

Carroll County Public Schools

Westminster, Maryland 21157

Operation of Plant

Category 06

Operation of plant includes all activities and costs associated with keeping the physical plants open, comfortable and safe for use. The following activities are included:

- **Warehousing and Distribution Services** - receiving, storing and distributing supplies, furniture, equipment, materials and mail.
- **Operating Services** - custodial costs related to maintaining the physical plant in a clean and orderly manner. Includes all utility costs for heating, lighting and cleaning of the buildings as well as costs for building rental, property insurance, care and upkeep of the grounds. Services related to technology installation and maintenance, contracted expenditures for system wide maintenance and repair of instructional equipment.
- **Supervision of Operation of Plant Services**- directing, managing and supervising the operation of plant facilities.
- **Care and Upkeep of Grounds and Buildings** – included are maintenance of the grounds and facilities, such as snow removal, landscaping, routine maintenance on furniture and movable equipment, utility services and custodial services.
- **Security Services** – activities concerned with maintaining order and safety in school buildings, on the grounds and in the vicinity of school. Included are police activities, traffic control, building alarm and surveillance equipment.

Unrestricted Fund Summary	Actual 07-08	Approved 08-09	Approved 09-10	Approved Increase/ (Decrease)	% Change
06 Operation of Plant					
1 Salaries	\$10,875,035	\$11,228,554	\$11,674,682	\$446,128	3.97%
2 Contracted Services	\$2,437,198	\$2,890,011	\$2,872,063	(\$17,948)	-0.62%
3 Supplies/Materials	\$620,658	\$613,306	\$702,806	\$89,500	14.59%
4 Other Charges	\$9,026,810	\$9,881,379	\$10,878,108	\$996,729	10.09%
5 Land, Bldg, Equip Additional	\$224,858	\$162,500	\$142,500	(\$20,000)	-12.31%
6 Land, Bldg, Equip Replacement	\$18,097	\$11,180	\$11,180	\$0	0.00%
	\$23,202,656	\$24,786,930	\$26,281,339	\$1,494,409	6.03%
Restricted Fund Summary					
06 Operation of Plant					
2 Contracted Services	\$1,952	\$1,600	\$1,000	(\$600)	-37.50%
4 Other Charges	\$0	\$0	\$21,000	\$21,000	100.00%
	\$1,952	\$1,600	\$22,000	\$20,400	1275.00%

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2007-08	Approved Budget 2008-09	Proposed Budget 2009-10	Approved Budget 2009-10
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OPERATION OF PLANT

Positions				
1. Exempt	6.00	6.00	6.00	6.00
2. Non-Exempt	281.10	285.10	296.10	297.10
Total Positions	<u>287.10</u>	<u>291.10</u>	<u>302.10</u>	<u>303.10</u>

1 Salaries and Wages				
Regular Classified	\$9,766,292	\$10,223,832	\$10,834,889	\$10,552,234
Temporary Classified	122,863	135,000	144,450	144,450
Overtime Classified	281,213	235,000	235,000	235,000
Longevity Classified	5,430	5,372	5,535	5,480
Classified Vacation Pay-Off	117,828	90,000	130,000	130,000
Regular Professional	457,384	472,955	488,803	473,303
Professional Educational Add-Ons	0	0	48,120	48,120
Professional Vacation Pay-Off	4,866	0	0	0
Classified Educational Add-Ons	2,487	2,500	2,500	2,500
Security Guards	106,101	100,000	119,700	119,700
Insurance Opt-Out	10,571	10,571	10,571	10,571
Hiring Turnover (F.T.E.)	0	(46,676)	(46,676)	(46,676)
Object Total	<u>10,875,035</u>	<u>11,228,554</u>	<u>11,972,892</u>	<u>11,674,682</u>

2 Contracted Services				
Maintenance & Repair of Equipment	475,313	852,490	858,592	858,592
Printing & Binding	1,060	800	800	800
Rental of Business Machines	1,765	4,871	2,721	2,721
Audio Visual Repair	3,814	6,650	6,250	6,250
Asbestos Removal	29,658	25,000	25,000	25,000
Main - Improv to Bldgs	1,716	0	0	0
Cleaning Services	252,205	223,000	244,500	244,500
Laundry & Cleaning	46	300	300	300
Rental of Building & Office Space	1,519,570	1,547,000	1,547,500	1,547,500
Other Contracted Services	152,051	229,900	186,400	186,400
Object Total	<u>2,437,198</u>	<u>2,890,011</u>	<u>2,872,063</u>	<u>2,872,063</u>

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2007-08	Approved Budget 2008-09	Proposed Budget 2009-10	Approved Budget 2009-10
OPERATION OF PLANT - continued				
3 Supplies and Materials				
Office Supplies	24,023	4,000	22,500	22,500
Clothing & Footwear	19,593	32,000	32,000	32,000
Custodial Materials	405,466	378,400	444,900	444,900
Books and Periodicals	130	406	406	406
Equipment Maintenance & Repair Supplies	83,324	82,400	86,600	86,600
Real Prop Maint & Rep Supplies	15,032	400	700	700
Food	3,417	2,500	2,500	2,500
Computer Repair Supplies	29,683	60,000	60,000	60,000
Audio-Visual Repair Supplies	4,263	14,000	14,000	14,000
Computer Equipment < \$5,000	7,784	15,000	15,000	15,000
Misc. Non-Instr. Mat'ls & Supplies	27,943	24,200	24,200	24,200
Object Total	<u>620,658</u>	<u>613,306</u>	<u>702,806</u>	<u>702,806</u>
4 Other Charges				
Local Mileage Reimbursement	21,532	20,250	20,250	20,500
License Fees	9,914	1,000	1,000	1,000
Communications	279,665	307,500	307,500	307,500
Heating Fuels	1,013,203	1,194,722	1,194,722	944,722
Gasoline	71	0	0	0
Gas, Electricity and Steam	6,694,620	7,109,463	8,356,014	8,356,014
Dues	340	710	710	710
Subscriptions	0	504	504	504
Water and Sewage	623,896	787,136	837,136	837,136
A.T.S.P. Training Development	16,939	20,600	20,600	20,600
Other Professional Development	0	200	200	200
A.T.S.P. Professional Development	0	7,106	7,106	7,106
Insurance - Property/Fire	340,603	380,388	330,316	330,316
Insurance - Self-Insurance (Property)	24,760	50,000	50,000	50,000
Miscellaneous - Other Charges	1,267	1,800	1,800	1,800
Object Total	<u>9,026,810</u>	<u>9,881,379</u>	<u>11,127,858</u>	<u>10,878,108</u>

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2007-08	Approved Budget 2008-09	Proposed Budget 2009-10	Approved Budget 2009-10
OPERATION OF PLANT - continued				
5 Equipment Additional				
Office Furniture & Equipment	250	0	0	0
Data Processing Equipment	102,797	0	0	0
Portable Tools & Equipment	16,558	17,500	17,500	17,500
Audio/Visual Furn. & Equip.	105,253	145,000	125,000	125,000
Object Total	<u>224,858</u>	<u>162,500</u>	<u>142,500</u>	<u>142,500</u>
6 Equipment Replacement				
Data Processing Equipment	13,741	10,000	10,000	10,000
Portable Tools & Equipment	4,356	1,180	1,180	1,180
Object Total	<u>18,097</u>	<u>11,180</u>	<u>11,180</u>	<u>11,180</u>
TOTAL OPERATION OF PLANT	\$23,202,656	\$24,786,930	\$26,829,299	\$26,281,339

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2007-08	Approved Budget 2008-09	Proposed Budget 2009-10	Approved Budget 2009-10
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OPERATION OF PLANT

2 Contracted Services

Maintenance & Repair of Equipment	1,452	1,600	1,000	1,000
Rent	500	0	0	0
Object Total	<u>1,952</u>	<u>1,600</u>	<u>1,000</u>	<u>1,000</u>

4 Other Charges

Miscellaneous - Other Charges	0	0	10,000	21,000
Object Total	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>21,000</u>

TOTAL OPERATION OF PLANT	\$1,952	\$1,600	\$11,000	\$22,000
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OPERATION OF PLANT

Operation of Plant consists of those activities which keep the physical plant open, comfortable and safe for use.

Under Operation of Plant are such activities as warehousing and distributing services, those concerned with keeping the physical plant clean and ready for daily use, including operation of heating, lighting and ventilating systems (utility costs), moving furniture, caring for grounds and such other operation of plant housekeeping services as are repeated on a somewhat regular basis. Additional items included are the cost of building rental and property insurance, the cost of all service contracts on moveable equipment, and service technicians assigned to repair and maintain instructional and non-instructional equipment and security services.

SALARIES AND WAGES		APPROVED BUDGET	
Existing Positions	Full-Time		
Professional	<u>Equivalent</u>		
Supervisor - Plant Operations	1.00		
Assistant Supervisor - Plant Operations	2.00		
Coordinator - Environmental Safety	1.00		
Coordinator - School Security	1.00		
User Liaison Specialist	<u>1.00</u>		
Existing Professional Positions	6.00	473,303	
Classified			
Lead Network Engineer	1.00		
Information Services Analyst	2.00		
Network Engineer	5.00		
Information Technology Specialist	1.00		
Technology Support Technician	4.00		
Information Tech Analyst	4.00		
Information System Specialist I	1.00		
Information System Specialist II	1.00		
Telecommunications Engineer	1.00		
Secretary III - 12 Month	1.00		
Floater Custodian	12.00		
Custodian - Category I	191.50		
Building Supervisor - Category III	34.00		
Building Supervisor - Category IV	8.00		
Groundskeeper / Custodian - Category I	4.00		
Shift Foreman - Category II	9.00		
Custodian - Equipment Repair Technician	1.00		
Driver - Category III	4.60		
Building Services Manager - Central Office	1.00		
Shipping / Receiving Clerk III	<u>1.00</u>		
Existing Classified Positions	287.10	10,243,454	
New Classified Positions			
Custodians	9.00	277,902	
Groundskeeper	<u>1.00</u>	<u>30,878</u>	
Core Staff - Manchester Valley High School	10.000	308,780	
Total Existing Professional and Existing/New Classified Positions	303.10	11,025,537	

OPERATION OF PLANT

SALARIES AND WAGES - CONTINUED	APPROVED BUDGET
Temporary Classified Compensation to non-exempt employees on an hourly basis in order to substitute for permanent employees who are on vacation or extended sick leave, and to provide help as the need arises.	144,450
Overtime Classified Overtime payments to non-exempt employees	235,000
Longevity - Classified To comply with the longevity provision in the Master Agreement between non-exempt employees and the Board of Education.	5,480
Classified Vacation Payoff Compensation to non-exempt employees for unused vacation time.	130,000
Classified Educational Add-Ons Includes payments for certification for Boiler - Stationary Engineer per negotiated contract.	2,500
Professional Educational Add-Ons Educational Add-Ons for Masters +30 credits or Doctorate.	48,120
Security Guards Cost to cover security guard expenses for various student activities including police activities for school functions, traffic control on grounds, and in the vicinity of schools and buildings.	119,700
Insurance Opt-Out Reimbursement to employees who elect to opt-out of the Board insurance program.	10,571
Hiring Turnover (F.T.E.)	<u>(46,676)</u>
TOTAL SALARIES AND WAGES	11,674,682

OPERATION OF PLANT

**APPROVED
BUDGET**

CONTRACTED SERVICES

Maintenance and Repair of Equipment

Repair and maintenance services not provided by school system personnel. This includes contracts and agreements covering the upkeep of buildings and moveable equipment (instructional and non-instructional system-wide) except for costs related to Student Transportation and Maintenance of Plant.

Unrestricted	858,592	
Restricted	<u>1,000</u>	859,592

Printing and Binding

Printing of necessary forms, labels and signs used within Operation of Plant. 800

Rental of Business Machines

2,721

Audio-Visual Repair

6,250

Asbestos Removal

Asbestos inspections and awareness training - contract. 25,000

Cleaning Services

Collection and removal of refuse from all schools including Manchester Valley High on a regular schedule and recycling costs - contract. 244,500

Laundry & Cleaning

Cleaning of drapes in schools 300

Rental of Building and Office Space

Payments to cover the cost of rental of spaces for instructional (Graduations and Alternative Programs) and non-instructional activities that are part of the school system's function to deliver needed services. In-Kind Services from Carroll County Government 1,547,500

Contracted Services

Payments to contractors for services rendered to provide bottled drinking water, to remove and clean-up hazardous waste materials, indoor air quality (IAQ) testing, Integrated Pest Management Program which is mandated by the State of Maryland, recycling of old computers and audio-visual equipment, and shredding of documents. Additionally, health and safety requirements as mandated by OSHA/MDE/EPA, such as water testing and asbestos removal, or other emergency requests. Contracted services for technology initiatives. 186,400

TOTAL CONTRACTED SERVICES

2,873,063

SUPPLIES AND MATERIALS

Office Supplies

Items include stationery, binders/folders, pens and pencils, and additionally two-way radios for school use. 22,500

Uniforms - Clothing and Footwear

Uniforms for custodial personnel as required by negotiated agreement. 32,000

Custodial Materials

Items used in the cleaning and maintaining of schools and offices, such as mops, hand soaps, paper towels, and cleaning fluids. 444,900

OPERATION OF PLANT

SUPPLIES AND MATERIALS - continued	APPROVED BUDGET
Books and Periodicals Purchase manuals and periodicals for use in Plant Operations area, and to assist in training efforts for school security.	406
Equipment Maintenance and Repair Supplies Parts used to service, repair and maintain custodial and grounds equipment. Blanket orders: parts monitored by technology services, including cabling services and telephones.	86,600
Real Property Maintenance and Repair Supplies Supplies used to maintain operation of buildings	700
Food All day in-services for the entire custodial staff.	2,500
Computer Repair Supplies Supplies used to repair computers used in the instructional and non-instructional (support) functions system wide.	60,000
Audio-Visual Repair Supplies Purchase of parts and materials used to repair and maintain audio-visual equipment and systems.	14,000
Computer Equipment < \$5,000	15,000
Miscellaneous Non-Instructional Materials and Supplies To purchase miscellaneous items under \$1,000 such as buffers, leaf blowers, pressure washers, push mowers, snow blowers, backpack and upright vacuums, wet/dry vacs, wax-o-matics, and weed eaters for schools and Plant Operations.	<u>24,200</u>
TOTAL SUPPLIES AND MATERIALS	702,806
OTHER CHARGES	
Local Mileage Reimbursement Payment for mileage incurred for Board related travel by employees.	20,500
License Fees	1,000
Communications To maintain communication costs for Central Office and schools. Items include broadband services, Carroll County Public Library - Internet Services, and Arch wireless - pagers.	307,500
Heating Fuels Payments to firms for heating fuels.	944,722
Gas, Electricity and Steam Payments to utility companies for electricity, natural gas & propane for lighting and heating.	8,356,014
Dues and Subscriptions Dues to professional organizations, i.e. ASBO, and subscriptions to professional magazines and publications.	1,214

OPERATION OF PLANT

OTHER CHARGES - continued	APPROVED BUDGET
Water and Sewage	
Assessment and usage charges for water and sewage disposal either through a municipal system or by an outside disposal firm system-wide.	837,136
A.T.S.P. Training Development/Other Professional Development	
Training for new custodial employees and for appropriate personnel to attend state-wide conferences.	20,800
A.T.S.P. Professional Development	
Professional training and development for A.T.S.P. personnel assigned to appropriate departments.	7,106
Insurance - Property/Fire	
Payments associated with the coverage of property/fire insurance to safeguard the schools' assets (building, equipment, contents).	330,316
Insurance - Self-Insurance (Property)	
Self-insurance fund monies to cover the cost of replacement items excluded as a deductible on the insurance coverage in force.	50,000
Miscellaneous Other Charges	
Fees for water certification licenses and to reimburse the cost of courses needed for water certification and stationary engineers licenses.	
Unrestricted	1,800
Various Grants Carryovers	21,000
	<u>22,800</u>
TOTAL OTHER CHARGES	10,899,108
 EQUIPMENT ADDITIONAL	
Portable Tools and Minor Pieces of Equipment	
Items for schools including automatic scrubber and hydraulic lift.	17,500
Audio-Visual Equipment & Furnishings	
Provides security projects for schools.	<u>125,000</u>
TOTAL EQUIPMENT ADDITIONAL	142,500
 EQUIPMENT REPLACEMENT	
Data Processing Equipment	10,000
Portable Tools and Minor Pieces of Equipment	
Automatic floor scrubbers at various schools.	<u>1,180</u>
TOTAL EQUIPMENT REPLACEMENT	11,180
 TOTAL OPERATION OF PLANT	 \$26,303,339