

**Agenda of the  
Mayor & City Council Budget Meeting  
City of Mount Rainier  
1 Municipal Place  
Mount Rainier, Maryland 20712**

**Tuesday, March 31, 2020**

**6:00 PM – Virtual Meeting**

**Items for discussion:**

**Suggested Discussion  
Time:**

- 1. Call To Order**
- 2. Review of Agenda**
- 3. Interim City Manager Fiscal Year 21 Budget Presentation (120 Min)**  
*Interim City Manager Latasha C. Gatling will present the  
Fiscal Year 2021 Budget.*
- 4. Adjournment**

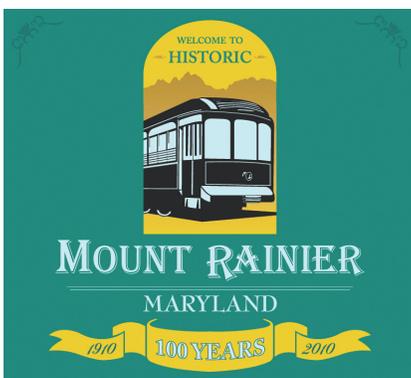


# City of Mount Rainier Maryland

## **PROPOSED BUDGET FY 2021**

**Latasha C. Gatling  
Interim City Manager**

**DeMornai Blackwell  
Director of Finance**





# **City of Mount Rainier Proposed Operating Budget Fiscal Year 2021**

**The Honorable Malinda Miles, Mayor**

## **City Council**

**Celina Benitez, Ward I**

**Luke Chesek, Ward I**

**Scott Cecil, Ward II**

**Bryan Knedler, Ward II**

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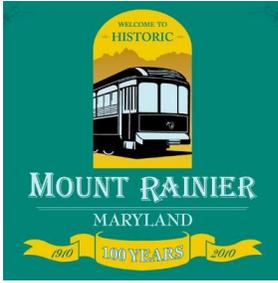
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March 10, 2020

Honorable Mount Rainier City Council and Residents:

It is with great pleasure that we present to you the Proposed Operating Budget for the City of Mount Rainier, Maryland for the fiscal year ending June 30, 2021 (Fiscal Year 2021 (FY 21), 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.

At the end of the first quarter of FY 20, the City's previous City Manager resigned from her current position and I was appointed as the Interim City Manager until a permanent City Manager is appointed by the Mayor and Council. During my tenure in the position, I have implemented many of the Council initiatives to continue to drive forward the vision of the City of Mount Rainier.

For this year's budget, we are proposing that the City remain constant on all current tax rates structures. The City remains in good financial health with over \$4 million in the City's investment account; an increase in economic development initiatives, code compliance enforcement, and home value assessments continue to bolster the financial position for FY 21.

The budget, as presented, for the first time in many years shows the City not utilizing the Unassigned Fund Balance to balance the budget for FY 21. This indicates that the Management team is effectively controlling spending and continuously looking for ways

to maximize revenues, minimize City spending and therefore net increasing the City's Unassigned Fund Balance for future usage if necessary.

The budget this year has been taken on with a particularly different approach below are some of the highlights and pressures presented in this year's budget recommendation:

1. Council voted to reduce the building permit fee, residential licenses for single-family dwellings up to three units and impose new fees for roofing permits for a net change in fees of \$50,000.
2. Council voted to eliminate the Director of Code Compliance position and utilize it to fund an additional Code Compliance and Parking Officer(s).
3. Council voted to utilize \$351,000 of the \$353,000 in Speed Camera Revenue for unbudgeted repairs within the Police Department; therefore, not allowing for a fund transfer in this year's budget to funding the operations expense of Public Safety.
4. The Recommended City Budget for FY 21 shows a decrease in revenues between FY 20 and FY 21 due to the change in no use of fund balance transfer. This equates to almost \$300,000 of reduction in expenses as well. We had to review which additional City services needed to be reduced to balance the budget for this year's budget. The City has been operating for years with expenses above revenues through the Transfer for Fund Balance in the budgeting process. This year we decided to balance the budget based on anticipated revenue against expected expenses without this transfer. The City has \$50,000 as part of operational contingency for possible emergencies in FY 21.
5. With the sale of 3200 Rhode Island Ave, the City no longer has any foreseeable sale of assets for FY 21. We are currently still looking into and finalizing any changes for renting out the bottom portion of Potts Hall as well as 3409 Rhode Island Avenue which will continue to bring additional revenue to the City.
6. The City is now progressively selling the Solar Panel Credits installed on top of City Hall. We are working with a third party to sell these credits to open markets in Maryland, Virginia, Washington D.C. and Pennsylvania. As this revenue increases from the various markets, the City will see an increase in its financial position. At this time, we decided to take a very conservative approach in this year's budget.
7. Council decided to postpone the Strategic Planning and Branding Strategy for FY 20 and to allocate funding in FY 21. The City Council and City Senior Management

will work on initiatives to plan and lead the City through future-oriented visioning and practices.

8. The City continues to invest in the infrastructure of the City sidewalks and street maintenance for this year's budget. Currently, the City is recommending a commitment of 5.61% or \$378,000 of the General Fund Revenues, which is industry standard for yearly repair maintenance.
9. This budget proposes increases in FTE staffing levels by 2.5 particularly in the Police Department, Finance Department and Administrative Department by adding one (1) Police Officer, one (1) Finance Analyst and one (1) part-time Grants Coordinator, respectively. The Chief of Police has applied for the COPS Grant to fund the Police Officer position. The COPS Grant will enable the City to receive a Federal Stipend for three (3) years for the creation of this position within the Police Department. With this grant the City will assume full expenses for the position in a phased approach, therefore there is not an impact on this year's budget. The Finance Department will increase due to workload, auditing contingencies, risk management, and mitigation and a need for improved business efficiencies within the department. With the City continuously receiving grant awards through various channels, the City must remain in compliance and on top of all additional source funding. The need for a Grants Coordinator will help improve efficiencies from the Department Heads that handle grant functions and improve compliance and reporting with the agencies by centralizing the efforts to maintain this requirement.
10. One impact on the budget is wages and benefits. A significant increase comes from the City covering about 95% of medical expenses for all eligible staff and an increase in Worker's Compensation Insurance. These costs are steadily rising; thus, the City must begin to either cover less or find ways to increase its revenues.

The FY 21 Proposed Operating Budget for the City of Mount Rainier is a product of months of preparation and collaboration with City Council and City Staff. The early input from individuals helps to guide this current budget as it is presented before you.

In the direct future, the City will be holding two (2) Public Hearings about this year's budget as proposed on Saturday, April 18<sup>th</sup> and Tuesday, May 19<sup>th</sup> to allow the public to engage with Council and Staff about what is presented and what they would like to see. As Council knows Public comment is essential to our government to ensure we are all heading the right direction together.

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 at 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. As always, our Finance Director, DeMornai Blackwell did a wonderful job of transforming numerical and informative data into the actual budget document. The excellent commitment for public policy guidance by Mayor and Council set a positive direction for the City.

Sincerely,

A handwritten signature in black ink that reads "Latasha C. Gatling". The signature is written in a cursive, flowing style.

Latasha C. Gatling

Interim City Manager

# Acknowledgment / Special Call Outs

This budget could not have been developed without the leadership of the City Council, the work of the City of Mount Rainier’s Executive Team, and the efforts of those involved in the development of the budget document. The individuals below played an integral role in this year’s budget preparation:

## **City of Mount Rainier City Council**

Malinda Miles, Mayor

Councilmember Celina Benetiz, Ward I    Councilmember Bryan Knedler, Ward II

Councilmember Luke Chesek, Ward I    Councilmember Scott Cecil, Ward II

## **City Executive**

Latasha Gatling, Interim City Manager

## **Director of Finance**

DeMornai Blackwell

## **Executive Team**

Anthony Morgan, Chief of Police

D’Alizza Mercedes, Director of Administrative Services

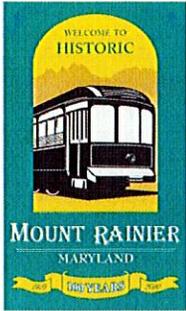
Kouroush Kamali, Director of Public Works

Ronald Hopkins, Director of Economic Development

## **Budget Document Assembly**

John Hoatson, City Clerk

Raina Walker, Community / Events Coordinator



Adopted: January 14, 2020

**CITY OF MOUNT RAINIER, MARYLAND**

**RESOLUTION NO. 01-2020**

Introduced by: Mayor & Council

**A Resolution Setting the Proposed Budget Calendar for the Fiscal Year 2021 Budget**

**WHEREAS**, the Council must adopt a budget of City revenues and expenditures for Fiscal Year 2021, beginning July 1, 2020, and ending June 30, 2021; and

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

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

**WHEREAS**, the deadline for the Council to adopt a City budget for Fiscal Year 2021 is June 30, 2020.

**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 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”) 2021:

<b>DATE</b>	<b>EVENT</b>
Tuesday, December 17, 2019	Work session for setting proposed budget calendar for FY 2021 Budget.
Tuesday, January 14, 2020	Adopt Resolution setting proposed budget calendar for FY 2021 Budget.
Friday, January 17, 2020	Budget instructions issued to all City Departments and Community Groups (including Bunker Hill Fire Department).
Thursday, January 30, 2020	City Council & City Executive Staff Planning Session (Administrative Session)
Friday, February 21, 2020	Deadline for all City Departments and Community Groups (including Bunker Hill Fire Department) to submit Budget FY 2021 requests to City Manager.

Friday, March 13, 2020	City Manager submits Proposed Budget FY 2021 to the Council.
Tuesday, March 17, 2020	City Manager presents Proposed Budget FY 2021 to the Council. Council holds work session on proposed Budget FY 2021 and discussion of Tax Rate.
Monday, April 6, 2020	Notice published in Prince George's Post and/or Sentinel of Public Hearing on Proposed FY 2021 Budget scheduled for April 18, 2020. Constant Yield Rate will be posted, and published.
Saturday, April 18, 2020	<ol style="list-style-type: none"> <li>1. <b>Public Hearing</b> and Public Comment on Proposed Budget FY 2021.</li> <li>2. <b>Council Work Session</b> on Budget FY 2021.</li> </ol>
Tuesday, May 5, 2020	Discussion of FY 2021 Proposed Budget and First Reading into the Record of the FY 2021 Budget Ordinance
Tuesday, May 19, 2020	<b>Public Hearing</b> on Proposed FY 2021 Budget and Discussion by City Council of FY 2021 Proposed Budget
Tuesday, June 2, 2020	<b>Second reading of FY2021 Budget Ordinance and possible vote.</b>
Tuesday, June 16, 2020	<b>If needed, vote on FY 2021 Budget Ordinance.</b>

3. The Budget Calendar for the preparation and adoption of the City of Mount Rainier FY 2021 Budget may be amended or adjusted by the Council as necessary.

**THIS RESOLUTION IS ADOPTED BY THE MAYOR & CITY COUNCIL OF THE CITY OF MOUNT RAINIER THIS 14<sup>th</sup> DAY OF JANUARY, 2020.**

Attest:

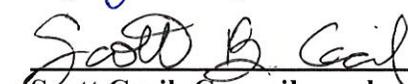
  
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 Latasha Gatling, Interim City Manager

  
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 Malinda Miles, Mayor

  
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 Luke Cheseck, Councilmember Ward 1

  
 \_\_\_\_\_  
 Celina Benitez, Councilmember Ward 1

  
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 Bryan Knedler, Councilmember Ward 2

  
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 Scott Cecil, Councilmember Ward 2

# TAX RATES FISCAL YEAR 2021

## **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 assessment and (2) the property tax rate.

The assessments are based on the fair market value of the property and are issued by the Department of Assessments 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 FY 21 for the following currently approved tax rates per zoned class:

Residential / Single Family Home Real Property Tax Rate:	<b><u>\$0.81 per \$100 of assessed value</u></b>
Apartment / Multi-Family Real Property Tax Rate:	<b><u>\$0.86 per \$100 of assessed value</u></b>
Commercial Real Property Tax Rate:	<b><u>\$0.81 per \$100 of assessed value</u></b>
Industrial Real Property Tax Rate:	<b><u>\$0.81 per \$100 of assessed value</u></b>
Townhouse Real Property Tax Rate:	<b><u>\$0.81 per \$100 of assessed value</u></b>

The Constant Yield Tax Rate (CYTR) is 0.7723. The City could anticipate approximately \$4.51 million in real property tax revenue during FY 21.

## **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 business.

No changes to the Business Personal Property Tax Rate for FY 21 as currently approved at **\$0.99 per \$100 of the assessed valuation.**

# TAX RATES FISCAL YEAR 2021

## **RAILROAD AND PUBLIC UTILITY TAX**

In the State of Maryland, the 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 includes all property needed to operate the business in the City. It includes real property such as land 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 Rate for FY 21 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 FY 21 as currently approved at **\$2.50 per \$100 of assessed valuation.**

**City of Mount Rainier, Maryland  
Summary Fee Schedule Changes**

<b>Mount Rainier Code</b>	<b>Description</b>	<b>Current Fee</b>	<b>Proposed Change</b>
<b>Chapter 7-Licenses / Permits</b>			
<b>§7-108 Fees</b>	<b>B.1.a Non-residential premises, except premises occupied by charitable and religious institutions</b>	<b>(i) \$75.00/year for &lt;1,000 sq. feet across floor space; \$25.00/year for additional ≤1,000 sq. feet gross floor space; maximum occupancy license fee \$200/year. (Note: 2 businesses at same location pay separate occupancy license fees.)</b>	<b>(i) \$150.00/year for &lt;1,000 sq. feet across floor space; \$50.00/year for additional ≤1,000 sq. feet gross floor space; maximum occupancy license fee \$400/year. (Note: 2 businesses at same location pay separate occupancy license fees.)</b>
	<b>B.1.c-Multi-family rental facilities occupancy license fee</b>	<b>\$225.00/year per unit</b>	<b>\$240.00/year per unit</b>
<b>Chapter 9 – Parking Meters</b>			
<b>§9-105 Rates</b>	<b>Parking Meter Payment Rates</b>	<b>\$0.50 for 30 minutes parking time</b>	<b>\$1.00 for 30 minutes parking times</b>
<b>§9-107 Enforcement</b>	<b>Fine for parking meter violations, unless a different fine or penalty is specified in Ch.9 or by law</b>	<b>\$30.00 parking violation (ticket) fine; Late payment penalty – ticket fine doubles to \$60.00 if unpaid in 30 days &amp; no trial requested; ticket further doubles to \$120.00 if unpaid for 60 days; to \$240 if unpaid within 90 days</b>	<b>\$40.00 parking violation (ticket) fine; Late payment penalty – ticket fine doubles to \$80.00 if unpaid in 30 days &amp; no trial requested; ticket further doubles to \$160.00 if unpaid for 60 days; to \$240 if unpaid within 90 days</b>

**PERSONNEL SCHEDULE FULL TIME EQUIVALENT**

<b>GENERAL GOVERNMENT</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>POSITIONS</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>
City Manager	1	1	1	1
Treasurer / Director of Finance	1	1	1	1
Deputy Director of Finance	1	0	0	0
Staff Accountant	1	1	1	1
Finance Analyst	0	0	0	1
Systems Analyst / Asset Coordinator	0	0	1	1
Administrative Assistant	0	0	1	1
<b>TOTAL GENERAL GOVERNMENT</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>6</b>

<b>ADMINISTRATIVE SERVICES</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>POSITIONS</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>
Director of Administrative Services	1	1	1	1
Communications / Community Events Coordinator	0	0	1	1
Grants Writer	0	0	0	0.5
MRTV Technician	0	0	0.5	0
MRTV Technician / Photographer	0	0	0.5	1
City Clerk	1	1	1	1
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>4.5</b>

<b>ECONOMIC DEVELOPMENT</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>POSITIONS</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>
Director of Economic Development	1	1	1	1
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

<b>PUBLIC SAFETY</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>POSITIONS</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>
Chief of Police	1	1	1	1
Assistant Chief of Police	1	1	0	0
Police Officer - Lieutenant	0	0	2	2
Police Officer - Sergeant	3	3	2	2
Police Officer - Detective	0	0	1	1
Police Officer - Corporal	4	4	4	4
Police Officer Private / First Class	8	8	6	7
Records Manager	1	1	1	1
Administrative Assistant	2	2	1	1
Parking Enforcement Officer	1	1	0	1
Social Services Coordinator	0.625	0.625	0.625	0.625
<b>TOTAL PUBLIC SAFETY</b>	<b>21.625</b>	<b>21.625</b>	<b>18.625</b>	<b>20.625</b>

**PERSONNEL SCHEDULE FULL TIME EQUIVALENT**

<b>CODE ENFORCEMENT</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>POSITIONS</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>
Director of Code Enforcement	1	1	1	0
Code Enforcement Officer	1	1	1	1
Code Enforcement Officer	0.625	0.625	1	1
Permit Technician	0	0	1	1
Administrative Assistant	0.625	1	1	0
<b>TOTAL CODE ENFORCEMENT</b>	<b>3.25</b>	<b>3.625</b>	<b>5</b>	<b>3</b>

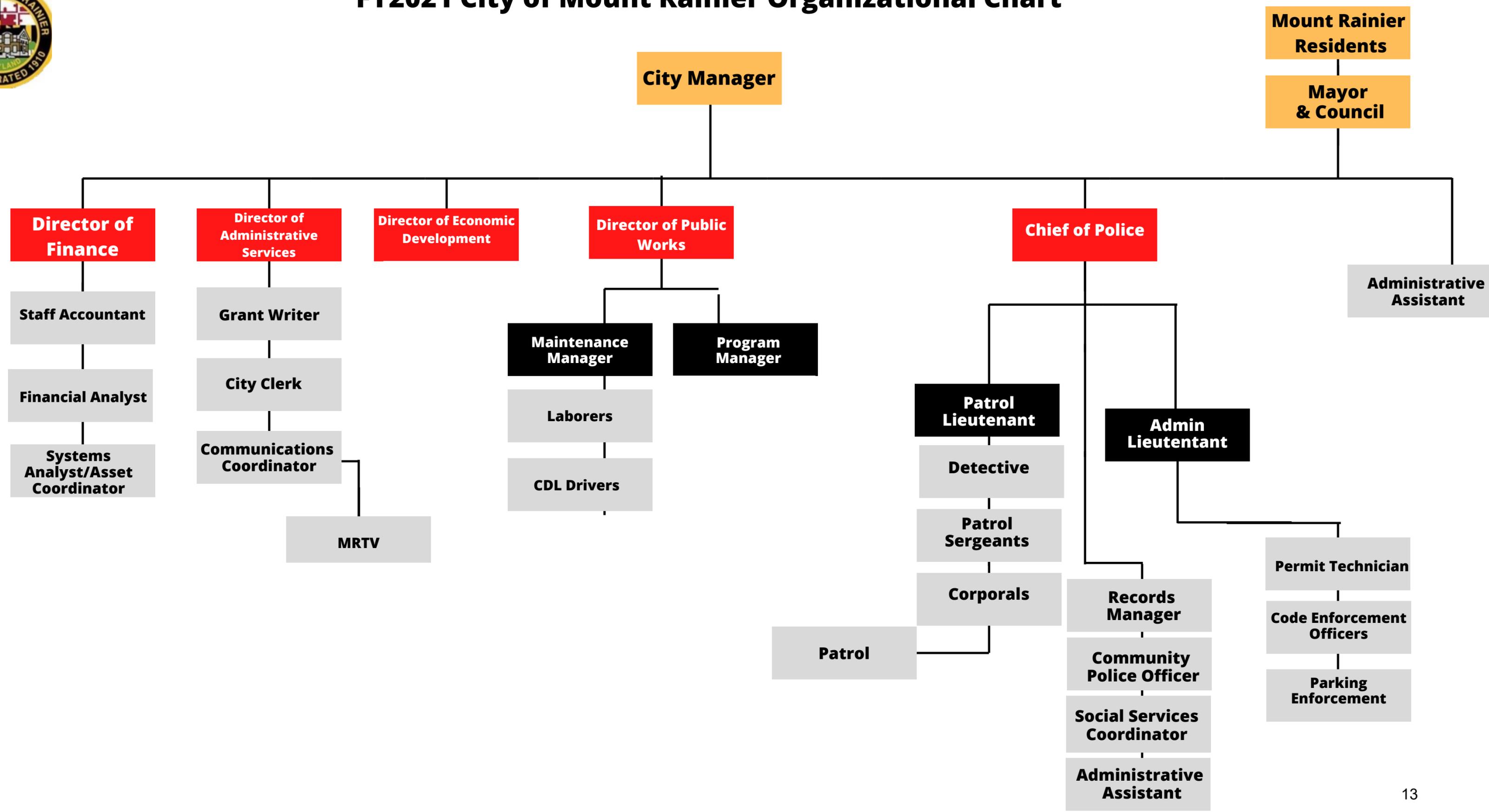
<b>PUBLIC WORKS</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>POSITIONS</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>
Director of Public Works	1	1	1	1
Maintenance Manager	1	1	1	1
PW Programs Coordinator	1	1	0	0
PW Programs Manager	0	0	1	1
CDL Driver	2	2	2	2
Sanitation Technician	0	0	1	1
Laborer	4	5	5	5
<b>TOTAL PUBLIC WORKS</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>11</b>

<b>CALL-A-BUS</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>POSITIONS</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>
Call-A-Bus Driver	0.65	0	0	0
<b>TOTAL CALL-A-BUS</b>	<b>0.65</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>CITY PERSONNEL</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>POSITIONS</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>
<b>TOTAL CITY POSITIONS (FTE)</b>	<b>41.525</b>	<b>41.25</b>	<b>44.625</b>	<b>46.125</b>



# FY2021 City of Mount Rainier Organizational Chart

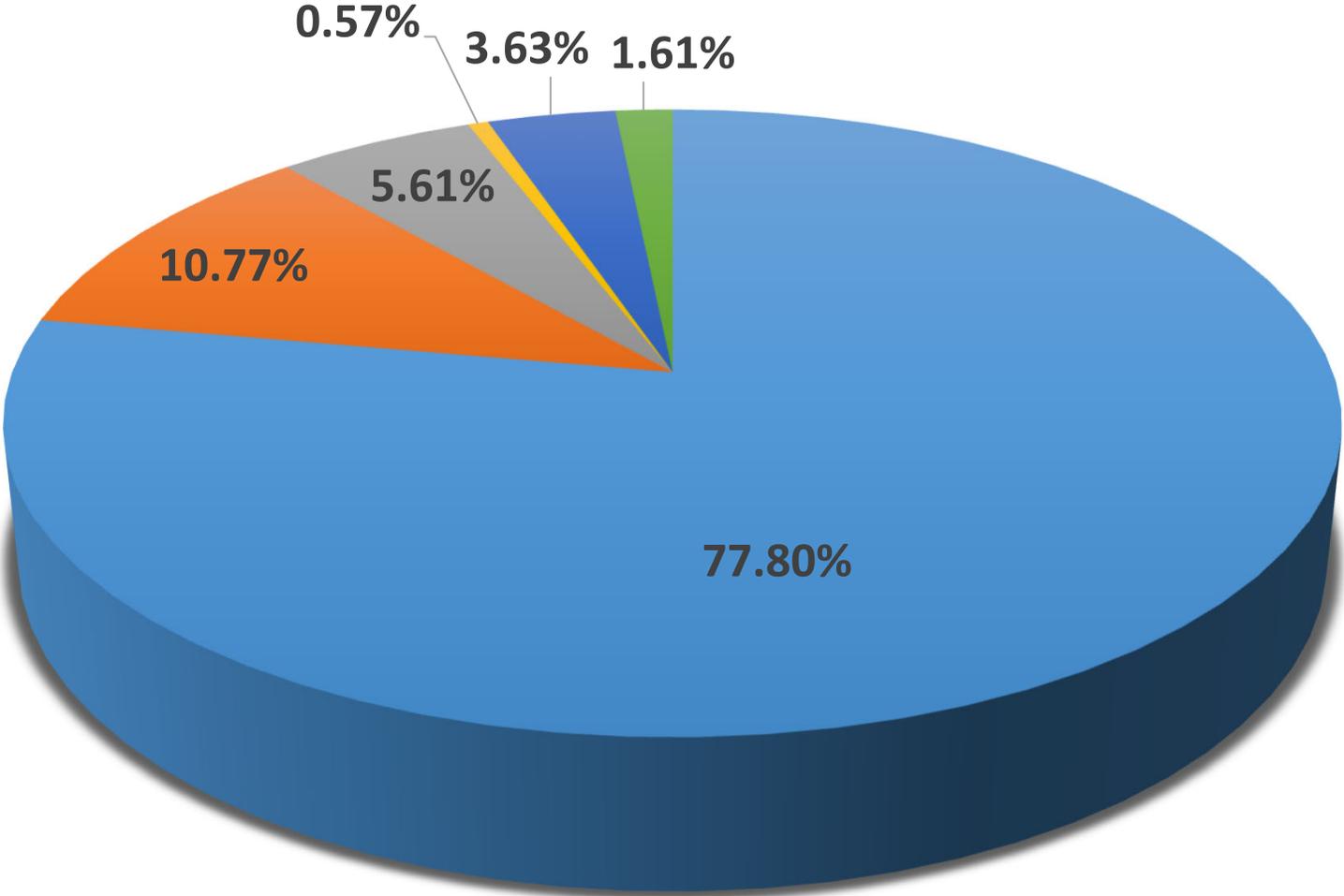


**CITY OF MOUNT RAINIER**

<b>WHERE FUNDS COME FROM</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>% of FY</b>
Tax Revenue	\$ 4,350,500	\$ 4,789,250	\$ 5,114,270	\$ 5,244,000	77.80%
Licenses & Permits	\$ 610,000	\$ 657,850	\$ 728,500	\$ 726,180	10.77%
Intergovernmental Revenue	\$ 199,500	\$ 305,115	\$ 341,745	\$ 378,255	5.61%
Charges for Services	\$ 60,500	\$ 45,500	\$ 24,750	\$ 38,500	0.57%
Fines & Forfeitures	\$ 119,500	\$ 402,000	\$ 273,000	\$ 245,000	3.63%
Miscellaneous Revenue	\$ 35,400	\$ 60,850	\$ 159,779	\$ 108,720	1.61%
Use of Fund Balance	\$ 560,975	\$ 462,480	\$ 393,510	\$ -	0.00%
<b>TOTAL BUDGETED REVENUE</b>	<b>\$ 5,936,375</b>	<b>\$ 6,723,045</b>	<b>\$ 7,035,554</b>	<b>\$ 6,740,655</b>	<b>100.00%</b>

<b>WHERE FUNDS GO</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>% of FY</b>
Wages and Leave Pay	\$ 2,546,500	\$ 2,637,885	\$ 2,929,328	\$ 3,043,306	45.15%
Employee Benefits & Services	\$ 980,550	\$ 996,850	\$ 986,094	\$ 1,211,727	17.98%
Material & Supplies	\$ 195,700	\$ 233,160	\$ 352,554	\$ 253,500	3.76%
Repairs & Maintenance	\$ 78,000	\$ 77,500	\$ 91,300	\$ 89,000	1.32%
Professional Services	\$ 528,500	\$ 630,950	\$ 733,750	\$ 568,600	8.44%
Other Services and Charges	\$ 591,250	\$ 518,895	\$ 619,670	\$ 561,514	8.33%
Infrastructure & Facility Maintenance	\$ 386,750	\$ 550,250	\$ 386,950	\$ 330,500	4.90%
Capital Outlay	\$ 374,125	\$ 823,075	\$ 681,400	\$ 398,000	5.90%
Debt Services	\$ 255,000	\$ 254,480	\$ 254,508	\$ 284,508	4.22%
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 5,936,375</b>	<b>\$ 6,723,045</b>	<b>\$ 7,035,554</b>	<b>\$ 6,740,655</b>	<b>100.00%</b>

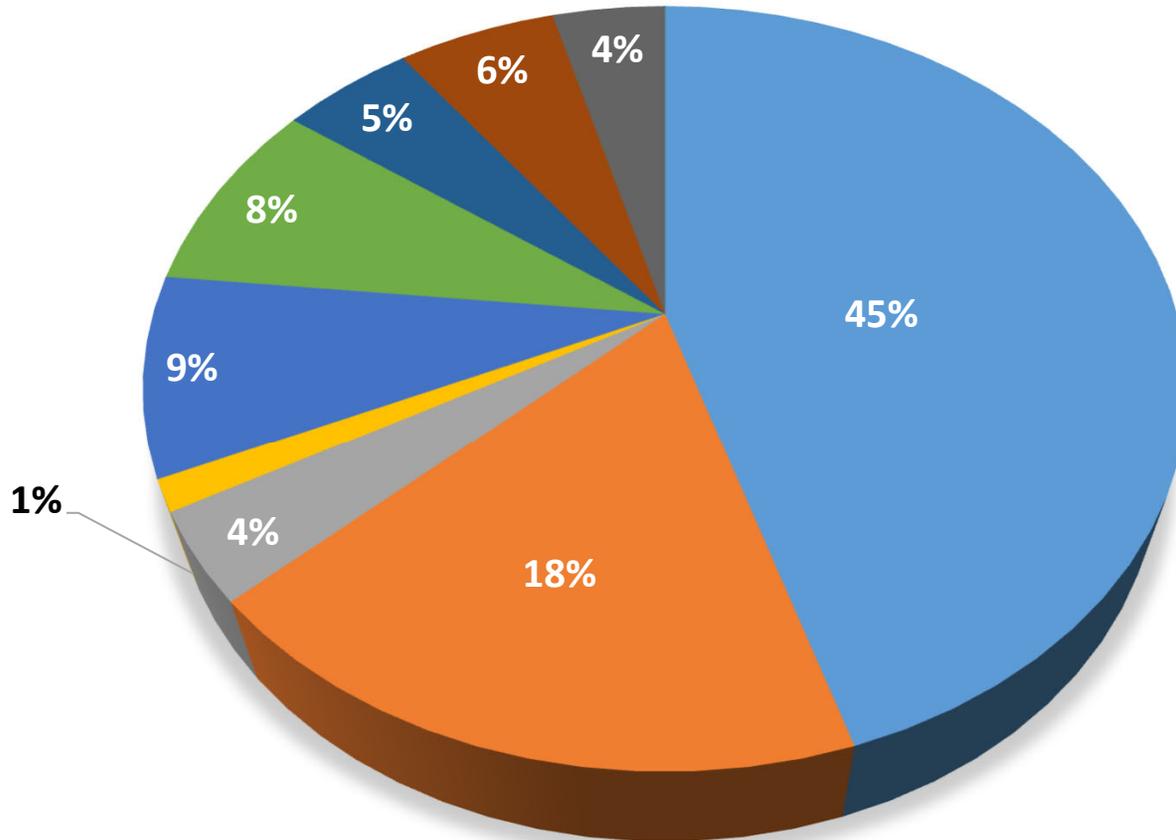
Where Funds Come From



■ Tax Revenue ■ Licenses & Permits ■ Intergovernmental Revenue ■ Charges for Services ■ Fines & Forfeitures ■ Miscellaneous Revenue

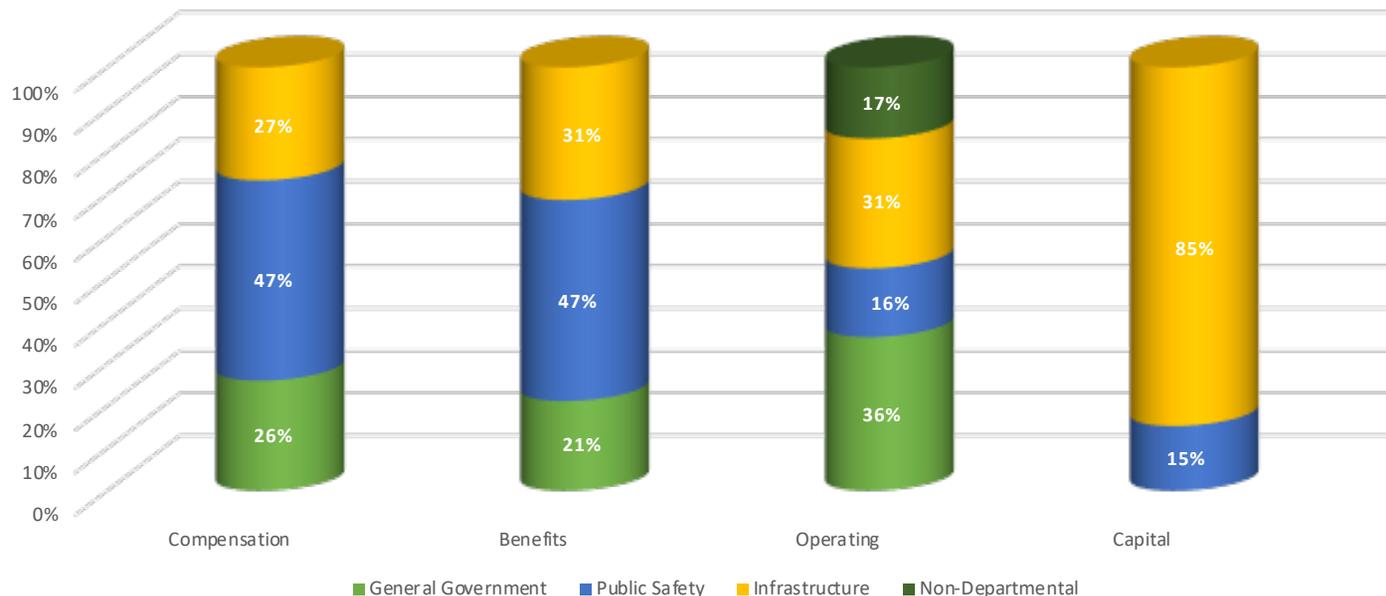
# Where Funds Go

- Wages and Leave Pay
- Employee Benefits & Services
- Material & Supplies
- Repairs & Maintenance
- Professional Services
- Other Services and Charges
- Infrastructure & Facility Maintenance
- Capital Outlay
- Debt Services



## FY 2021 WHERE FUNDS GO - DEPARTMENTAL

	Compensation	Fringe Benefits	Operating	Capital	Total
<b>General Government</b>					
City Council	\$ 40,000	\$ 5,600	\$ 88,500	\$ -	\$ 134,100
City Hall	449,959	150,060	495,300	-	1,095,319
Department of Administrative Services	302,028	101,216	139,250	-	542,494
<b>Subtotal</b>	<b>\$ 791,987</b>	<b>\$ 256,876</b>	<b>\$ 723,050</b>	<b>\$ -</b>	<b>\$ 1,771,913</b>
<b>Public Safety</b>					
Police Department	\$ 1,439,556	\$ 575,269	\$ 323,775	\$ 75,699	\$ 2,414,299
<b>Subtotal</b>	<b>\$ 1,439,556</b>	<b>\$ 575,269</b>	<b>\$ 323,775</b>	<b>\$ 75,699</b>	<b>\$ 2,414,299</b>
<b>Infrastructure/ Development</b>					
Department of Infrastructure	\$ 544,744	\$ 281,662	\$ 490,020	\$ 404,900	\$ 1,721,326
Department of Code Enforcement	176,419	64,193	53,160	13,390	307,162
Department of Economic Development	90,600	33,727	67,120	-	191,447
<b>Subtotal</b>	<b>\$ 811,763</b>	<b>\$ 379,582</b>	<b>\$ 610,300</b>	<b>\$ 418,290</b>	<b>\$ 2,219,935</b>
<b>Non-Departmental</b>					
Debt Services	\$ -	\$ -	\$ 284,508	\$ -	\$ 284,508
Grants/Transfers	-	-	-	-	-
Contingency	-	-	50,000	-	50,000
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 334,508</b>	<b>\$ -</b>	<b>\$ 334,508</b>
<b>Grand Total</b>	<b>\$ 3,043,306</b>	<b>\$ 1,211,727</b>	<b>\$ 1,991,633</b>	<b>\$ 493,989</b>	<b>\$ 6,740,655</b>



General Fund Revenues	FY18 - Actuals*	FY19 - Actuals*	FY20 - Actuals*	FY20 - Budget	FY21 - Proposed	Change
	Jul '17 - Jun '18	Jul '18 - Jan '19	Jul '19 - Jan '20	Jul '19 - Jun '20	Jul '20 - Jun '21	FY21 / FY20
<b>Tax Revenue</b>						
1100 · Real Property Tax	3,664,547.45	3,929,546.28	3,941,008.51	4,041,000.00	4,200,000.00	3.93%
1101 · Vacant Developed Property Tax	0.00	221,530.62	165,763.79	226,000.00	200,000.00	(11.50%)
1102 · Business Personal Property Tax	65,675.82	72,478.52	25,584.57	50,000.00	50,000.00	0.00%
1103 · RR & Utilities Pers Prty Tax	87,175.50	92,731.22	118,005.00	97,520.00	120,000.00	23.05%
1104 · Tax Liens	3,409.99	0.00	0.00	5,000.00	1,000.00	(80.00%)
1105 · Interest & Penalties on Taxes	15,569.16	13,749.53	2,256.39	15,000.00	10,000.00	(33.33%)
1106 · Penalty/Late FeeBPPT/BOL/Others	1,597.50	2,850.00	3,077.38	1,500.00	5,000.00	233.33%
1107 · County Admissions & Amusements	3,231.01	190.01	3,642.37	3,250.00	3,000.00	(7.69%)
1108 · Shared State Income Tax	643,535.31	795,576.42	343,997.55	675,000.00	655,000.00	(2.96%)
<b>Total Tax Revenue</b>	<b>4,484,741.74</b>	<b>5,128,652.60</b>	<b>4,603,335.56</b>	<b>5,114,270.00</b>	<b>5,244,000.00</b>	<b>2.54%</b>
<b>Licenses &amp; Permits</b>						
1200 · Residential Rental Licenses	350,795.00	345,435.00	492,840.00	415,000.00	500,000.00	20.48%
1201 · Business Occupancy Licenses	15,705.53	20,248.25	2,325.00	16,000.00	25,000.00	56.25%
1202 · Cable/FIOS CP Revenue	51,845.21	71,394.22	41,175.27	73,000.00	65,000.00	(10.96%)
1203 · Vacant Bldg Registration Fee	2,325.00	9,740.00	1,100.00	15,000.00	15,000.00	0.00%
1204 · Building Permit Fees	11,893.81	35,902.27	21,212.79	12,000.00	20,000.00	66.67%
1205 · TV Revenues (Franchise Fees)	84,559.46	109,723.63	67,584.87	118,850.00	95,000.00	(20.07%)
1206 · Parking Permit Revenue	25.00	320.00	50.00	400.00	100.00	(75.00%)
1207 · Tree Removal Permit	175.00	1,275.00	225.00	250.00	200.00	(20.00%)
1208 · Imprevious Fees	0.00	202.00	25.00	500.00	0.00	
1209 · CDMA Fees	0.00	11,825.00	810.00	0.00	2,200.00	100.00%
1210 · Traders Licenses	1,872.12	305.42	0.00	1,500.00	500.00	(66.67%)
1211 · Church Occupancy Licenses	160.00	180.00	280.00	500.00	180.00	(64.00%)
1212 · Other Licenses & Permits	3,231.78	2,358.26	4,673.87	75,000.00	2,500.00	(96.67%)
1213 · Burglar Alarm Registration Fees	550.00	0.00	0.00	500.00	500.00	0.00%
7500 · GF Licenses & Permits - Other	1,333.14	0.00	0.00	0.00	0.00	0.00%
<b>Total Licenses &amp; Permits</b>	<b>524,471.05</b>	<b>608,909.05</b>	<b>632,301.80</b>	<b>728,500.00</b>	<b>726,180.00</b>	<b>(0.32%)</b>
<b>Intergovernmental Revenue</b>						
1300 · State Transportation Grant	111,582.19	132,842.36	0.00	125,000.00	0.00	(100.00%)
1301 · SHA - MOU	7,625.80	0.00	0.00	7,625.00	16,755.00	119.74%
1302 · State Highway User Fees	109,839.83	51,896.05	63,788.44	55,000.00	220,000.00	300.00%
1303 · State Police Aid	108,420.00	101,760.00	66,060.00	132,120.00	115,000.00	(12.96%)
1304 · County Disposal Fee Rebate	38,130.18	16,635.00	11,090.00	22,000.00	20,000.00	(9.09%)
1305 · Financial Corps	0.00	6,553.70	0.00	0.00	6,500.00	100.00%
<b>Total Intergovernmental Revenue</b>	<b>375,598.00</b>	<b>309,687.11</b>	<b>140,938.44</b>	<b>341,745.00</b>	<b>378,255.00</b>	<b>10.68%</b>
<b>Charges for Services</b>						
1400 · Parking Meter Coin Revenue	28,986.36	15,831.03	10,439.17	12,000.00	30,000.00	150.00%
1401 · REFUSE COLLECTION FEES	909.00	240.00	150.00	1,000.00	500.00	(50.00%)
1402 · Trash Hauler Fees	(2,587.50)	2,463.00	1,025.00	2,250.00	2,000.00	(11.11%)
1403 · Fees for City Services	1,452.65	2,035.00	0.00	2,000.00	500.00	(75.00%)
1404 · Other Service charges	6,240.40	4,886.97	2,340.00	7,500.00	5,500.00	(26.67%)
8542 · Multi-Family Trash Fees	0.00	659.00	0.00	0.00	0.00	
8555 · Call-A-Bus Revenues	1,848.00	0.00	0.00	0.00	0.00	
8557 · City Abatement Services	0.00	9,290.54	0.00	0.00	0.00	
<b>Total Charges for Services</b>	<b>36,848.91</b>	<b>35,405.54</b>	<b>13,954.17</b>	<b>24,750.00</b>	<b>38,500.00</b>	<b>55.56%</b>
<b>Fines &amp; Forfeitures</b>						
1500 · Parking Violations	227,424.29	107,092.25	124,384.00	100,000.00	200,000.00	100.00%
1501 · Meter Violations	0.00	12,809.95	570.00	15,000.00	10,000.00	(33.33%)
1502 · Municipal Code Violations	2,565.00	16,137.50	4,800.83	3,000.00	15,000.00	400.00%
1503 · Impoundment Fees	6,905.04	11,925.00	7,275.00	5,000.00	10,000.00	100.00%
1504 · Parking Recovery-Professional M	0.00	180.00	0.00	150,000.00	10,000.00	(93.33%)
1505 · Other Fines & Forfeitures	50.00	3,620.56	1,201.92	0.00	0.00	0.00%
9096 · Burglar Alarm Violations	25.00	0.00	0.00	0.00	0.00	
<b>Total Fines &amp; Forfeitures</b>	<b>236,969.33</b>	<b>151,765.26</b>	<b>138,231.75</b>	<b>273,000.00</b>	<b>245,000.00</b>	<b>(10.26%)</b>
<b>Miscellaneous Revenue</b>						
1600 · Interest on investments	33,654.86	55,414.61	37,658.47	35,000.00	40,000.00	14.29%
1601 · Bank Interest	434.26	2,213.50	31.37	1,779.00	720.00	(59.53%)
1602 · Rent Income	11,850.00	14,775.00	0.00	14,000.00	15,000.00	(100.00%)
1603 · Sale of Real Property	0.00	0.00	0.00	0.00	0.00	
1604 · Sale of Police Property	1,900.00	0.00	8,366.00	0.00	0.00	
1605 · Solar Credit(s) Revenue	0.00	0.00	0.00	0.00	45,000.00	100.00%
1606 · Insurance Damage Recovery	3,356.03	30,813.72	12,750.00	0.00	0.00	
1607 · Bus Shelter Advertising	738.50	328.75	0.00	500.00	0.00	(100.00%)
1608 · Mt. Rainier Day Revenue	2,475.00	725.00	75.00	0.00	0.00	
1609 · Bike-Coop Revenue	5,330.00	2,895.00	2,361.00	6,000.00	3,000.00	(50.00%)
1690 · Other Financing	46.54	4.15	0.00	0.00	0.00	
1699 · Miscellaneous Revenue	36,472.57	7,119.53	42,722.24	102,500.00	5,000.00	(95.12%)
<b>Total Miscellaneous Revenue</b>	<b>96,257.76</b>	<b>114,289.26</b>	<b>103,964.08</b>	<b>159,779.00</b>	<b>108,720.00</b>	<b>(31.96%)</b>

General Fund Revenues	FY18 - Actuals*	FY19 - Actuals*	FY20 - Actuals*	FY20 - Budget	FY21 - Proposed	Change
	Jul '17 - Jun '18	Jul '18 - Jan 19	Jul '19 - Jan '20	Jul '19 - Jun '20	Jul '20 - Jun '21	FY21 / FY20
Speed Camera Violations	122.00	122.00	0.00	0.00	0.00	
Grant Revenue	172,636.34	142,957.79	127,037.00	0.00	0.00	
Use of Fund Balance	0.00	0.00	254,510.00	393,510.00	0.00	
<b>Net Total City Fund - General Revenue</b>	<b>5,927,645.13</b>	<b>6,491,788.61</b>	<b>6,014,272.80</b>	<b>7,035,554.00</b>	<b>6,740,655.00</b>	<b>(4.19%)</b>

\*unaudited actuals

## CITY OF MOUNT RAINIER

### GENERAL FUNDS REVENUES – EXPLANATIONS

#### TAX REVENUES

<b>Real Property Tax:</b>	Levied upon the assessed value of all real estate within the City.
<b>Business Personal Property Tax:</b>	Levied upon the assessed value of all furniture, fixtures, office equipment, inventory, stock, and personal business assets of incorporated and unincorporated businesses.
<b>Railroad and Utilities Tax:</b>	Levied upon the inventory and domestic shares of railroads and public utilities within the City.
<b>Property Tax Liens:</b>	Legal claims against property's for amounts owed.
<b>Vacant Developed Property Tax:</b>	Levied upon the assessed value of all vacant developed property within the City.
<b>Penalties / Interest on Taxes:</b>	Interest revenue from past due Real Property Taxes.
<b>Penalties BPPT and BOL:</b>	Revenue derived from late fees on business licenses.
<b>County Admissions and Amusements:</b>	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.
<b>Shared State Income Tax:</b>	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

<b>Comcast / Verizon P.E. G:</b>	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.
<b>CDMA Fees:</b>	Fee collected by the City and given to Mount Rainier Business Association
<b>Business Occupancy License:</b>	From annual license fees paid to the City by each business operating in the City:
<b>Residential Rental License:</b>	Revenues derived from the rental property licenses
<b>Traders Licenses:</b>	Receipts from license fees paid to the State by businesses operating within the City. Ninety-two percent of the fees are, in turn, distributed to the City. Distribution is made several times during the year with the bulk of the revenues received by municipalities in May or each year.
<b>Church Occupancy License:</b>	Revenues derived from churches for an occupancy license.
<b>Impervious Fees:</b>	Fees charged for impervious surface changes or enhancement
<b>Building Permit Fees:</b>	Fees charged to issue building construction and repair permits.
<b>Vacant Building Registration Fees:</b>	Fees derived from the registration of vacant buildings within the City.
<b>Tree Removal Permit:</b>	Revenue generated from permits issued to residents to remove trees.
<b>Burglar Alarm Registration:</b>	Revenue generated from the registration of burglar alarms with the City.
<b>Other License and Permits:</b>	Revenue generated from "other" licenses and permits as assigned; typically, smaller licenses captured by the City

**Comcast/Verizon Franchise:** 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 provisions of the City Franchise Agreement. Distribution is made quarterly.

**Parking Permit Fees:** Fees derived from the issuance of parking permits within the City

## Intergovernmental Revenue

**State Highway User Fees:** 17.5% of the tax receipts on motor fuel and vehicle registrations are distributed to the counties and municipalities. The County receives one-half in the same ratio that its road mileage bears to the total road mileage in the State, and one-half based on the ratio of vehicles in the County to the total number of vehicles in the State. The City then receives a percentage based on the ratio of mileage of City streets to the total mileage of all streets in the County, and also a percentage based on the ratio of vehicle registrations in the City to the total vehicle registrations in the County.

**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.

**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 the Prince George's County Police Department and all other municipal departments in the County. Distribution is made quarterly. Estimates provided by the Maryland State Police.

**County Disposal Fee Rebate:** Rebate of County trash disposal fees  
**Financial Corps Revenue** Counties to provide municipalities an amount equal to the amount the municipality received in fiscal year 1968 from the local property tax on financial institutions' stocks, a tax that was discontinued in 1968

## Charges for Services

<b>Parking Meter Coin Revenue:</b>	Fees derived from parking meters within the City
<b>Refuse Collection Fees:</b>	Fees derived from bulk trash pick up
<b>Trash Hauler Fees:</b>	Fees derived from commercial business trash pickup
<b>Fees for City Services:</b>	Other fees as legislated or miscellaneous fees charged
<b>City Abatement Services:</b>	Fees generated from the abatement of properties for Code Violations
<b>Other Service Charges:</b>	Fees generated from Police Take Home Car Program

## Fines and Forfeitures

<b>Parking Violations:</b>	Revenue generated from payment of parking violations
<b>Meter Violations:</b>	Revenue generated from payment of parking meter violations
<b>Municipal Code Violations:</b>	Revenue generated from violations issued for code infractions
<b>Impoundment Fees:</b>	Fees generated from the impoundment and release of vehicles
<b>Other Fines and Forfeitures:</b>	Generated from fines as legislated

## Miscellaneous Revenue

<b>Rent Income:</b>	Funds generated from rental of city properties
<b>Bank Interest:</b>	Interest generated from bank accounts
<b>Interest on Investments:</b>	Interest generated on investments
<b>Sale of Real Property:</b>	Funds generated from the sale of city property
<b>Sale of Police Property:</b>	Funds generated from the sale of police property
<b>Insurance Damage Recovery:</b>	Funds generated from insurance claims

**Solar Credit Revenue**

Funds generated from the sale of solar credits generated from the solar panels on City Hall

**Miscellaneous Revenues:**

Revenues as legislated

**Other Financing:**

Revenues generated from bank loans

**Bike Co-op Revenues:**

Revenues generated from the Bike Co-op

General Fund Expenses	FY18 - Actuals*	FY19 - Actuals*	FY20 - Actuals*	FY20 - Budget	FY21 - Proposed	Change
	Jul '17 - Jun '18	Jul '18 - Jan '19	Jul '19 - Jan '20	Jul '19 - Jun '20	Jul '20 - Jun '21	FY21 / FY20
<b>Wages &amp; Leave Pay</b>						
Regular Pay	2,212,775.34	1,975,649.18	1,290,412.71	2,830,766.00	2,481,258.00	(12.35%)
Overtime Pay	146,982.18	222,821.90	110,837.91	65,562.00	142,248.00	116.97%
Court Pay	7,435.00	761.61	3,467.76	10,000.00	10,000.00	0.00%
Shift Differential	15,908.25	44,989.39	175,152.66	20,000.00	408,300.00	1941.50%
Officer Field Training	850.00	2,150.00	0.00	3,000.00	1,500.00	(50.00%)
<b>Total Wages &amp; Leave Pay</b>	<b>2,383,950.77</b>	<b>2,246,372.08</b>	<b>1,579,871.04</b>	<b>2,929,328.00</b>	<b>3,043,306.00</b>	<b>3.89%</b>
<b>Employee Benefits &amp; Services</b>						
FICA Expense	179,949.98	171,374.53	118,357.68	215,765.00	189,455.00	(12.19%)
Life Insurance Expense	1,994.10	75,657.78	1,371.90	3,400.00	2,854.00	(16.06%)
Dental Insurance Expense	17,649.65	19,081.97	0.00	19,750.00	0.00	(100.00%)
Medical Insurance Expense	324,541.24	349,348.59	225,898.47	309,000.00	506,833.00	64.02%
Workers' Compensation Insurance	210,362.79	190,708.00	257,872.00	207,500.00	284,000.00	36.87%
Unemployment Insurance	9,749.93	13,151.45	12,198.04	12,605.00	12,677.00	0.57%
Retirement Contribution	161,190.66	189,856.80	201,847.00	218,074.00	215,908.00	(0.99%)
3091 - Garnishment Expense	0.00	2,417.50	0.00	0.00	0.00	0.00%
<b>Total Employee Benefits &amp; Services</b>	<b>905,438.35</b>	<b>1,011,596.62</b>	<b>817,545.09</b>	<b>986,094.00</b>	<b>1,211,727.00</b>	<b>22.88%</b>
<b>Materials &amp; Supplies</b>						
Office Supplies	33,795.46	25,422.46	19,363.53	16,000.00	20,000.00	25.00%
Postage & Delivery	9,555.56	8,581.18	1,752.45	11,000.00	5,000.00	(54.55%)
Computer Equipment & Supplies	14,981.99	7,273.78	16,686.00	25,500.00	20,000.00	(21.57%)
Materials & Supplies	36,015.42	85,084.47	24,333.22	87,729.00	55,500.00	(36.74%)
Police Supplies & Equipment	21,514.58	22,215.94	6,671.40	7,000.00	16,000.00	128.57%
Uniforms	11,998.95	28,197.85	9,358.52	19,825.00	22,000.00	10.97%
Firearms Supplies	8,036.51	3,058.60	1,534.05	11,000.00	12,000.00	9.09%
Uniform cleaning expenses	14,070.87	19,247.54	9,230.04	24,500.00	20,000.00	(18.37%)
Street Signs	4,177.08	19,487.38	9,319.38	7,000.00	5,000.00	(28.57%)
Traffic Calming Devices	0.00	0.00	580.00	56,000.00	0.00	(100.00%)
Vehicle Fuel & Oil	51,135.24	39,943.17	16,263.84	87,000.00	78,000.00	(10.34%)
<b>Total Materials &amp; Supplies</b>	<b>205,281.66</b>	<b>258,512.37</b>	<b>115,092.43</b>	<b>352,554.00</b>	<b>253,500.00</b>	<b>(28.10%)</b>
<b>Repairs &amp; Maintenance</b>						
Vehicle Repair & Maintenance	87,365.94	84,424.18	55,306.27	71,000.00	72,000.00	1.41%
Equipment Repairs & Maintenance	4,995.68	4,718.84	882.77	18,750.00	14,500.00	(22.67%)
Security Cameras Maintenance	0.00	240.00	0.00	1,000.00	2,500.00	150.00%
4133 - Vehicle Expense Reimbursemen	434.96	1,247.81	0.00	0.00	0.00	0.00%
4316 - Radio Repair	0.00	0.00	0.00	300.00	0.00	(100.00%)
4319 - Radio Maintenance	0.00	0.00	0.00	250.00	0.00	(100.00%)
<b>Total Repairs &amp; Maintenance</b>	<b>92,796.58</b>	<b>90,630.83</b>	<b>56,189.04</b>	<b>91,300.00</b>	<b>89,000.00</b>	<b>(2.52%)</b>
<b>Professional Services</b>						
Professional/Contract Svc	81,698.03	183,535.86	50,981.09	188,250.00	61,800.00	(67.17%)
Legal Services	110,387.42	151,541.56	50,671.68	85,000.00	85,000.00	0.00%
Computer Network Services	64,944.89	107,732.53	42,676.03	25,000.00	50,000.00	100.00%
Audit Charges	26,750.00	14,045.00	53,050.00	22,500.00	55,000.00	144.44%
Dispatch Services	77,800.00	63,132.00	43,352.00	64,000.00	0.00	(100.00%)
Office Equipment Lease	7,397.74	8,989.40	3,180.09	10,000.00	7,500.00	(25.00%)
Off Equip Maint Lease Agreement	49,536.55	4,055.90	9,695.03	25,000.00	17,500.00	(30.00%)
Computer Software Expenses	4,644.50	0.00	0.00	9,500.00	31,000.00	226.32%
Bank Charges	2,624.98	3,875.44	3,710.06	1,550.00	6,500.00	319.35%
Vehicle Tracking Expenses - GPS	7,519.03	6,275.65	2,597.18	8,000.00	8,000.00	0.00%
Recruitment & Testing	9,325.00	50,766.00	6,973.49	11,500.00	6,500.00	(43.48%)
Employee Training	28,089.97	20,942.98	29,118.85	47,000.00	45,000.00	(4.26%)
Temporary Labor	271,307.31	180,768.02	61,696.33	33,000.00	33,000.00	0.00%
Classified Advertising	1,498.00	400.00	0.00	1,500.00	800.00	(46.67%)
Printing & Copying	8,775.22	6,518.41	4,026.52	6,000.00	5,000.00	(16.67%)
Police Liability Insurance	29,021.03	32,813.00	28,146.00	30,000.00	32,500.00	8.33%
Public Official Liab. Insurance	9,634.45	9,934.00	10,383.00	9,950.00	11,500.00	15.58%
General Liability Insurance	15,250.37	18,638.00	19,363.00	20,000.00	21,500.00	7.50%
Vehicle Insurance	37,975.32	39,213.00	44,246.00	43,000.00	47,500.00	10.47%
Other General Insurance	1,199.83	773.00	677.00	1,000.00	1,000.00	0.00%
Payroll Expenses	18,277.81	33,017.22	24,072.59	29,000.00	30,000.00	3.45%
Web Master Services	0.00	225.00	9,590.00	8,000.00	10,000.00	25.00%
Parking Citation Recovery Exp.	36,505.62	28,183.22	22,715.74	35,000.00	2,000.00	(94.29%)

General Fund Expenses	FY18 - Actuals*	FY19 - Actuals*	FY20 - Actuals*	FY20 - Budget	FY21 - Proposed	Change
	Jul '17 - Jun '18	Jul '18 - Jan 19	Jul '19 - Jan '20	Jul '19 - Jun '20	Jul '20 - Jun '21	FY21 / FY20
4315 · Parking Meter Maintenance	149.36	70.41	0.00	0.00	0.00	0.00%
5125 · Janitorial Maint. Services	25.00	0.00	0.00	0.00	0.00	0.00%
5183 · Health Benf. Pool Assessment 3	29,840.00	(15,301.67)	0.00	0.00	0.00	0.00%
<b>Total Professional Services</b>	<b>930,177.43</b>	<b>950,143.93</b>	<b>520,921.68</b>	<b>713,750.00</b>	<b>568,600.00</b>	<b>(20.34%)</b>
<b>Other Services &amp; Charges</b>						
Rent Expense	161.00	4,603.40	3,375.00	5,000.00	15,000.00	200.00%
Mayor and Council Events	0.00	8,207.00	1,994.91	7,500.00	7,500.00	0.00%
Employee Health/Wellness Progra	0.00	0.00	213.05	10,000.00	0.00	(100.00%)
Team Building & Appreciation	7,122.98	22,374.88	10,076.07	20,235.00	15,275.00	(24.51%)
Econ Devlp Program Exp	72,040.90	20,541.62	8,027.22	40,000.00	37,000.00	(7.50%)
Travel Expense	1,219.65	0.00	3,589.00	4,000.00	8,500.00	112.50%
CDL Testing	0.00	30.00	0.00	1,500.00	0.00	
Cable charges	5,522.23	3,670.96	2,124.87	8,500.00	5,000.00	(41.18%)
Message Production	10,271.00	23,130.87	24,570.22	32,500.00	30,000.00	(7.69%)
Historic Preservation Tax Credit	0.00	2,298.00	5,849.55	3,500.00	3,500.00	0.00%
City Homeowners Tax Credit	27,487.49	32,578.08	28,530.24	36,500.00	32,000.00	(12.33%)
Veterans/LTR Tax Credit	11,803.05	4,780.64	2,849.25	19,500.00	7,500.00	(61.54%)
Flowers & Gifts	0.00	264.08	195.41	500.00	250.00	(50.00%)
I-Net Services	8,962.00	12,164.00	0.00	15,000.00	13,500.00	(10.00%)
Tipping & Recycling Fees	80,863.75	77,578.66	38,344.27	80,000.00	80,000.00	0.00%
Interest - Code Vehicles	0.00	0.00	1,274.69	2,148.00	1,785.00	(16.90%)
Principal - Code Vehicles	0.00	0.00	5,418.71	11,117.00	11,605.00	4.39%
Interest - PW Trucks	2,717.41	0.00	1,172.14	5,145.00	3,400.00	(33.92%)
Interest-Capital Lease Police	4,191.38	0.00	0.00	4,150.00	9,059.00	118.29%
Principle -Capital Lease Police	97,426.91	0.00	0.00	21,450.00	46,640.00	117.44%
Principal-New DPW Trucks Lease	209,179.61	0.00	5,198.38	26,635.00	23,500.00	(11.77%)
Contingency	0.00	0.00	0.00	54,445.00	50,000.00	(8.16%)
Miscellaneous Expense	13,843.75	8,866.14	144.92	4,500.00	1,000.00	(77.78%)
City Sponsored Meetings	1,549.07	281.23	121.07	2,500.00	2,500.00	0.00%
Public Safety Night Expense	0.00	638.00	1,179.25	2,500.00	2,000.00	(20.00%)
Police Explorer Program	0.00	0.00	3,008.69	2,500.00	2,300.00	(8.00%)
Community Policing/Outreach Exp	997.02	2,314.22	3,335.34	7,500.00	5,000.00	(33.33%)
Community Conversations	0.00	1,712.00	0.00	1,800.00	500.00	(72.22%)
Conference/Convention Expense	29,946.36	41,180.70	14,770.52	51,000.00	41,000.00	(19.61%)
Association Dues	11,549.08	9,379.34	11,338.36	13,525.00	18,450.00	36.41%
Subscriptions & Publications	734.50	2,938.59	10,037.77	2,250.00	3,750.00	66.67%
Mount Rainier Day Expenses	17,285.80	14,531.55	1,581.20	20,000.00	15,000.00	(25.00%)
Bike Co-op Expenses	6,034.64	3,975.58	9,991.76	6,500.00	5,000.00	(23.08%)
Community Garden	0.00	0.00	1,241.71	5,000.00	2,000.00	(60.00%)
Halloween Event	0.00	0.00	4,142.01	2,500.00	2,000.00	(20.00%)
Scholarship Program	0.00	5,225.00	0.00	7,500.00	7,000.00	(6.67%)
Senior Programming	0.00	0.00	0.00	2,500.00	500.00	(80.00%)
CERT Team Expense	0.00	2,764.44	446.91	2,500.00	2,500.00	0.00%
Immigration Outreach Program	0.00	0.00	0.00	1,000.00	500.00	(50.00%)
Veterans Celebration	0.00	0.00	884.85	1,000.00	1,000.00	0.00%
Other Community Events	9,262.68	-538.74	277.77	2,500.00	1,000.00	(60.00%)
Egg Hunt Event	0.00	0.00	0.00	4,000.00	2,000.00	(50.00%)
Green Team Exp	1,552.50	995.39	21.24	2,120.00	1,000.00	(52.83%)
Recreation Program	14,005.84	5,350.28	7,442.64	20,000.00	10,000.00	(50.00%)
Election Costs	0.00	4,550.37	0.00	0.00	5,500.00	100.00%
Winter Festival	0.00	0.00	0.00	0.00	1,000.00	100.00%
Equipment Purchase	60,865.84	76,185.92	8,911.46	62,650.00	28,000.00	(55.31%)
6801 · Bad Debt Expense - SR	1,967.84	0.00	0.00	0.00	0.00	
6800 · Bad Debt Expense	2,005.35	0.00	0.00	0.00	0.00	
Open House	0.00	0.00	0.00	2,500.00	0.00	(100.00%)
4202 · Administrative Develop Program	442.54	0.00	0.00	0.00	0.00	0.00%
5311 · CDMA Fees Paid	0.00	14,000.00	0.00	0.00	0.00	0.00%
5456 · Interest- 1996 City Hall Building	5,743.68	0.00	0.00	0.00	0.00	0.00%
5457 · Interest- 1997 Police Building	13,606.60	0.00	0.00	0.00	0.00	0.00%
5556 · Principal - 1996 City Hall Buildin	16,638.73	0.00	0.00	0.00	0.00	0.00%
5557 · 1997 Police Building	39,416.62	0.00	0.00	0.00	0.00	0.00%
5650 · Council Engagement Events	0.00	680.55	0.00	0.00	0.00	0.00%
5647 · International Day	0.00	264.94	0.00	0.00	0.00	0.00%
5640 · Community Engagement Progra	158.94	248.72	0.00	0.00	0.00	0.00%
6481 · Computer Purchase & Upgrade	0.00	3,185.88	0.00	0.00	0.00	0.00%
<b>Total Other Services &amp; Charges</b>	<b>786,576.74</b>	<b>409,758.08</b>	<b>221,680.45</b>	<b>639,670.00</b>	<b>561,514.00</b>	<b>(12.22%)</b>

General Fund Expenses	FY18 - Actuals*	FY19 - Actuals*	FY20 - Actuals*	FY20 - Budget	FY21 - Proposed	Change
	Jul '17 - Jun '18	Jul '18 - Jan 19	Jul '19 - Jan '20	Jul '19 - Jun '20	Jul '20 - Jun '21	FY21 / FY20
<b>Infrastructure &amp; Facility Maintenance</b>						
Building Repair & Maintenance	260,763.33	281,324.08	205,752.00	48,500.00	43,000.00	(11.34%)
Tree Maintenance	25,455.00	68,447.50	32,255.00	60,000.00	45,000.00	(25.00%)
Tree Purchases	2,260.00	1,480.00	0.00	2,500.00	0.00	
Grounds Maintenance	23,972.00	51,456.30	12,147.60	50,000.00	40,000.00	(20.00%)
Pest Control	1,365.00	1,846.80	964.00	3,200.00	2,000.00	(37.50%)
Telephone	53,710.66	65,022.05	43,022.76	66,250.00	40,000.00	(39.62%)
Equipment Rental	932.99	2,708.60	1,069.19	3,000.00	2,500.00	(16.67%)
Alarm Services	3,527.00	900.00	1,665.00	750.00	0.00	(100.00%)
Property Taxes	3,078.30	3,147.86	3,488.44	4,000.00	4,000.00	0.00%
Abatement on Property Expenses	19,385.00	9,254.00	750.00	11,250.00	8,500.00	(24.44%)
Electricity	38,656.65	45,875.65	27,667.56	31,500.00	46,000.00	46.03%
Street Lights & Signals	88,847.85	87,877.52	40,457.60	90,000.00	90,000.00	0.00%
Street Lights & Signal Repair	8,481.98	1,068.86	1,236.41	10,000.00	3,500.00	(65.00%)
Heat	9,679.26	20,689.34	3,084.80	6,000.00	6,000.00	0.00%
Sidewalk & Street Maintenance	27,813.73	0.00	0.00	0.00	0.00	0.00%
<b>Total Maintenance</b>	567,928.75	641,098.56	373,560.36	386,950.00	330,500.00	(14.59%)
<b>Capital Outlay - Capital Project</b>						
Vehicle Purchase	355,358.22	66,952.86	30,499.00	30,000.00	0.00	(100.00%)
Capital Project Expenses	451,782.32	922,230.35	383,600.94	651,400.00	398,000.00	(38.90%)
<b>Total Capital Outlay - Capital Project</b>	807,140.54	989,183.21	414,099.94	681,400.00	398,000.00	(41.59%)
<b>Debt Services</b>						
Bond Loan Repayment	0.00	0.00	0.00	0.00	30,000.00	100.00%
Interest - Bond Bass Property	20,392.63	15,672.00	5,994.69	10,589.00	6,759.00	(36.17%)
Principal - Bond Bass Property	97,385.53	102,106.16	52,894.39	107,190.00	111,019.00	3.57%
Interest-Bond Funeral Home	15,736.36	30,669.06	13,689.86	24,394.00	20,156.00	(17.37%)
Principal-Bond Funeral Home	45,586.27	106,059.20	54,674.27	112,335.00	116,574.00	3.77%
<b>Total Debt Services</b>	179,100.79	254,506.42	127,253.21	254,508.00	284,508.00	11.79%
<b>Grant Special Fund Expenses</b>						
6751 · CDBG Grant Contract Work	175,970.00	0.00	0.00	0.00	0.00	
6752 · Contractor Svcs. (Grant)	37,416.00	0.00	0.00	0.00	0.00	
6753 · Community Legacy Expenses	87,295.00	24,868.34	0.00	0.00	0.00	
6757 · Material & Supplies Grant	0.00	0.00	0.00	0.00	0.00	
6758 · 3405 RI Develop-Grant Funds	0.00	0.00	0.00	0.00	0.00	
6759 · Grant Exp - Others	1,054.34	0.00	0.00	0.00	0.00	
<b>Total Grant Special Fund Expenses</b>	301,735.34	24,868.34	0.00	0.00	0.00	
<b>Total General Fund · Expenses</b>	6,858,391.61	6,851,802.10	4,226,213.24	7,035,554.00	6,740,655.00	(4.19%)
<b>Total Grant Special Fund · Expenses</b>	301,735.34	24,868.34	0.00	0.00	0.00	
<b>Net Total City Fund · Expenses</b>	7,160,126.95	6,876,670.44	4,226,213.24	7,035,554.00	6,740,655.00	(4.19%)

## CITY OF MOUNT RAINIER

### General Funds Expenditures

The “General Fund Expenditures” tally sheet showcases overall which line items funding is allocated. The previous four pages showed the overall financial picture of where each dollar is being spent.

All totals are a combination of the following departments: Mayor & Council, City Hall, Department(s) of Administrative Services, Police, Public Works, Code Compliance, Economic Development and Non-Departmental transactions such as: Debt Services and Contingency expenses.

At the end of the last page you can see that the (Deficit) line of the Fiscal Year 21 Budget is \$0. Our spending matches our revenue. The City is required by law to adopt a balanced budget which may include the Use of Fund Balance source to ensure compliance.

# Department of Mayor and Council

## OBJECTIVES 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 who chairs the meetings and four council members, two 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, six department heads who serve on the senior management team, and around 35 other staff positions throughout the ranks. The annual city budget is trending towards 7 million annually.

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

**Core Functions** – The Mayor and Council are elected policy makers for the City of Mount Rainier. The Mayor and Council meet regularly to discuss and propose legislation. The Mayor and Council pass an 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 Malinda Miles – [mayormiles@gmail.com](mailto:mayormiles@gmail.com)

Ward 1

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

Ward 2

Councilmember Bryan Knedler – [Bknedler@mountrainiermd.org](mailto:Bknedler@mountrainiermd.org)  
Councilmember Scott Cecil – [Scecil@mountrainiermd.org](mailto:Scecil@mountrainiermd.org)

**Address:** *City Hall* 1 Municipal Place, Mount Rainier MD 20712

# Department of Mayor and Council

## **FY 2021 BUDGET SUMMARY**

The FY 2021 proposed budget for Mayor and Council is \$134,100 which is a decrease of 4.35% or \$6,095 from approved budget FY 2020

Budgetary Changes –

<b>FY 2020 APPROVED DEPARTMENT BUDGET</b>	<b>\$140,195</b>
<b>No Change: Compensation</b> – Salary increase for council members as proposed in City Council Compensation Ordinance	\$-0-
<b>Increase Expense: Employee Benefits &amp; Services</b> – Revised calculation on unemployment insurance and retirement contribution to better align with prior year actual costs.	\$1,155
<b>Decrease Expense: Professional Services</b> – Reducing the Council retreat expense due to more working sessions	(\$2,000)
<b>Decrease Other Services &amp; Charges: Veterans / LTR Tax Credit</b> – reduction in the allocation for this credit due to a reduction in applications coming in for the next fiscal year.	(\$5,250)
<b>FY 2021 PROPOSED BUDGET</b>	<b>\$134,100</b>

Department Expenses	FY18 - Actuals	FY19 - Actuals	FY20 - Actuals	FY20 - Approved	FY20 - Projected	FY21 - Proposed	Change
	Jul '17 - Jun '18	Jul '18 - Jun '19	Jul '19 - Jun '20	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '20 - Jun 21	FY21 / FY20
<b>Wages &amp; Leave Pay</b>							
Regular Pay	34,147.32	36,129.38	23,333.38	40,000.00	40,000.00	40,000.00	0.00%
<b>Total Wages &amp; Leave Pay</b>	<b>34,147.32</b>	<b>36,129.38</b>	<b>23,333.38</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00%</b>
<b>Employee Benefits &amp; Services</b>							
FICA Expense	2,612.32	2,524.52	1,898.93	2,270.00	2,400.00	2,700.00	18.94%
Workers' Compensation Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Unemployment Insurance	695.72	975.85	655.80	975.00	975.00	1,100.00	12.82%
Retirement Contribution	582.08	900.02	1,641.50	1,200.00	1,641.50	1,800.00	50.00%
<b>Total Employee Benefits &amp; Services</b>	<b>3,890.12</b>	<b>4,400.39</b>	<b>4,196.23</b>	<b>4,445.00</b>	<b>5,016.50</b>	<b>5,600.00</b>	<b>25.98%</b>
<b>Professional Services</b>							
Professional/Contract Svc	0.00	3,552.95	0.00	4,000.00	0.00	2,000.00	(50.00%)
<b>Total Professional Services</b>	<b>0.00</b>	<b>3,552.95</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>(50.00%)</b>
<b>Other Services &amp; Charges</b>							
Travel Expenses	0.00	0.00	3,500.00	0.00	6,000.00	6,000.00	100.00%
Historic Preservation Credit	0.00	2,298.00	5,849.55	3,500.00	5,849.55	3,500.00	0.00%
Homeowners Tax Credit	27,487.49	32,578.08	28,530.24	36,500.00	28,530.24	32,000.00	(12.33%)
Mayor and Council Events	0.00	8,207.00	1,244.35	7,500.00	7,500.00	7,500.00	0.00%
City Sponsored Meetings	1,110.39	281.23	37.71	2,500.00	1,500.00	2,500.00	0.00%
Veterans / LTR Tax Credit	11,803.05	4,780.64	2,849.25	19,500.00	2,849.25	7,500.00	(61.54%)
Conference/Convention Expense	10,746.86	15,153.36	5,840.24	15,000.00	15,000.00	15,000.00	0.00%
Association Dues	7,488.08	5,488.94	3,274.00	6,750.00	6,750.00	6,750.00	0.00%
Flowers & Gifts	0.00	0.00	195.41	500.00	500.00	250.00	(50.00%)
Election Costs	0.00	4,550.37	0.00	0.00	0.00	5,500.00	100.00%
Miscellaneous Expense	1,469.81	1,000.00	0.00	0.00	0.00	0.00	0.00%
Council Engagement Events	0.00	680.55	0.00	0.00	0.00	0.00	0.00%
<b>Total Other Services &amp; Charges</b>	<b>60,105.68</b>	<b>75,018.17</b>	<b>51,320.75</b>	<b>91,750.00</b>	<b>74,479.04</b>	<b>86,500.00</b>	<b>(5.72%)</b>
<b>Total Department Expenditures</b>	<b>98,143.12</b>	<b>119,100.89</b>	<b>78,850.36</b>	<b>140,195.00</b>	<b>119,495.54</b>	<b>134,100.00</b>	<b>(4.35%)</b>

# CITY OF MOUNT RAINIER

## Mayor and Council

### Expenditures by Object and Program Classification

#### Narrative Description of Program Accounts

##### Wages and Leave Pay

**Regular Pay:** Pay to the Mayor and Council – Ordinance 09-2016. Mayor compensated at \$10,000 and councilmembers compensated at \$7,500 each

##### Employee Benefits and Services

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

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

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

**Retirement Contribution:** Employers contribution to the State retirement and pension system

##### Professional Services

**Professional Services Contract:** Designated \$2,000 for a Council Retreat.

##### Other Services and Charges

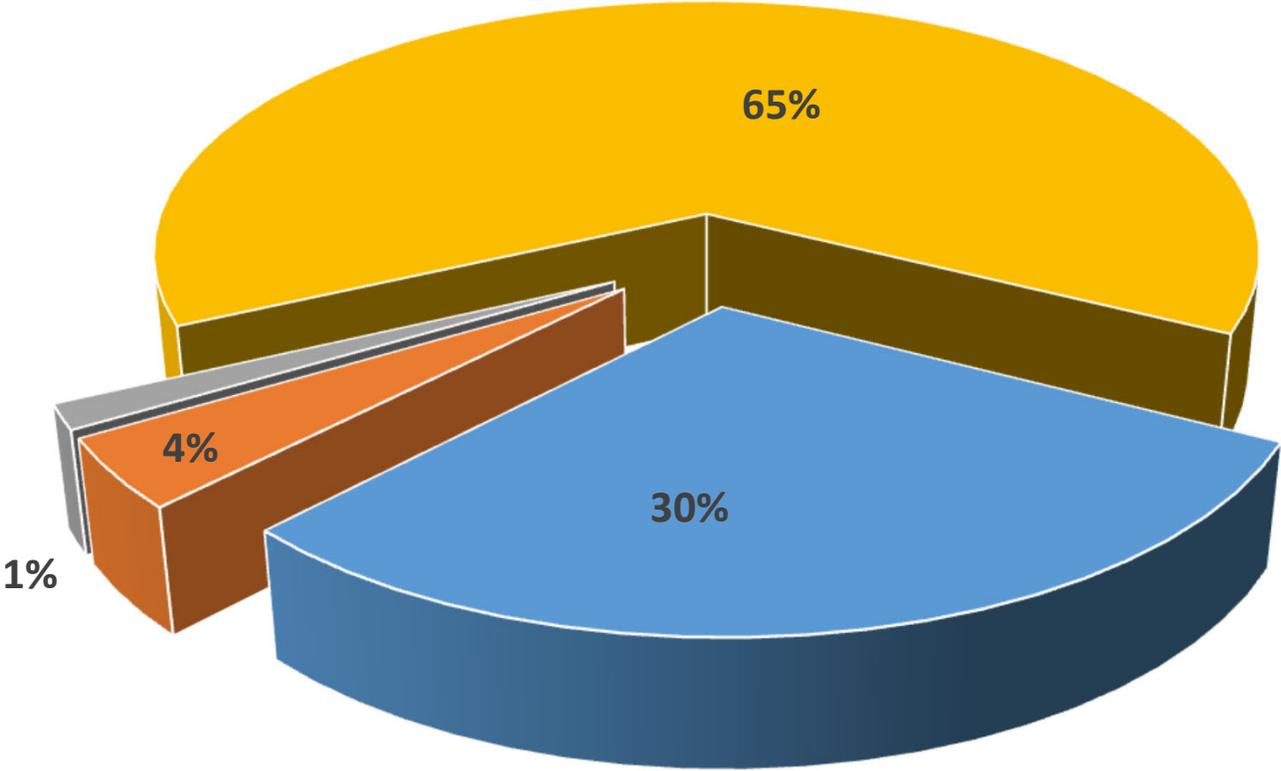
**City Sponsored Meetings:** Funds allocated for meetings held by the City

**Historic Preservation 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.

**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 Taxes assessed without Resident applications; information comes from the County.

<b>Mayor &amp; Council Events:</b>	Funds allocated for Mayor and Council to contribute additionally to community events
<b>Travel Expense:</b>	Funds for travel expenses by the Mayor and City Council
<b>Conference / Convention Expenses:</b>	Funds designated for the Maryland Municipal League conference and other conferences as decided
<b>Association Dues:</b>	Funds for dues payments to various associations
<b>Flowers and Gifts:</b>	Funds for the purchase of flowers and gifts
<b>Veterans / LTR Tax Credit:</b>	Funds allocated for Residents who are 65 years of age and either are a retired Military veteran and/or who have lived in their primary residence for 40 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

# Mayor & Council Expenses



- Total Wages & Leave Pay
- Total Employee Benefits & Services
- Total Professional Services
- Total Other Services & Charges

# CITY HALL (GENERAL GOVERNMENT)

## OBJECTIVES AND OPERATIONS

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**Objectives** – The Department of City Hall consists of the City Manager and the Department of Finance whom 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 Enforcement, Public Works, Public Safety and Economic Development. The Department of Finance collects and accounts for all revenue generated by City operations and also provides funds disbursement, treasury, accounting and debt management best practices in order 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 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 FY 2021 –**

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

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

#### ***Department of Finance***

- ❖ Complete timely Audits
- ❖ Carry out and oversee the FY 21 Budget
- ❖ Consolidate the City's Bank Accounts and Reserves
- ❖ Maintain strong financial records and sustainability

# CITY HALL (GENERAL GOVERNMENT)

## **FY 2021 BUDGET SUMMARY**

The FY 2021 approved budget for City Hall (General Government) is \$1,095,319 which is an increase of about 10.67% or \$105,594 from approved budget FY 2020

Budgetary Changes –

<b>FY 2020 APPROVED DEPARTMENT BUDGET</b>	<b>\$989,725</b>
<b>Increase Expense: Total Wages &amp; Leave Pay</b> – Salary increase of 3% merit and funding of new Finance Analyst position	\$63,576
<b>Increase Expense: Total Employee Benefits &amp; Services</b> – increase benefit funding for additional City position and increase cost in medical and workers' compensation insurance	\$55,768
<b>Decrease Expense: Materials &amp; Supplies</b> – decrease in cost of computer equipment and supplies. Upgraded items purchased in previous fiscal year	(\$16,500)
<b>No Change Expense: Repairs &amp; Maintenance</b> –	\$-0-
<b>Increase Expense: Professional Services</b> – relocated funds amongst established expenses; increase in liability insurance	\$800
<b>Increase Expense: Other Services &amp; Charges</b> – increase in conferences / convention expense, subscription and publication expenses & association dues	\$5,950
<b>Decrease Expense: Infrastructure &amp; Facility Maintenance</b> – decrease in telephone expense for fiscal year	(\$4,000)
<b>FY 2021 PROPOSED Budget</b>	<b>\$1,095,319</b>

Department Expenses	FY18 - Actuals	FY19 - Actuals	FY20 - Actuals	FY20 - Approved	FY21 - Proposed	Change
	Jul '17 - Jun '18	Jul '18 - Jun '19	Jul '19 - Jan '20	Jul '19 - Jun 20	Jul '20 - Jun 21	FY21 / FY20
<b>Wages &amp; Leave Pay</b>						
Regular Pay	202,996.63	244,545.89	170,738.96	382,557.00	445,504.00	16.45%
Overtime Pay	9,028.94	4,311.12	1,220.48	3,826.00	4,455.00	16.44%
<b>Total Wages &amp; Leave Pay</b>	<b>212,025.57</b>	<b>248,857.01</b>	<b>171,959.44</b>	<b>386,383.00</b>	<b>449,959.00</b>	<b>16.45%</b>
<b>Employee Benefits &amp; Services</b>						
FICA Expense	16,316.39	18,872.89	13,142.87	29,266.00	34,081.00	16.45%
Life Insurance Expense	1,688.10	75,091.68	81.60	375.00	367.00	(2.13%)
Dental Insurance Expense	6,613.42	1,667.82	0.00	1,250.00	-	(100.00%)
Medical Insurance Expense	160,558.01	29,739.96	20,846.89	25,000.00	65,176.00	160.70%
Workers' Compensation Insurance	213,835.00	6,016.08	22,797.45	7,500.00	17,500.00	133.33%
Unemployment Insurance	548.52	1,194.06	2,143.27	1,275.00	1,530.00	20.00%
Retirement Contribution	23,656.04	23,474.66	23,413.81	29,626.00	31,406.00	6.01%
<b>Total Employee Benefits &amp; Services</b>	<b>423,215.48</b>	<b>156,057.15</b>	<b>82,425.89</b>	<b>94,292.00</b>	<b>150,060.00</b>	<b>59.14%</b>
<b>Materials &amp; Supplies</b>						
Office Supplies	24,381.13	14,951.99	18,942.27	16,000.00	20,000.00	25.00%
Postage & Delivery	2,352.58	2,931.29	1,752.45	10,000.00	5,000.00	(50.00%)
Computer Equipment & Supplies	4,198.75	1,993.91	16,686.00	25,500.00	10,000.00	(60.78%)
Materials & Supplies	7,816.45	1,996.83	175.17	2,500.00	2,500.00	0.00%
<b>Total Materials &amp; Supplies</b>	<b>38,748.91</b>	<b>21,874.02</b>	<b>37,555.89</b>	<b>54,000.00</b>	<b>37,500.00</b>	<b>(30.56%)</b>
<b>Repairs &amp; Maintenance</b>						
Vehicle Expense Reimbursement	292.64	169.20	0.00	0.00	0.00	0.00%
Equipment Repairs & Maintenance	0.00	19.61	0.00	0.00	0.00	0.00%
<b>Total Repairs &amp; Maintenance</b>	<b>292.64</b>	<b>188.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Professional Services</b>						
Professional/Contract Svc	69,928.43	69,298.57	29,322.25	90,000.00	30,000.00	(66.67%)
LEGAL- Professional Svcs.	110,387.42	151,541.56	50,671.68	85,000.00	85,000.00	0.00%
Computer Network Services	40,161.77	37,976.31	42,676.03	25,000.00	50,000.00	100.00%
Audit Charges	11,000.00	14,045.00	53,050.00	22,500.00	55,000.00	144.44%
Office Equipment Lease	6,765.75	6,430.60	3,180.09	10,000.00	7,500.00	(25.00%)
Off Equip Maint Lease Agreement	38,610.11	1,968.63	9,695.03	25,000.00	17,500.00	(30.00%)
Bank Charges	1,653.40	474.99	3,640.52	1,550.00	6,500.00	319.35%
Vehicle Tracking Expenses - GPS	5,739.20	6,275.65	2,597.18	8,000.00	8,000.00	0.00%
Employee Training	14,931.26	765.29	6,038.99	4,000.00	10,000.00	150.00%
Recruitment & Testing	1,661.00	0.00	0.00	0.00	0.00	100.00%
Temporary Labor	240,065.56	127,776.33	37,888.52	8,000.00	8,000.00	0.00%
Classified Advertising	498.00	0.00	0.00	1,500.00	800.00	(46.67%)
Printing & Copying	1,841.72	3,763.26	4,026.52	6,000.00	5,000.00	(16.67%)
Public Official Liability Insurance	9,634.45	9,934.00	10,383.00	9,950.00	11,500.00	15.58%
General Liability Insurance	15,250.37	18,638.00	19,363.00	20,000.00	21,500.00	7.50%
Other General Insurance	31,039.83	773.00	677.00	1,000.00	1,000.00	0.00%
Payroll Expenses	12,867.60	20,741.02	23,710.09	29,000.00	30,000.00	3.45%
Health Benefit Pool Assessment	29,840.00	(15,301.67)	0.00	0.00	0.00	0.00%
<b>Total Professional Services</b>	<b>641,875.87</b>	<b>455,100.54</b>	<b>296,919.90</b>	<b>346,500.00</b>	<b>347,300.00</b>	<b>0.23%</b>
<b>Other Services &amp; Charges</b>						
Team Building & Appreciation	0.00	2,611.71	421.42	600.00	1,000.00	66.67%
Travel Expense	920.00	0.00	89.00	1,500.00	1,500.00	0.00%
Cable charges	1,443.12	1,344.34	2,124.87	8,500.00	5,000.00	(41.18%)
Conference/Convention Expense	7,347.61	5,815.28	2,005.91	7,000.00	10,000.00	42.86%
Association Dues	1,124.00	2,554.22	5,284.36	1,200.00	6,000.00	400.00%
Subscriptions & Publications	226.50	331.97	2,029.67	250.00	3,000.00	1100.00%
Miscellaneous Expense	4,479.41	2,380.53	40.92	2,500.00	1,000.00	(60.00%)
Equipment Purchase	171.82	0.00	0.00	0.00	0.00	0.00%
CDMA Fees Paid	27,918.75	0.00	0.00	0.00	0.00	0.00%
<b>Total Other Services &amp; Charges</b>	<b>43,631.21</b>	<b>15,038.05</b>	<b>11,996.15</b>	<b>21,550.00</b>	<b>27,500.00</b>	<b>27.61%</b>
<b>Infrastructure &amp; Facil Maintenance</b>						
Building Repair & Maintenance	132,489.68	32,511.97	14,582.87	10,000.00	18,000.00	80.00%
Telephone	50,388.85	59,324.00	32,918.13	65,000.00	40,000.00	(38.46%)
Property Taxes	3,078.30	3,147.86	3,488.44	4,000.00	4,000.00	0.00%
Alarm	2,247.00	0.00	0.00	0.00	0.00	0.00%
Electricity	8,932.20	7,031.05	15,568.79	8,000.00	20,000.00	150.00%
Heat	39.75	0.00	516.19	0.00	1,000.00	100.00%
<b>Total Infrastructure &amp; Facil Maint</b>	<b>197,175.78</b>	<b>102,014.88</b>	<b>67,074.42</b>	<b>87,000.00</b>	<b>83,000.00</b>	<b>(4.60%)</b>
<b>Total Department Expenditures</b>	<b>1,556,965.46</b>	<b>999,130.46</b>	<b>667,931.69</b>	<b>989,725.00</b>	<b>1,095,319.00</b>	<b>10.67%</b>

# CITY OF MOUNT RAINIER

## City Hall (City Manager & Finance Department Functions)

### Expenditures by Object and Program Classification

#### Narrative Description of Program Accounts

##### Wages and Leave Pay

<b>Regular Pay:</b>	Designated pay for employees
<b>Overtime Pay:</b>	Funds available for work performed beyond regular work hours

##### Employee Benefits and Services

<b>FICA Expenses:</b>	Federal Insurance Contributions Act, employer's portion of social security
<b>Life Insurance Expenses:</b>	Employee monthly life insurance premium paid by the City
<b>Medical Insurance Expenses:</b>	Employee monthly medical insurance premium paid by the City
<b>Workers Comp Insurance:</b>	Funds to cover the cost of workers compensation insurance, provides care for employees injured on the job
<b>Unemployment Insurance:</b>	Funds to cover the cost of unemployment insurance
<b>Retirement Contribution:</b>	Employer's contribution to the State retirement and pension system

##### Materials and Supplies

<b>Office Supplies:</b>	Stationary, office supplies, and materials needed for the administrative offices
<b>Postage and Delivery:</b>	Funds for postage and mailing costs
<b>Computer Equipment and Supplies:</b>	Funds for the purchase of computer equipment and supplies
<b>Materials &amp; Supplies:</b>	Funds for the purchase of materials and supplies

## Professional Services

<b>Vehicle Tracking – GPS:</b>	Costs for GPS tracking on various department vehicles in Code Enforcement, Public Works and Police
<b>Legal Services:</b>	Funds designated for legal bills; all billing will be designated to City Hall for all governmental incurred expenses
<b>Computer Network Services:</b>	Information Technology Services rendered to the City through either 3 <sup>rd</sup> party or direct connection
<b>Bank Charges:</b>	Fees paid to banks for administration of accounts
<b>Audit Charges:</b>	Funds designated for the cost of an independent annual financial audit and contractors
<b>Office Equipment Lease:</b>	Costs incurred for leasing office equipment
<b>Office Equipment Maintenance Contracts:</b>	Costs incurred for office equipment maintenance repair
<b>Professional / Contractual Services:</b>	Costs incurred for 3 <sup>rd</sup> party provided services in addition to funds allocated for City of Mount Rainier Strategic Planning creation, additions for public artwork and an allocated language services provider for the main number
<b>Employee Training:</b>	Funds designated for employee training courses and programs
<b>Temporary Labor:</b>	Funds designated for the cost of temporary labor
<b>Classified Advertising:</b>	Funds designated for advertising in newspapers of record things such as legal notices, job posting, RFQ, etc...
<b>Printing and Copying:</b>	Funds designated for printing and copying costs
<b>Public Official Liability Insurance:</b>	Funds designated for City Official liability coverage through Local Government Insurance Trust
<b>General Liability Insurance:</b>	Funds designated for the City to maintain coverage for normal business operations through Local Government Insurance Trust
<b>Other General Insurance:</b>	Funds designated for other City liability coverage for bonded City Manager and Director of Finance
<b>Payroll Expenses:</b>	Funds for payroll software and expenses

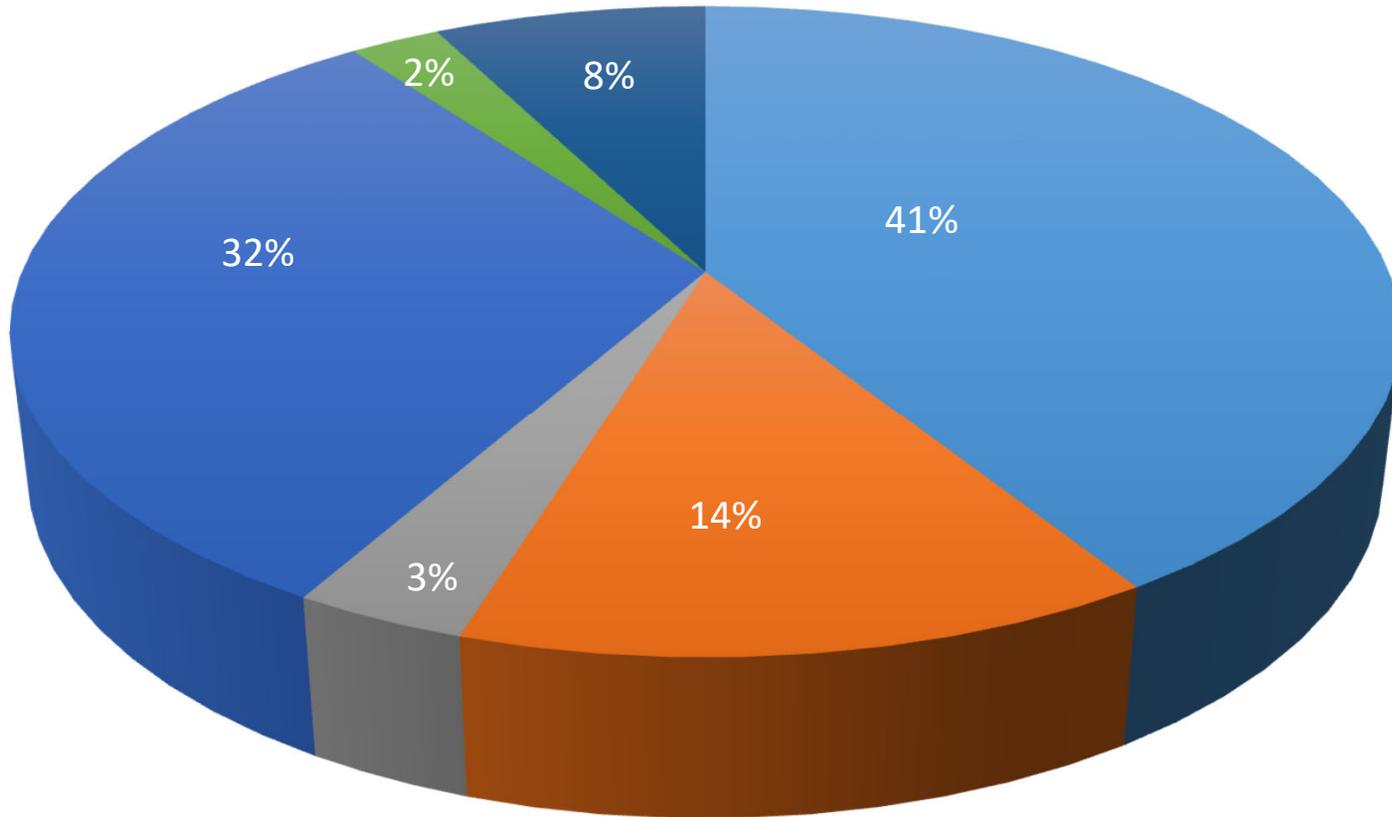
## Other Services and Charges

<b>Travel Expense:</b>	Funds designated for personal reimbursement during travel; typically utilized for transportation, minimal costs incurred
<b>CDMA Fees Paid:</b>	CDMA Fees transferred to the Mount Rainier Business Association
<b>Cable Charges:</b>	Funds designated for the cost of cable TV
<b>Conference / Convention Expenses:</b>	Funds designated for attendance at conferences and conventions
<b>Association Dues:</b>	Funds for dues payments to government associations
<b>Subscriptions and Publications:</b>	Funds designated for the cost of subscription and relevant government publications purchases
<b>Miscellaneous Expenses:</b>	Funds designated for miscellaneous expenses as needed
<b>Team Building and Appreciation:</b>	Funds designated for department appreciation and recognition

## Infrastructure and Facility Maintenance

<b>Telephone:</b>	Funds designated for the expense of all of the City of Mount Rainier employee phones
<b>Electricity:</b>	Funds designated for electricity charges
<b>Heat:</b>	Funds designated for maintaining water and heat expenses
<b>Building Repairs and Maintenance:</b>	Funds designated for the repairs and maintenance of City Hall building
<b>Property Taxes:</b>	Taxes paid on City owned property

## City Hall Expenses



- Total Wages & Leave Pay
- Total Employee Benefits & Services
- Total Materials & Supplies
- Total Repairs & Maintenance
- Total Professional Services
- Total Other Services & Charges
- Total Infrastructure & Facil Maint

# Department of Administrative Services

## OBJECTIVES AND OPERATIONS

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

### **Core Services –**

- Records and Retention
- Elections
- Human Resources
- Employee Appreciation, Wellness, and Engagement
- Communications
- Community Events
- Committees
- Administrative Support

## CONTACT THE DEPARTMENT OF ADMINISTRATIVE SERVICES

**Office:** 301-985-6585

Director: D’Alizza Mercedes

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

City Clerk: John Hoatson

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

Communications and Community Events Coordinator: Raina Walker

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

**Address:** 1 Municipal Place, Mount Rainier MD 20712

# Department of Administrative Services

## FY 2021 BUDGET SUMMARY

The FY 2021 proposed budget for the Department of Administrative Services is \$542,494 which is an increase of about 4.37% or \$23,022 from approved budget FY 2020

Budgetary Changes –

<b>FY 2020 APPROVED DEPARTMENT BUDGET</b>	<b>\$526,472</b>
<b>Increase Expense: Wages &amp; Leave Pay</b> – Salary merit increase of 3% and increase cost for adding part time position of Grants Writer;	\$54,296
<b>Increase Expense: Employee Benefits &amp; Services</b> – increase cost for additional personnel being added to the department. Maintain 29% fringe benefit to salaries	\$33,376
<b>No Expense: Materials &amp; Supplies; Repairs &amp; Maintenance; Infrastructure &amp; Facility Maintenance</b>	\$-0-
<b>Decrease Expense: Professional Services</b> – computer software expenses for City Clerk and professional services for MRTV auxiliary items	(\$17,500)
<b>Decrease Expense: Other Services &amp; Charges</b> – reduction in various City community events, reduction in conference/convention expenses	(\$59,150)
<b>FY2021 PROPOSED BUDGET</b>	<b>\$542,494</b>

Department Expenses	FY18 - Actuals	FY19 - Actuals	FY20 - Actuals	FY20 - Approved	FY21 - Proposed	Change
	Jul '17 - Jun '18	Jul '18 - Jun '19	Jul '19 - Jan '20	Jul '19 - Jun '20	Jul '20 - Jun '21	FY21 / FY20
<b>Wages &amp; Leave Pay</b>						
Regular Pay	123,915.98	148,717.39	163,086.99	245,279.00	299,038.00	21.92%
Overtime Pay	0.00	0.00	982.38	2,453.00	2,990.00	21.89%
<b>Total Wages &amp; Leave Pay</b>	<b>123,915.98</b>	<b>148,717.39</b>	<b>164,069.37</b>	<b>247,732.00</b>	<b>302,028.00</b>	<b>21.92%</b>
<b>Employee Benefits &amp; Services</b>						
FICA Expense	9,468.07	11,147.57	12,463.21	18,764.00	22,876.00	21.91%
Life Insurance Expense	10.20	15.30	127.50	325.00	283.00	(12.92%)
Dental Insurance Expense	208.74	1,195.01	0.00	1,250.00	0.00	(100.00%)
Medical Insurance Expense	14,562.03	20,407.44	18,027.72	20,000.00	48,304.00	141.52%
Workers' Compensation Insurance	0.00	4,010.58	28,261.08	7,500.00	7,500.00	0.00%
Unemployment Insurance	1,136.54	1,262.37	805.90	1,020.00	1,179.00	15.59%
Retirement Contribution	0.00	8,032.52	19,451.61	18,981.00	21,074.00	11.03%
<b>Total Employee Benefits &amp; Services</b>	<b>25,385.58</b>	<b>46,070.79</b>	<b>79,137.02</b>	<b>67,840.00</b>	<b>101,216.00</b>	<b>49.20%</b>
<b>Materials &amp; Supplies</b>						
Postage & Delivery	8,524.74	5,286.30	0.00	0.00	0.00	(100.00%)
<b>Total Materials &amp; Supplies</b>	<b>8,524.74</b>	<b>5,286.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Repairs &amp; Maintenance</b>						
Vehicle Expense Reimbursement	137.95	0.00	0.00	0.00	0.00	(100.00%)
<b>Total Repairs &amp; Maintenance</b>	<b>137.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(100.00%)</b>
<b>Professional Services</b>						
Professional/Contract Svc	6,823.10	63,558.28	0.00	10,000.00	5,000.00	(50.00%)
Professional Svcs - Computer	0.00	2,695.99	0.00	0.00	0.00	0.00%
Computer Software Expenses	0.00	0.00	0.00	9,500.00	0.00	(100.00%)
Recruitment & Testing	2,227.00	2,543.50	1,087.08	2,500.00	2,500.00	0.00%
Web Master Fees	0.00	225.00	9,590.00	8,000.00	10,000.00	25.00%
<b>Total Professional Services</b>	<b>23,055.94</b>	<b>74,373.05</b>	<b>18,119.72</b>	<b>50,000.00</b>	<b>17,500.00</b>	<b>(35.00%)</b>
<b>Other Services &amp; Charges</b>						
Employee Wellness Program	0.00	0.00	0.00	10,000.00	0.00	(100.00%)
Team Building & Appreciation	5,910.20	7,705.02	6,687.79	15,480.00	10,000.00	(35.40%)
Travel Expense	0.00	0.00	0.00	2,500.00	1,000.00	(60.00%)
Message Production	10,271.00	23,130.87	24,570.22	32,500.00	30,000.00	(7.69%)
I-Net Services	8,962.00	12,164.00	0.00	15,000.00	13,500.00	(10.00%)
Miscellaneous Expense	1,060.72	25.71	0.00	500.00	0.00	(100.00%)
Public Safety Night	0.00	638.00	1,179.25	2,500.00	2,000.00	(20.00%)
Community Conversations	0.00	1,712.00	0.00	1,800.00	500.00	(72.22%)
Conference/Convention Expense	2,370.18	1,317.68	1,012.28	9,000.00	2,500.00	(72.22%)
Association Dues	335.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Subscriptions & Publications	0.00	130.98	357.10	1,000.00	750.00	(25.00%)
Mt. Rainier Day	17,285.80	0.00	1,581.20	20,000.00	15,000.00	(25.00%)
Bike Co-Op	6,034.64	3,975.58	9,991.76	6,500.00	5,000.00	(23.08%)
Recreational Committee	14,005.84	5,350.28	7,442.64	20,000.00	10,000.00	(50.00%)
Community Garden	0.00	0.00	1,241.71	5,000.00	2,000.00	(60.00%)
Halloween Event	0.00	0.00	4,142.01	2,500.00	2,000.00	(20.00%)
Winter Event	0.00	0.00	0.00	0.00	1,000.00	100.00%
Scholarship Program	0.00	5,225.00	0.00	7,500.00	7,000.00	(6.67%)
Senior Programming	0.00	0.00	0.00	2,500.00	500.00	(80.00%)
CERT Team	0.00	2,764.44	446.91	2,500.00	2,500.00	0.00%
Immigration Outreach	0.00	0.00	0.00	1,000.00	500.00	(50.00%)
Veterans Celebration	0.00	0.00	884.85	1,000.00	1,000.00	0.00%
Other Community Events	9,262.68	-538.74	277.77	2,500.00	1,000.00	(60.00%)
Egg Hunt Event	0.00	0.00	0.00	4,000.00	2,000.00	(50.00%)
Green Team Exp	1,552.50	549.39	21.24	2,120.00	1,000.00	(52.83%)
Open House	0.00	0.00	0.00	2,500.00	0.00	(100.00%)
Equipment Purchases	10,930.97	22,475.60	4,258.16	10,000.00	10,000.00	0.00%
<b>Total Other Services &amp; Charges</b>	<b>87,981.53</b>	<b>86,625.81</b>	<b>65,094.89</b>	<b>180,900.00</b>	<b>121,750.00</b>	<b>(32.70%)</b>

<b>Infrastructure &amp; Facil Maint</b>						
<b>Telephone</b>	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>	0.00%
<b>Total Infrastructure &amp; Facil Maint</b>	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>	0.00%
<b>Total Department Expenditures</b>	254,995.88	355,723.06	318,978.36	<b>526,472.00</b>	<b>542,494.00</b>	4.37%

# CITY OF MOUNT RAINIER

## Department of Administrative Services

### Expenditures by Object and Program Classification

#### Narrative Description of Program Accounts

##### Wages and Leave Pay

<b>Regular Pay:</b>	Designated pay for employees
<b>Overtime Pay:</b>	Funds available for work performed beyond regular work hours

##### Employee Benefits and Services

<b>FICA Expenses:</b>	Federal Insurance Contributions Act, employer's portion of social security
<b>Life Insurance Expenses:</b>	Employee monthly life insurance premium paid by the City
<b>Medical Insurance Expenses:</b>	Employee monthly medical insurance premium paid by the City
<b>Workers Comp Insurance:</b>	Funds to cover the cost of workers compensation insurance, provides care for employees injured on the job
<b>Unemployment Insurance:</b>	Funds to cover the cost of unemployment insurance
<b>Retirement Contribution:</b>	Employer's contribution to the State retirement and pension system

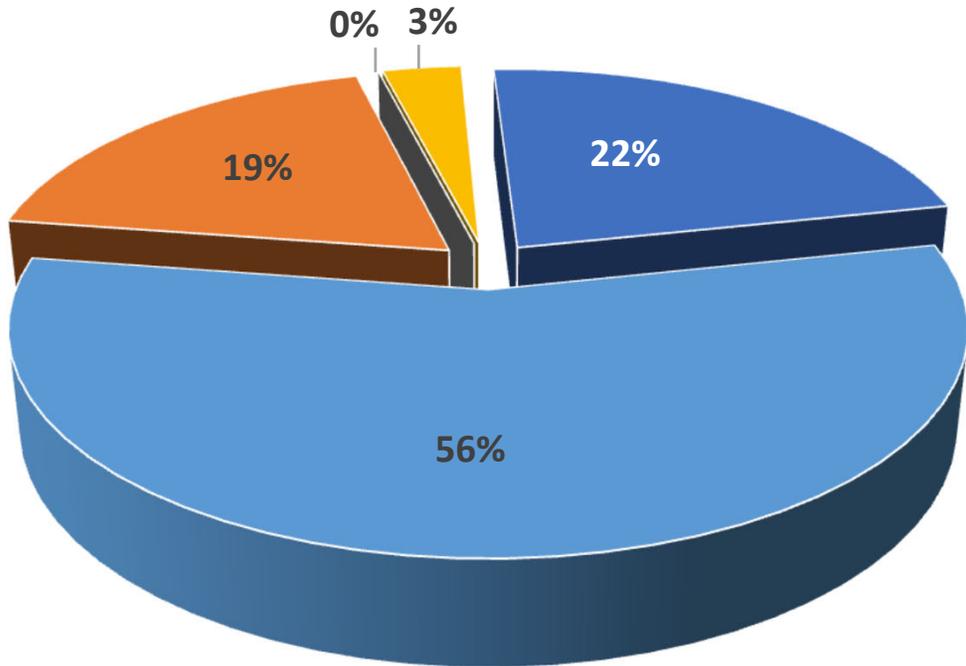
##### Professional Services

<b>Professional. Services:</b>	Funds designated for a staff retreat/training
<b>Recruitment &amp; Testing:</b>	Funds designated for staff recruitment and drug testing
<b>Web Master Fees:</b>	Fees paid to web hosting company

## Other Services and Charges

<b>Travel Expenses:</b>	Funds allocated for personal reimbursement for travel while on business for the City of Mount Rainier
<b>Message Production:</b>	Funds allocated for creation, production, maintenance of City of Mount Rainier news article and website update management
<b>Conference / Convention Expenses:</b>	Funds designated for attendance at conferences and conventions
<b>Association Dues:</b>	Funds for dues payments to various associations
<b>Subscriptions / Publications:</b>	Funds designated for the cost of subscription and relevant publications purchases
<b>Team Building and Appreciation:</b>	Funds designated for employee team building events and activities, including staff meetings and employee holiday party and staff retreat/training
<b>I Net Services:</b>	Funds allocated for the usage of electronic delivery services provided to the City (i.e.. internet service, server usage and backups)
<b>Various Community Events/Committees:</b>	Funds designated for the City of Mount Rainier Committee functions and activities
<b>Equipment Purchases:</b>	Funds utilize to make large equipment purchases for MRTV

# Department of Administrative Services



- Total Wages & Leave Pay
- Total Employee Benefits & Services
- Total Materials & Supplies
- Total Professional Services
- Total Other Services & Charges

# Department of Code Compliance

## OBJECTIVES AND OPERATIONS

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**Objectives** – The Code Compliance Department is tasked with ensuring the health and safety of Mount Rainier residents by providing 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.

### **Core Services –**

- Permits
- Rental Inspections
- Business License and 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 2021** – The Code Compliance Department aims to continue to grow and professionalize its services. A significant investment in the FY 21 Budget is made to the Department of Code Compliance for needed staff, infrastructure, vehicle fleet, and training. The Department continues to address a significant backlog of work and inspections from years prior.

## CONTACT CODE COMPLIANCE

**Office:** (240) 508-2112

**Email:** [lalston@mountrainierpd.org](mailto:lalston@mountrainierpd.org)

Linwood Alston, Lieutenant Police Chief / Acting Code Lead

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

# Department of Code Compliance

## FY 2021 BUDGET SUMMARY

The FY 2021 proposed budget for the Department of Code Compliance is \$307,162 which is a decrease of about 41.06% or \$213,991 from approved budget FY2020

Budgetary Changes –

<b>FY 2020 APPROVED DEPARTMENT BUDGET</b>	<b>\$521,153</b>
<b>Decrease Expense: Wages &amp; Leave</b> – includes merit increase of 3% on salaries; elimination of the Director of Code Compliance and Administrative Assistant positions; changes in hiring scale for Code Compliance Officers	(\$153,919)
<b>Decrease Expense: Employee Benefits &amp; Services</b> – reduction in personnel staff	(\$21,457)
<b>Decrease Expense: Materials &amp; Supplies</b> – decrease cost in for materials, uniforms and vehicle performance based on personnel and department assets	(\$4,325)
<b>Decrease Expense: Repairs &amp; Maintenance</b> – decrease cost on some newer fleet vehicles	(\$1,000)
<b>Increase Expense: Professional Services</b> – increase cost for professional development for the department; incurred expenses for insuring department vehicles	\$300
<b>Decrease Expense: Other Services &amp; Charges</b> – decreases in conference and certification expenses and equipment purchases	(\$7,840)
<b>Decrease Expense: Infrastructure &amp; Facility Maintenance</b> – costs are now associated with the Police Department upon combination of department locations	(\$10,750)
<b>Decrease Expense: Capital In Process</b> – no purchases for upcoming year	(\$15,000)
<b>FY 2021 PROPOSED BUDGET</b>	<b>\$307,162</b>

Department Expenses	FY18 - Actuals	FY19 - Actuals	FY20 - Actuals	FY20 - Approved	FY21 - Proposed	Change
	Jul '17 - Jun '18	Jul '18 - Jun '19	Jul '19 - Jan '20	Jul '19 - Jun '20	Jul '20 - Jun '21	FY21 / FY20
<b>Wages &amp; Leave Pay</b>						
Regular Pay	135,669.66	159,646.27	68,048.93	327,067.00	174,672.00	(46.59%)
Overtime Pay	2,129.25	9,303.34	8,991.87	3,271.00	1,747.00	(46.59%)
<b>Total Wages &amp; Leave Pay</b>	<b>137,798.91</b>	<b>168,949.61</b>	<b>77,040.80</b>	<b>330,338.00</b>	<b>176,419.00</b>	<b>(46.59%)</b>
<b>Employee Benefits &amp; Services</b>						
FICA Expense	10,277.04	12,876.92	5,773.42	25,021.00	13,362.00	(46.60%)
Life Insurance Expense	5.10	15.30	61.20	400.00	184.00	(54.00%)
Dental Insurance Expense	208.74	641.84	0.00	1,250.00	0.00	(100.00%)
Medical Insurance Expense	1,673.76	9,912.87	7,558.75	25,000.00	23,574.00	(5.70%)
Workers' Compensation Insurance	0.00	8,021.37	13,320.91	7,500.00	12,500.00	66.67%
Unemployment Insurance	983.51	1,069.17	350.82	1,275.00	765.00	(40.00%)
Retirement Contribution	0.00	10,907.40	15,975.28	25,204.00	13,808.00	(45.22%)
<b>Total Employee Benefits &amp; Services</b>	<b>13,148.15</b>	<b>43,444.87</b>	<b>43,040.38</b>	<b>85,650.00</b>	<b>64,193.00</b>	<b>(25.05%)</b>
<b>Materials &amp; Supplies</b>						
Office Supplies	749.19	1,750.11	0.00	0.00	0.00	
Materials & Supplies	334.72	199.98	1,709.00	8,000.00	7,000.00	100.00%
Uniforms	1,334.90	1,910.46	0.00	5,325.00	7,000.00	31.46%
Vehicle Fuel & Oil	0.00	750.00	0.00	10,000.00	5,000.00	(50.00%)
<b>Total Materials &amp; Supplies</b>	<b>2,418.81</b>	<b>4,610.55</b>	<b>1,709.00</b>	<b>23,325.00</b>	<b>19,000.00</b>	<b>(18.54%)</b>
<b>Repairs &amp; Maintenance</b>						
Vehicle Repair & Maintenance	6,316.57	1,458.83	0.00	3,000.00	2,000.00	(33.33%)
<b>Total Repairs &amp; Maintenance</b>	<b>6,316.57</b>	<b>1,458.83</b>	<b>0.00</b>	<b>3,000.00</b>	<b>2,000.00</b>	<b>(33.33%)</b>
<b>Professional Services</b>						
Professional/Contract Svc	4,000.00	5,428.95	6,030.13	7,500.00	6,800.00	(9.33%)
Professional Svcs - Computer	305.00	8,724.72	0.00	0.00	0.00	(100.00%)
Off Equip Maint Lease Agreement	6,015.89	320.88	0.00	0.00	0.00	(100.00%)
Vehicle Tracking Expenses - GPS	75.80	0.00	0.00	0.00	0.00	(100.00%)
Employee Training	1,382.74	1,330.82	2,329.41	3,000.00	4,000.00	33.33%
Printing & Copying	4,945.00	1,110.00	0.00	0.00	0.00	(100.00%)
Vehicle Insurance	0.00	0.00	2,445.00	3,000.00	3,000.00	100.00%
<b>Total Professional Services</b>	<b>16,724.43</b>	<b>16,915.37</b>	<b>10,804.54</b>	<b>13,500.00</b>	<b>13,800.00</b>	<b>2.22%</b>
<b>Other Services &amp; Charges</b>						
Team Building & Appreciation	0.00	156.27	0.00	600.00	360.00	(40.00%)
Interest - Code Vehicles	0.00	0.00	1,274.69	2,148.00	1,785.00	100.00%
Principal - Code Vehicles	0.00	0.00	5,418.71	11,117.00	11,605.00	100.00%
Miscellaneous Expense	2,533.36	392.90	0.00	0.00	0.00	(100.00%)
Conference/Convention Expense	3,417.84	6,047.93	509.83	11,000.00	5,000.00	(54.55%)
Association Dues	0.00	150.00	445.00	1,575.00	1,500.00	(4.76%)
Equipment Purchase	5,009.91	0.00	51.25	4,650.00	3,000.00	(35.48%)
<b>Total Other Services &amp; Charges</b>	<b>10,961.11</b>	<b>6,747.10</b>	<b>7,699.48</b>	<b>31,090.00</b>	<b>23,250.00</b>	<b>(25.22%)</b>
<b>Infrastructure &amp; Facil Maint</b>						
Building Repair & Maintenance	0.00	0.00	90.00	2,500.00	0.00	
Telephone	0.00	0.00	0.00	1,250.00	0.00	(100.00%)
Alarm Services	0.00	0.00	1,665.00	750.00	0.00	
Abatement on Property Expenses	19,385.00	9,254.00	750.00	11,250.00	8,500.00	(24.44%)
Electricity	0.00	0.00	0.00	2,000.00	0.00	
Heat	0.00	0.00	0.00	1,500.00	0.00	
<b>Total Infrastructure &amp; Facil Maint</b>	<b>19,385.00</b>	<b>9,254.00</b>	<b>2,505.00</b>	<b>19,250.00</b>	<b>8,500.00</b>	<b>(55.84%)</b>
<b>Capital Outlay - Capital Project</b>						
Vehicle Purchase	0.00	0.00	0.00	0.00	0.00	100.00%
Capital Projects	0.00	0.00	24,743.24	15,000.00	0.00	100.00%
<b>Total Capital Outlay - Capital Project</b>	<b>0.00</b>	<b>0.00</b>	<b>24,743.24</b>	<b>15,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Department Expenditures</b>	<b>206,752.98</b>	<b>251,380.33</b>	<b>167,542.44</b>	<b>521,153.00</b>	<b>307,162.00</b>	<b>(41.06%)</b>

# CITY OF MOUNT RAINIER

## Department of Code Enforcement

### Expenditures by Object and Program Classification

#### Narrative Description of Program Accounts

##### Wages and Leave Pay

<b>Regular Pay:</b>	Designated pay for employees
<b>Overtime Pay:</b>	Funds available for work performed beyond regular work hours

##### Employee Benefits and Services

<b>FICA Expenses:</b>	Federal Insurance Contributions Act, employer's portion of social security
<b>Life Insurance Expenses:</b>	Employee monthly life insurance premium paid by the City
<b>Medical Insurance Expenses:</b>	Employee monthly medical insurance premium paid by the City
<b>Workers Comp Insurance:</b>	Funds to cover the cost of workers compensation insurance, provides care for employees injured on the job
<b>Unemployment Insurance:</b>	Funds to cover the cost of unemployment insurance
<b>Retirement Contribution:</b>	Employer's contribution to the State retirement and pension system

##### Materials and Supplies

<b>Materials &amp; Supplies:</b>	Supplies for office materials, training purchases and other small item equipment for field examinations
<b>Uniforms:</b>	Funds designated for the purchase and maintenance of the departments uniforms
<b>Vehicle Fuel and Oil:</b>	Funds designated for the purchase vehicle fuel for department cars

##### Repairs and Maintenance

<b>Vehicle Repairs and Maintenance:</b>	Funds designated for needed vehicle repairs and general maintenance costs
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### Professional Services

<b>Professional Services Contracts:</b>	Hosting platform for online code retrieval (Municode)
<b>Employee Training:</b>	Funds designated for employee training courses and programs
<b>Vehicle Insurance:</b>	Funds designated for insuring department vehicles

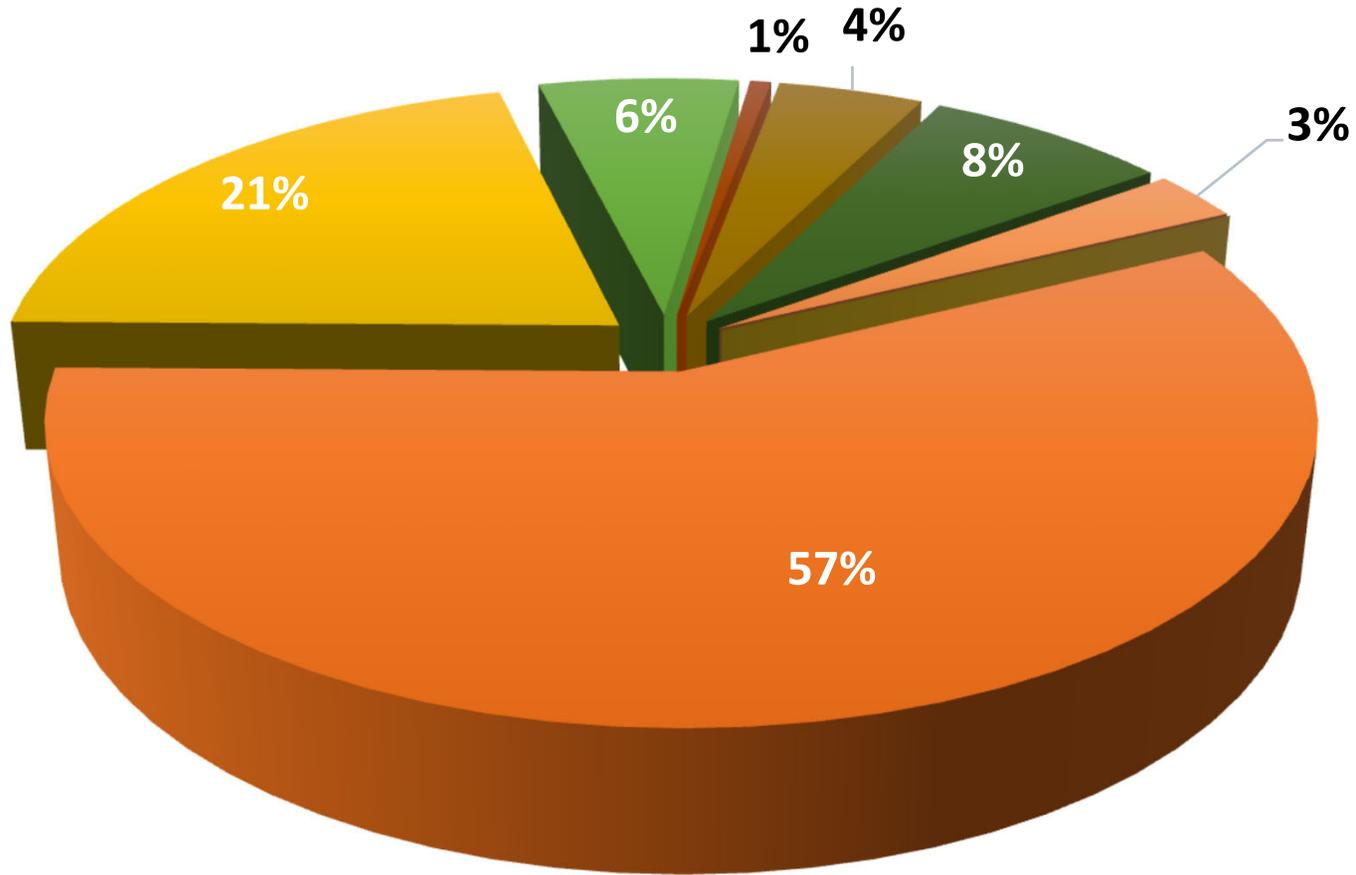
### Other Services and Charges

<b>Conference / Convention Expenses:</b>	Funds designated for attendance at conferences and conventions
<b>Association Dues:</b>	Funds for dues payments to government associations
<b>Team Building and Appreciation:</b>	Funds designated for employee team building events and activities
<b>Interest – Code Vehicles:</b>	Funds utilize in the payment of interest for the leased vehicles being used by the department
<b>Principal – Code Vehicles:</b>	Funds utilize in the payment of principal for the leased vehicles being used by the department
<b>Equipment Purchase:</b>	Funds designated for the purchase of equipment and supplies

### Infrastructure and Facility Maintenance

<b>Abatement on Property Expenses:</b>	Costs incurred to rectify code violations
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# Department of Code Compliance



- Total Wages & Leave Pay
- Total Employee Benefits & Services
- Total Materials & Supplies
- Total Repairs & Maintenance
- Total Professional Services
- Total Other Services & Charges
- Total Infrastructure & Facil Maint
- Total Capital Outlay - Capital Project

# Department of Economic Development

## OBJECTIVES AND OPERATIONS

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**Objectives** – The Department of Economic Development is focused on building and expanding local businesses, attracting new businesses to the area, and retaining business. Another main focus is filling commercial business space and creating positive attention in the Real Estate Development Community. Hosting events such as Investor Open Houses, Business Luncheons, and Resource Fairs is a main focus.

### **Core Services –**

- Business Outreach and Promotion
- Development Outreach
- Oversee and Administer the Economic Development Incentive Fund
- Provide Resources for Local Businesses
- Vacant Property Outreach and Promotion

**Strategic Focus in FY 2021** – The Department of Economic Development aims to improve relations with the Mount Rainier Business Community in FY 2021. This can be done through a greater partnership with the Mount Rainier Business Association, and by bringing guest speakers and resources to the Mount Rainier business community.

## CONTACT THE DEPARTMENT OF ECONOMIC DEVELOPMENT

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

**Email:** Rhopkins@mountrainiermd.org

Ronald Hopkins, Director of Economic Development

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

# Department of Economic Development

## **FY 2021 BUDGET SUMMARY**

The FY 2021 proposed budget for the Department of Economic Development is \$191,447 which is an increase of 4.43% or \$8,120 from approved budget FY 2020

Budgetary Changes –

<b>FY 2020 APPROVED DEPARTMENT BUDGET</b>	<b>\$183,327</b>
<b>Increase Expense: Wages &amp; Leave</b> – increase salary due to COLA increase of 3%	\$2,511
<b>Increase Expense: Employee Benefits &amp; Services</b> – increase expense based on salary adjustment and medical increase	\$6,609
<b>Decrease Expense: Professional Services</b> – decrease expenses for professional services including real estate agent servicing fees and temporary labor (intern services)	(\$7,000)
<b>Increase Expense: Other Services &amp; Charges</b> – increase expenses in rent expenses and decreases in other line item expenses	\$6,000
<b>No Change Expense: Material &amp; Supplies, Repairs &amp; Maintenance</b>	\$-0-
<b>FY 2021 PROPOSED BUDGET</b>	<b>\$191,447</b>

Department Expenses	FY18 - Actuals	FY19 - Actuals	FY20 - Actuals	FY20 - Approved	FY21 - Proposed	Change
	Jul '17 - Jun '18	Jul '18 - Jun '19	Jul '19 - Jan '20	Jul '19 - Jun '20	Jul '20 - Jun '21	FY21 / FY20
<b>Wages &amp; Leave Pay</b>						
Regular Pay	74,177.02	69,096.92	58,369.58	88,089.00	90,600.00	2.85%
Overtime Pay	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Wages &amp; Leave Pay</b>	<b>74,177.02</b>	<b>69,096.92</b>	<b>58,369.58</b>	<b>88,089.00</b>	<b>90,600.00</b>	<b>2.85%</b>
<b>Employee Benefits &amp; Services</b>						
FICA Expense	5,098.70	6,633.40	4,452.42	6,739.00	6,931.00	2.85%
Life Insurance Expense	10.20	15.30	30.60	50.00	97.00	94.00%
Dental Insurance Expense	485.88	1,113.36	0.00	1,250.00	0.00	(100.00%)
Medical Insurance Expense	1,204.98	16,892.47	9,241.26	9,500.00	16,872.00	77.60%
Workers' Compensation Insurance	0.00	2,005.29	4,333.65	2,500.00	2,500.00	0.00%
Unemployment Insurance	127.50	417.64	384.59	255.00	298.00	16.86%
Retirement Contribution	5,684.78	6,928.94	8,001.62	6,824.00	7,029.00	3.00%
<b>Total Employee Benefits &amp; Services</b>	<b>12,612.04</b>	<b>34,006.40</b>	<b>26,444.14</b>	<b>27,118.00</b>	<b>33,727.00</b>	<b>24.37%</b>
<b>Materials &amp; Supplies</b>						
Office Supplies	471.25	447.34	0.00	0.00	0.00	(100.00%)
Postage & Delivery	0.00	0.00	0.00	0.00	0.00	(100.00%)
<b>Total Materials &amp; Supplies</b>	<b>471.25</b>	<b>447.34</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(100.00%)</b>
<b>Repairs &amp; Maintenance</b>						
Vehicle Expense Reimbursement	119.98	778.61	0.00	0.00	0.00	(100.00%)
<b>Total Repairs &amp; Maintenance</b>	<b>119.98</b>	<b>778.61</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(100.00%)</b>
<b>Professional Services</b>						
Professional/Contract Svc	2,300.00	8,717.54	13,322.49	10,000.00	8,000.00	100.00%
Professional Svcs - Computer	429.00	1,348.00	0.00	0.00	0.00	0.00%
Employee Training	2,265.30	0.00	1,819.80	2,000.00	2,000.00	0.00%
Temporary Labor	0.00	0.00	0.00	5,000.00	0.00	100.00%
Classified Advertising	1,000.00	400.00	0.00	0.00	0.00	(100.00%)
<b>Total Professional Services</b>	<b>5,994.30</b>	<b>10,465.54</b>	<b>15,142.29</b>	<b>17,000.00</b>	<b>10,000.00</b>	<b>(41.18%)</b>
<b>Other Services &amp; Charges</b>						
Rent Expense	0.00	2,250.00	3,375.00	5,000.00	15,000.00	200.00%
Team Building & Appreciation	0.00	640.45	0.00	120.00	120.00	0.00%
Econ Devlp Program Exp	71,790.90	20,541.62	7,987.22	40,000.00	37,000.00	(7.50%)
Miscellaneous Expense	252.75	1,475.00	0.00	0.00	0.00	0.00%
Conference/Convention Expense	2,260.37	2,434.00	3,579.82	4,000.00	4,000.00	0.00%
Association Dues	1,462.00	602.18	695.00	1,500.00	1,000.00	(33.33%)
Subscriptions & Publications	0.00	0.00	0.00	500.00	0.00	(100.00%)
<b>Total Other Services &amp; Charges</b>	<b>75,766.02</b>	<b>27,943.25</b>	<b>15,637.04</b>	<b>51,120.00</b>	<b>57,120.00</b>	<b>11.74%</b>
<b>Total Department Expenditures</b>	<b>169,140.61</b>	<b>142,738.06</b>	<b>115,593.05</b>	<b>183,327.00</b>	<b>191,447.00</b>	<b>4.43%</b>

# CITY OF MOUNT RAINIER

## Department of Economic Development

### Expenditures by Object and Program Classification

#### Narrative Description of Program Accounts

##### Wages and Leave Pay

**Regular Pay:** Designated pay for employees

##### Employee Benefits and Services

**FICA Expenses:** Federal Insurance Contributions Act, employer's portion of social security

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

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

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

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

**Retirement Contribution:** Employer's contribution to the State retirement and pension system

##### Professional Services

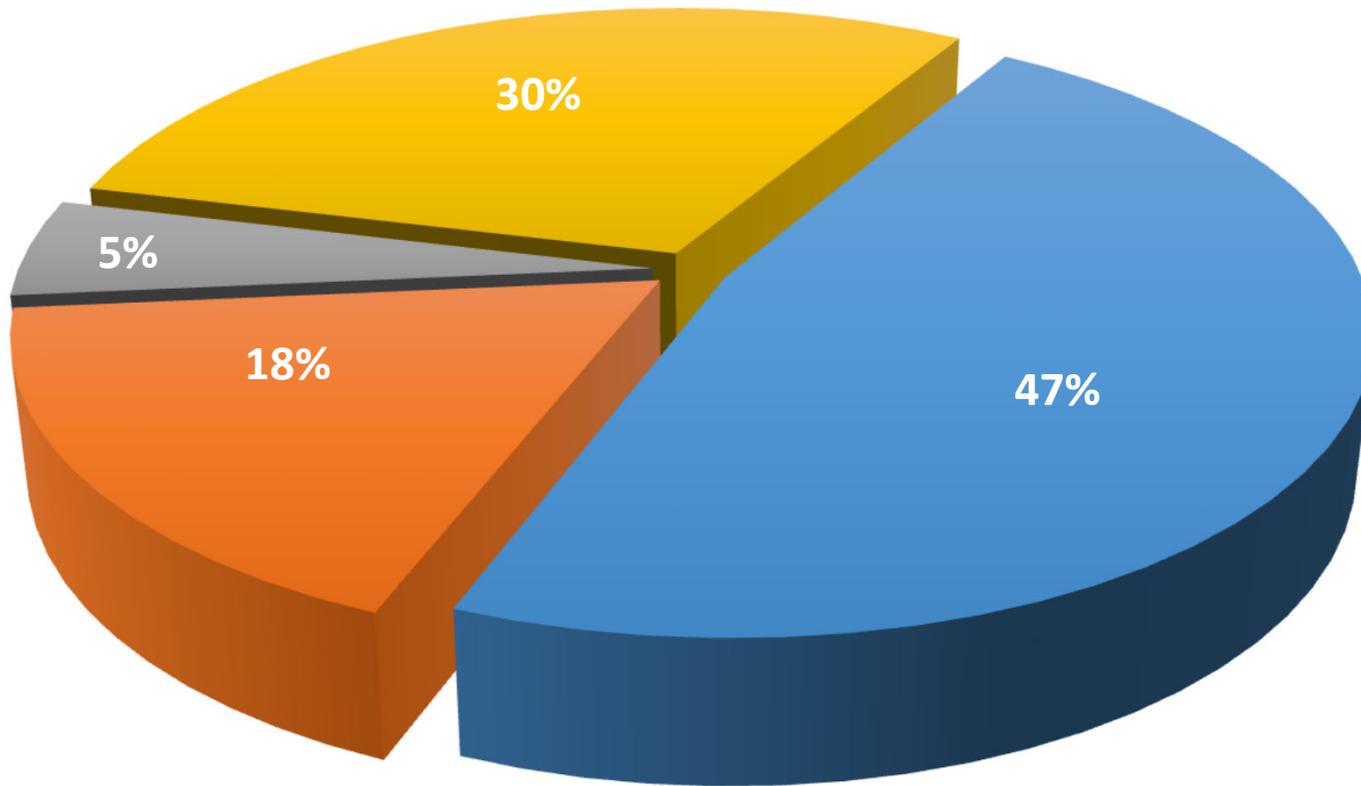
**Professional Services Contracts:** Funds for professional services, such as consultants and real estate agent servicing fees

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

Other Services and Charges

- 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
- Conference / Convention Expenses:** Funds designated for attendance at conferences and conventions
- Association Dues:** Funds for dues payments to associations
- Subscriptions and Publications:** Funds designated for the cost of subscription and publications purchases
- Team Building and Appreciation:** Funds designated for employee team building events and activities
- Rent Expense:** Funds designated for office space

## Department of Economic Development



■ Total Wages & Leave Pay

■ Total Employee Benefits & Services

■ Total Professional Services

■ Total Other Services & Charges

# 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 hour 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 FY 21.

### **Core Functions –**

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

**Strategic Focus in FY 2021** – In Fiscal Year 2021 the Police Department will become less patrol focused and aim to focus on building community relations and following up on crimes committed.

## CONTACT THE MOUNT RAINIER POLICE DEPARTMENT

**DISPATCH** : 301-985-6565

**OFFICE**: 301-985-6580

Chief Morgan

Email: [Amorgan@mountrainierpd.org](mailto:Amorgan@mountrainierpd.org)

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

# Police Department

## FY 2021 BUDGET SUMMARY

The FY 2021 proposed budget for the Police Department is \$2,414,299 which is 2.11% or \$49,823 more than the approved budget for FY 2020

Budgetary Changes –

<b>FY 2020 APPROVED DEPARTMENT BUDGET</b>	<b>\$2,364,476</b>
<b>Increase Expense: Wages &amp; Leave Pay</b> – includes 3% COLA increase, higher salary wage due to department wide reorganization and additional Police Officer funding	\$123,302
<b>Increase Expense: Employee Benefits &amp; Services</b> – increase in fringe benefits due to increase in salary expense; workers compensation insurance increase	\$39,062
<b>Increase Expense: Materials &amp; Supplies</b> – increased cost due to purchase of new cycle replacement on police in-car computers and other staffing materials	\$30,500
<b>Increase Expense: Repairs &amp; Maintenance</b> – higher expense for aging police vehicles	\$3,700
<b>Decrease Expense: Professional Services</b> – remove Hyattsville Dispatch costs and utilize County dispatch for cost savings	(\$60,000)
<b>Decrease Expense: Other Services &amp; Charges</b> – purchase of 2 new police vehicles and reduction in small equipment purchases	(\$6,741)
<b>Increase Expense: Infrastructure &amp; Facility Maintenance</b> – increase in electricity costs due to utilization	\$3,000
<b>Decrease Expense: Capital In Process</b> – purchase of in-dash cameras for police cars	(\$83,000)
<b>FY 2021 PROPOSED BUDGET</b>	<b>\$2,414,299</b>

Department Expenses	FY18 - Actuals	FY19 - Actuals	FY20 - Actuals	FY20 - Approved	FY21 - Proposed	Change
	Jul '17 - Jun '18	Jul '18 - Jun '19	Jul '19 - Jan '20	Jul '19 - Jun '20	Jul '20 - Jun '21	FY21 / FY20
<b>Wages &amp; Leave Pay</b>						
Regular Pay	1,211,555.47	890,270.41	543,487.87	1,258,092.00	927,051.00	(26.31%)
Overtime Pay	84,295.44	131,257.79	73,561.59	25,162.00	92,705.00	268.43%
Court Pay	7,435.00	761.61	3,467.76	10,000.00	10,000.00	0.00%
Shift Differential	15,908.25	44,989.39	175,152.66	20,000.00	408,300.00	1941.50%
Field Officer Training	850.00	2,150.00	0.00	3,000.00	1,500.00	(50.00%)
<b>Total Wages &amp; Leave Pay</b>	<b>1,320,044.16</b>	<b>1,069,429.20</b>	<b>795,669.88</b>	<b>1,316,254.00</b>	<b>1,439,556.00</b>	<b>9.37%</b>
<b>Employee Benefits &amp; Services</b>						
FICA Expense	99,765.45	81,467.02	59,028.34	96,244.00	70,919.00	(26.31%)
Life Insurance Expense	214.20	295.80	469.20	1,250.00	1,250.00	0.00%
Dental Insurance Expense	4,628.72	8,700.89	0.00	10,000.00	0.00	(100.00%)
Medical Insurance Expense	79,127.10	161,915.15	106,492.37	150,000.00	221,400.00	47.60%
Workers' Compensation Insurance	0.00	142,579.99	124,422.58	175,000.00	175,000.00	0.00%
Unemployment Insurance	3,660.17	5,084.76	6,195.67	5,000.00	5,000.00	0.00%
Retirement Contribution	92,918.63	107,721.94	92,485.01	98,713.00	101,700.00	3.03%
<b>Total Employee Benefits &amp; Services</b>	<b>280,314.27</b>	<b>507,765.55</b>	<b>389,093.17</b>	<b>536,207.00</b>	<b>575,269.00</b>	<b>7.28%</b>
<b>Materials &amp; Supplies</b>						
Office Supplies	0	2,963.60	0.00	0.00	0.00	0.00%
Postage & Delivery	1,000.00	229.62	0.00	1,000.00	0.00	(100.00%)
Computer Equipment & Supplies	10,783.24	30.00	0.00	0.00	10,000.00	(100.00%)
Materials & Supplies	4,519.83	74.40	0.00	0.00	6,000.00	0.00%
Police Supplies & Equipment	20,876.93	22,215.94	6,507.55	7,000.00	16,000.00	128.57%
Uniforms	7,773.82	22,359.35	7,707.40	9,000.00	11,000.00	22.22%
Firearms Supplies	8,036.51	3,058.60	1,534.05	11,000.00	12,000.00	9.09%
Uniform cleaning expenses	3,908.06	1,673.55	1,254.50	4,500.00	5,000.00	11.11%
Vehicle Fuel & Oil	50,607.26	27,987.63	13,290.54	52,000.00	55,000.00	5.77%
<b>Total Materials &amp; Supplies</b>	<b>107,505.65</b>	<b>80,592.69</b>	<b>30,294.04</b>	<b>84,500.00</b>	<b>115,000.00</b>	<b>36.09%</b>
<b>Repairs &amp; Maintenance</b>						
Vehicle Repair & Maintenance	20,918.56	28,608.49	12,030.75	18,000.00	20,000.00	11.11%
Equipment Repairs & Maintenance	346.00	1,345.81	882.77	750.00	1,500.00	100.00%
Radio Repair	0.00	0.00	0.00	300.00	0.00	(100.00%)
Radio Maintenance	0.00	0.00	0.00	250.00	0.00	(100.00%)
Security Cameras Maintenance	0.00	240.00	0.00	1,000.00	2,500.00	150.00%
<b>Total Repairs &amp; Maintenance</b>	<b>21,264.56</b>	<b>30,194.30</b>	<b>12,913.52</b>	<b>20,300.00</b>	<b>24,000.00</b>	<b>18.23%</b>
<b>Professional Services</b>						
Professional/Contract Svc	0.00	18,807.56	0.00	0.00	0.00	0.00%
Dispatch Services	77,800.00	63,132.00	43,352.00	64,000.00	0.00	(100.00%)
Office Equipment Lease	174.90	2,558.80	0.00	0.00	0.00	0.00%
Off Equip Maint Lease Agreement	2,050.56	1,128.79	0.00	0.00	0.00	0.00%
Computer Software Expenses	21,943.12	43,489.82	0.00	0.00	31,000.00	100.00%
Vehicle Tracking Expenses - GPS	1,571.38	6,075.62	0.00	0.00	0.00	0.00%
Recruitment & Testing	5,949.00	49,160.33	5,886.41	9,000.00	4,000.00	(55.56%)
Employee Training	6,340.68	3,940.50	17,860.73	34,000.00	25,000.00	(26.47%)
Printing & Copying	880.09	1,184.62	0.00	0.00	0.00	0.00%
Police Liability Insurance	29,021.03	32,813.00	28,146.00	30,000.00	32,500.00	8.33%
Vehicle Insurance	18,987.66	19,237.00	21,820.00	15,000.00	22,500.00	50.00%
Parking Citation Exp	0.00	28,183.22	22,715.74	35,000.00	2,000.00	(94.29%)
Parking Meter Maintenance	0.00	70.41	0.00	0.00	0.00	0.00%
Temporary Labor	0.00	23,821.72	0.00	0.00	10,000.00	100.00%
<b>Total Professional Services</b>	<b>164,718.42</b>	<b>293,603.39</b>	<b>139,780.88</b>	<b>187,000.00</b>	<b>127,000.00</b>	<b>(32.09%)</b>
<b>Other Services &amp; Charges</b>						
Rent Expense	0.00	2,353.40	0.00	0.00	0.00	0.00%
Team Building & Appreciation	0.00	1,595.74	351.96	2,115.00	2,475.00	17.02%
Cable charges	1,258.80	1,174.88	0.00	0.00	0.00	0.00%
Interest-Capital Lease Police	0.00	0.00	0.00	4,150.00	9,059.00	100.00%

Department Expenses	FY18 - Actuals	FY19 - Actuals	FY20 - Actuals	FY20 - Approved	FY21 - Proposed	Change
	Jul '17 - Jun '18	Jul '18 - Jun '19	Jul '19 - Jan '20	Jul '19 - Jun '20	Jul '20 - Jun '21	FY21 / FY20
Principle -Capital Lease Police	0.00	0.00	0.00	21,450.00	46,640.00	100.00%
Miscellaneous Expense	1,420.00	4,206.28	84.00	1,000.00	0.00	
Police Explorer Program	0.00	0.00	3,008.69	2,500.00	2,300.00	100.00%
Community Policing/Outreach Exp	997.02	2,314.22	3,335.34	7,500.00	5,000.00	(33.33%)
Conference/Convention Expense	2,328.12	1,217.36	1,347.44	2,000.00	3,000.00	50.00%
Association Dues	990.00	225.00	540.00	1,000.00	2,000.00	100.00%
Subscriptions & Publications	0.00	14.00	2,376.00	500.00	0.00	
Equipment Purchase	41,172.26	48,139.70	4,602.05	45,000.00	10,000.00	(77.78%)
<b>Total Other Services &amp; Charges</b>	<b>48,166.20</b>	<b>61,240.58</b>	<b>15,645.48</b>	<b>87,215.00</b>	<b>80,474.00</b>	<b>(7.73%)</b>
<b>Infrastructure &amp; Facil Maint</b>						
5240 · Building Repair & Maintenance	19,268.55	19,755.31	184,834.72	10,000.00	10,000.00	0.00%
5140 · Telephone	864.14	2,165.94	0.00	0.00	0.00	0.00%
5200 · Electricity	17,343.11	10,656.87	6,876.53	19,000.00	22,500.00	18.42%
5220 · Heat	0.00	4,617.80	56.06	1,000.00	500.00	(100.00%)
<b>Total Infrastructure &amp; Facil Maint</b>	<b>37,475.80</b>	<b>37,195.92</b>	<b>191,767.31</b>	<b>30,000.00</b>	<b>33,000.00</b>	<b>10.00%</b>
<b>Capital Outlay</b>						
Vehicle Purchase	0.00	46,796.86	30,499.00	30,000.00	0.00	(100.00%)
Capital Projects	0.00	141,225.79	61,307.94	73,000.00	20,000.00	(72.60%)
<b>Total Capital Outlay - Capital Project</b>	<b>0.00</b>	<b>188,022.65</b>	<b>91,806.94</b>	<b>103,000.00</b>	<b>20,000.00</b>	<b>(80.58%)</b>
<b>Total Department Expenditures</b>	<b>1,979,489.06</b>	<b>2,268,044.28</b>	<b>1,666,971.22</b>	<b>2,364,476.00</b>	<b>2,414,299.00</b>	<b>2.11%</b>

## CITY OF MOUNT RAINIER

### Department of Public Safety (Police Department)

#### Expenditures by Object and Program Classification

#### Narrative Description of Program Accounts

##### Wages and Leave Pay

<b>Regular Pay:</b>	Designated pay for employees working during 1 <sup>st</sup> and 2 <sup>nd</sup> shifts
<b>Overtime Pay:</b>	Funds available for work performed beyond regular work hours
<b>Court Pay:</b>	Pay for Officers to attend court hearings
<b>Shift Differential:</b>	Pay designated to cover those working the night shift
<b>Officer Field Training:</b>	Pay designated to cover the cost difference for field training of officers

##### Employee Benefits and Services

<b>FICA Expenses:</b>	Federal Insurance Contributions Act, employer's portion of social security
<b>Life Insurance Expenses:</b>	Employee monthly life insurance premium paid by the City
<b>Medical Insurance Expenses:</b>	Employee monthly medical insurance premium paid by the City
<b>Workers Comp Insurance:</b>	Funds to cover the cost of workers compensation insurance, provides care for employees injured on the job
<b>Unemployment Insurance:</b>	Funds to cover the cost of unemployment insurance
<b>Retirement Contribution:</b>	Employer's contribution to the State retirement and pension system

## Materials and Supplies

<b>Police Equip &amp; Supplies:</b>	Funds for the purchase of police equipment and supplies
<b>Uniforms:</b>	Funds designated for the purchase and maintenance of the departments uniforms
<b>Firearms Supplies:</b>	Funds for the purchase of ammunition and supplies for cleaning firearms
<b>Uniform Cleaning Expenses:</b>	Funds for the cleaning of the department's uniforms
<b>Vehicle Fuel and Oil:</b>	Funds designated for the purchase vehicle fuel for department cars
<b>Computer Equipment &amp; Supplies</b>	Funds designated to replace 1/3 of Police Toughbook computers

## Repairs and Maintenance

<b>Vehicle Repair and Maintenance:</b>	Funds designated for the repair and maintenance of vehicles
<b>Equipment Repair and Maintenance:</b>	Funds designated for the repair and general maintenance of office equipment
<b>Security Camera Maintenance:</b>	Funds designated for the maintenance and access of security cameras

## Professional Services

<b>Computer Software Expenses:</b>	Funds designated for department access to criminal networks per state, federal and local regulations
<b>Employee Training:</b>	Funds designated for employee training courses and programs
<b>Recruitment and Testing:</b>	Funds designated for the recruitment and testing of new officers
<b>Police Liability Insurance</b>	Funds utilized for payment to Local Government Insurance Trust for coverage of Public Safety Officers
<b>Vehicle Insurance</b>	Funds utilized for insuring public safety vehicles during the course of business related activities
<b>Parking Citation Expense</b>	Funds purposed for supplies needed by Parking Enforcement relating to parking violations and deposits
<b>Temporary Labor</b>	Funds designated for temporary assistance not to exceed more than 12 months at one point in time

### Other Services and Charges

<b>Police Junior Explorer Program:</b>	Funds for the creation of a Police Junior Explorer Program
<b>Community Policing and Outreach:</b>	Funds for “Policing in the community” events and meetings
<b>Conference / Convention Expenses:</b>	Funds designated for attendance at conferences and conventions
<b>Association Dues:</b>	Funds for dues payments to associations
<b>Subscriptions and Publications:</b>	Funds designated for the cost of subscription and publications purchases
<b>Team Building and Appreciation:</b>	Funds designated for employee team building events and activities
<b>Equipment Purchase:</b>	Funds designated for the purchase of equipment and supplies as well as expenses related to new vehicle purchase outfitting for the department

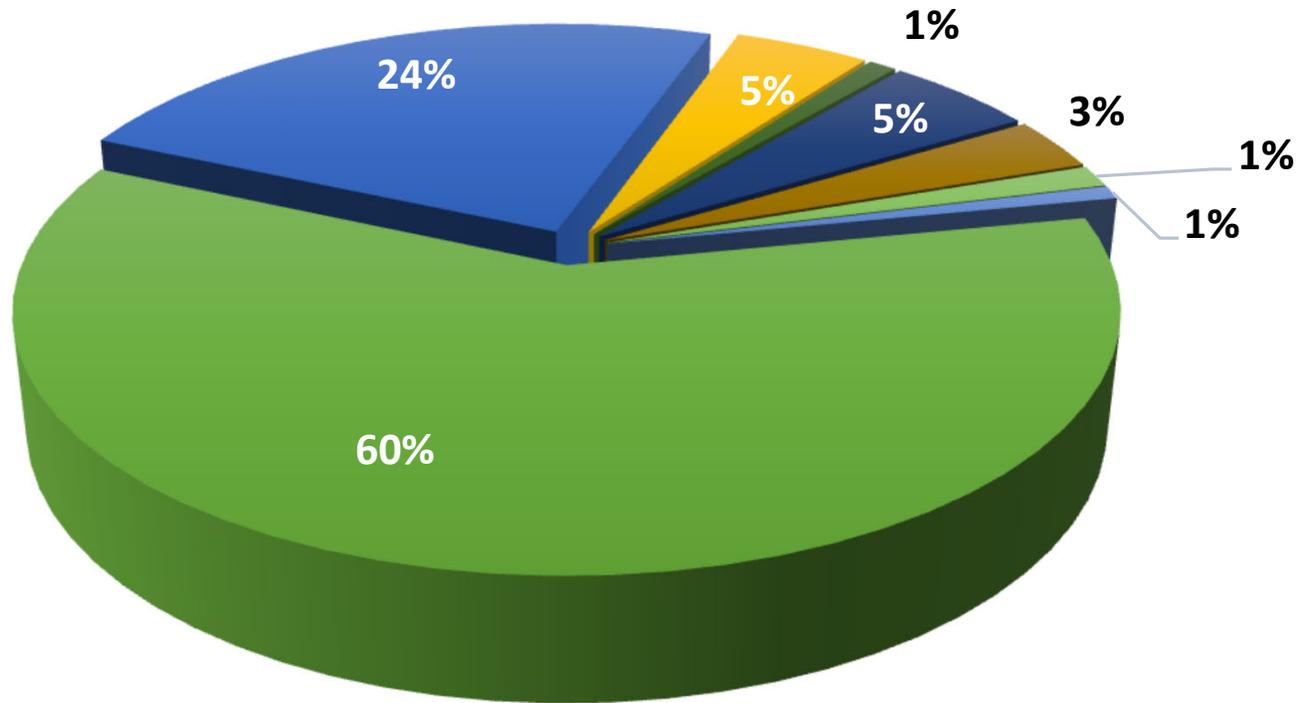
### Infrastructure and Facility Maintenance

<b>Electricity:</b>	Funds designated for maintaining electricity in the public building
<b>Heat:</b>	Funds designated for maintaining water and heat in the public building
<b>Building Repairs and Maintenance</b>	Funds designated for the repairs and maintenance of public buildings for the police department

### Capital Outlay

<b>Vehicle Purchases:</b>	Funds designated for purchase of police vehicles
<b>Capital Projects:</b>	Funds designated for Capital In Process items as approved

# Department of Public Safety



- Total Wages & Leave Pay
- Total Materials & Supplies
- Total Professional Services
- Total Infrastructure & Facil Maint
- Total Employee Benefits & Services
- Total Repairs & Maintenance
- Total Other Services & Charges
- Total Capital Outlay - Capital Project

# Department of Public Works (Infrastructure)

## OBJECTIVES AND OPERATIONS

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**Objectives** – The Public Works Department is responsible for the maintenance of City-owned infrastructures, 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 FY 2021** – 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, use available funding to make needed improvements to streets and sidewalks.

## CONTACT PUBLIC WORKS

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

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Rocio Latorre *Roadside Tree Care Expert, Tree Commission & Green Team Liaison*  
[rlatorre@mountrainiermd.org](mailto:rlatorre@mountrainiermd.org)

**Address:** 3715 Wells Ave. Mount Rainier, MD 20712

# Department of Public Works (Infrastructure)

## FY 2021 BUDGET SUMMARY

The FY 2021 proposed budget for the Department of Public Works (Infrastructure) is \$1,721,326 which is a decrease of about 13.99% or \$279,927 from approved budget FY 2020

Budgetary Changes –

<b>FY 2020 APPROVED DEPARTMENT BUDGET</b>	<b>\$2,001,253</b>
<b>Increase Expense: Wages &amp; Leave Pay</b> – overall increase of about 4.65%; due to merit salary increase across staffing of 3%, additional funding for overtime for emergencies and community events	\$24,212
<b>Increase Expense: Employee Benefits &amp; Services</b> - Revised calculation on workers' compensation insurance and retirement contribution to better align with prior years actual costs. Medical expenses for department staff have increased	\$111,120
<b>Decrease Expense: Materials &amp; Supplies</b> – decrease material charges for Streets and Sidewalks and decreased funding for Traffic Control Devices	(\$108,729)
<b>Decrease Expense: Repairs &amp; Maintenance</b> – decrease maintenance cost on equipment and vehicles	(\$5,000)
<b>Decrease Expense: Professional Services</b> – decrease cost for services rendered in services rendered with Comprehensive Parks Planning Review	(\$64,750)
<b>Decrease Expense: Other Services &amp; Charges</b> – decrease in CDL testing, conference/convention expenses and finance charges for vehicles purchased in previous fiscal year	(\$6,680)
<b>Decrease Expense: Infrastructure &amp; Facility Maintenance</b> – decrease cost in tree maintenance for the City of Mount Rainier and ground maintenance including street & signal light repairs	(\$44,700)
<b>Decrease Expense: Capital In Process</b> – continued major upgrades in streets and sidewalks throughout the City of Mount Rainier, additional street cans throughout downtown Mount Rainier, funding for renovations to Potts Hall	(\$185,400)
<b>FY 2021 PROPOSED BUDGET</b>	<b>\$1,721,326</b>

Department Expenses	FY18 - Actuals	FY19 - Actuals	FY20 - Actuals	FY20 - Approved	FY21 - Proposed	Change
	Jul '17 - Jun '18	Jul '18 - Jun '19	Jul '19 - Jan '20	Jul '19 - Jun '20	Jul '20 - Jun '21	FY21 / FY20
<b>Wages &amp; Leave Pay</b>						
Regular Pay	379,165.84	426,067.42	263,347.00	489,682.00	504,393.00	3.00%
Overtime Pay	44,247.08	77,949.65	26,081.59	30,850.00	40,351.00	30.80%
<b>Total Wages &amp; Leave Pay</b>	<b>423,412.92</b>	<b>504,017.07</b>	<b>289,428.59</b>	<b>520,532.00</b>	<b>544,744.00</b>	<b>4.65%</b>
<b>Employee Benefits &amp; Services</b>						
FICA Expense	31,758.27	37,946.22	21,598.49	37,461.00	38,586.00	3.00%
Life Insurance Expense	61.20	96.90	402.90	1,000.00	673.00	(32.70%)
Dental Insurance Expense	2,296.44	5,644.77	0.00	4,750.00	0.00	(100.00%)
Medical Insurance Expense	38,352.42	109,256.13	63,731.48	79,500.00	131,507.00	65.42%
Workers' Compensation Insurance	0.00	28,074.69	64,736.33	7,500.00	69,000.00	820.00%
Unemployment Insurance	2,391.72	3,358.60	1,661.99	2,805.00	2,805.00	0.00%
Retirement Contribution	33,562.05	31,891.32	40,878.17	37,526.00	39,091.00	4.17%
<b>Total Employee Benefits &amp; Services</b>	<b>108,422.10</b>	<b>216,268.63</b>	<b>193,009.36</b>	<b>170,542.00</b>	<b>281,662.00</b>	<b>65.16%</b>
<b>Materials &amp; Supplies</b>						
Materials & Supplies	21,803.12	35,123.69	22,297.99	77,229.00	40,000.00	(48.21%)
Uniforms	2,636.27	3,531.20	1,651.12	5,500.00	4,000.00	(27.27%)
Uniform cleaning expenses	10,162.81	17,573.99	7,975.54	20,000.00	15,000.00	(25.00%)
Street Signs	1,787.92	19,487.38	9,319.38	7,000.00	5,000.00	100.00%
Traffic Control Devices	0.00	0.00	580.00	56,000.00	0.00	(100.00%)
Vehicle Fuel & Oil	527.98	11,205.54	2,973.30	25,000.00	18,000.00	(28.00%)
<b>Total Materials &amp; Supplies</b>	<b>36,918.10</b>	<b>86,921.80</b>	<b>44,797.33</b>	<b>190,729.00</b>	<b>82,000.00</b>	<b>(57.01%)</b>
<b>Repairs &amp; Maintenance</b>						
Vehicle Repair & Maintenance	59,078.80	54,358.07	43,275.52	50,000.00	50,000.00	0.00%
Equipment Repairs & Maintenance	385.49	0.00	0.00	18,000.00	13,000.00	(27.78%)
<b>Total Repairs &amp; Maintenance</b>	<b>59,464.29</b>	<b>54,358.07</b>	<b>43,275.52</b>	<b>68,000.00</b>	<b>63,000.00</b>	<b>(7.35%)</b>
<b>Professional Services</b>						
Professional/Contract Svc	2,489.00	6,689.40	2,306.22	66,750.00	10,000.00	(85.02%)
Professional Svcs - Computer	2,535.00	13,497.69	0.00	0.00	0.00	(100.00%)
Off Equip Maint Lease Agreement	2,778.03	554.39	0.00	0.00	0.00	(100.00%)
Vehicle Tracking Expenses - GPS	113.70	200.03	0.00	0.00	0.00	(100.00%)
Employee Training	3,876.45	7,376.10	285.00	4,000.00	4,000.00	0.00%
Temporary Labor	26,165.75	29,169.97	23,807.81	20,000.00	15,000.00	(25.00%)
Vehicle Insurance	18,987.66	19,237.00	19,981.00	25,000.00	22,000.00	(12.00%)
<b>Total Professional Services</b>	<b>37,957.93</b>	<b>76,724.58</b>	<b>46,380.03</b>	<b>115,750.00</b>	<b>51,000.00</b>	<b>(55.94%)</b>
<b>Other Services &amp; Charges</b>						
Team Building & Appreciation	0.00	539.50	1,602.74	1,320.00	1,320.00	0.00%
CDL Testing	0.00	30.00	0.00	1,500.00	0.00	
Cable charges	1,196.03	535.99	0.00	0.00	0.00	(100.00%)
Tipping & Recycling Fees	80,863.75	77,578.66	38,344.27	80,000.00	80,000.00	0.00%
Interest - PW Trucks	0.00	0.00	583.10	5,145.00	3,400.00	(33.92%)
Principal-New DPW Trucks Lease	0.00	0.00	2,602.16	26,635.00	23,500.00	(11.77%)
Miscellaneous Expense	3,858.72	417.59	20.00	500.00	0.00	
Conference/Convention Expense	1,475.38	1,488.58	250.00	3,000.00	1,500.00	(50.00%)
Association Dues	150.00	120.00	100.00	500.00	200.00	(60.00%)
Green Team Exp	0.00	677.39	0.00	0.00	0.00	(100.00%)
Equipment Purchase	4,750.18	0.00	0.00	3,000.00	5,000.00	66.67%
<b>Total Other Services &amp; Charges</b>	<b>92,294.06</b>	<b>81,387.71</b>	<b>43,502.27</b>	<b>121,600.00</b>	<b>114,920.00</b>	<b>(5.49%)</b>
<b>Infrastructure &amp; Facil Maint</b>						
Building Repair & Maintenance	71,312.00	29,898.75	6,244.41	26,000.00	15,000.00	(42.31%)
Tree Maintenance	25,455.00	68,447.50	32,255.00	60,000.00	45,000.00	(25.00%)
Tree Purchases	2,260.00	0.00	0.00	2,500.00	0.00	
Grounds Maintenance	23,972.00	51,456.30	12,147.60	50,000.00	40,000.00	(20.00%)
Pest Control	1,365.00	1,846.80	964.00	3,200.00	2,000.00	(37.50%)
Telephone	2,389.01	1,320.47	0.00	0.00	0.00	(100.00%)
Equipment Rental	0.00	1,433.01	1,069.19	3,000.00	2,500.00	100.00%
Electricity	5,687.71	3,250.01	2,087.70	2,500.00	3,500.00	40.00%
Street Lights Electricity	88,847.85	87,877.52	32,948.30	90,000.00	90,000.00	0.00%
Street Lights & Signal Repair	8,481.98	1,068.86	1,236.41	10,000.00	3,500.00	(65.00%)
Heat	2,826.60	7,492.44	2,512.55	3,500.00	4,500.00	28.57%
<b>Total Infrastructure &amp; Facil Maint</b>	<b>232,597.15</b>	<b>254,091.66</b>	<b>91,465.16</b>	<b>250,700.00</b>	<b>206,000.00</b>	<b>(17.83%)</b>

<b>Capital Outlay</b>						
<b>Vehicle Purchase</b>	0.00	20,156.00	0.00	<b>0.00</b>	<b>0.00</b>	100.00%
<b>Capital Projects</b>	43,958.00	940,164.87	297,549.76	<b>563,400.00</b>	<b>378,000.00</b>	(32.91%)
<b>Total Capital Outlay - Capital Project</b>	<b>43,958.00</b>	<b>960,320.87</b>	<b>297,549.76</b>	<b>563,400.00</b>	<b>378,000.00</b>	(32.91%)
<b>Total Department Expenditures</b>	<b>1,035,024.55</b>	<b>2,234,090.39</b>	<b>1,049,408.02</b>	<b>2,001,253.00</b>	<b>1,721,326.00</b>	(13.99%)

# CITY OF MOUNT RAINIER

## Department of Public Works (Infrastructure)

### Expenditures by Object and Program Classification

#### Narrative Description of Program Accounts

##### Wages and Leave Pay

<b>Regular Pay:</b>	Designated pay for employees
<b>Overtime Pay:</b>	Funds available for work performed beyond regular work hours particularly 24 hr on-call duty for City emergencies

##### Employee Benefits and Services

<b>FICA Expenses:</b>	Federal Insurance Contributions Act, employer's portion of social security
<b>Life Insurance Expenses:</b>	Employee monthly life insurance premium paid by the City
<b>Medical Insurance Expenses:</b>	Employee monthly medical insurance premium paid by the City
<b>Workers Comp Insurance:</b>	Funds to cover the cost of workers compensation insurance, provides care for employees injured on the job
<b>Unemployment Insurance:</b>	Funds to cover the cost of unemployment insurance
<b>Retirement Contribution:</b>	Employer's contribution to the State retirement and pension system

##### Materials and Supplies

<b>Materials and Supplies:</b>	Funds for the purchase of materials and supplies needed for the everyday upkeep of the City such as small tools, wood, plastic fencing, purchases from Home Depot, etc..
<b>Uniforms:</b>	Funds designated for the purchase and maintenance of the departments uniforms
<b>Uniform Cleaning Expenses:</b>	Funds for the cleaning of the departments uniforms
<b>Vehicle Fuel and Oil:</b>	Funds designated for the purchase vehicle fuel for department cars

### Repairs and Maintenance

<b>Vehicle Repair and Maintenance:</b>	Funds designated for the repair and maintenance of vehicles
<b>Equipment Repair and Maintenance:</b>	Funds allocated for repairs or large machinery

### Professional Services

<b>Professional / Contractual Services:</b>	Funds designated for professional services for Parks Plan Review and street cleaning services
<b>Employee Training:</b>	Funds designated for employee training courses and programs
<b>Temporary Labor:</b>	Funds designated for the cost of temporary labor
<b>Vehicle Insurance:</b>	Funds designated for maintaining proper coverage on operating vehicles used within the department

### Other Services and Charges

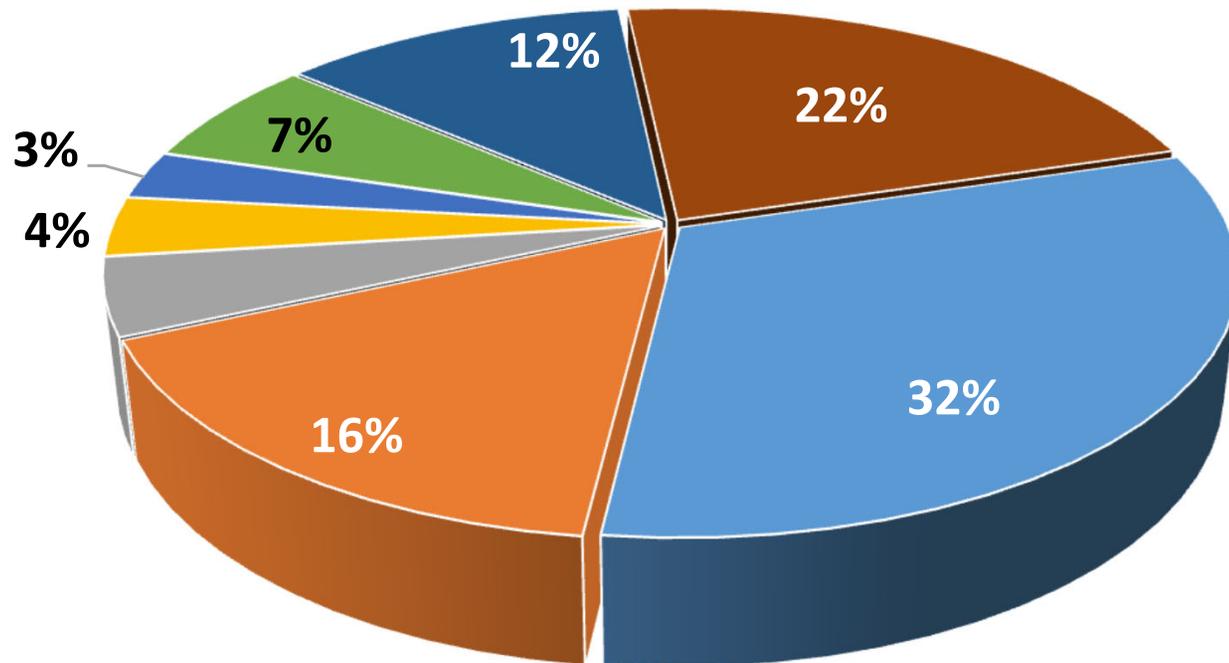
<b>Tipping &amp; Recycling Fees:</b>	Fees paid for the disposal of City trash
<b>Conference / Convention Expenses:</b>	Funds designated for attendance at conferences and conventions
<b>Association Dues:</b>	Funds for dues payments to associations
<b>Team Building and Appreciation:</b>	Funds designated for employee team building events and activities
<b>Equipment Purchase:</b>	Funds designated for the purchase of equipment and supplies

### Infrastructure and Facility Maintenance

<b>Electricity:</b>	Funds designated for maintaining electricity in the public building
<b>Street Lights Electricity:</b>	Funds allocated for the street lights located within the City of Mount Rainier
<b>Street Lights &amp; Signal Repairs:</b>	Funds allocated for expenses associated with streetlights and signals
<b>Heat:</b>	Funds designated for maintaining Heat in the public building
<b>Building Repairs and Maintenance:</b>	Funds designated for the repairs and maintenance of city owned public buildings
<b>Pest Control:</b>	Funds for the spraying of the city owned buildings to prevent bugs and pests

<b>Tree Maintenance:</b>	Funds allocated for maintaining and assessing trees within the City of Mount Rainier
<b>Grounds Maintenance:</b>	Funds allocated for maintaining the beautification of the City of Mount Rainier
<b>Equipment Rental:</b>	Funds utilized for the temporary usage of large equipment
<b>Tree Purchases:</b>	Funds used for the replacement of trees throughout the City of Mount Rainier
<b>Interest – PW Trucks:</b>	Funds allocated for the interest paid of leased department trucks
<b>Principal – NEW DPW Trucks:</b>	Funds allocated for the principal paid on leased department trucks

## Department of Infrastructure (Public Works)



- Total Wages & Leave Pay
- Total Employee Benefits & Services
- Total Materials & Supplies
- Total Repairs & Maintenance
- Total Professional Services
- Total Other Services & Charges
- Total Infrastructure & Facil Maint
- Total Capital Outlay - Capital Project

**CITY OF MOUNT RAINIER**

**CAPITAL IMPROVEMENT PLAN (CIP)**

Expenditures	FY 2020 Budget
<b><u>Police Department</u></b>	
In-Car Cameras	20,000
<b><i>Total Police Department</i></b>	<b>20,000</b>
<b><u>Public Works Dept.</u></b>	
Streets and Sidewalks Upgrades	378,000
<b><i>Total Public Works Dept.</i></b>	<b>378,000</b>
<b>TOTAL CIP EXPENDITURES</b>	<b>398,000</b>

## CITY OF MOUNT RAINIER

### Debt Services / Contingency / Reserve

“Debt Services” is the term used to describe the funds paid on behalf of the City debts. The City did a bond issuance in December 2008 for \$1,250,000 to purchase the “Bass Property” located at 3206 Rhode Island Ave. The bonds have a maturity date of Dec 4, 2023 with biannual debt service payments. The interest rate on the bonds is 4.79% and remaining principal balance of \$251,508. In FY 2021 the City will owe \$107,190 in principal and \$10,589 in interest for this bond.

The City did another bond issuance of \$1,500,000 in January 2010 to fund 3 items, refinance of a 1996 Series Bond issuance, refinance of a 1997 Series Bond issuance, and purchase the “Funeral Home” property located at 3200 Rhode Island Ave. for \$634,516. In FY 2021 the City will owe \$112,335 in principal and \$24,394 in interest for this bond.

In addition, the City is seeking to finance 2 vehicles for Department of Public Safety.

In local government budgeting it is important to incorporate into your yearly plan several “safety nets” in case unforeseen emergencies or circumstances arise. The City at the start of FY 2021 will have more than \$4.2 million in an unrestricted funding account. 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 flood or an unexpected major repair. Contingency funds can be used to cover the unexpected that may arise throughout the year. For FY 2021, the City has set aside \$50,000 for these type of emergencies.

**CITY OF MOUNT RAINIER  
EXECUTIVE AND ADMINISTRATIVE POSITIONS (CH)  
COMPENSATION SCHEDULE FY 2021**

	<u>Grade Steps</u>	EA - 1	EA - 2	EA - 3	EA - 4	EA - 5	EA - 6
Hourly	<b>1</b>	15.7715	18.9258	23.9585	32.3751	37.5316	38.8585
Bi-Weekly		1,261.72	1,514.06	1,916.68	2,590.01	3,002.53	3,108.68
Annually		32,805	39,366	49,834	67,340	78,066	80,826
Hourly	<b>2</b>	16.2446	19.4936	24.6773	33.3464	38.6575	40.0243
Bi-Weekly		1,299.57	1,559.49	1,974.18	2,667.71	3,092.60	3,201.94
Annually		33,789	40,547	51,329	69,360	80,408	83,250
Hourly	<b>3</b>	16.7320	20.0784	25.4176	34.3467	39.8173	41.2250
Bi-Weekly		1,338.56	1,606.27	2,033.41	2,747.74	3,185.38	3,298.00
Annually		34,803	41,763	52,869	71,441	82,820	85,748
Hourly	<b>4</b>	17.2339	20.6807	26.1801	35.3771	41.0118	42.4617
Bi-Weekly		1,378.72	1,654.46	2,094.41	2,830.17	3,280.94	3,396.94
Annually		35,847	43,016	54,455	73,584	85,305	88,320
Hourly	<b>5</b>	17.7510	21.3012	26.9655	36.4385	42.2421	43.7356
Bi-Weekly		1,420.08	1,704.09	2,157.24	2,915.08	3,379.37	3,498.85
Annually		36,922	44,306	56,088	75,792	87,864	90,970
Hourly	<b>6</b>	18.2835	21.9402	27.7745	37.5316	43.5094	45.0477
Bi-Weekly		1,462.68	1,755.22	2,221.96	3,002.53	3,480.75	3,603.81
Annually		38,030	45,636	57,771	78,066	90,500	93,699

Grade	Position
<b>EA - 1</b>	Administrative Assistant (I)
<b>EA - 2</b>	Administrative Assistant (II)
<b>EA - 3</b>	Finance Analyst Grant Coordinator Communications / MRTV City Clerk
<b>EA - 4</b>	Senior Staff Accountant Systems Analyst Director of Administrative Services
<b>EA - 5</b>	Director of Finance / CFO
<b>EA - 6</b>	City Manager

**CITY OF MOUNT RAINIER  
EXECUTIVE AND ADMINISTRATIVE POSITIONS (CH)  
COMPENSATION SCHEDULE FY 2021**

	<b>Grade Steps</b>	<b>EA - 1</b>	<b>EA - 2</b>	<b>EA - 3</b>	<b>EA - 4</b>	<b>EA - 5</b>	<b>EA - 6</b>
Hourly	<b>7</b>	18.8320	22.5984	28.6077	38.6576	44.8147	46.3991
Bi-Weekly		1,506.56	1,807.87	2,288.62	3,092.61	3,585.18	3,711.93
Annually		39,171	47,005	59,504	80,408	93,215	96,510
Hourly	<b>8</b>	19.3970	23.2763	29.4659	39.8173	46.1591	47.7911
Bi-Weekly		1,551.76	1,862.11	2,357.27	3,185.38	3,692.73	3,823.28
Annually		40,346	48,415	61,289	82,820	96,011	99,405
Hourly	<b>9</b>	19.9789	23.9746	30.3499	41.0118	47.5439	49.2248
Bi-Weekly		1,598.31	1,917.97	2,427.99	3,280.94	3,803.51	3,937.98
Annually		41,556	49,867	63,128	85,305	98,891	102,388
Hourly	<b>10</b>	20.5782	24.6939	31.2604	42.2422	48.9702	50.7015
Bi-Weekly		1,646.26	1,975.51	2,500.83	3,379.37	3,917.62	4,056.12
Annually		42,803	51,363	65,022	87,864	101,858	105,459
Hourly	<b>11</b>	21.1956	25.4347	32.1982	43.5094	50.4393	52.2226
Bi-Weekly		1,695.65	2,034.78	2,575.86	3,480.75	4,035.15	4,177.81
Annual		44,087	52,904	66,972	90,500	104,914	108,623
Hourly	<b>12</b>	21.8314	26.1977	33.1642	44.8147	51.9525	53.7893
Bi-Weekly		1,746.52	2,095.82	2,653.13	3,585.18	4,156.20	4,303.14
Annually		45,409	54,491	68,981	93,215	108,061	111,882

<b>Grade</b>	<b>Position</b>
<b>EA - 1</b>	Administrative Assistant (I)
<b>EA - 2</b>	Administrative Assistant (II)
<b>EA - 3</b>	Finance Analyst Grant Coordinator Communications / MRTV City Clerk
<b>EA - 4</b>	Senior Staff Accountant Systems Analyst Director of Administrative Services
<b>EA - 5</b>	Director of Finance / CFO
<b>EA - 6</b>	City Manager

**CITY OF MOUNT RAINIER  
EXECUTIVE AND ADMINISTRATIVE POSITIONS (CH)  
COMPENSATION SCHEDULE FY 2021**

	<b>Grade Steps</b>	<b>EA - 1</b>	<b>EA - 2</b>	<b>EA - 3</b>	<b>EA - 4</b>	<b>EA - 5</b>	<b>EA - 6</b>
Hourly	<b>13</b>	22.4864	26.9837	34.1591	46.1592	53.5111	55.4029
Bi-Weekly		1,798.91	2,158.69	2,732.73	3,692.73	4,280.89	4,432.23
Annually		46,772	56,126	71,051	96,011	111,303	115,238
Hourly	<b>14</b>	23.1610	27.7932	35.1839	47.5439	55.1164	57.0650
Bi-Weekly		1,852.88	2,223.45	2,814.71	3,803.51	4,409.31	4,565.20
Annually		48,175	57,810	73,182	98,891	114,642	118,695
Hourly	<b>15</b>	23.8558	28.6270	36.2394	48.9702	56.7699	58.7770
Bi-Weekly		1,908.46	2,290.16	2,899.15	3,917.62	4,541.59	4,702.16
Annually		49,620	59,544	75,378	101,858	118,081	122,256

<b>Grade</b>	<b>Position</b>
<b>EA - 1</b>	Administrative Assistant (I)
<b>EA - 2</b>	Administrative Assistant (II)
<b>EA - 3</b>	Finance Analyst Grant Coordinator Communications / MRTV City Clerk
<b>EA - 4</b>	Senior Staff Accountant Systems Analyst Director of Administrative Services
<b>EA - 5</b>	Director of Finance / CFO
<b>EA - 6</b>	City Manager

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.

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 a satisfactory performance for 15th and 16th year.

**CITY OF MOUNT RAINIER**  
**DEPARTMENTS OF INFRASTRUCTURE , DEVELOPMENT & ENFORCEMENT**  
**COMPENSATION SCHEDULE FY 2021**

	<b>Grade Steps</b>	<b>IDE - 1</b>	<b>IDE - 2</b>	<b>IDE - 3</b>	<b>IDE - 4</b>	<b>IDE - 5</b>	<b>IDE - 6</b>
Hourly	<b>1</b>	16.8229	17.5239	18.9258	20.8184	26.3777	32.3751
Bi-Weekly		1,345.83	1,401.91	1,514.06	1,665.47	2,110.22	2,590.01
Annually		34,992	36,450	39,366	43,302	54,866	67,340
Hourly	<b>2</b>	17.3276	18.0496	19.4936	21.4430	27.1690	33.3464
Bi-Weekly		1,386.21	1,443.97	1,559.49	1,715.44	2,173.52	2,667.71
Annually		36,041	37,543	40,547	44,601	56,512	69,360
Hourly	<b>3</b>	17.8474	18.5911	20.0784	22.0862	27.9841	34.3467
Bi-Weekly		1,427.79	1,487.29	1,606.27	1,766.90	2,238.73	2,747.74
Annually		37,123	38,669	41,763	45,939	58,207	71,441
Hourly	<b>4</b>	18.3828	19.1488	20.6807	22.7488	28.8236	35.3771
Bi-Weekly		1,470.63	1,531.91	1,654.46	1,819.91	2,305.89	2,830.17
Annually		38,236	39,830	43,016	47,318	59,953	73,584
Hourly	<b>5</b>	18.9343	19.7233	21.3012	23.4313	29.6883	36.4385
Bi-Weekly		1,514.75	1,577.86	1,704.09	1,874.50	2,375.07	2,915.08
Annually		39,383	41,024	44,306	48,737	61,752	75,792
Hourly	<b>6</b>	19.5024	20.3150	21.9402	24.1342	30.5790	37.5316
Bi-Weekly		1,560.19	1,625.20	1,755.22	1,930.74	2,446.32	3,002.53
Annually		40,565	42,255	45,636	50,199	63,604	78,066

<b>Grade</b>	<b>Position</b>
<b>IDE - 1</b>	Laborer
<b>IDE - 2</b>	CDL Driver
<b>IDE - 3</b>	Administrative Assistant Permit Technican
<b>IDE - 4</b>	Code Enforcement Officer Public Works Program Manager Maintenance Manager
<b>IDE - 5</b>	Assistant Director
<b>IDE - 6</b>	Director of Public Works Director of Code Enforcement Director of Economic Development

**CITY OF MOUNT RAINIER**  
**DEPARTMENTS OF INFRASTRUCTURE , DEVELOPMENT & ENFORCEMENT**  
**COMPENSATION SCHEDULE FY 2021**

	<b>Grade Steps</b>	<b>IDE - 1</b>	<b>IDE - 2</b>	<b>IDE - 3</b>	<b>IDE - 4</b>	<b>IDE - 5</b>	<b>IDE - 6</b>
Hourly	<b>7</b>	20.0874	20.9245	22.5984	24.8583	31.4964	38.6576
Bi-Weekly		1,606.99	1,673.96	1,807.87	1,988.66	2,519.71	3,092.61
Annually		41,782	43,523	47,005	51,705	65,512	80,408
Hourly	<b>8</b>	20.6900	21.5522	23.2763	25.6040	32.4412	39.8173
Bi-Weekly		1,655.20	1,724.17	1,862.11	2,048.32	2,595.30	3,185.38
Annually		43,035	44,829	48,415	53,256	67,478	82,820
Hourly	<b>9</b>	21.3107	22.1988	23.9746	26.3721	33.4145	41.0118
Bi-Weekly		1,704.86	1,775.90	1,917.97	2,109.77	2,673.16	3,280.94
Annually		44,326	46,173	49,867	54,854	69,502	85,305
Hourly	<b>10</b>	21.9501	22.8647	24.6939	27.1633	34.4169	42.2422
Bi-Weekly		1,756.01	1,829.18	1,975.51	2,173.06	2,753.35	3,379.37
Annually		45,656	47,559	51,363	56,500	71,587	87,864
Hourly	<b>11</b>	22.6086	23.5507	25.4347	27.9782	35.4494	43.5094
Bi-Weekly		1,808.69	1,884.05	2,034.78	2,238.26	2,835.95	3,480.75
Annual		47,026	48,985	52,904	58,195	73,735	90,500
Hourly	<b>12</b>	23.2868	24.2572	26.1977	28.8175	36.5129	44.8147
Bi-Weekly		1,862.95	1,940.57	2,095.82	2,305.40	2,921.03	3,585.18
Annually		48,437	50,455	54,491	59,940	75,947	93,215

<b>Grade</b>	<b>Position</b>
<b>IDE - 1</b>	Laborer
<b>IDE - 2</b>	CDL Driver
<b>IDE - 3</b>	Administrative Assistant Permit Technican
<b>IDE - 4</b>	Code Enforcement Officer Public Works Program Manager Maintenance Manager
<b>IDE - 5</b>	Assistant Director
<b>IDE - 6</b>	Director of Public Works Director of Code Enforcement Director of Economic Development

**CITY OF MOUNT RAINIER**  
**DEPARTMENTS OF INFRASTRUCTURE , DEVELOPMENT & ENFORCEMENT**  
**COMPENSATION SCHEDULE FY 2021**

	<b>Grade Steps</b>	<b>IDE - 1</b>	<b>IDE - 2</b>	<b>IDE - 3</b>	<b>IDE - 4</b>	<b>IDE - 5</b>	<b>IDE - 6</b>
Hourly	<b>13</b>	23.9854	24.9849	26.9837	29.6821	37.6083	46.1592
Bi-Weekly		1,918.83	1,998.79	2,158.69	2,374.56	3,008.66	3,692.73
Annually		49,890	51,969	56,126	61,739	78,225	96,011

Hourly	<b>14</b>	24.7050	25.7344	27.7932	30.5725	38.7365	47.5439
Bi-Weekly		1,976.40	2,058.76	2,223.45	2,445.80	3,098.92	3,803.51
Annually		51,386	53,528	57,810	63,591	80,572	98,891

Hourly	<b>15</b>	25.4461	26.5065	28.6270	31.4897	39.8986	48.9702
Bi-Weekly		2,035.69	2,120.52	2,290.16	2,519.18	3,191.89	3,917.62
Annually		52,928	55,133	59,544	65,499	82,989	101,858

<b>Grade</b>	<b>Position</b>
<b>IDE - 1</b>	Laborer
<b>IDE - 2</b>	CDL Driver
<b>IDE - 3</b>	Administrative Assistant Permit Technican
<b>IDE - 4</b>	Code Enforcement Officer Public Works Program Manager Maintenance Manager
<b>IDE - 5</b>	Assistant Director
<b>IDE - 6</b>	Director of Public Works Director of Code Enforcement Director of Economic Development

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.

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 countinuous service and a satisfactory performance for 15th and 16th year.

**CITY OF MOUNT RAINIER  
EXECUTIVE AND AMINISTRATIVE POSITIONS POLICE DEPT.  
COMPENSATION SCHEDULE FY 2021**

	<b>Grade Steps</b>	<b>PD - EA 1</b>	<b>PD - EA 2</b>	<b>PD - EA 3</b>	<b>PD - EA 4</b>	<b>PD - EA 5</b>
Hourly	<b>1</b>	18.9258	22.7529	27.7234	31.0233	37.3854
Bi-Weekly		1,514.06	1,820.23	2,217.87	2,481.86	2,990.83
Annually		39,366	47,326	57,665	64,528	77,762
Hourly	<b>2</b>	19.4936	23.4355	28.5551	31.9540	38.5070
Bi-Weekly		1,559.49	1,874.84	2,284.41	2,556.32	3,080.56
Annually		40,547	48,746	59,395	66,464	80,094
Hourly	<b>3</b>	20.0784	24.1386	29.4118	32.9126	39.6622
Bi-Weekly		1,606.27	1,931.08	2,352.94	2,633.01	3,172.97
Annually		41,763	50,208	61,176	68,458	82,497
Hourly	<b>4</b>	20.6807	24.8627	30.2941	33.9000	40.8520
Bi-Weekly		1,654.46	1,989.02	2,423.53	2,712.00	3,268.16
Annually		43,016	51,714	63,012	70,512	84,972
Hourly	<b>5</b>	21.3012	25.6086	31.2029	34.9170	42.0776
Bi-Weekly		1,704.09	2,048.69	2,496.23	2,793.36	3,366.21
Annually		44,306	53,266	64,902	72,627	87,521
Hourly	<b>6</b>	21.9402	26.3768	32.1390	35.9645	43.3399
Bi-Weekly		1,755.22	2,110.15	2,571.12	2,877.16	3,467.19
Annually		45,636	54,864	66,849	74,806	90,147

<b>Grade</b>	<b>Position</b>
PD - EA 1	Administrative Assistant
PD - EA 2	Records Manager
PD - EA 3	Police Officer, Sergeant
PD - EA 4	Police Officer, Lieutenant
PD - EA 5	Chief of Police

**CITY OF MOUNT RAINIER**  
**EXECUTIVE AND AMINISTRATIVE POSITIONS POLICE DEPT.**  
**COMPENSATION SCHEDULE FY 2021**

	<b>Grade Steps</b>	<b>PD - EA 1</b>	<b>PD - EA 2</b>	<b>PD - EA 3</b>	<b>PD - EA 4</b>	<b>PD - EA 5</b>
Hourly	<b>7</b>	22.5984	27.1682	33.1032	37.0434	44.6401
Bi-Weekly		1,807.87	2,173.45	2,648.26	2,963.48	3,571.21
Annually		47,005	56,510	68,855	77,050	92,851

Hourly	<b>8</b>	23.2763	27.9832	34.0963	38.1547	45.9793
Bi-Weekly		1,862.11	2,238.66	2,727.70	3,052.38	3,678.35
Annually		48,415	58,205	70,920	79,362	95,637

Hourly	<b>9</b>	23.9746	28.8227	35.1192	39.2994	47.3587
Bi-Weekly		1,917.97	2,305.82	2,809.53	3,143.95	3,788.70
Annually		49,867	59,951	73,048	81,743	98,506

Hourly	<b>10</b>	24.6939	29.6874	36.1727	40.4784	48.7795
Bi-Weekly		1,975.51	2,374.99	2,893.82	3,238.27	3,902.36
Annually		51,363	61,750	75,239	84,195	101,461

Hourly	<b>11</b>	25.4347	30.5780	37.2579	41.6927	50.2429
Bi-Weekly		2,034.78	2,446.24	2,980.63	3,335.42	4,019.43
Annual		52,904	63,602	77,496	86,721	104,505

Hourly	<b>12</b>	26.1977	31.4953	38.3757	42.9435	51.7501
Bi-Weekly		2,095.82	2,519.63	3,070.05	3,435.48	4,140.01
Annually		54,491	65,510	79,821	89,322	107,640

<b>Grade</b>	<b>Position</b>
PD - EA 1	Administrative Assistant
PD - EA 2	Records Manager
PD - EA 3	Police Officer, Sergeant
PD - EA 4	Police Officer, Lieutenant
PD - EA 5	Chief of Police

**CITY OF MOUNT RAINIER  
EXECUTIVE AND AMINISTRATIVE POSITIONS POLICE DEPT.  
COMPENSATION SCHEDULE FY 2021**

	<b>Grade Steps</b>	<b>PD - EA 1</b>	<b>PD - EA 2</b>	<b>PD - EA 3</b>	<b>PD - EA 4</b>	<b>PD - EA 5</b>
Hourly	<b>13</b>	26.9837	32.4402	39.5269	44.2318	53.3026
Bi-Weekly		2,158.69	2,595.22	3,162.16	3,538.54	4,264.21
Annually		56,126	67,476	82,216	92,002	110,869
Hourly	<b>14</b>	27.7932	33.4134	40.7127	45.5588	54.9017
Bi-Weekly		2,223.45	2,673.07	3,257.02	3,644.70	4,392.14
Annually		57,810	69,500	84,683	94,762	114,196
Hourly	<b>15</b>	28.6270	34.4158	41.9341	46.9255	56.5488
Bi-Weekly		2,290.16	2,753.26	3,354.73	3,754.04	4,523.90
Annually		59,544	71,585	87,223	97,605	117,621

<b>Grade</b>	<b>Position</b>
PD - EA 1	Administrative Assistant
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 employees 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 a satisfactory performance for 15th and 16th year.

**CITY OF MOUNT RAINIER  
COLLECTIVE BARGAINING UNIT EMPLOYEES POLICE DEPT.  
COMPENSATION SCHEDULE FY 2021**

	<b>Grade Steps</b>	<b>PD - POC</b>	<b>PD - 1</b>	<b>PD - 2</b>	<b>PD - 3</b>
Hourly	<b>1</b>	22.0685	23.2300	24.6238	26.3476
Bi-Weekly		1,765.48	1,858.40	1,969.90	2,107.81
Annually		45,902	48,318	51,218	54,803
Hourly	<b>2</b>		23.9269	25.3625	27.1380
Bi-Weekly			1,914.15	2,029.00	2,171.04
Annually			49,768	52,754	56,447
Hourly	<b>3</b>		24.6447	26.1234	27.9522
Bi-Weekly			1,971.58	2,089.87	2,236.17
Annually			51,261	54,337	58,141
Hourly	<b>4</b>		25.3840	26.9071	28.7907
Bi-Weekly			2,030.72	2,152.57	2,303.26
Annually			52,799	55,967	59,885
Hourly	<b>5</b>		26.1456	27.7143	29.6545
Bi-Weekly			2,091.65	2,217.14	2,372.36
Annually			54,383	57,646	61,681
Hourly	<b>6</b>			28.5457	30.5441
Bi-Weekly				2,283.66	2,443.53
Annually				59,375	63,532

<b>Grade</b>	<b>Position</b>
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 2021**

	<u>Grade</u> <u>Steps</u>	PD - POC	PD - 1	PD - 2	PD - 3
Hourly Bi-Weekly Annually	<b>7</b>			29.4021 2,352.17 61,156	31.4604 2,516.83 65,438
Hourly Bi-Weekly Annually	<b>8</b>			30.2842 2,422.73 62,991	32.4042 2,592.34 67,401
Hourly Bi-Weekly Annually	<b>9</b>			31.1927 2,495.42 64,881	33.3764 2,670.11 69,423
Hourly Bi-Weekly Annually	<b>10</b>			32.1285 2,570.28 66,827	34.3776 2,750.21 71,505
Hourly Bi-Weekly Annual	<b>11</b>			33.0923 2,647.39 68,832	35.4090 2,832.72 73,651
Hourly Bi-Weekly Annually	<b>12</b>			34.0851 2,726.81 70,897	36.4712 2,917.70 75,860

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 2021**

	<u>Grade</u> <u>Steps</u>	PD - POC	PD - 1	PD - 2	PD - 3
Hourly	<b>13</b>			35.1077	37.5654
Bi-Weekly				2,808.61	3,005.23
Annually				73,024	78,136
Hourly	<b>14</b>			36.1609	38.6923
Bi-Weekly				2,892.87	3,095.39
Annually				75,215	80,480
Hourly	<b>15</b>			37.2457	39.8531
Bi-Weekly				2,979.66	3,188.25
Annually				77,471	82,894

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

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