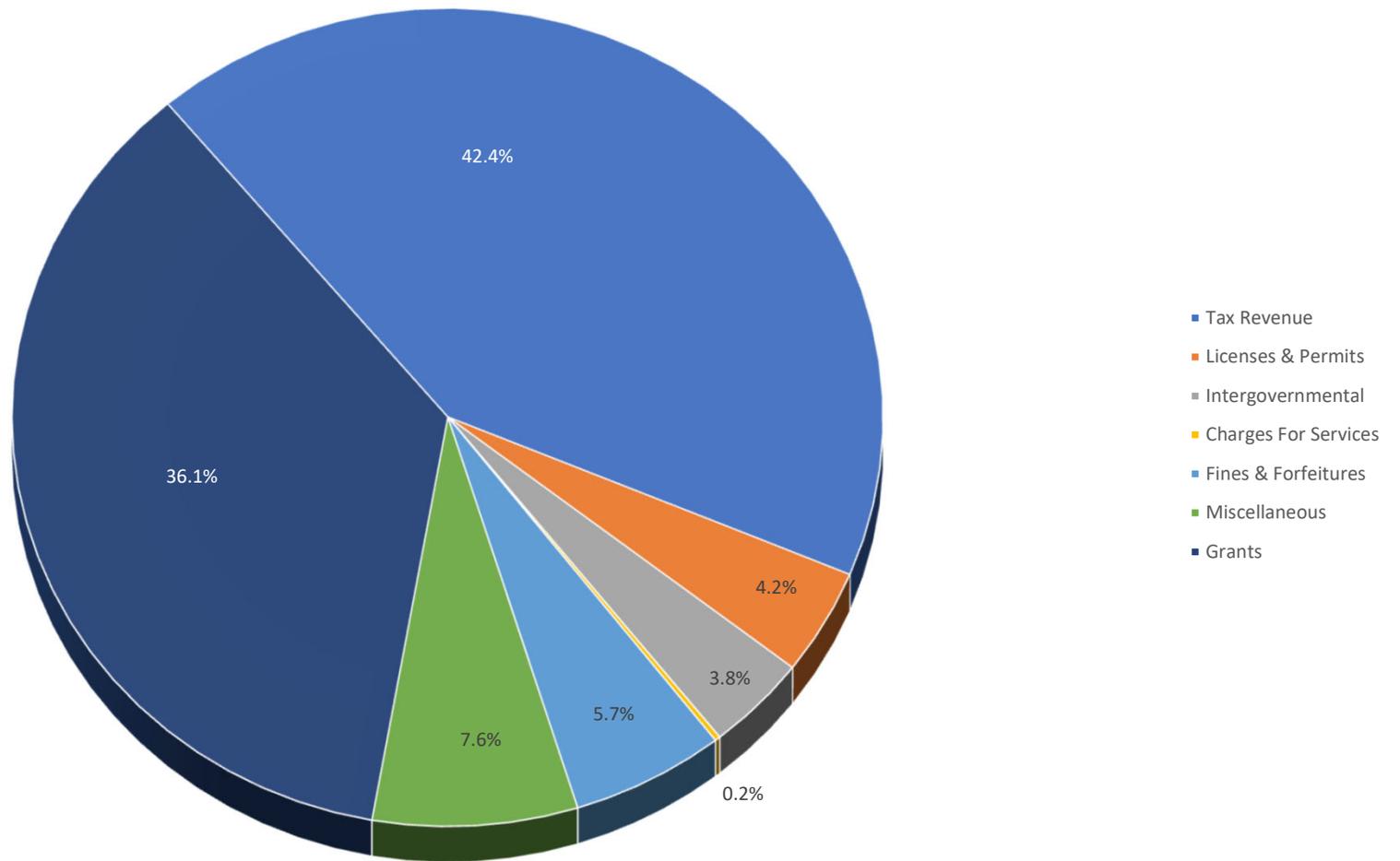
**4609 Bike Co-op Revenues:** Revenues generated from the Bike Co-op.

**4707 Use of Fund Balance:**

**GENERAL FUND REVENUES**

General Fund Revenues		FY22 Actuals	FY23 Actuals	FY24 Actuals	FY24 - Budget	FY25 - Proposed	% Change
		Jul '21 - Jun '22	Jul '22 - Jun '23	Jul '23 - Dec '23	Jul '23 - Jun '24	Jul '24 - Jun '25	FY24/25
<b>Tax Revenue</b>							
4100	Real Property Tax	4,846,377.25	5,012,229.98	3,823,008.21	5,075,428.00	5,227,690.84	3%
4101	Vacant Developed Property Tax	21,302.00	69,909.14	129,612.31	249,454.79	177,991.00	-29%
4102	Business Personal Property Tax	27,913.88	53,564.68	52,018.69	40,000.00	50,000.00	25%
4103	RR & Utilities Pers Prty Tax	112,360.00	112,356.20	95,314.73	97,520.00	96,000.00	-2%
4105	Interest & Penalties on Taxes	7,943.00	24,624.95	5,471.38	10,000.00	10,000.00	0%
4106	Penalty/Late FeeBPPT/BOL/Others	900.00	3,555.00	2,525.00	3,000.00	3,000.00	0%
4107	County Admissions & Amusements	21,024.63	2,517.04	2,038.80	2,500.00	2,500.00	0%
4108	Shared State Income Tax	869,634.00	935,554.90	434,332.90	750,000.00	850,000.00	13%
<b>Total Tax Revenue</b>		<b>5,907,454.76</b>	<b>6,214,311.89</b>	<b>4,544,322.02</b>	<b>6,227,902.79</b>	<b>6,417,181.84</b>	<b>3%</b>
<b>Licenses &amp; Permits</b>							
4200	Residential Rental Licenses	612,050.00	515,874.00	467,475.00	500,000.00	500,000.00	0%
4201	Business Occupancy Licenses	10,271.43	9,956.32	4,247.98	10,000.00	9,000.00	-10%
4202	Cable/FIOS CP Revenue	53,231.00	39,397.20	21,252.52	45,000.00	42,000.00	-7%
4203	Vacant Bldg Registration Fee	3,000.00	7,500.00	2,000.00	10,000.00	5,000.00	-50%
4209	CDMA Fees	150.00	1,910.00	217.50	2,092.00	2,092.00	0%
4204	Building Permit Fees	5,427.00	3,500.00	2,250.00	20,000.00	5,000.00	-75%
4205	TV Revenues (Franchise Fees)	86,425.00	78,009.68	34,429.20	75,000.00	69,000.00	-8%
4206	Parking Permit Revenue	210.00	540.00	70.00	400.00	400.00	0%
4207	Tree Removal Permit	526.00	1,125.00	275.00	200.00	500.00	150%
4208	Mitigation/Impervious Fees	500.00	3,139.00	1,347.00	1,000.00	2,500.00	150%
4211	Church Occupancy Licenses	360.00	600.00	-	500.00	500.00	0%
4212	Other Licenses & Permits	6,932.50	5,908.00	1,575.00	5,000.00	5,000.00	0%
4214	Rent Stabilization Fees	-	-	-	57,812.50	-	-100%
<b>Total Licenses &amp; Permits</b>		<b>779,557.93</b>	<b>667,509.20</b>	<b>535,139.20</b>	<b>727,004.50</b>	<b>640,992.00</b>	<b>-12%</b>
<b>Intergovernmental Revenue</b>							
4301	SHA - MOU	8,376.00	46,581.41	8,375.80	16,779.00	16,779.00	0%
4302	State Highway User Fees	236,750.00	233,505.30	79,593.10	276,053.44	315,589.57	14%
4303	State Police Aid	103,258.00	229,216.00	105,962.00	229,122.00	229,122.00	0%
4304	County Disposal Fee Rebate	28,233.00	11,090.00	5,545.00	20,000.00	22,180.00	11%
<b>Total Intergovernmental Revenue</b>		<b>376,617.00</b>	<b>520,392.71</b>	<b>199,475.90</b>	<b>541,954.44</b>	<b>583,670.57</b>	<b>8%</b>
<b>Charges for Services</b>							
4400	4400 - Parking Meter Coin Revenue	18,266.53	49,175.10	6,495.30	20,000.00	20,000.00	0%
4402	4402 - Trash Hauler Fees	1,291.00	3,408.00	1,844.00	1,000.00	3,000.00	200%
4403	4403 - Fees for City Services	88.00	-	-	200.00	200.00	0%
4404	4404 - Other Service charges	3,161.66	181.00	(2,384.90)	3,000.00	3,000.00	0%
<b>Total Charges For Services</b>		<b>22,807.19</b>	<b>52,764.10</b>	<b>5,954.40</b>	<b>24,500.00</b>	<b>26,200.00</b>	<b>7%</b>
<b>Fines &amp; Forfeitures</b>							
4500	Parking Violations	72,279.41	4,237.60	33,726.00	70,000.00	65,000.00	-7%
4502	Municipal Code Violations	1,660.00	7,875.00	4,885.00	1,500.00	7,500.00	400%
4503	Impoundment Fees	15,001.00	12,601.00	4,125.00	7,500.00	7,500.00	0%
4506	Speed Camera Violations	791,675.38	851,111.89	438,561.20	800,000.00	775,000.00	-3%
<b>Total Fines &amp; Forfeitures</b>		<b>880,615.79</b>	<b>877,631.69</b>	<b>481,297.20</b>	<b>879,000.00</b>	<b>855,000.00</b>	<b>-3%</b>
<b>Miscellaneous Revenue</b>							
4600	Interest on investments	3,800.53	110,544.68	73,444.18	70,000.00	90,000.00	29%
4602	Rent Income - Miles Bldg Lower Level	-	24,900.35	-	33,600.00	42,000.00	25%
4604	Sale of City Property	5,707.00	-	2,375.00	-	-	0%
4605	Solar Credits Revenue	5,143.36	4,570.44	3,091.50	7,500.00	6,500.00	-13%
4606	Insurance Damage Recovery	19,939.93	25,116.25	500.00	-	-	0%
4608	Mt. Rainier Day Revenue	1,475.00	4,020.00	-	1,500.00	1,500.00	0%
4699	Miscellaneous Revenue	43,035.17	86,023.61	1,453.01	5,000.00	5,000.00	0%
4609	Bike-Coop Revenue	4,354.36	3,871.00	716.00	3,000.00	3,500.00	17%
4690	Financing Revenue	-	2,000,000.00	-	-	-	0%
4707	Use of Fund Balance	-	-	-	-	1,000,000.00	0%
<b>Total Miscellaneous Revenue</b>		<b>83,455.35</b>	<b>2,259,046.33</b>	<b>81,579.69</b>	<b>120,600.00</b>	<b>1,148,500.00</b>	<b>852%</b>
<b>Total Operating Revenue</b>		<b>8,050,508.02</b>	<b>10,591,655.92</b>	<b>5,847,768.41</b>	<b>8,520,961.73</b>	<b>9,671,544.41</b>	<b>14%</b>
<b>Grants Revenue</b>							
<b>Total Grants Revenue (From Grant Tab)</b>		<b>883,709.09</b>	<b>1,261,088.93</b>	<b>1,049,564.20</b>	<b>5,146,063.00</b>	<b>5,467,800.00</b>	<b>6%</b>
<b>Total Revenue - with Grants</b>		<b>8,934,217.11</b>	<b>11,852,744.85</b>	<b>6,897,332.61</b>	<b>13,667,024.73</b>	<b>15,139,344.41</b>	<b>11%</b>

# Revenue



# 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.
- 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

- 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).
- 5527 Marketing & Outreach**
- 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.
- 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.

### 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**

**GENERAL FUND EXPENSES**

General Fund Expense	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY24 - Budget	FY25 - Proposed	% Change
	Jul '21 - Jun '22	Jul '22 - Jun '23	Jul '23 - Dec '23	Jul '23 - Jun '24	Jul '24 - Jun '25	FY24/25
<b>Wages &amp; Leave Pay</b>						
5000 Regular Pay	2,648,667.03	2,514,633.76	1,230,151.92	2,735,972.50	2,827,561.03	3%
5000 Employee Bonus	-	-	65,865.00	68,280.00	23,000.00	-66%
5001 Overtime Pay	147,532.53	93,733.65	104,971.65	132,116.27	133,997.08	1%
5002 Court Pay	-	-	-	10,000.00	10,000.00	0%
5003 Shift Differential	340,695.26	368,585.37	207,909.39	404,687.50	423,935.76	5%
5004 Officer Field Training	-	-	2,025.00	1,500.00	1,500.00	0%
<b>Total Wages &amp; Leave Pay</b>	<b>3,136,894.82</b>	<b>2,976,952.78</b>	<b>1,610,922.96</b>	<b>3,352,556.27</b>	<b>3,419,993.87</b>	<b>2%</b>
<b>Employee Benefits &amp; Services</b>						
5100 FICA Expense	231,187.92	229,694.15	123,527.99	253,006.63	261,629.53	3%
5101 Life Insurance Expense	2,587.14	2,930.73	1,376.69	4,478.74	4,596.91	3%
5102 Dental Insurance Expense	24,396.74	25,874.04	14,224.32	29,567.52	32,524.27	10%
5103 Medical Insurance Expense	595,094.45	752,837.69	411,981.01	853,213.44	957,961.65	12%
5105 Worker's Compensation Insurance	322,774.00	265,645.00	189,921.44	366,840.05	390,404.15	6%
5106 Unemployment Insurance	25,502.85	20,395.03	1,251.40	31,764.08	31,764.08	0%
5107 Retirement Contribution	255,805.00	267,887.86	306,895.00	358,452.61	383,655.31	7%
<b>Total Employee Benefits &amp; Services</b>	<b>1,457,348.10</b>	<b>1,565,264.50</b>	<b>1,049,177.85</b>	<b>1,897,323.08</b>	<b>2,062,535.90</b>	<b>9%</b>
<b>Materials &amp; Supplies</b>						
5200 Office Supplies	40,063.37	51,034.55	25,134.41	42,500.00	42,500.00	0%
5201 Postage & Delivery	3,122.09	3,686.75	1,875.40	2,500.00	2,500.00	0%
5202 Computer Equipment & Supplies	4,432.95	5,658.43	1,090.19	10,000.00	21,000.00	110%
5204 Police Supplies & Equipment	90,912.99	73,472.81	6,107.51	23,000.00	23,000.00	0%
5205 Uniforms	2,570.88	9,640.63	1,245.10	9,000.00	21,000.00	133%
5206 Firearms Supplies	2,175.00	8,004.49	29.79	9,000.00	9,000.00	0%
5207 Uniform Cleaning Expenses	40,716.17	38,781.14	17,974.34	40,700.00	40,700.00	0%
5208 Street Signs	3,682.78	2,976.00	1,572.55	6,000.00	6,000.00	0%
5209 Traffic Calming Devices	-	100,000.00	-	85,000.00	-	-100%
5210 Vehicle Fuel & Oil	118,121.29	56,431.20	44,444.30	48,500.00	96,000.00	98%
<b>Total Materials &amp; Supplies</b>	<b>321,603.48</b>	<b>349,686.00</b>	<b>99,473.59</b>	<b>276,200.00</b>	<b>261,700.00</b>	<b>-5%</b>
<b>Repairs &amp; Maintenance</b>						
5300 Vehicle Repair & Maintenance	76,671.09	89,640.29	49,280.81	87,000.00	87,000.00	0%
5301 Equipment Repairs & Maintenance	11,204.55	5,233.01	299.33	29,000.00	29,000.00	0%
5303 Radio Maintenance	1,225.96	-	-	300.00	300.00	0%
5304 MRBA Security Cameras Maintenance	3,542.19	3,118.82	803.82	4,000.00	4,000.00	0%
5560 Equipment Purchase	7,227.06	22,220.38	1,480.97	19,700.00	55,500.00	182%
<b>Total Repairs &amp; Maintenance</b>	<b>99,870.85</b>	<b>120,212.50</b>	<b>51,864.93</b>	<b>140,000.00</b>	<b>175,800.00</b>	<b>26%</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	136,319.56	247,383.57	83,799.98	182,400.00	207,329.66	14%
5401 LEGAL - Professional Svcs	37,948.40	73,087.17	20,487.50	75,000.00	50,000.00	-33%
5402 Professional Svcs - Computer	79,691.33	67,489.24	32,495.39	48,000.00	65,000.00	35%
5403 Professional Svcs - Annual Audi	104,827.50	132,925.00	50,679.00	39,000.00	39,000.00	0%
5404 Dispatch Services	67,000.00	90,000.00	45,000.00	90,000.00	90,000.00	0%
5405 Office Equipment Lease	12,275.77	15,577.51	8,628.06	18,000.00	18,000.00	0%
5406 Office Equipment Maintenance	1,232.31	-	-	1,000.00	1,000.00	0%
5408 Bank Charges	5,261.42	961.66	-	1,750.00	-	-100%
5409 Vehicle Tracking Expenses - GPS	4,191.26	3,611.44	906.64	6,000.00	6,000.00	0%
5410 Recruitment & Testing	2,735.13	6,379.88	3,480.18	10,800.00	8,300.00	-23%
5411 Employee Training	20,765.60	15,158.72	8,118.99	39,000.00	38,250.00	-2%
5412 Temporary Labor	50,304.00	40,220.40	16,456.00	110,000.00	40,000.00	-64%
5413 Classified Advertising	-	776.95	-	2,000.00	2,000.00	0%
5414 Printing & Copying	1,653.00	5,166.87	945.00	3,500.00	3,500.00	0%
5415 Police Liability Insurance	9,430.00	28,913.00	17,791.50	29,000.00	29,000.00	0%
5416 Public Official Liab. Insurance	6,373.34	4,120.00	1,915.50	8,000.00	4,000.00	-50%
5417 General Liability Insurance	36,497.25	40,551.00	18,265.50	38,000.00	38,000.00	0%
5418 Vehicle Insurance	8,293.33	34,848.00	20,678.50	37,300.00	38,000.00	2%
5419 Other General Insurance	(24.00)	-	-	1,000.00	1,000.00	0%
5420 Payroll Expenses	40,761.41	63,294.76	35,134.52	45,000.00	70,000.00	56%
5421 Web Master Services	15,369.00	-	8,265.60	10,000.00	10,000.00	0%
<b>Total Professional Services</b>	<b>659,233.68</b>	<b>870,465.17</b>	<b>373,144.83</b>	<b>822,250.00</b>	<b>779,379.66</b>	<b>-5%</b>
<b>Other Services &amp; Charges</b>						
5500 Rent Expense	14,300.00	12,100.00	8,800.00	15,000.00	15,000.00	0%
5503 Team Building & Appreciation	4,854.25	6,575.24	4,328.02	10,020.00	10,020.00	0%
5504 Econ Devlp - Main Street Programming	43,346.62	31,834.61	2,450.70	30,000.00	30,000.00	0%
5504 Econ Devlp - Programs	-	-	-	2,000.00	2,000.00	0%
5506 Travel Expense	4,533.60	184.33	72.55	6,500.00	6,500.00	0%
5507 CDL Testing	-	-	130.00	2,000.00	1,500.00	-25%
5509 Message Production	25,124.65	21,110.37	13,062.11	26,400.00	26,400.00	0%
5510 Historic Preservation Tax Credit	12,696.82	11,550.71	9,091.84	12,000.00	12,000.00	0%
5511 City Homeowners Tax Credit	33,640.64	29,462.51	770.74	35,000.00	30,000.00	-14%
5512 Veterans/LTR Tax Credit	8,245.53	46,105.60	-	20,000.00	50,000.00	150%

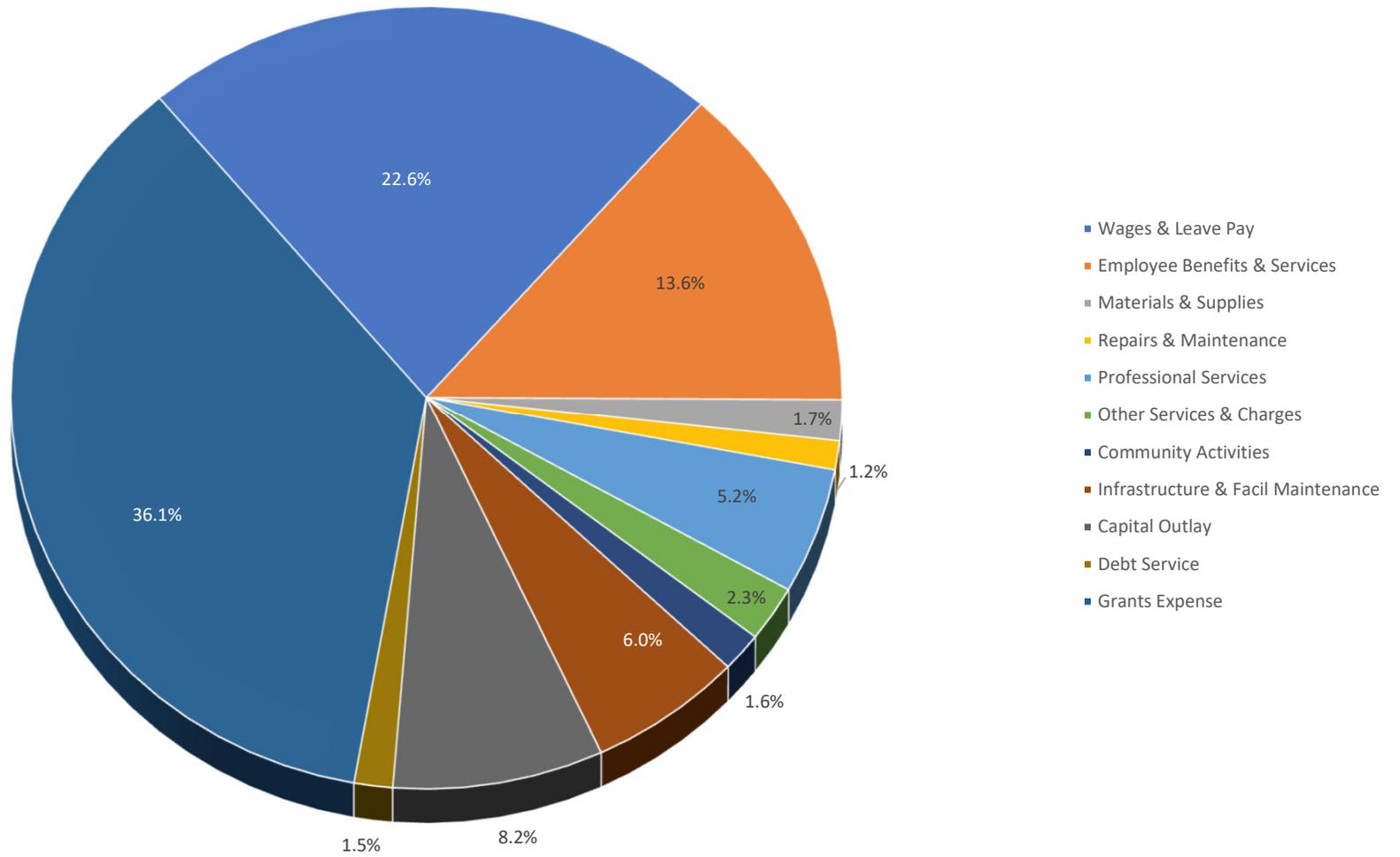
**GENERAL FUND EXPENSES**

General Fund Expense		FY22 Actuals	FY23 Actuals	FY24 Actuals	FY24 - Budget	FY25 - Proposed	% Change
		Jul '21 - Jun '22	Jul '22 - Jun '23	Jul '23 - Dec '23	Jul '23 - Jun '24	Jul '24 - Jun '25	FY24/25
5513	Flowers & Gifts	-	298.21	338.95	500.00	500.00	0%
5517	I-Net Services	9,132.00	10,510.05	-	13,500.00	13,500.00	0%
5518	Tipping & Recycling Fees	75,783.39	83,839.88	32,981.65	90,000.00	90,000.00	0%
5520	Interest - Code Vehicles	1,133.68	447.02	-	1,868.16	-	-100%
5521	Principal - Code Vehicles	12,253.12	12,939.78	-	4,825.64	-	-100%
5522	Interest - PW Trucks	6,254.03	2,001.07	1,892.69	6,094.16	-	-100%
5523	Interest-Capital Lease Police	4,529.20	2,458.53	2,847.39	9,172.62	-	-100%
5524	Principle -Capital Lease Police	38,330.80	40,401.47	18,582.61	33,441.80	-	-100%
5525	Principal-New DPW Trucks Lease	49,493.01	32,315.97	12,080.57	17,681.98	-	-100%
5527	Marketing & Outreach	-	5,081.33	625.68	10,000.00	10,000.00	0%
5598	Contingency	-	-	-	42,298.03	47,869.74	13%
5599	Miscellaneous Expense	5,569.86	7,690.54	3,256.31	4,000.00	4,000.00	0%
<b>Total Other Services &amp; Charges</b>		<b>351,365.49</b>	<b>358,248.48</b>	<b>111,311.81</b>	<b>392,302.39</b>	<b>349,289.74</b>	<b>-11%</b>
<b>Community Activities</b>							
5505	City Sponsored Meetings	-	737.44	184.25	5,500.00	5,500.00	0%
5514	Public Safety Night Expense	4,663.22	4,859.94	5,798.78	6,000.00	6,000.00	0%
5515	Police Explorer Program	450.00	3,985.57	1,926.31	6,000.00	6,000.00	0%
5516	Comm Outreach - Nat'l Night Out/Soc. Svcs	987.70	276.72	3,997.89	5,000.00	10,000.00	100%
5530	Conference/Convention Expense	19,623.01	20,469.88	14,501.69	35,500.00	36,000.00	1%
5531	Association Dues	10,767.89	12,959.27	5,985.71	13,200.00	14,200.00	8%
5532	Subscriptions & Publications	5,448.77	9,920.58	582.94	16,200.00	15,850.00	-2%
5533	Election Costs	4,802.40	8,859.83	-	-	10,000.00	0%
5534	Juneteenth	-	-	-	1,000.00	1,000.00	0%
5540	Mount Rainier Day Expenses	18,747.68	22,791.09	-	20,000.00	20,000.00	0%
5541	Winter Festival	1,112.30	3,499.68	1,855.01	3,500.00	3,500.00	0%
5542	Bike Co-op Expenses	666.50	5,037.74	-	-	4,000.00	100%
5543	Community Garden	160.00	1,871.39	37.41	4,000.00	4,000.00	0%
5544	Halloween Event	384.45	1,804.10	2,118.31	3,000.00	3,000.00	0%
5545	Scholarship Program	-	5,740.71	-	1,000.00	1,000.00	0%
5546	Senior Programming	-	-	-	1,500.00	1,500.00	0%
5547	CERT Team Expense	-	2,399.16	325.45	3,000.00	3,000.00	0%
5548	Immigration Outreach Program	-	-	-	1,000.00	1,000.00	0%
5549	Veterans Celebration	1,260.62	1,471.42	1,310.76	2,500.00	2,000.00	-20%
5550	Teacher Appreciation	2,597.09	1,000.00	-	1,000.00	1,000.00	0%
5551	Egg Hunt Event	-	3,430.73	-	4,500.00	4,500.00	0%
5552	Green Team Exp	-	-	1,610.00	2,600.00	2,600.00	0%
5553	Recreation Program	2,183.00	3,209.24	2,358.70	10,000.00	10,000.00	0%
5554	Recreation Grants	1,500.00	5,130.36	598.59	7,500.00	7,500.00	0%
5555	Arts Commission	-	11,578.00	-	15,000.00	5,000.00	-67%
5556	Latino Heritage	-	-	4,808.03	5,000.00	5,000.00	0%
5557	Mount Rainier Youth Council	-	-	-	2,500.00	2,500.00	0%
5558	Community Dev Corp - Gateway ***	-	-	50,000.00	100,000.00	50,000.00	-50%
5648	Police Advisory Board	-	-	-	2,000.00	2,000.00	0%
5649	Rent Stabilization Board	-	-	-	2,000.00	2,000.00	0%
<b>Total Community Activities</b>		<b>75,354.63</b>	<b>131,411.03</b>	<b>97,999.83</b>	<b>280,000.00</b>	<b>239,650.00</b>	<b>-14%</b>
<b>Infrastructure &amp; Facil Maintenance</b>							
5230	Sidewalk and Street Repairs	419,602.83	537,435.17	6,950.00	400,000.00	500,000.00	25%
5600	Building Repair & Maintenance	104,992.30	69,942.14	33,240.33	53,700.00	53,700.00	0%
5601	Tree Maintenance	62,290.00	42,196.65	34,861.79	85,000.00	85,000.00	0%
5602	Tree Purchases / Tree Replacement Fund	2,139.64	751.00	-	1,500.00	1,500.00	0%
5603	Grounds Maintenance	26,509.19	20,105.00	10,222.00	38,000.00	38,000.00	0%
5604	Pest Control	2,725.00	1,107.00	1,482.00	3,400.00	3,400.00	0%
5605	Telephone	52,443.44	51,970.10	31,404.93	44,000.00	63,000.00	43%
5606	Equipment Rental	2,773.89	2,079.32	718.28	2,500.00	2,500.00	0%
5607	Alarm Services	849.00	1,424.38	696.00	2,700.00	1,500.00	-44%
5608	Property Taxes	3,308.36	3,996.16	3,448.51	4,000.00	3,500.00	-13%
5609	Abatement on Property Expenses	1,918.00	5,802.50	-	6,000.00	6,000.00	0%
5610	Electricity	53,631.21	68,510.93	25,745.78	42,950.00	54,000.00	26%
5611	Street Lights & Signals	82,264.29	92,516.79	39,669.62	85,000.00	80,000.00	-6%
5612	Street Lights & Signal Repair	3,278.71	8,402.47	4,693.64	3,500.00	3,500.00	0%
5613	Heat	22,219.94	4,807.41	3,946.72	4,500.00	4,500.00	0%
<b>Total Infrastructure &amp; Facil Maintenance</b>		<b>840,945.80</b>	<b>911,047.02</b>	<b>197,079.60</b>	<b>776,750.00</b>	<b>900,100.00</b>	<b>16%</b>
<b>Capital Outlay - Capital Project</b>							
5700	Capital Proj Expense - Streets Resurfacing	167,430.29	90.00	-	131,000.00	-	-100%
5701	Potts Hall Redevelopment	-	2,000,000.00	-	-	1,000,000.00	0%
5705	Vehicle Purchase	109,476.50	162,496.00	135,465.00	126,000.00	247,000.00	96%
<b>Total Capital Outlay - Capital Project</b>		<b>276,906.79</b>	<b>2,261,516.00</b>	<b>135,465.00</b>	<b>257,000.00</b>	<b>1,247,000.00</b>	<b>385%</b>
<b>Debt Services</b>							
5810	Interest-Bond Funeral Home	23,717.30	4,655.84	-	2,360.00	-	-100%
5815	Principal-Bond Funeral Home	249,739.22	63,708.29	-	88,125.00	-	-100%
5830	Principal - Potts Hall Bond	-	-	86,743.05	174,904.00	180,670.47	3%
5835	Interest - Potts Hall Bond	-	-	31,304.56	61,191.00	55,424.76	-9%

**GENERAL FUND EXPENSES**

General Fund Expense		FY22 Actuals	FY23 Actuals	FY24 Actuals	FY24 - Budget	FY25 - Proposed	% Change
		Jul '21 - Jun '22	Jul '22 - Jun '23	Jul '23 - Dec '23	Jul '23 - Jun '24	Jul '24 - Jun '25	FY24/25
	Total Debt Services	308,001.37	68,364.13	118,047.61	326,580.00	236,095.23	-28%
	<b>Total Operating Expenses</b>	<b>7,527,525.01</b>	<b>9,613,167.61</b>	<b>3,844,488.01</b>	<b>8,520,961.74</b>	<b>9,671,544.41</b>	<b>14%</b>
Grants Expense							
	Total Grants Expense	160,139.12	1,444,580.26	620,601.42	5,146,063.00	5,467,800.00	6%
	<b>Total Expenses - with Grants</b>	<b>7,687,664.13</b>	<b>11,057,747.87</b>	<b>4,465,089.43</b>	<b>13,667,024.74</b>	<b>15,139,344.41</b>	<b>11%</b>

### 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, 7 (seven) 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

## **FY2025 PROPOSED BUDGET SUMMARY**

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The FY25 proposed budget for Mayor and Council is \$88,200.00 which is an increase of about 13% or \$10,000.00 from the approved FY24 budget.

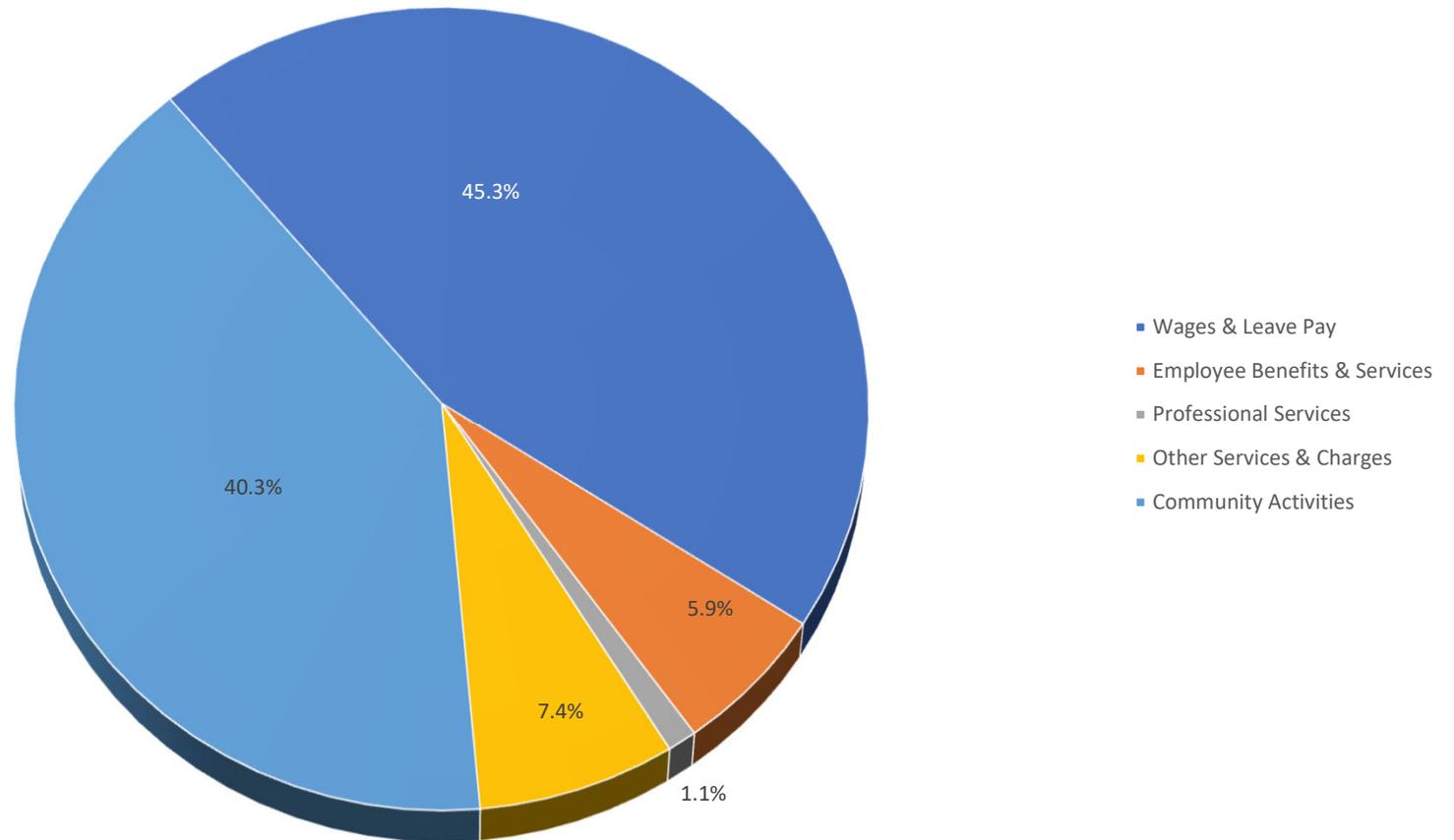
Budgetary Changes –

<b>FY2024 APPROVED DEPARTMENT BUDGET</b>	<b>\$78,200.00</b>
<b>Increase Expense:</b> Community Activities	<b>\$10,000.00</b>
<b>Decreased Expense:</b> None	<b>\$0.00</b>
<b>Unchanged Expense:</b> Wages & Leave Pay, Employee Benefits, Other Services	<b>\$0.00</b>
<b>FY2025 PROPOSED BUDGET</b>	<b>\$88,200.00</b>

**MAYOR AND COUNCIL**

Mayor & Council	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY24 - Budget	FY25 - Proposed	% Change
	Jul '21 - Jun '22	Jul '22 - Jun '23	Jul '23 - Dec '23	Jul '23 - Jun '24	Jul '24 - Jun '25	FY24/25
<b>Wages &amp; Leave Pay</b>						
5000 Regular Pay	35,000.08	40,028.51	20,000.04	40,000.00	40,000.00	0%
<b>Total Wages &amp; Leave Pay</b>	<b>35,000.08</b>	<b>40,028.51</b>	<b>20,000.04</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0%</b>
<b>Employee Benefits &amp; Services</b>						
5100 FICA Expense	2,725.21	3,062.05	1,529.94	3,060.00	3,060.00	0%
5106 Unemployment Insurance	1,340.48	1,716.02	814.62	1,100.00	1,100.00	0%
5107 Retirement Contribution	-	-	-	1,040.00	1,040.00	0%
<b>Total Employee Benefits &amp; Services</b>	<b>4,065.69</b>	<b>4,778.07</b>	<b>2,344.56</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	4,500.00	37.84	72.55	6,000.00	6,000.00	0%
5513 Flowers & Gifts	-	298.21	338.95	500.00	500.00	0%
<b>Total Other Services &amp; Charges</b>	<b>55,567.31</b>	<b>336.05</b>	<b>411.50</b>	<b>6,500.00</b>	<b>6,500.00</b>	<b>0%</b>
<b>Community Activities</b>						
5505 City Sponsored Meetings	-	737.44	184.25	5,500.00	5,500.00	0%
5529 Mayor & Council Retreat	-	378.18	-	-	-	0%
5530 Conference/Convention Expense	10,220.32	10,619.13	6,242.18	12,000.00	12,000.00	0%
5531 Association Dues	2,174.00	7,599.02	5,235.71	8,000.00	8,000.00	0%
5533 Election Costs	4,802.40	8,859.83	-	-	10,000.00	0%
<b>Total Community Activities</b>	<b>18,038.72</b>	<b>28,313.60</b>	<b>11,662.14</b>	<b>25,500.00</b>	<b>35,500.00</b>	<b>39%</b>
<b>Total Expenses</b>	<b>112,671.80</b>	<b>73,456.23</b>	<b>34,495.24</b>	<b>78,200.00</b>	<b>88,200.00</b>	<b>13%</b>

### Mayor & Council



# 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.
- 5701 Potts Hall / Welcome Center**

# 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 FY2025 -**

***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 FY25 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

## **FY2025 PROPOSED BUDGET SUMMARY**

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The FY25 proposed operating budget for the City Hall (General Government) is \$2,207,341.58 which is an increase of about 79% or \$975,712.58 from the approved FY24 budget.

Budgetary Changes –

<b>FY2024 APPROVED DEPARTMENT BUDGET</b>	<b>\$1,231,629.00</b>
<b>Increased Expense:</b> Wages & Leave Pay, Employee Benefits & Services, Other Services & Charges, and Infrastructure & Facility Maintenance, Capital Outlay	\$1,073,362.59
<b>Decreased Expense:</b> Other Services & Charges	(\$97,650.00)
<b>Unchanged Expense:</b> None	\$0
<b>FY2025 PROPOSED BUDGET</b>	<b>\$2,207,341.58</b>

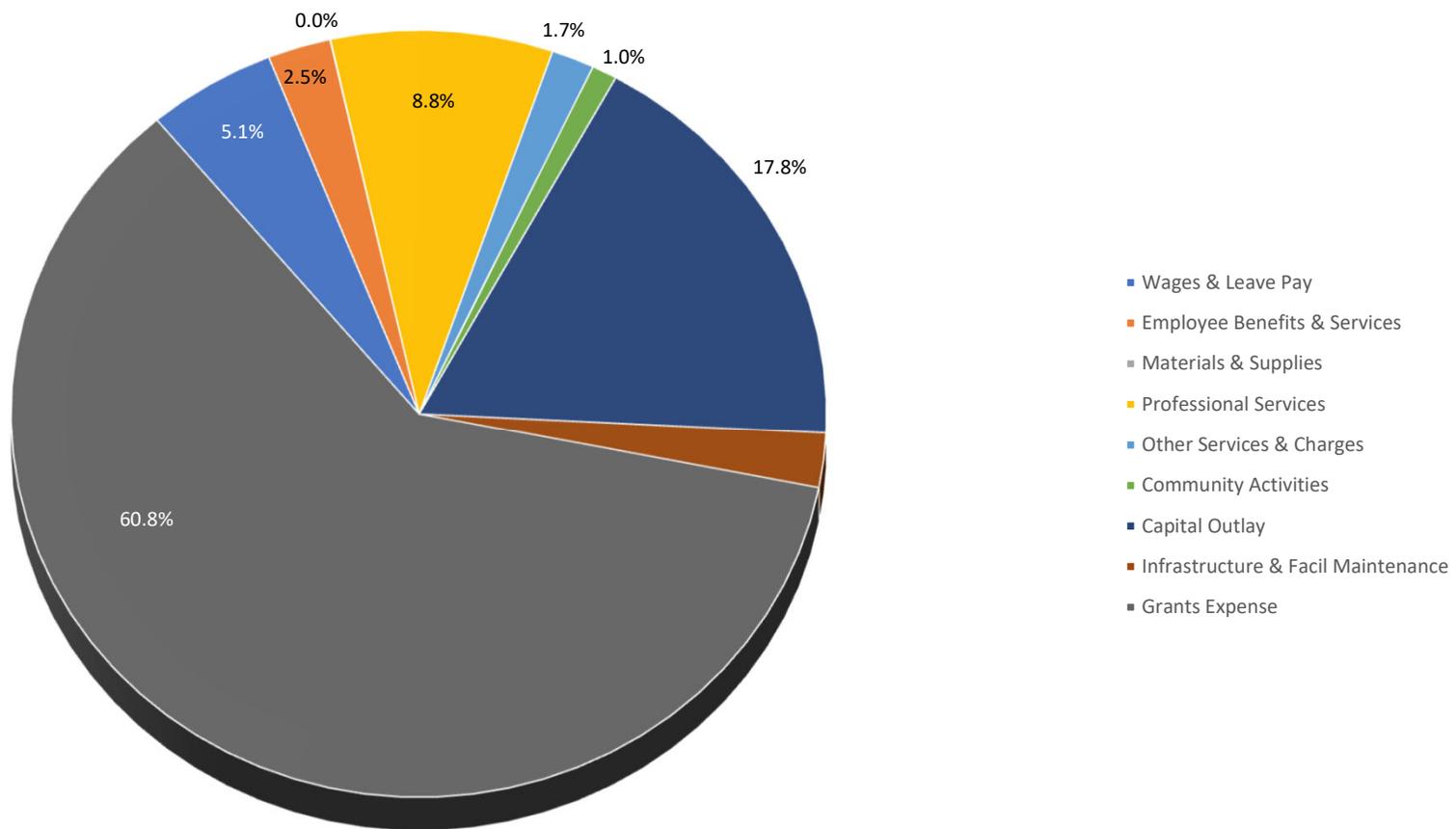
CITY HALL

City Hall		FY22 Actuals	FY23 Actuals	FY24 Actuals	FY24 - Budget	FY25 - Proposed	% Change
		Jul '21 - Jun '22	Jul '22 - Jun '23	Jul '23 - Dec '23	Jul '23 - Jun '24	Jul '24 - Jun '25	FY24/25
<b>Wages &amp; Leave Pay</b>							
5000	Regular Pay	327,134.37	265,138.72	124,545.03	272,122.00	285,720.84	5%
5000	Employee Bonus		-	5,745.00	5,745.00	1,500.00	-74%
5001	Overtime Pay	1,122.44	2,041.43	847.50	500.00	500.00	0%
<b>Total Wages &amp; Leave Pay</b>		<b>327,134.37</b>	<b>267,180.15</b>	<b>131,137.53</b>	<b>278,367.00</b>	<b>287,720.84</b>	<b>3%</b>
<b>Employee Benefits &amp; Services</b>							
5100	FICA Expense	22,724.61	20,120.21	9,826.60	20,970.33	22,010.64	5%
5101	Life Insurance Expense	204.50	324.19	105.46	378.11	378.11	0%
5102	Dental Insurance Expense	1,915.50	2,423.12	1,130.64	2,261.28	2,487.41	10%
5103	Medical Insurance Expense	51,931.36	69,830.32	32,398.46	64,993.36	71,908.70	11%
5105	Worker's Compensation Insurance	275,461.57	1,417.00	977.00	1,512.00	1,380.51	-9%
5106	Unemployment Insurance	6,570.37	1,120.49	-	10,135.38	10,135.38	0%
5107	Retirement Contribution	8,032.32	27,727.81	27,919.09	29,961.53	32,570.00	9%
<b>Total Employee Benefits &amp; Services</b>		<b>366,840.23</b>	<b>122,963.14</b>	<b>72,357.25</b>	<b>130,212.00</b>	<b>140,870.74</b>	<b>8%</b>
<b>Materials &amp; Supplies</b>							
5200	Office Supplies	9,396.52	10,418.26	7,324.65	7,000.00	7,000.00	0%
5201	Postage & Delivery	3,120.93	3,686.75	1,875.40	2,500.00	2,500.00	0%
5202	Computer Equipment & Supplies	3,100.70	1,065.69	1,090.19	10,000.00	1,000.00	-90%
<b>Total Materials &amp; Supplies</b>		<b>17,522.65</b>	<b>15,170.70</b>	<b>10,290.24</b>	<b>19,500.00</b>	<b>10,500.00</b>	<b>-46%</b>
<b>Professional Services</b>							
5399	Strategic Planning & New Logo	-	-	-	21,000.00	-	-100%
5400	Professional/Contract Svc	57,406.56	166,775.96	83,799.98	171,400.00	191,400.00	12%
5401	LEGAL - Professional Svcs	25,840.89	73,087.17	20,487.50	75,000.00	50,000.00	-33%
5402	Professional Svcs - Computer	79,691.33	67,489.24	32,495.39	48,000.00	65,000.00	35%
5403	Professional Svcs - Annual Audi	104,827.50	132,925.00	50,679.00	39,000.00	39,000.00	0%
5405	Office Equipment Lease	12,168.28	15,577.51	8,628.06	18,000.00	18,000.00	0%
5406	Office Equipment Maintenance	-	-	-	1,000.00	1,000.00	0%
5408	Bank Charges	5,214.05	961.66	-	1,750.00	-	-100%
5409	Vehicle Tracking Expenses - GPS	4,191.26	3,611.44	906.64	6,000.00	6,000.00	0%
5410	Recruitment & Testing	71.00	666.81	-	3,000.00	500.00	-83%
5411	Employee Training	288.65	553.00	-	6,000.00	4,250.00	-29%
5412	Temporary Labor	-	-	-	45,000.00	-	-100%
5413	Classified Advertising	-	776.95	-	2,000.00	2,000.00	0%
5414	Printing & Copying	398.00	1,144.00	-	500.00	500.00	0%
5416	Public Official Liab. Insurance	6,373.34	4,120.00	1,915.50	8,000.00	4,000.00	-50%
5417	General Liability Insurance	20,195.39	40,551.00	18,265.50	38,000.00	38,000.00	0%
5419	Other General Insurance	(24.00)	-	-	1,000.00	1,000.00	0%
5420	Payroll Expenses	39,346.45	63,294.76	35,134.52	45,000.00	70,000.00	56%
<b>Total Professional Services</b>		<b>355,988.70</b>	<b>571,534.50</b>	<b>252,312.09</b>	<b>529,650.00</b>	<b>490,650.00</b>	<b>-7%</b>
<b>Other Services &amp; Charges</b>							
5503	Team Building & Appreciation	2,663.70	916.49	1,220.32	1,000.00	1,000.00	0%
5506	Travel Expense	33.60	89.51	-	250.00	250.00	0%
5510	Historic Preservation Tax Credit	-	11,550.71	9,091.84	12,000.00	12,000.00	0%
5511	City Homeowners Tax Credit	-	29,462.51	770.74	35,000.00	30,000.00	-14%
5512	Veterans/LTR Tax Credit	3,784.16	46,105.60	-	20,000.00	50,000.00	150%
5599	Miscellaneous Expense	-	3,181.74	3,234.43	2,000.00	2,000.00	0%
<b>Total Other Services &amp; Charges</b>		<b>6,669.43</b>	<b>91,641.82</b>	<b>13,097.01</b>	<b>70,250.00</b>	<b>95,250.00</b>	<b>36%</b>
<b>Community Activities</b>							
5530	Conference/Convention Expense	-	1,212.93	1,202.85	5,000.00	5,000.00	0%
5531	Association Dues	4,746.64	1,049.00	-	1,000.00	1,000.00	0%
5532	Subscriptions & Publications	3,586.81	5,539.06	349.00	-	350.00	100%
5558	Community Dev Corp - Gateway *	-	-	50,000.00	100,000.00	50,000.00	-50%
<b>Total Community Activities</b>		<b>11,331.56</b>	<b>7,800.99</b>	<b>51,551.85</b>	<b>106,000.00</b>	<b>56,350.00</b>	<b>-47%</b>
<b>Infrastructure &amp; Facil Maintenance</b>							
5600	Building Repair & Maintenance	4,590.00	37,248.97	23,746.57	18,000.00	18,000.00	0%
5605	Telephone	52,167.07	51,970.10	31,404.93	44,000.00	63,000.00	43%
5607	Alarm Services	450.00	1,424.38	696.00	2,700.00	1,500.00	-44%
5608	Property Taxes	3,308.36	3,996.16	3,448.51	4,000.00	3,500.00	-13%
5610	Electricity	40,961.13	50,017.66	19,538.33	27,950.00	39,000.00	40%
5613	Heat	963.18	2,052.46	-	1,000.00	1,000.00	0%
<b>Total Infrastructure &amp; Facil Maintenance</b>		<b>103,034.59</b>	<b>146,709.73</b>	<b>78,834.34</b>	<b>97,650.00</b>	<b>126,000.00</b>	<b>29%</b>
<b>Capital Outlay - Capital Project</b>							
5701	Potts Hall Redevelopment	-	2,000,000.00	-	-	1,000,000.00	0%
<b>Total Capital Outlay - Capital Project</b>		<b>-</b>	<b>2,000,000.00</b>	<b>-</b>	<b>-</b>	<b>1,000,000.00</b>	<b>100%</b>
<b>Total Operating Expenses</b>		<b>1,394,759.43</b>	<b>3,224,441.27</b>	<b>609,580.31</b>	<b>1,231,629.00</b>	<b>2,207,341.58</b>	<b>79%</b>

**CITY HALL**

City Hall	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY24 - Budget	FY25 - Proposed	% Change
	Jul '21 - Jun '22	Jul '22 - Jun '23	Jul '23 - Dec '23	Jul '23 - Jun '24	Jul '24 - Jun '25	FY24/25
Grants Expense						
Total Grants Expense (From Grant Tab)	-	936,194.19	468,743.20	4,479,500.00	3,415,000.00	-24%
<b>Total Expenses - with Grants</b>	<b>1,394,759.43</b>	<b>4,160,635.46</b>	<b>1,078,323.51</b>	<b>5,711,129.00</b>	<b>5,622,341.58</b>	<b>-2%</b>

### City Hall



**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

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**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 2025 – 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

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

## **FY2025 PROPOSED BUDGET SUMMARY**

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The FY25 proposed budget for the Department of Administrative Services is \$703,475.47 which is an increase of about 1% or \$9,605.88 from the approved FY24 budget.

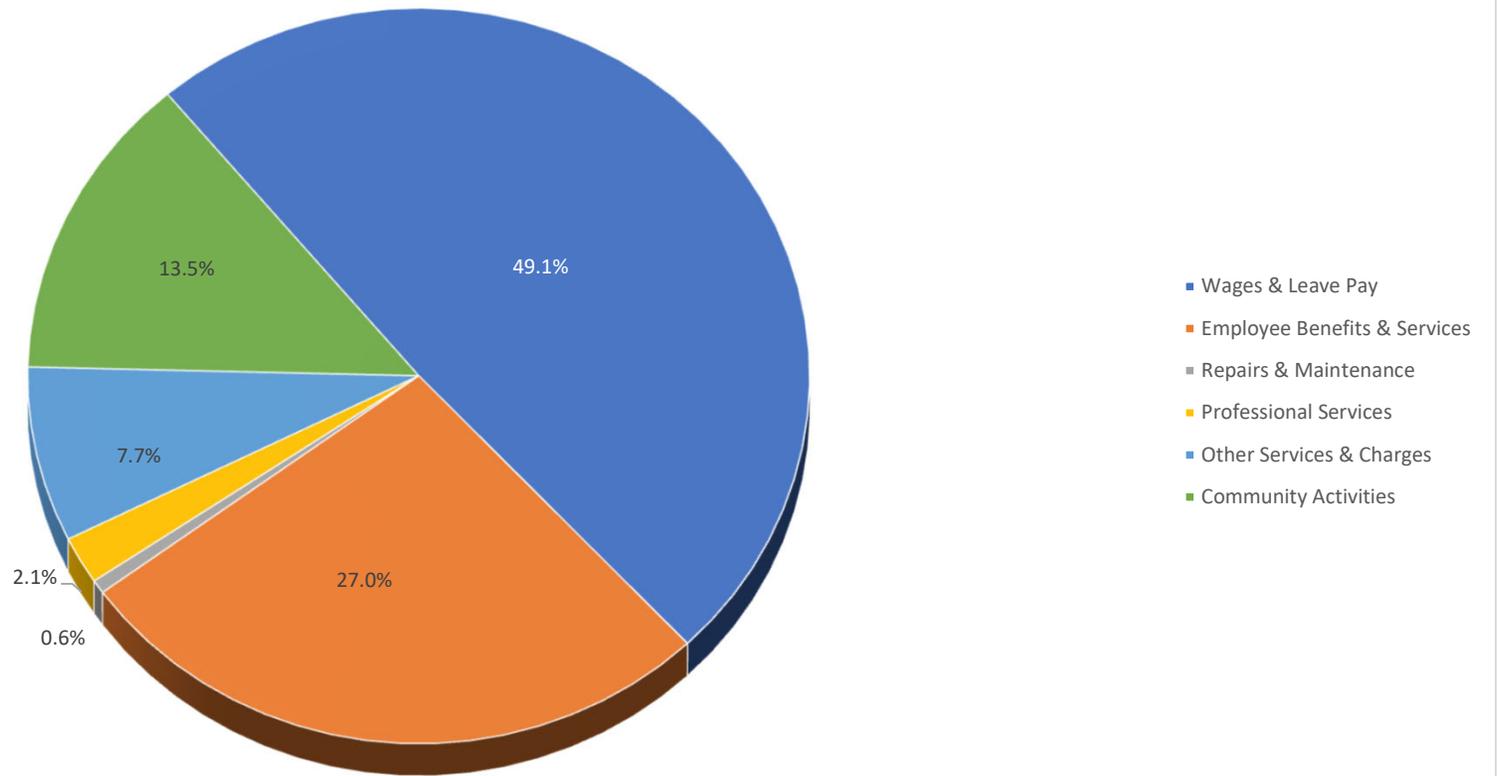
Budgetary Changes –

<b>FY2024 APPROVED DEPARTMENT BUDGET</b>	<b>\$693,869.59</b>
<b>Increased Expense:</b> Wages & Leave Pay, Employee Benefits & Services	\$22,805.88
<b>Decreased Expense:</b> Repairs & Maintenance, Community Activities	(\$13,200.00)
<b>Unchanged Expense:</b> Professional Services	\$0
<b>FY2025 PROPOSED BUDGET</b>	<b>\$703,475.47</b>

**ADMINISTRATIVE SERVICES**

Administrative Services		FY22 Actuals	FY23 Actuals	FY24 Actuals	FY24 - Budget	FY25 - Proposed	% Change
		Jul '21 - Jun '22	Jul '22 - Jun '23	Jul '23 - Dec '23	Jul '23 - Jun '24	Jul '24 - Jun '25	FY24/25
<b>Wages &amp; Leave Pay</b>							
5000	Regular Pay	236,735.48	307,154.50	148,619.54	326,959.00	341,537.36	4%
5000	Employee Bonus		-	9,575.00	9,575.00	2,500.00	-74%
5001	Overtime Pay	475.89	814.78	370.25	1,000.00	1,000.00	0%
<b>Total Wages &amp; Leave Pay</b>		<b>237,211.37</b>	<b>307,969.28</b>	<b>158,564.79</b>	<b>337,534.00</b>	<b>345,037.36</b>	<b>2%</b>
<b>Employee Benefits &amp; Services</b>							
5100	FICA Expense	15,742.03	23,080.90	11,908.44	25,280.11	26,395.36	4%
5101	Life Insurance Expense	208.65	742.26	166.00	947.34	947.34	0%
5102	Dental Insurance Expense	2,188.27	2,938.57	1,797.30	3,594.60	3,954.06	10%
5103	Medical Insurance Expense	71,600.00	96,063.61	51,563.34	103,597.80	114,581.58	11%
5105	Worker's Compensation Insurance	5,114.86	1,610.00	1,100.00	1,717.50	1,655.52	-4%
5106	Unemployment Insurance	2,509.73	2,240.98	-	3,196.02	3,196.02	0%
5107	Retirement Contribution	43,360.24	31,920.00	32,181.37	36,152.21	39,058.23	8%
<b>Total Employee Benefits &amp; Services</b>		<b>140,723.78</b>	<b>158,596.32</b>	<b>98,716.45</b>	<b>174,485.59</b>	<b>189,788.11</b>	<b>9%</b>
<b>Repairs &amp; Maintenance</b>							
5560	Equipment Purchase	302.99	19,406.54	-	6,500.00	4,500.00	-31%
<b>Total Repairs &amp; Maintenance</b>		<b>302.99</b>	<b>19,406.54</b>	<b>-</b>	<b>6,500.00</b>	<b>4,500.00</b>	<b>-31%</b>
<b>Professional Services</b>							
5411	Employee Training	340.00	3,100.56	279.60	5,000.00	5,000.00	0%
5421	Web Master Services	15,369.00		8,265.60	10,000.00	10,000.00	0%
<b>Total Professional Services</b>		<b>71,311.36</b>	<b>3,100.56</b>	<b>8,545.20</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>0%</b>
<b>Other Services &amp; Charges</b>							
5503	Team Building & Appreciation	708.58	3,466.32	2,325.00	4,000.00	4,000.00	0%
5506	Travel Expense	-	56.98	-	250.00	250.00	0%
5509	Message Production	24,174.65	21,110.37	13,062.11	26,400.00	26,400.00	0%
5517	I-Net Services	9,132.00	10,510.05	-	13,500.00	13,500.00	0%
5527	Marketing & Outreach	-	5,081.33	625.68	10,000.00	10,000.00	0%
<b>Total Other Services &amp; Charges</b>		<b>34,018.03</b>	<b>40,991.31</b>	<b>16,012.79</b>	<b>54,150.00</b>	<b>54,150.00</b>	<b>0%</b>
<b>Community Activities</b>							
5530	Conference/Convention Expense	7,444.94	3,446.41	867.85	6,000.00	6,000.00	0%
5531	Association Dues	2,972.25	2,293.25	-	1,000.00	1,000.00	0%
5532	Subscriptions & Publications	1,311.96	1,288.63	119.99	13,200.00	12,500.00	-5%
5534	Juneteenth				1,000.00	1,000.00	0%
5540	Mount Rainier Day Expenses	18,747.68	22,791.09	-	20,000.00	20,000.00	0%
5541	Winter Festival	1,112.30	3,499.68	1,855.01	3,500.00	3,500.00	0%
5544	Halloween Event	384.45	1,804.10	2,118.31	3,000.00	3,000.00	0%
5545	Scholarship Program		5,740.71	-	1,000.00	1,000.00	0%
5546	Senior Programming	-		-	1,500.00	1,500.00	0%
5547	CERT Team Expense	-	2,399.16	325.45	3,000.00	3,000.00	0%
5548	Immigration Outreach Program	-		-	1,000.00	1,000.00	0%
5549	Veterans Celebration	1,260.62	1,471.42	1,310.76	2,500.00	2,000.00	-20%
5550	Teacher Appreciation	-	1,000.00	-	1,000.00	1,000.00	0%
5551	Egg Hunt Event	-	3,430.73	-	4,500.00	4,500.00	0%
5553	Recreation Program	91.00	3,209.24	2,358.70	10,000.00	10,000.00	0%
5554	Recreation Grants	1,500.00	5,130.36	598.59	7,500.00	7,500.00	0%
5555	Arts Commission		11,578.00	-	15,000.00	5,000.00	-67%
5556	Latino Heritage			4,808.03	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	2,000.00	0%
5649	Rent Stabilization Board			-	2,000.00	2,000.00	0%
<b>Total Community Activities</b>		<b>34,825.20</b>	<b>69,082.78</b>	<b>14,362.69</b>	<b>106,200.00</b>	<b>95,000.00</b>	<b>-11%</b>
<b>Total Expenses</b>		<b>540,050.01</b>	<b>599,285.91</b>	<b>296,341.04</b>	<b>693,869.59</b>	<b>703,475.47</b>	<b>1%</b>

### Admin Services



# 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**

# DEPARTMENT OF CODE COMPLIANCE

## OBJECTIVES AND OPERATIONS

---

**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 2025** – The Code Compliance Department aims to continue to grow and professionalize its services. The Code Compliance Department continues to address a significant backlog of work and inspections from years prior.

## CONTACT 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)

## **FY2025 PROPOSED BUDGET SUMMARY**

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The FY25 proposed budget for the Department of Code Compliance is \$447,261.82 which is an decrease of about 0.4% or \$1,951.56 from the approved FY24 budget.

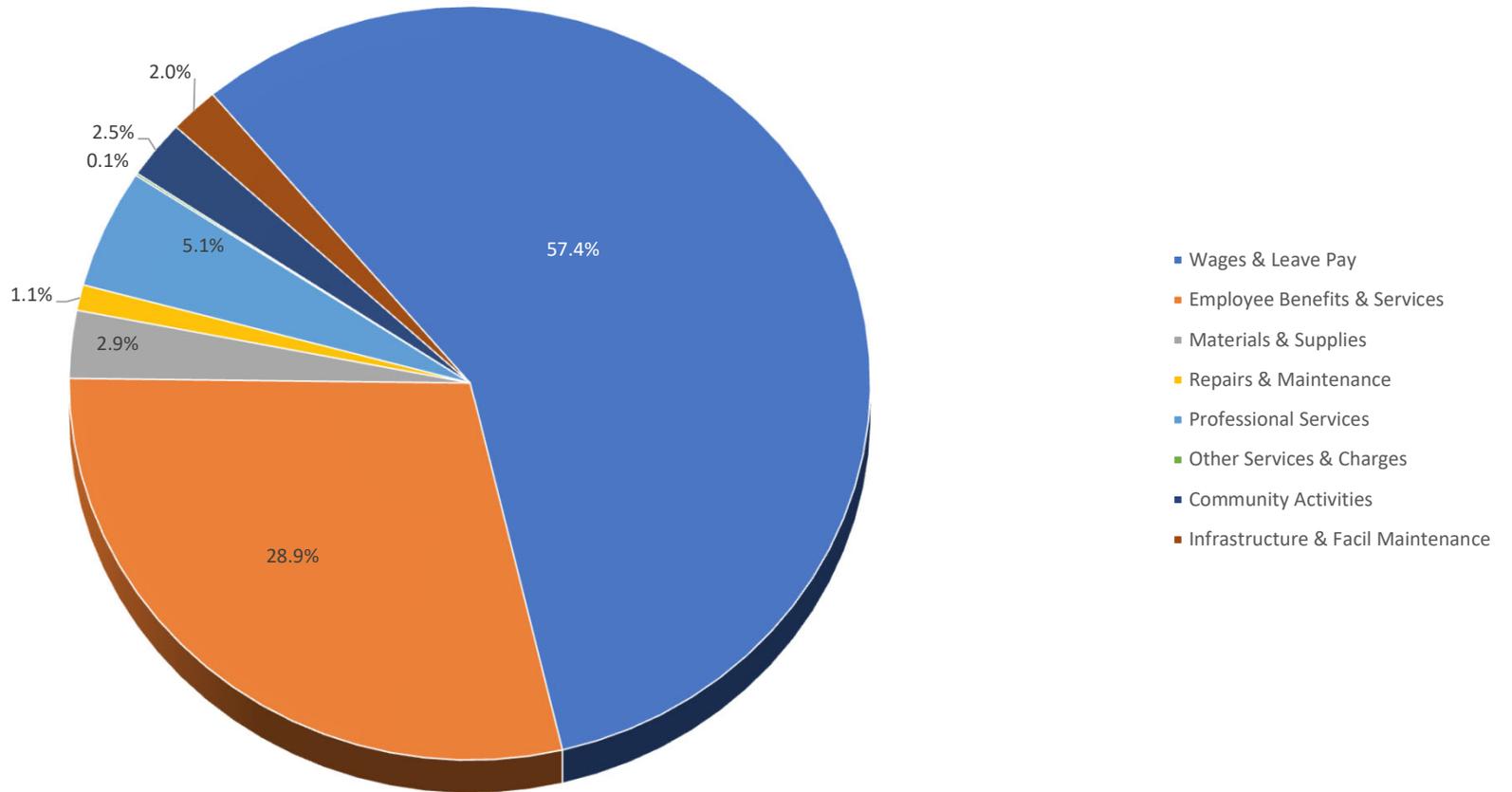
Budgetary Changes –

<b>FY2024 APPROVED DEPARTMENT BUDGET</b>	<b>\$449,213.38</b>
<b>Increased Expense:</b> Employee Benefits & Services, Community Activities	\$26,377.51
<b>Decreased Expense:</b> Wages & Leave Pay, Professional Services	(\$28,329.07)
<b>Unchanged Expense:</b> Material & Supplies, Repairs & Maintenance, Infrastructure & Facilities Maintenance	\$0
<b>FY2025 PROPOSED BUDGET</b>	<b>\$447,261.82</b>

**CODE COMPLIANCE**

Code Compliance		FY22 Actuals	FY23 Actuals	FY24 Actuals	FY24 - Budget	FY25 - Proposed	% Change
		Jul '21 - Jun '22	Jul '22 - Jun '23	Jul '23 - Dec '23	Jul '23 - Jun '24	Jul '24 - Jun '25	FY24/25
<b>Wages &amp; Leave Pay</b>							
5000	Regular Pay	207,173.45	207,502.28	109,865.47	250,761.00	253,856.07	1%
5000	Employee Bonus		-	6,245.00	7,660.00	2,000.00	-74%
5001	Overtime Pay	469.48	858.18	1,004.83	1,000.00	1,000.00	0%
<b>Total Wages &amp; Leave Pay</b>		<b>207,642.93</b>	<b>208,360.46</b>	<b>117,115.30</b>	<b>259,421.00</b>	<b>256,856.07</b>	<b>-1%</b>
<b>Employee Benefits &amp; Services</b>							
5100	FICA Expense	15,692.32	15,797.97	8,768.74	19,412.72	19,649.49	1%
5101	Life Insurance Expense	118.34	152.35	108.03	128.36	216.06	68%
5102	Dental Insurance Expense	758.70	1,209.73	985.75	1,738.68	2,487.41	43%
5103	Medical Insurance Expense	10,548.16	35,917.05	33,700.84	50,819.96	73,988.70	46%
5105	Worker's Compensation Insurance	2,557.43	1,324.00	854.44	1,411.50	1,232.42	-13%
5106	Unemployment Insurance	1,991.25	1,494.00	98.77	2,425.91	2,425.91	0%
5107	Retirement Contribution	18,582.96	19,152.00	21,772.70	27,761.45	29,076.11	5%
<b>Total Employee Benefits &amp; Services</b>		<b>50,249.16</b>	<b>75,047.10</b>	<b>66,289.27</b>	<b>103,698.58</b>	<b>129,076.09</b>	<b>24%</b>
<b>Materials &amp; Supplies</b>							
5200	Office Supplies	2,859.10	5,074.17	2,170.30	4,500.00	4,500.00	0%
5205	Uniforms	673.54	1,632.70	856.12	5,000.00	5,000.00	0%
5210	Vehicle Fuel & Oil	-	395.77	223.92	3,500.00	3,500.00	0%
<b>Total Materials &amp; Supplies</b>		<b>6,037.31</b>	<b>7,102.64</b>	<b>3,250.34</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	26.50	2,000.00	2,000.00	0%
5560	Equipment Purchase	2,529.08	1,296.28	1,299.98	3,000.00	3,000.00	0%
<b>Total Repairs &amp; Maintenance</b>		<b>2,655.24</b>	<b>1,508.67</b>	<b>1,326.48</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0%</b>
<b>Professional Services</b>							
5400	Professional/Contract Svc	-	7,530.63	-	7,000.00	11,929.66	70%
5411	Employee Training	926.00	1,600.00	595.00	4,000.00	5,000.00	25%
5412	Temporary Labor	-	-	-	25,000.00	-	-100%
5414	Printing & Copying	-	4,022.87	945.00	3,000.00	3,000.00	0%
5418	Vehicle Insurance	910.00	2,769.00	1,573.50	3,000.00	3,000.00	0%
<b>Total Professional Services</b>		<b>1,836.00</b>	<b>8,391.87</b>	<b>3,113.50</b>	<b>42,000.00</b>	<b>22,929.66</b>	<b>-45%</b>
<b>Other Services &amp; Charges</b>							
5503	Team Building & Appreciation	-	100.61	185.62	400.00	400.00	0%
5520	Interest - Code Vehicles	1,133.68	447.02	-	1,868.16	-	-100%
5521	Principal - Code Vehicles	12,253.12	12,939.78	-	4,825.64	-	-100%
<b>Total Other Services &amp; Charges</b>		<b>16,178.75</b>	<b>13,501.41</b>	<b>185.62</b>	<b>7,093.80</b>	<b>400.00</b>	<b>-94%</b>
<b>Community Activities</b>							
5530	Conference/Convention Expense	-	1,047.79	3,439.99	6,000.00	6,000.00	0%
5531	Association Dues	120.00	688.00	120.00	1,000.00	2,000.00	100%
5532	Subscriptions & Publications	-	2,972.89	113.95	3,000.00	3,000.00	0%
<b>Total Community Activities</b>		<b>620.00</b>	<b>4,708.68</b>	<b>3,673.94</b>	<b>10,000.00</b>	<b>11,000.00</b>	<b>10%</b>
<b>Infrastructure &amp; Facil Maintenance</b>							
5600	Building Repair & Maintenance	2,448.00	799.00	488.50	3,000.00	3,000.00	0%
5609	Abatement on Property Expenses	1,918.00	5,802.50	-	6,000.00	6,000.00	0%
<b>Total Infrastructure &amp; Facil Maintenance</b>		<b>4,591.00</b>	<b>7,836.96</b>	<b>488.50</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>0%</b>
<b>Total Expenses</b>		<b>289,810.39</b>	<b>326,457.79</b>	<b>195,442.95</b>	<b>449,213.38</b>	<b>447,261.82</b>	<b>0%</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**

# DEPARTMENT OF ECONOMIC DEVELOPMENT

## OBJECTIVES AND OPERATIONS

---

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 FY2025** – 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

## **FY2025 PROPOSED BUDGET SUMMARY**

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The FY25 proposed operating budget for the Department of Economic Development is \$214,032.21 which is an increase of 4% or \$7,948.57 from the approved FY24 budget.

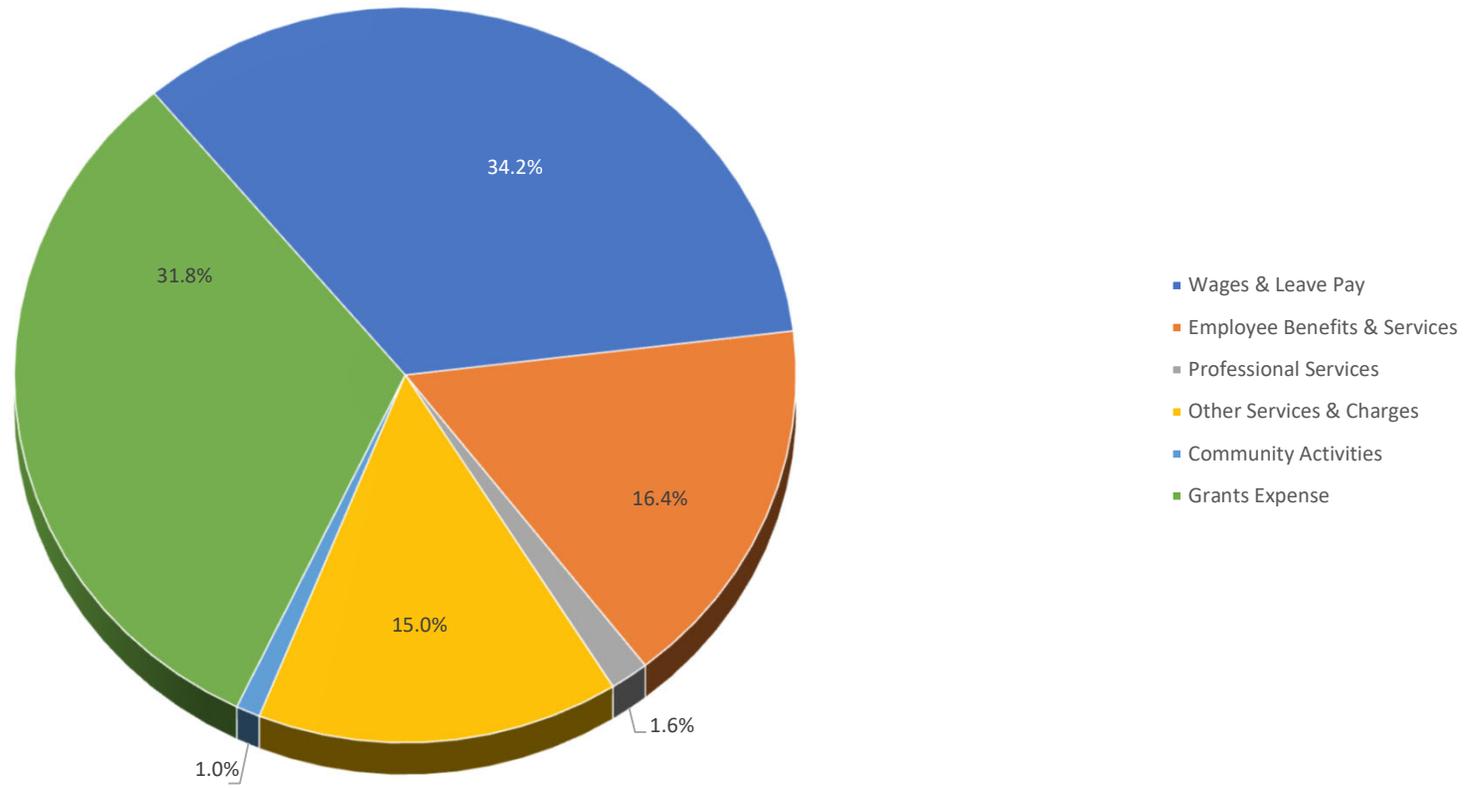
Budgetary Changes –

<b>FY2024 APPROVED DEPARTMENT BUDGET</b>	<b>\$206,083.63</b>
<b>Increased Expense:</b> Wages & Leave Pay, Employee Benefits & Services	\$7,948.57
<b>Decreased Expense:</b> None	(\$0.00)
<b>Unchanged Expense:</b> Professional Services, Other Services & Charges, Community Activities, Capital Outlay	\$ 0.00
<b>FY2025 PROPOSED BUDGET</b>	<b>\$206,083.63</b>

**ECONOMIC DEVELOPMENT**

Economic Development		FY22 Actuals	FY23 Actuals	FY24 Actuals	FY24 - Budget	FY25 - Proposed	% Change
		Jul '21 - Jun '22	Jul '22 - Jun '23	Jul '23 - Dec '23	Jul '23 - Jun '24	Jul '24 - Jun '25	FY24/25
<b>Wages &amp; Leave Pay</b>							
5000	Regular Pay	96,191.88	99,654.54	46,743.05	101,772.00	106,860.39	5%
5000	Employee Bonus		-	1,915.00	1,915.00	500.00	-74%
<b>Total Wages &amp; Leave Pay</b>		<b>96,191.88</b>	<b>99,654.54</b>	<b>48,658.05</b>	<b>103,687.00</b>	<b>107,360.39</b>	<b>4%</b>
<b>Employee Benefits &amp; Services</b>							
5100	FICA Expense	7,199.22	7,463.95	3,648.54	7,823.81	8,213.07	5%
5101	Life Insurance Expense	77.19	27.77	27.70	24.93	55.40	122%
5102	Dental Insurance Expense	881.47	887.59	463.98	927.96	1,020.76	10%
5103	Medical Insurance Expense	22,959.87	25,040.01	13,137.58	26,388.92	29,235.81	11%
5105	Worker's Compensation Insurance	1,278.71	529.00	354.00	564.00	515.12	-9%
5106	Unemployment Insurance	407.49	373.50	-	358.46	358.46	0%
5107	Retirement Contribution	6,194.32	6,384.00	10,413.44	11,188.56	12,153.20	9%
<b>Total Employee Benefits &amp; Services</b>		<b>38,998.27</b>	<b>40,705.82</b>	<b>28,045.24</b>	<b>47,276.63</b>	<b>51,551.82</b>	<b>9%</b>
<b>Professional Services</b>							
5400	Professional/Contract Svc	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>1,458.84</b>	<b>988.34</b>	<b>-</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0%</b>
<b>Other Services &amp; Charges</b>							
5500	Rent Expense	14,300.00	12,100.00	8,800.00	15,000.00	15,000.00	0%
5503	Team Building & Appreciation	-	-	-	120.00	120.00	0%
5504	Econ Devlp - Main Street Programming	43,346.62	31,834.61	2,450.70	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>57,646.62</b>	<b>43,934.61</b>	<b>11,250.70</b>	<b>47,120.00</b>	<b>47,120.00</b>	<b>0%</b>
<b>Community Activities</b>							
5530	Conference/Convention Expense	1,515.43	2,084.96	1,932.97	2,000.00	2,000.00	0%
5531	Association Dues	630.00	1,055.00	630.00	1,000.00	1,000.00	0%
<b>Total Community Activities</b>		<b>2,695.43</b>	<b>3,139.96</b>	<b>2,562.97</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>0%</b>
<b>Capital Outlay - Capital Project</b>							
5700	Capital Project Expenses	-	-	-	-	-	0%
5706	Grant Matching Expense	-	98,930.00	-	-	-	0%
<b>Total Capital Outlay - Capital Project</b>		<b>-</b>	<b>98,930.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Total Operating Expenses</b>		<b>196,991.04</b>	<b>287,353.27</b>	<b>90,516.96</b>	<b>206,083.63</b>	<b>214,032.21</b>	<b>4%</b>
<b>Grants Expense</b>							
<b>Total Grants Expense (From Grant Tab)</b>		<b>-</b>	<b>258,830.25</b>	<b>23,733.33</b>	<b>150,000.00</b>	<b>100,000.00</b>	<b>-33%</b>
<b>Total Expenses - with Grants</b>		<b>196,991.04</b>	<b>546,183.52</b>	<b>114,250.29</b>	<b>356,083.63</b>	<b>314,032.21</b>	<b>-12%</b>

### Economic Development



**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.

# 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 FY25.

Core Functions –

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

**Strategic Focus in FY2025** – In the Fiscal Year 2025 the Police Department will be less patrol-focused and aim to focus on building community relations and following up on crimes committed. Filling vacant positions 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

## **FY2025 PROPOSED BUDGET SUMMARY**

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The FY25 proposed operating budget for the Police Department is \$3,604,621.48 which is an increase of 7% or \$235,527.08 from the approved FY24 budget.

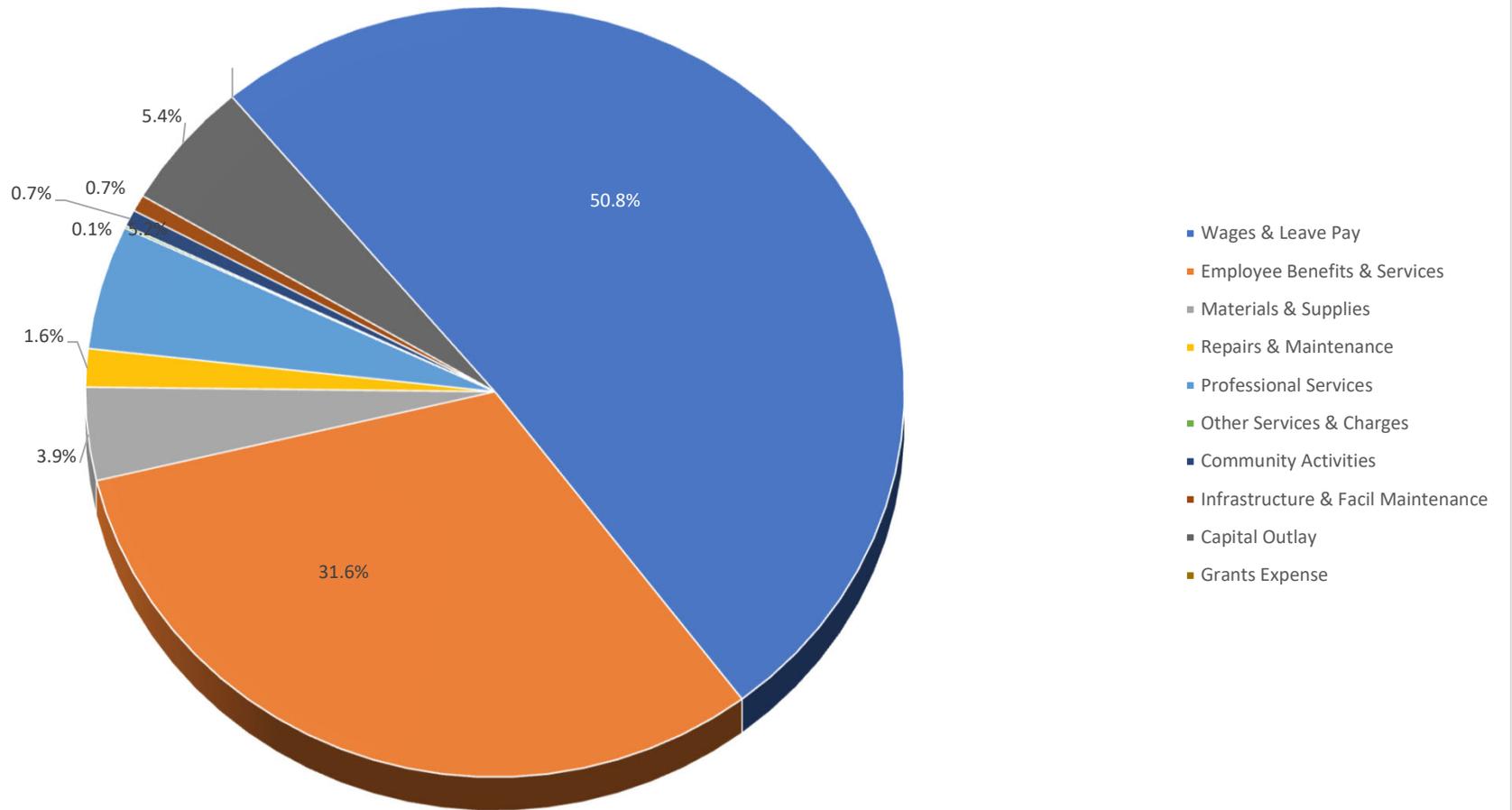
Budgetary Changes –

<b>FY2024 APPROVED DEPARTMENT BUDGET</b>	<b>\$3,369,094.40</b>
<b>Increased Expense:</b> Wages & Leave Pay, Employee Benefits & Services, Materials & Supplies, Professional Services, Community Activities, Capital Outlay	\$283,341.50
<b>Decreased Expense:</b> Repairs & Maintenance, Other Services & Charges	(\$47,814.42)
<b>Unchanged Expense:</b> Infrastructure & Facility Maintenance	\$0
<b>FY2025 PROPOSED BUDGET</b>	<b>\$3,604,621.48</b>

**POLICE DEPARTMENT**

POLICE DEPARTMENT	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY24 - Budget	FY25 - Proposed	% Change
	Jul '21 - Jun '22	Jul '22 - Jun '23	Jul '23 - Dec '23	Jul '23 - Jun '24	Jul '24 - Jun '25	FY24/25
<b>Wages &amp; Leave Pay</b>						
5000 Regular Pay	1,270,515.78	1,123,689.25	560,109.36	1,254,836.50	1,292,287.73	3%
5000 Employee Bonus	-	-	23,235.00	24,235.00	11,500.00	-53%
5001 Overtime Pay	97,763.94	48,659.46	80,846.47	92,000.00	92,000.00	0%
5002 Court Pay	-	-	-	10,000.00	10,000.00	0%
5003 Shift Differential	340,695.26	368,585.37	207,909.39	404,687.50	423,935.76	5%
5004 Officer Field Training	-	-	2,025.00	1,500.00	1,500.00	0%
<b>Total Wages &amp; Leave Pay</b>	<b>1,708,974.98</b>	<b>1,540,934.08</b>	<b>874,125.22</b>	<b>1,787,259.00</b>	<b>1,831,223.49</b>	<b>2%</b>
<b>Employee Benefits &amp; Services</b>						
5100 FICA Expense	128,048.49	122,054.86	68,328.86	135,751.09	140,088.60	3%
5101 Life Insurance Expense	1,389.03	1,180.02	659.26	2,000.00	2,000.00	0%
5102 Dental Insurance Expense	11,505.38	11,720.24	6,536.76	13,738.56	15,112.42	10%
5103 Medical Insurance Expense	278,504.35	329,342.67	186,990.26	398,259.92	440,040.78	10%
5105 Worker's Compensation Insurance	25,574.29	203,173.00	148,851.00	300,202.55	319,725.76	7%
5106 Unemployment Insurance	8,838.67	9,595.72	338.01	12,635.94	12,635.94	0%
5107 Retirement Contribution	130,080.60	125,248.05	161,020.48	194,132.93	207,294.50	7%
<b>Total Employee Benefits &amp; Services</b>	<b>583,940.81</b>	<b>802,314.56</b>	<b>572,724.63</b>	<b>1,056,720.98</b>	<b>1,136,897.99</b>	<b>8%</b>
<b>Materials &amp; Supplies</b>						
5200 Office Supplies	7,583.06	7,681.28	4,373.93	6,000.00	6,000.00	0%
5202 Computer Equipment & Supplies	1,332.25	4,592.74	-	-	20,000.00	100%
5204 Police Supplies & Equipment	90,912.99	73,472.81	6,107.51	23,000.00	23,000.00	0%
5205 Uniforms	-	6,611.08	-	-	12,000.00	100%
5206 Firearms Supplies	2,175.00	8,004.49	29.79	9,000.00	9,000.00	0%
5207 Uniform Cleaning Expenses	4,598.70	3,546.60	1,545.80	6,700.00	6,700.00	0%
5210 Vehicle Fuel & Oil	88,106.91	48,867.81	30,210.09	25,000.00	63,000.00	152%
<b>Total Materials &amp; Supplies</b>	<b>194,708.91</b>	<b>152,776.81</b>	<b>42,267.12</b>	<b>69,700.00</b>	<b>139,700.00</b>	<b>100%</b>
<b>Repairs &amp; Maintenance</b>						
5300 Vehicle Repair & Maintenance	30,526.89	37,057.00	18,336.68	30,000.00	30,000.00	0%
5301 Equipment Repairs & Maintenance	6,554.49	-	-	24,000.00	24,000.00	0%
5303 Radio Maintenance	1,124.20	-	-	300.00	300.00	0%
5304 MRBA Security Cameras Maintenance	3,542.19	3,118.82	803.82	4,000.00	4,000.00	0%
5560 Equipment Purchase	4,394.99	488.17	-	5,200.00	-	-100%
<b>Total Repairs &amp; Maintenance</b>	<b>46,142.76</b>	<b>40,663.99</b>	<b>19,140.50</b>	<b>63,500.00</b>	<b>58,300.00</b>	<b>-8%</b>
<b>Professional Services</b>						
5404 Dispatch Services	67,000.00	90,000.00	45,000.00	90,000.00	90,000.00	0%
5407 Computer Software Expenses	16,236.97	-	96.97	5,500.00	20,000.00	264%
5410 Recruitment & Testing	2,292.00	5,561.07	3,480.18	7,800.00	7,800.00	0%
5411 Employee Training	18,462.11	8,916.82	6,845.39	20,000.00	20,000.00	0%
5415 Police Liability Insurance	9,430.00	28,913.00	17,791.50	29,000.00	29,000.00	0%
5418 Vehicle Insurance	8,110.00	20,231.00	11,238.00	19,300.00	20,000.00	4%
<b>Total Professional Services</b>	<b>108,880.32</b>	<b>153,621.89</b>	<b>84,452.04</b>	<b>171,600.00</b>	<b>186,800.00</b>	<b>9%</b>
<b>Other Services &amp; Charges</b>						
5503 Team Building & Appreciation	716.11	1,989.99	189.82	3,000.00	3,000.00	0%
5523 Interest-Capital Lease Police	4,529.20	2,458.53	2,847.39	9,172.62	-	-100%
5524 Principle -Capital Lease Police	38,330.80	40,401.47	18,582.61	33,441.80	-	-100%
5599 Miscellaneous Expense	5,058.75	3,728.54	21.88	2,000.00	2,000.00	0%
<b>Total Other Services &amp; Charges</b>	<b>70,064.86</b>	<b>48,578.53</b>	<b>21,641.70</b>	<b>47,614.42</b>	<b>5,000.00</b>	<b>-89%</b>
<b>Community Activities</b>						
5514 Public Safety Night Expense	2,331.61	4,859.94	5,798.78	6,000.00	6,000.00	0%
5515 Police Explorer Program	450.00	3,985.57	1,926.31	6,000.00	6,000.00	0%
5516 Comm Outreach - Nat'l Night Out/Soc. Svcs	987.70	276.72	3,997.89	5,000.00	10,000.00	100%
5530 Conference/Convention Expense	176.50	951.80	-	3,000.00	3,000.00	0%
5531 Association Dues	125.00	275.00	-	1,000.00	1,000.00	0%
<b>Total Community Activities</b>	<b>6,147.64</b>	<b>10,349.03</b>	<b>11,722.98</b>	<b>21,000.00</b>	<b>26,000.00</b>	<b>24%</b>
<b>Infrastructure &amp; Facil Maintenance</b>						
5600 Building Repair & Maintenance	7,278.50	6,950.20	6,154.16	10,700.00	10,700.00	0%
5610 Electricity	12,417.59	7,608.54	6,207.45	15,000.00	15,000.00	0%
<b>Total Infrastructure &amp; Facil Maintenance</b>	<b>20,617.66</b>	<b>14,612.51</b>	<b>12,361.61</b>	<b>25,700.00</b>	<b>25,700.00</b>	<b>0%</b>
<b>Capital Outlay - Capital Project</b>						
5705 Vehicle Purchase	109,476.50	162,496.00	135,465.00	126,000.00	195,000.00	55%
<b>Total Capital Outlay - Capital Project</b>	<b>109,476.50</b>	<b>162,496.00</b>	<b>135,465.00</b>	<b>126,000.00</b>	<b>195,000.00</b>	<b>55%</b>
<b>Total Operating Expenses</b>	<b>2,851,757.44</b>	<b>2,926,347.40</b>	<b>1,773,900.80</b>	<b>3,369,094.40</b>	<b>3,604,621.48</b>	<b>7%</b>
<b>Grants Expense</b>						
Total Grants Expense (From Grant Tab)	-	118,960.82	92,167.91	400,837.00	-	-100%
<b>Total Expenses - with Grants</b>	<b>2,851,757.44</b>	<b>3,045,308.22</b>	<b>1,866,068.71</b>	<b>3,769,931.40</b>	<b>3,604,621.48</b>	<b>-4%</b>

# 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.
- 5705 Vehicle Purchase**

# DEPARTMENT OF PUBLIC WORKS

## OBJECTIVES AND OPERATIONS

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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
- Building Maintenance
- Park Maintenance
- Administration
- Storm Water

Strategic Focus in FY2025 – Maintain a quality fleet with regular maintenance, grow the labor force with additional laborers added to ensure quality service, ensure on-time and focused solid waste removal and snow removal, and use available funding to make needed improvements to streets and sidewalks.

## CONTACT PUBLIC WORKS

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## **FY2025 PROPOSED BUDGET SUMMARY**

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The FY25 proposed operating budget for the Department of Public Works is \$2,122,646.88 which is about a decrease of 0.06% or \$1,346.82 from the approved FY24 budget.

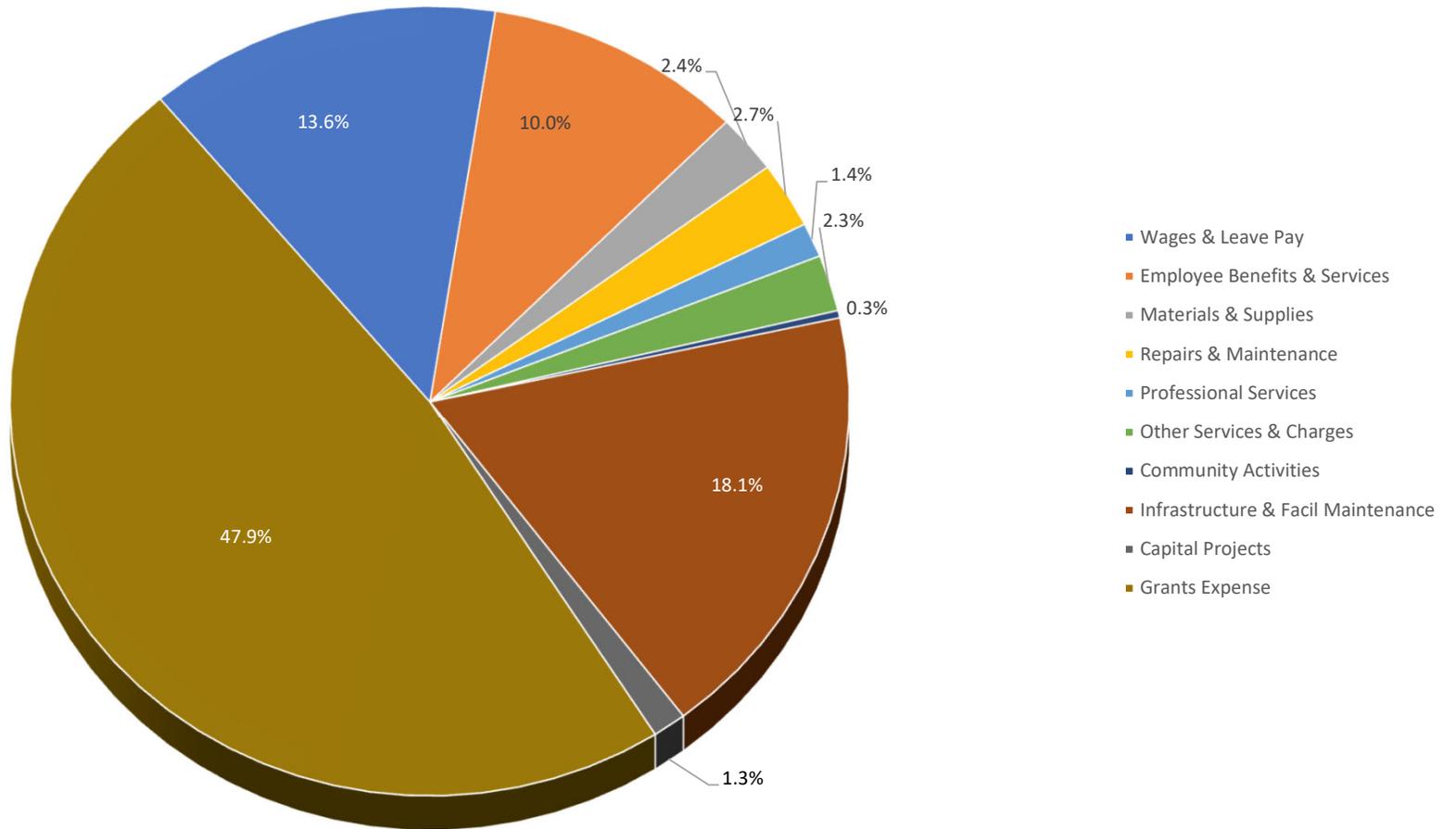
Budgetary Changes –

<b>FY2024 APPROVED DEPARTMENT BUDGET</b>	<b>\$2,123,993.70</b>
<b>Increased Expense:</b> Wages & Leave Pay, Employee Benefits & Services, Repairs & Maintenance, Community Activities, Infrastructure & Facility Maintenance	\$177,429.32
<b>Decreased Expense:</b> Materials & Supplies, Other Services & Charges, Capital Outlay	(\$178,776.14)
<b>FY2025 PROPOSED BUDGET</b>	<b>\$2,122,646.88</b>

**PUBLIC WORKS**

Public Works		FY22 Actuals	FY23 Actuals	FY24 Actuals	FY24 - Budget	FY25 - Proposed	% Change
		Jul '21 - Jun '22	Jul '22 - Jun '23	Jul '23 - Dec '23	Jul '23 - Jun '24	Jul '24 - Jun '25	FY24/25
<b>Wages &amp; Leave Pay</b>							
5000	Regular Pay	475,915.99	471,465.96	220,269.43	489,522.00	507,298.64	4%
5000	Employee Bonus		-	19,150.00	19,150.00	5,000.00	-74%
5001	Overtime Pay	47,700.78	41,359.80	21,902.60	37,616.27	39,497.08	5%
<b>Total Wages &amp; Leave Pay</b>		<b>523,616.77</b>	<b>512,825.76</b>	<b>261,322.03</b>	<b>546,288.27</b>	<b>551,795.72</b>	<b>1%</b>
<b>Employee Benefits &amp; Services</b>							
5100	FICA Expense	39,056.04	38,114.21	19,516.87	40,708.58	42,212.37	4%
5101	Life Insurance Expense	589.43	504.14	310.24	1,000.00	1,000.00	0%
5102	Dental Insurance Expense	7,147.42	6,694.79	3,309.89	7,306.44	7,462.22	2%
5103	Medical Insurance Expense	159,550.71	196,644.03	94,190.53	209,153.48	228,206.09	9%
5105	Worker's Compensation Insurance	12,787.14	57,592.00	37,785.00	61,432.50	65,894.83	7%
5106	Unemployment Insurance	3,844.86	3,854.32	-	1,912.37	1,912.37	0%
5107	Retirement Contribution	49,554.56	57,456.00	53,587.92	58,215.93	62,463.28	7%
<b>Total Employee Benefits &amp; Services</b>		<b>272,530.16</b>	<b>360,859.49</b>	<b>208,700.45</b>	<b>379,729.29</b>	<b>409,151.16</b>	<b>8%</b>
<b>Materials &amp; Supplies</b>							
5200	Office Supplies	18,449.91	27,860.84	11,265.53	25,000.00	25,000.00	0%
5205	Uniforms	1,602.00	1,396.85	388.98	4,000.00	4,000.00	0%
5207	Uniform Cleaning Expenses	36,117.47	35,234.54	16,428.54	34,000.00	34,000.00	0%
5208	Street Signs	3,682.78	2,976.00	1,572.55	6,000.00	6,000.00	0%
5209	Traffic Calming Devices	-	100,000.00	-	85,000.00	-	-100%
5210	Vehicle Fuel & Oil	30,014.38	7,167.62	14,010.29	20,000.00	29,500.00	48%
<b>Total Materials &amp; Supplies</b>		<b>89,867.70</b>	<b>174,635.85</b>	<b>43,665.89</b>	<b>174,000.00</b>	<b>98,500.00</b>	<b>-43%</b>
<b>Repairs &amp; Maintenance</b>							
5300	Vehicle Repair & Maintenance	46,018.04	52,370.90	30,917.63	55,000.00	55,000.00	0%
5301	Equipment Repairs & Maintenance	3,504.55	3,792.77	299.33	5,000.00	5,000.00	0%
5560	Equipment Purchase (incl street cans)	-	1,029.39	180.99	5,000.00	48,000.00	860%
<b>Total Repairs &amp; Maintenance</b>		<b>49,624.35</b>	<b>57,193.06</b>	<b>31,397.95</b>	<b>65,000.00</b>	<b>108,000.00</b>	<b>66%</b>
<b>Professional Services</b>							
5400	Professional/Contract Svc	39,520.00	73,076.98	-	-	-	0%
5411	Employee Training	290.00	-	399.00	3,000.00	3,000.00	0%
5412	Temporary Labor	49,523.92	40,220.40	16,456.00	40,000.00	40,000.00	0%
5418	Vehicle Insurance	(726.67)	11,848.00	7,867.00	15,000.00	15,000.00	0%
<b>Total Professional Services</b>		<b>119,758.46</b>	<b>125,297.38</b>	<b>24,722.00</b>	<b>58,000.00</b>	<b>58,000.00</b>	<b>0%</b>
<b>Other Services &amp; Charges</b>							
5503	Team Building & Appreciation	765.86	101.83	407.26	1,500.00	1,500.00	0%
5507	CDL Testing	-	-	130.00	2,000.00	1,500.00	-25%
5518	Tipping & Recycling Fees	75,783.39	83,839.88	32,981.65	90,000.00	90,000.00	0%
5522	Interest - PW Trucks	3,612.05	2,001.07	1,892.69	6,094.16	-	-100%
5525	Principal-New DPW Trucks Lease	30,704.99	32,315.97	12,080.57	17,681.98	-	-100%
<b>Total Other Services &amp; Charges</b>		<b>111,130.26</b>	<b>118,258.75</b>	<b>47,492.17</b>	<b>117,276.14</b>	<b>93,000.00</b>	<b>-21%</b>
<b>Community Activities</b>							
5530	Conference/Convention Expense	265.82	1,106.86	815.85	1,500.00	2,000.00	33%
5531	Association Dues	-	-	-	200.00	200.00	0%
5542	Bike Co-op Expenses	-	5,037.74	-	-	4,000.00	100%
5543	Community Garden	160.00	1,871.39	37.41	4,000.00	4,000.00	0%
5552	Green Team Exp	-	-	1,610.00	2,600.00	2,600.00	0%
<b>Total Community Activities</b>		<b>446.08</b>	<b>8,015.99</b>	<b>2,463.26</b>	<b>8,300.00</b>	<b>12,800.00</b>	<b>54%</b>
<b>Infrastructure &amp; Facil Maintenance</b>							
5230	Sidewalk and Street Repairs ***	419,602.83	537,435.17	6,950.00	400,000.00	500,000.00	25%
5600	Building Repair & Maintenance	82,880.80	24,943.97	2,851.10	22,000.00	22,000.00	0%
5601	Tree Maintenance	62,290.00	42,196.65	34,861.79	85,000.00	85,000.00	0%
5602	Tree Purchases / Tree Replacement Fund	2,139.64	751.00	-	1,500.00	1,500.00	0%
5603	Grounds Maintenance	25,451.31	20,105.00	10,222.00	38,000.00	38,000.00	0%
5604	Pest Control	2,725.00	1,107.00	1,482.00	3,400.00	3,400.00	0%
5606	Equipment Rental	2,707.98	2,079.32	718.28	2,500.00	2,500.00	0%
5611	Street Lights & Signals	82,264.29	92,516.79	39,669.62	85,000.00	80,000.00	-6%
5612	Street Lights & Signal Repair	3,278.71	8,402.47	4,693.64	3,500.00	3,500.00	0%
5613	Heat	20,838.25	2,701.18	3,946.72	3,500.00	3,500.00	0%
<b>Total Infrastructure &amp; Facil Maintenance</b>		<b>704,431.30</b>	<b>741,887.82</b>	<b>105,395.15</b>	<b>644,400.00</b>	<b>739,400.00</b>	<b>15%</b>
<b>Capital Outlay - Capital Project</b>							
5700	Capital Proj Expense - Streets Resurfacing	167,000.00	90.00	-	131,000.00	-	-100%
5705	Vehicle Purchase	-	-	-	-	52,000.00	100%
<b>Total Capital Outlay - Capital Project</b>		<b>167,000.00</b>	<b>90.00</b>	<b>-</b>	<b>131,000.00</b>	<b>52,000.00</b>	<b>-60%</b>
<b>Total Operating Expenses</b>		<b>2,038,405.08</b>	<b>2,099,064.10</b>	<b>725,158.90</b>	<b>2,123,993.70</b>	<b>2,122,646.88</b>	<b>0%</b>
<b>Grants Expense</b>							
<b>Total Grants Expense (From Grant Tab)</b>		<b>-</b>	<b>130,595.00</b>	<b>35,956.98</b>	<b>115,726.00</b>	<b>1,952,800.00</b>	<b>1587%</b>
<b>Total Expenses - with Grants</b>		<b>2,038,405.08</b>	<b>2,229,659.10</b>	<b>761,115.88</b>	<b>2,239,719.70</b>	<b>4,075,446.88</b>	<b>82%</b>

### Public Works



**CAPITAL IMPROVEMENT PLAN (CIP)**

<b>EXPENDITURES</b>	<b>FY2025</b>
	<b>Proposed</b>
	<b>Budget</b>
<u><b>Sidewalk and Street Upgrade</b></u> Street and Sidewalk Repairs	\$500,000.00
<b>Total CIP Expenses</b>	<b>\$500,000.00</b>

**GRANT REVENUE AND EXPENSE**

Grants - Revenue & Expense		FY23 Actuals	FY24 Actuals	FY24 - Budget	FY25 - Proposed	% Change
		Jul '22 - Jun '23	Jul '23 - Dec '23	Jul '23 - Jun '24	Jul '24 - Jun '25	FY24/25
<b>Revenue</b>						
4698	ARPA	452,034.19	468,743.20	3,699,500.00	2,150,000.00	
4306	COPS		107,539.90		-	
4720.07	Bond Bill	200,000.00			-	
4700.12	Bond Bill	150,000.00			-	
4700.13	MHAA	80,000.00			-	
4700.14	CDBG #47	9,893.75			-	
4700.16	Level Up	23,269.83	7,299.83		-	
4700.17	CBT 18999	107,095.00			-	
4700.18	CBT 20262	23,500.00	67,734.00		-	
4700.19	DHCD - TAG	25,000.00			-	
4700.20	Green Streets	54,160.00		530,000.00	265,000.00	
4700.21	Police Basement Renovation	-		300,000.00	-	
4700.22	DHCD Rhode Island Ave. Façade - 00500	100,000.00			-	
4700.23	DHCD Rhode Island Ave. Façade - 00194	50,000.00			-	
4700.24	DHCD Rhode Island Ave. Façade (00270)	50,000.00		50,000.00	-	
4700.25	Welcome Center - Bond Bill	-		250,000.00	-	
4700.26	Community Programs - CGPF	15,000.00	2,588.80	-	-	
4700.28	Pepco - Community Garden	-		10,000.00	-	
4700.29	MDNR - Parks & Playgrnd (Richardson)	97,209.56		105,726.00	-	
4700.30	DHCD - 34th Str Façade	666.67		100,000.00	100,000.00	
	MD Safety Cameras/ Gun & Gang Crime					
4700.31	(FY24 Portion)	26,130.00	103,709.98	100,837.00	-	
4700.33	Recruitment & Retention	40,989.79	41,948.49		-	
4700.34	Potts Hall - Capital Grant		250,000.00		-	
4700.36	Wayfinding				-	
4700.50	Safe Streets For All				1,952,800.00	
4700	Future Grant(s) - Potts Hall				1,000,000.00	
4725	Grant Revenue Deferred	(243,859.86)			-	
	<b>Grant Revenue</b>	<b>1,261,088.93</b>	<b>1,049,564.20</b>	<b>5,146,063.00</b>	<b>5,467,800.00</b>	<b>6%</b>
<b>City Hall</b>						
5597	ARPA	452,034.19	468,743.20	3,699,500.00	-	
5597	ARPA - Newton Street				500,000.00	
5597	ARPA - Potts Hall				1,400,000.00	
5597	ARPA - Richardson Park				150,000.00	
5597	ARPA - Other				100,000.00	
5899.07	Bond Bill	200,000.00	-	-	-	
5899.12	Memorial Park	150,000.00	-	-	-	
5899.13	MHAA	80,000.00	-	-	-	
5899.20	Green Streets	54,160.00	-	530,000.00	265,000.00	
5899.25	Welcome Center - Bond Bill	-	-	250,000.00	-	
5899	Future Grant(s) - Potts Hall				1,000,000.00	
	<b>Grant Expense - City Hall</b>	<b>936,194.19</b>	<b>468,743.20</b>	<b>4,479,500.00</b>	<b>3,415,000.00</b>	<b>-24%</b>
<b>Economic Development</b>						
5899.14	CDBG #47	9,893.75	-	-	-	
5899.16	Level Up	23,269.83	4,230.00	-	-	
5899.19	DHCD - TAG	25,000.00	-	-	-	
5899.22	DHCD Rhode Island Ave. Façade - 00500	100,000.00	-	-	-	
5899.23	DHCD Rhode Island Ave. Façade - 00194	50,000.00	-	-	-	
5899.24	DHCD Rhode Island Ave. Façade (00270)	50,000.00	-	50,000.00	-	
5899.30	DHCD - 34th Str Façade	666.67	9,173.33	100,000.00	100,000.00	
5899.36	DHCD - Wayfinding	-	10,330.00	-	-	
	<b>Grant Expense - Economic Development</b>	<b>258,830.25</b>	<b>23,733.33</b>	<b>150,000.00</b>	<b>100,000.00</b>	<b>-33%</b>
<b>Police</b>						
5899.21	Police Basement Renovation	-	-	300,000.00	-	
5899.26	Community Programs	15,000.00	965.22	-	-	
5899.29	COPS	36,841.03	12,052.06	-	-	
	MD Safety Cameras/ Gun & Gang Crime					
5899.31	(FY24 Portion)	26,130.00	72,663.33	100,837.00	-	
5899.33	Recruitment & Retention	40,989.79	(2,400.00)	-	-	
5899.37	PACT	-	8,887.30	-	-	
	<b>Grant Expense - Police</b>	<b>118,960.82</b>	<b>92,167.91</b>	<b>400,837.00</b>	<b>-</b>	<b>-100%</b>

**GRANT REVENUE AND EXPENSE**

Grants - Revenue & Expense	FY23 Actuals	FY24 Actuals	FY24 - Budget	FY25 - Proposed	% Change
	Jul '22 - Jun '23	Jul '23 - Dec '23	Jul '23 - Jun '24	Jul '24 - Jun '25	FY24/25
<b>Public Works</b>					
5899.17 CBT 18999	107,095.00	7,046.00	-	-	
5899.18 CBT 20262	23,500.00	20,000.00	-	-	
5899.28 Pepco	-	8,910.98	10,000.00	-	
5899.29 MDNR - Parks & Playgrnd (Richardson)	-	-	105,726.00	-	
5899.50 Safe Streets For All				1,952,800.00	
<b>Grant Expense - Public Works</b>	<b>130,595.00</b>	<b>35,956.98</b>	<b>115,726.00</b>	<b>1,952,800.00</b>	1587%

## 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 a 1997 Series Bond issuance, and purchase the “Funeral Home” property located at 3200 Rhode Island Ave. for \$634,516.00. This debt will be paid in full by the end of FY2024.

In August of 2022 the City took advantage of low interest rates and issued a bond in the amount of \$2,000,000 as part of the funding for the renovation of Potts Hall / Welcome Center. In FY2025, the City will expense \$180,670.47 in Principal debt service expense and \$55,424.76 in Interest debt service expense.

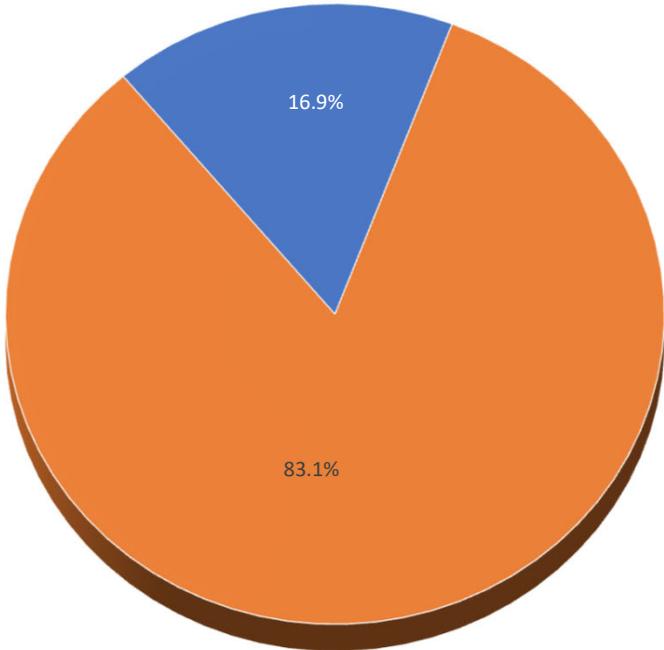
In local government budgeting, it is important to incorporate into your yearly plan several “safety nets” in case unforeseen emergencies or circumstances arise. The City of Mount Rainier has also designated \$1.0 million of the unrestricted funding account to fund the Economic Development Incentive Program.

A contingency fund is an amount of money the City sets aside each year in case of emergency. An example would be a floor or an unexpected major repair. Contingency funds can be used to cover the unexpected that may arise throughout the year. For FY2025, the City has set aside \$47,869.74 for these types of emergencies.

**DEBT SERVICE / CONTINGENCY / RESERVE**

Debt Service / Contingency / Reserve	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY24 - Budget	FY25 - Proposed	% Change
	Jul '21 - Jun '22	Jul '22 - Jun '23	Jul '23 - Dec '23	Jul '23 - Jun '24	Jul '24 - Jun '25	FY24/25
<b>Other Services &amp; Charges</b>						
5598 Contingency	-	-		42,298.03	47,869.74	13%
<b>Total Other Services &amp; Charges</b>	<b>90.23</b>	<b>-</b>	<b>-</b>	<b>42,298.03</b>	<b>47,869.74</b>	<b>13%</b>
<b>Debt Services</b>						
5810 Interest-Bond Funeral Home	8,800.68	4,655.84		2,360.00	-	-100%
5815 Principal-Bond Funeral Home	59,563.45	63,708.29		88,125.00	-	-100%
5830 Principal - Potts Hall Bond	-	85,347.61	86,743.05	174,904.00	180,670.47	3%
5835 Interest - Potts Hall Bond	-	32,700.00	31,304.56	61,191.00	55,424.76	-9%
<b>Total Debt Services</b>	<b>100,105.98</b>	<b>186,411.74</b>	<b>118,047.61</b>	<b>326,580.00</b>	<b>236,095.23</b>	<b>-28%</b>
<b>Total Expenses</b>	<b>261,876.50</b>	<b>186,411.74</b>	<b>118,047.61</b>	<b>368,878.03</b>	<b>283,964.97</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		FY24 Budget	FY25 - Proposed	% Change
		Jul'23-Jun '24	Jul '24 – Jun '25	FY24/25
<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		FY24 Budget	FY25 - Proposed	% Change
		Jul'23-Jun '24	Jul '24 – Jun '25	FY24/25
<b><u>Infrastructure &amp; Facility Maintenance</u></b>				
5899.25	Bond Bill	250,000.00	0.00	-100%
5597	ARPA	1,000,000.00	1,400,000.00	40%
5701	Use of Fund Balance	0.00	1,000,000.00	100%
5899	Future Grant(s)	0.00	1,000,000.00	100%
5610	Electricity	600.00	600.00	0%
5613	Heat	350.00	350.00	0%
	<b>Total Infrastructure &amp; Facility Maintenance</b>	<b>1,250,950.00</b>	<b>3,400,950.00</b>	<b>71.9%</b>
<b>TOTAL EXPENDITURES</b>		<b>1,250,950.00</b>	<b>3,400,950.00</b>	<b>71.9%</b>

**3409 RHODE ISLAND AVENUE (Library)**

EXPENDITURE		FY24 Budget	FY25 - Proposed	% Change
		Jul'23-Jun '24	Jul '24 – Jun '25	FY24/25
<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		FY24 Budget	FY25 - Proposed	% Change
		Jul'23-Jun '24	FY25 - Proposed	FY24/25
<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>	<b>5,500.00</b>	<b>5,500.00</b>	<b>0%</b>
<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		FY24 Budget	FY24 - Proposed	% Change
		Jul'23-Jun '24	FY24 - Proposed	FY24/25
<b><u>Infrastructure &amp; Facility Maintenance</u></b>				
5600	Building Repairs & Maintenance	3,000.00	3,000.00	0%
5610	Electricity	1,000.00	1,000.00	0%
5613	Heat	400.00	400.00	0%
	<b>Total Infrastructure &amp; Facility Maintenance</b>	<b>4,400.00</b>	<b>4,400.00</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>		<b>4,400.00</b>	<b>4,400.00</b>	<b>0%</b>

**CITY OF MOUNT RAINIER**  
**EXECUTIVE AND ADMINISTRATIVE POSITIONS**  
**(CH) COMPENSATION SCHEDULE FY 2025**

	<u>Grade</u> <u>Steps</u>	EA - 1	EA - 2	EA - 3	EA - 4	EA - 5	EA - 6
Hourly	1	17.5688	21.0822	26.6885	36.0639	41.8082	43.2865
Bi-Weekly		1,405.50	1,686.58	2,135.08	2,885.12	3,344.65	3,462.92
Annually		36,543	43,851	55,512	75,013	86,961	90,036
Hourly	2	18.0957	21.7149	27.4894	37.1457	43.0625	44.5846
Bi-Weekly		1,447.65	1,737.19	2,199.15	2,971.65	3,445.00	3,566.77
Annually		37,639	45,167	57,178	77,263	89,570	92,736
Hourly	3	18.6385	22.3659	28.3139	38.2606	44.3543	45.9226
Bi-Weekly		1,491.08	1,789.27	2,265.12	3,060.85	3,548.35	3,673.81
Annually		38,768	46,521	58,893	79,582	92,257	95,519
Hourly	4	19.1981	23.0370	29.1639	39.4082	45.6851	47.3000
Bi-Weekly		1,535.85	1,842.96	2,333.12	3,152.65	3,654.81	3,784.00
Annually		39,932	47,917	60,661	81,969	95,025	98,384
Hourly	5	19.7740	23.7279	30.0380	40.5904	47.0558	48.7192
Bi-Weekly		1,581.92	1,898.23	2,403.04	3,247.23	3,764.46	3,897.54
Annually		41,130	49,354	62,479	84,428	97,876	101,336
Hourly	6	20.3668	24.4404	30.9389	41.8082	48.4673	50.1803
Bi-Weekly		1,629.35	1,955.23	2,475.12	3,344.65	3,877.38	4,014.42
Annually		42,363	50,836	64,353	86,961	100,812	104,375

Grade	Position
EA - 1	Administrative Assistant (I)
EA - 2	Administrative Assistant (II)
EA - 3	Staff Accountant Grant Coordinator Communications/Media PC/IT 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 Svcs
EA - 6	City Manager

**CITY OF MOUNT RAINIER**  
**EXECUTIVE AND ADMINISTRATIVE POSITIONS**  
**(CH) COMPENSATION SCHEDULE FY 2025**

	<u>Grade</u> <u>Steps</u>	EA - 1	EA - 2	EA - 3	EA - 4	EA - 5	EA - 6
Hourly	7	20.9779	25.1731	31.8673	43.0625	49.9212	51.6856
Bi-Weekly		1,678.23	2,013.85	2,549.38	3,445.00	3,993.69	4,134.85
Annually		43,634	52,360	66,284	89,570	103,836	107,506
Hourly	8	21.6072	25.9284	32.8236	44.3543	51.4188	53.2365
Bi-Weekly		1,728.58	2,074.27	2,625.88	3,548.35	4,113.50	4,258.92
Annually		44,943	53,931	68,273	92,257	106,951	110,732
Hourly	9	22.2553	26.7063	33.8087	45.6851	52.9615	54.8341
Bi-Weekly		1,780.42	2,136.50	2,704.69	3,654.81	4,236.92	4,386.73
Annually		46,291	55,549	70,322	95,025	110,160	114,055
Hourly	10	22.9236	27.5077	34.8226	47.0558	54.5500	56.4788
Bi-Weekly		1,833.88	2,200.62	2,785.81	3,764.46	4,364.00	4,518.31
Annually		47,681	57,216	72,431	97,876	113,464	117,476
Hourly	11	23.6111	28.3327	35.8668	48.4673	56.1865	58.1731
Bi-Weekly		1,888.88	2,266.62	2,869.35	3,877.38	4,494.92	4,653.85
Annually		49,111	58,932	74,603	100,812	116,868	121,000
Hourly	12	24.3188	29.1832	36.9428	49.9212	57.8721	59.9183
Bi-Weekly		1,945.50	2,334.65	2,955.42	3,993.69	4,629.77	4,793.46
Annually		50,583	60,701	76,841	103,836	120,374	124,630

Grade	Position
EA - 1	Administrative Assistant (I)
EA - 2	Administrative Assistant (II)
EA - 3	Staff Accountant Grant Coordinator Communications/Media PC/IT 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 Svcs
EA - 6	City Manager

**CITY OF MOUNT RAINIER**  
**EXECUTIVE AND ADMINISTRATIVE POSITIONS**  
**(CH) COMPENSATION SCHEDULE FY 2025**

	<u>Grade</u> <u>Steps</u>	EA -1	EA - 2	EA - 3	EA - 4	EA - 5	EA - 6
Hourly		25.0486	30.0582	38.0514	51.4188	59.6082	61.7159
Bi-Weekly	13	2,003.88	2,404.65	3,044.12	4,113.50	4,768.65	4,937.27
Annually		52,101	62,521	79,147	106,951	123,985	128,369

Hourly		25.8000	30.9601	39.1923	52.9615	61.3962	63.5673
Bi-Weekly	14	2,064.00	2,476.81	3,135.38	4,236.92	4,911.69	5,085.38
Annually		53,664	64,397	81,520	110,160	127,704	132,220

Hourly		26.5740	31.8889	40.3683	54.5500	63.2385	65.4745
Bi-Weekly	15	2,125.92	2,551.12	3,229.46	4,364.00	5,059.08	5,237.96
Annually		55,274	66,329	83,966	113,464	131,536	136,187

Grade	Position
EA - 1	Administrative Assistant (I)
EA - 2	Administrative Assistant (II)
EA - 3	Staff Accountant Grant Coordinator Communications/Media PC/IT 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 Svcs
EA - 6	City Manager

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.

**CITY OF MOUNT RAINIER**  
**DEPARTMENTS OF PUBLIC WORKS, ECONOMIC DEVELOPMENT &**  
**CODE COMPLIANCE COMPENSATION SCHEDULE FY 2025**

	<u>Grade Steps</u>	IDE - 1	IDE - 2	IDE - 3	IDE - 4	IDE - 5	IDE - 6
Hourly	1	18.7399	19.5212	21.0822	23.1904	29.3832	36.0639
Bi-Weekly		1,499.19	1,561.69	1,686.58	1,855.23	2,350.65	2,885.12
Annually		38,979	40,604	43,851	48,236	61,117	75,013

Hourly	2	19.3019	20.1058	21.7149	23.8861	30.2649	37.1457
Bi-Weekly		1,544.15	1,608.46	1,737.19	1,910.88	2,421.19	2,971.65
Annually		40,148	41,820	45,167	49,683	62,951	77,263

Hourly	3	19.8813	20.7091	22.3659	24.6029	31.1731	38.2606
Bi-Weekly		1,590.50	1,656.73	1,789.27	1,968.23	2,493.85	3,060.85
Annually		41,353	43,075	46,521	51,174	64,840	79,582

Hourly	4	20.4769	21.3313	23.037	25.3413	32.1082	39.4082
Bi-Weekly		1,638.15	1,706.50	1,842.96	2,027.31	2,568.65	3,152.65
Annually		42,592	44,369	47,917	52,710	66,785	81,969

Hourly	5	21.0913	21.9707	23.7279	26.101	33.0716	40.5904
Bi-Weekly		1,687.31	1,757.65	1,898.23	2,088.08	2,645.73	3,247.23
Annually		43,870	45,699	49,354	54,290	68,789	84,428

Hourly	6	21.7245	22.6298	24.4404	26.8841	34.063	41.8082
Bi-Weekly		1,737.96	1,810.38	1,955.23	2,150.73	2,725.04	3,344.65
Annually		45,187	47,070	50,836	55,919	70,851	86,961

Grade	Position
IDE - 1	Labor Janitor
IDE - 2	CDL Driver
IDE - 3	Administrative Assistant Permit Technican
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 2025**

	Grade Steps	IDE - 1	IDE - 2	IDE - 3	IDE - 4	IDE - 5	IDE - 6
Hourly	7	22.376	23.3091	25.1731	27.6909	35.0846	43.0625
Bi-Weekly		1,790.08	1,864.73	2,013.85	2,215.27	2,806.77	3,445.00
Annually		46,542	48,483	52,360	57,597	72,976	89,570

Hourly	8	23.0476	24.0082	25.9284	28.5216	36.1375	44.3543
Bi-Weekly		1,843.81	1,920.65	2,074.27	2,281.73	2,891.00	3,548.35
Annually		47,939	49,937	53,931	59,325	75,166	92,257

Hourly	9	23.7389	24.7279	26.7063	29.3774	37.2221	45.6851
Bi-Weekly		1,899.12	1,978.23	2,136.50	2,350.19	2,977.77	3,654.81
Annually		49,377	51,434	55,549	61,105	77,422	95,025

Hourly	10	24.4514	25.4707	27.5077	30.2587	38.3385	47.0558
Bi-Weekly		1,956.12	2,037.65	2,200.62	2,420.69	3,067.08	3,764.46
Annually		50,859	52,979	57,216	62,938	79,744	97,876

Hourly	11	25.1851	26.2341	28.3327	31.1663	39.4885	48.4673
Bi-Weekly		2,014.81	2,098.73	2,266.62	2,493.31	3,159.08	3,877.38
Annually		52,385	54,567	58,932	64,826	82,136	100,812

Hourly	12	25.9404	27.0212	29.1832	32.101	40.6736	49.9212
Bi-Weekly		2,075.23	2,161.69	2,334.65	2,568.08	3,253.88	3,993.69
Annually		53,956	56,204	60,701	66,770	84,601	103,836

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 2025**

	<u>Grade Steps</u>	IDE - 1	IDE - 2	IDE - 3	IDE - 4	IDE - 5	IDE - 6
Hourly	13	26.7188	27.8322	30.0582	33.0644	41.8933	51.4188
Bi-Weekly		2,137.50	2,226.58	2,404.65	2,645.15	3,351.46	4,113.50
Annually		55,575	57,891	62,521	68,774	87,138	106,951

Hourly	14	27.5202	28.6668	30.9601	34.0563	43.1505	52.9615
Bi-Weekly		2,201.62	2,293.35	2,476.81	2,724.50	3,452.04	4,236.92
Annually		57,242	59,627	64,397	70,837	89,753	110,160

Hourly	15	28.3457	29.5269	31.8889	35.0779	44.4447	54.55
Bi-Weekly		2,267.65	2,362.15	2,551.12	2,806.23	3,555.58	4,364.00
Annually		58,959	61,416	66,329	72,962	92,445	113,464

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.

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
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IDE - 6	Director of Public Works Director of Code Compliance Director of Economic Development

**CITY OF MOUNT RAINER  
EXECUTIVE AND ADMINISTRATIVE POSITIONS POLICE DEPT.  
COMPENSATION SCHEDULE FY 2025**

	<u>Grade Steps</u>	PD - EA 1	PD - EA 2	PD - EA 3	PD - EA 4	PD - EA 5
Hourly	1	21.0822	25.3452	30.8827	34.5582	41.6457
Bi-Weekly		1,686.58	2,027.62	2,470.62	2,764.65	3,331.65
Annually		43,851	52,718	64,236	71,881	86,623

Hourly	2	21.7149	26.1058	31.8091	35.5952	42.8947
Bi-Weekly		1,737.19	2,088.46	2,544.73	2,847.62	3,431.58
Annually		45,167	54,300	66,163	74,038	89,221

Hourly	3	22.3659	26.8885	32.7625	36.6625	44.1813
Bi-Weekly		1,789.27	2,151.08	2,621.00	2,933.00	3,534.50
Annually		46,521	55,928	68,146	76,258	91,897

Hourly	4	23.037	27.6952	33.7457	37.7625	45.5067
Bi-Weekly		1,842.96	2,215.62	2,699.65	3,021.00	3,640.54
Annually		47,917	57,606	70,191	78,546	94,654

Hourly	5	23.7279	28.5269	34.7582	38.8957	46.8721
Bi-Weekly		1,898.23	2,282.15	2,780.65	3,111.65	3,749.77
Annually		49,354	59,336	72,297	80,903	97,494

Hourly	6	24.4404	29.3822	35.801	40.0625	48.2784
Bi-Weekly		1,955.23	2,350.58	2,864.08	3,205.00	3,862.27
Annually		50,836	61,115	74,466	83,330	100,419

Grade	Position
PD - EA 1	Aministrative Asst./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 RAINER  
EXECUTIVE AND ADMINISTRATIVE POSITIONS POLICE DEPT.  
COMPENSATION SCHEDULE FY 2025**

	<u>Grade Steps</u>	PD - EA 1	PD - EA 2	PD - EA 3	PD - EA 4	PD - EA 5
Hourly	7	25.1731	30.2639	36.8755	41.2644	49.7264
Bi-Weekly		2,013.85	2,421.12	2,950.04	3,301.15	3,978.12
Annually		52,360	62,949	76,701	85,830	103,431

Hourly	8	25.9284	31.1721	37.9813	42.5024	51.2183
Bi-Weekly		2,074.27	2,493.77	3,038.50	3,400.19	4,097.46
Annually		53,931	64,838	79,001	88,405	106,534

Hourly	9	26.7063	32.1072	39.1207	43.7774	52.7548
Bi-Weekly		2,136.50	2,568.58	3,129.65	3,502.19	4,220.38
Annually		55,549	66,783	81,371	91,057	109,730

Hourly	10	27.5077	33.0707	40.2942	45.0909	54.3375
Bi-Weekly		2,200.62	2,645.65	3,223.54	3,607.27	4,347.00
Annually		57,216	68,787	83,812	93,789	113,022

Hourly	11	28.3327	34.062	41.5034	46.4438	55.9673
Bi-Weekly		2,266.62	2,724.96	3,320.27	3,715.50	4,477.38
Annually		58,932	70,849	86,327	96,603	116,412

Hourly	12	29.1832	35.0837	42.7481	47.8365	57.6466
Bi-Weekly		2,334.65	2,806.69	3,419.85	3,826.92	4,611.73
Annually		60,701	72,974	88,916	99,500	119,905

Grade	Position
PD - EA 1	Aministrative Asst./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 RAINER  
EXECUTIVE AND ADMINISTRATIVE POSITIONS POLICE DEPT.  
COMPENSATION SCHEDULE FY 2025**

	<u>Grade Steps</u>	PD - EA 1	PD - EA 2	PD - EA 3	PD - EA 4	PD - EA 5
Hourly		30.0582	36.1365	44.0303	49.2716	59.376
Bi-Weekly	13	2,404.65	2,890.92	3,522.42	3,941.73	4,750.08
Annually		62,521	75,164	91,583	102,485	123,502

Hourly		30.9601	37.2212	45.3519	50.75	61.1582
Bi-Weekly	14	2,476.81	2,977.69	3,628.15	4,060.00	4,892.65
Annually		64,397	77,420	94,332	105,560	127,209

Hourly		31.8889	38.3375	46.7125	52.2721	62.9923
Bi-Weekly	15	2,551.12	3,067.00	3,737.00	4,181.77	5,039.38
Annually		66,329	79,742	97,162	108,726	131,024

Grade	Position
PD - EA 1	Aministrative Asst./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**

	Grade Steps	PD - POC	PD - 1	PD - 2	PD - 3
Hourly	1	26.7306	28.138	29.8271	31.9144
Bi-Weekly		2,138.45	2,251.04	2,386.17	2,553.16
Annually		55,600	58,527	62,040	66,382

Hourly	2		28.7007	30.4236	32.5527
Bi-Weekly			2,296.06	2,433.89	2,604.22
Annually			59,698	63,281	67,710

Hourly	3		29.2748	31.0321	33.2038
Bi-Weekly			2,341.98	2,482.57	2,656.30
Annually			60,891	64,547	69,064

Hourly	4		29.8603	31.6527	33.8679
Bi-Weekly			2,388.82	2,532.22	2,709.43
Annually			62,109	65,838	70,445

Hourly	5		30.4575	32.2858	34.5452
Bi-Weekly			2,436.60	2,582.86	2,763.62
Annually			63,352	67,154	71,854

Hourly	6			32.9315	35.2361
Bi-Weekly				2,634.52	2,818.89
Annually				68,498	73,291

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 2023**  
**For Officers Hired After The New CBA Only**

	<u>Grade Steps</u>	PD - POC	PD - 1	PD - 2	PD - 3
Hourly	7			33.5901	35.9409
Bi-Weekly				2,687.21	2,875.27
Annually				69,867	74,757

Hourly	8			34.2619	36.6597
Bi-Weekly				2,740.95	2,932.77
Annually				71,265	76,252

Hourly	9			34.9472	37.3929
Bi-Weekly				2,795.77	2,991.43
Annually				72,690	77,777

Hourly	10			35.6461	38.1407
Bi-Weekly				2,851.69	3,051.26
Annually				74,144	79,333

Hourly	11			36.359	38.9035
Bi-Weekly				2,908.72	3,112.28
Annually				75,627	80,919

Hourly	12			37.0862	39.6816
Bi-Weekly				2,966.90	3,174.53
Annually				77,139	82,538

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 2023**  
**For Officers Hired After The New CBA Only**

	<u>Grade Steps</u>	PD - POC	PD - 1	PD - 2	PD - 3
Hourly	13			37.8279	40.4752
Bi-Weekly				3,026.23	3,238.02
Annually				78,682	84,188

Hourly	14			38.5845	41.2847
Bi-Weekly				3,086.76	3,302.78
Annually				80,256	85,872

Hourly	15			39.3562	42.1104
Bi-Weekly				3,148.49	3,368.83
Annually				81,861	87,590

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.