

**School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2013-2014**

PROJECT NAME: Custodial Services

PROJECT NUMBER: 2011

PROJECT DESCRIPTION:

Provides custodial services and supplies for all schools.

FUND SOURCE: FEFP, Including Required Local Effort

APPROPRIATIONS AND STAFFING:

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2012-2013 Appropriation	2013-2014 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 47,337	\$ 99,819	\$ 52,482
	Educational Support	41,804	145,319	103,515
	Instructional	-	-	-
	Professional / Technical	-	-	-
	Subtotal - Salaries & Benefits	89,141	245,138	155,997
300	Purchased Service	26,850	24,300	(2,550)
400	Energy Services	17,000	17,000	-
500	Materials & Supplies	165,884	360,000	194,116
600	Capital Outlay	-	15,000	15,000
700	Other Expenses	21,000	31,000	10,000
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 319,875	\$ 692,438	\$ 372,563

STAFFING			
	2012-2013 Recommendation	2013-2014 Recommendation	# Increase (Decrease)
Administrative/Managerial	4.40	4.00	(0.40)
Educational Support	141.12	153.70	12.58
Instructional	-	-	-
Professional / Technical	-	-	-
Total Staff	145.52	157.70	12.18

OTHER INFORMATION:

The Director - Educational Support Services has oversight responsibility for the project.

Notes:

1. School assessments in the amount of \$5,096,644 will be used to fund all positions at schools, zone managers, and most of the additional cleaners.
2. The appropriations reflected above are in addition to school assessments.
3. In FY 2012-2013 appropriations in the amount of \$11,283 were mistakenly listed as Instructional. This has been corrected above.

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2013-2014

MIS 3176

COST CENTER NAME: Educational Support Services

CENTER NUMBER: 9006

PROJECT NAME: Custodial Services

PROJECT NUMBER: 2011

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0130	SALARY - OVERTIME	7900	OPERATION OF PLANT	\$ 10,000		\$ 10,000
0210	FLORIDA RETIREMENT SYSTEM Benefits for overtime	7900	OPERATION OF PLANT	518	169	687
0220	FICA (SOCIAL SECURITY) FICA for overtime, cellular telephone, and temporary personnel	7900	OPERATION OF PLANT	1,330	176	1,506
0330	IN COUNTY TRAVEL Travel for Zone Managers between schools	7900	OPERATION OF PLANT	1,000		1,000
0331	OUT OF COUNTY TRAVEL Travel to training and conferences	7900	OPERATION OF PLANT	1,000		1,000
0350	REPAIR AND MAINTENANCE Custodial equipment service and repair	7900	OPERATION OF PLANT	4,000		4,000
0354	VEHICLE REPAIR/MAINTENANCE Vehicle repair for trucks and vans	7900	OPERATION OF PLANT	2,000		2,000
0360	LEASE AND RENTAL AGREEMENTS Lease agreement for copy machine	7900	OPERATION OF PLANT	2,000		2,000
Sub-Total (Page 1 Only)				\$ 21,848	\$ 345	\$ 22,193
GRAND TOTAL				\$ 563,148	\$ (103,655)	\$ 459,493

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2013-2014

MIS 3176

COST CENTER NAME: Educational Support Services

CENTER NUMBER: 9006

PROJECT NAME: Custodial Services

PROJECT NUMBER: 2011

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0370	POSTAGE/SHIPPING/TELEGRAM Postage for mailing	7900	OPERATION OF PLANT	\$ 100		\$ 100
0375	CELLULAR TELEPHONE Cellular telephone stipend for Supervisor and Zone Managers (\$75 per Zone Manager per month)	7900	OPERATION OF PLANT	4,000		4,000
0390	OTHER PURCHASED SVC-PRINT/COPY Printing of employee handbook	7900	OPERATION OF PLANT	200		200
0391	LAUNDRY / LINEN - SCH FD SVC Dust mop cleaning service	7900	OPERATION OF PLANT	13,000	(3,000)	10,000
0420	BOTTLED GAS Bottled gas for equipment	7900	OPERATION OF PLANT	2,000	(1,000)	1,000
0450	GASOLINE Transportation for Zone Managers and Supervisor	7900	OPERATION OF PLANT	16,000		16,000
0510	SUPPLIES Supplies for office (\$1,000) and custodial supplies for schools (\$409,000)	7900	OPERATION OF PLANT	410,000	(50,000)	360,000
0641	EQUIPMENT/FIXED ASSETS (OVER \$1,000) Custodial equipment over \$1,000 such as scrubbers and buffers (This amount was funded by fixed capital) (Funding strip 3720.7400.0641.9006.2337)	7900	OPERATION OF PLANT	50,000	(50,000)	-
Sub-Total (Page 2 Only)				\$ 495,300	\$ (104,000)	\$ 391,300
GRAND TOTAL				\$ 563,148	\$ (103,655)	\$ 459,493

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2013-2014

MIS 3176

COST CENTER NAME: Educational Support Services

CENTER NUMBER: 9006

PROJECT NAME: Custodial Services

PROJECT NUMBER: 2011

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0642	EQUIPMENT (UNDER \$1,000) Custodial equipment under \$1,000 such as vacuum cleaners and custodial carts	7900	OPERATION OF PLANT	\$ 25,000	\$ (10,000)	\$ 15,000
0730	DUES AND FEES Sunpass for vehicles	7900	OPERATION OF PLANT	500		500
0732	MOTOR VEHICLE TAGS AND FEES Tags for vehicles	7900	OPERATION OF PLANT	500		500
0750	OTHER PERSONNEL SERVICES (TEMP) Substitute cleaners and summer cleaners	7900	OPERATION OF PLANT	20,000	10,000	30,000
Sub-Total (Page 3 Only)				\$ 46,000	\$ -	\$ 46,000
GRAND TOTAL				\$ 563,148	\$ (103,655)	\$ 459,493

SCHOOL DISTRICT OF OKALOOSA COUNTY
 Department Staffing Summary
 Fiscal Year 2013-2014

MIS 3390

Department Name: Educational Support Services
 Cost Center No.: 9006
 Project Name: Custodial Services
 Fund Number : 1010
 Project Number: 2011
 Type Funding: FEFP, Including Required Local Effort

Section A

Positions Approved for Fiscal Year 2012-2013			
Job Title	# of Positions	Average Cost	Total Cost
District Level Secretary - 12 Month	0.80		\$ 23,567
Program Director - 12 Month	0.40		48,237
(A) Total Positions Approved For FY 2012-2013	1.20		\$ 71,804

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2012-2013					
Job Title	Type*	# of Positions		Average Cost	Total Cost
District Level Secretary - 12 Month	A	0.20	a		\$ 5,827
Program Director - 12 Month	D	(0.40)	b		(48,237)
(B-1) Total Approved Additions, Deletions, Changes		(0.20)			\$ (42,410)

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2013-2014					
Job Title	Type*	# of Positions		Average Cost	Total Cost
(B) Total Requested Additions, Deletions, Changes		-			\$ -

Section C

Positions Submitted for Approval for Fiscal Year 2013-2014			
Job Title	# of Positions	Average Cost	Total Cost
District Level Secretary - 12 Month	1.00		\$ 29,394
(C) Total Positions Submitted for Approval FY 2013-2014	1.00		\$ 29,394

***Note:**
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction, R=Retirement

(a) Added 0.20 District Level Secretary - 12 Month effective January 7, 2013.
 (b) Deleted 0.40 Program Director - 12 Month effective January 31, 2013.

SCHOOL DISTRICT OF OKALOOSA COUNTY
 Department Staffing Summary
 Fiscal Year 2013-2014

MIS 3390

Department Name: Educational Support Services
 Cost Center No.: 9006
 Project Name: Custodial Services
 Fund Number : 1010
 Project Number: 2011
 Type Funding: Transfer of School Funds *

Section A

Positions Approved for Fiscal Year 2012-2013			
Job Title	# of Positions	Average Cost	Total Cost
Cleaners - 10 Month	3.76		\$ 72,664
Zone Manager - 12 Month	4.00		260,446
(A) Total Positions Approved For FY 2012-2013	7.76		\$ 333,110

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2012-2013				
Job Title	Type*	# of Positions	Average Cost	Total Cost
(B-1) Total Approved Additions, Deletions, Changes		-		\$ -

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2013-2014				
Job Title	Type*	# of Positions	Average Cost	Total Cost
Cleaners - 10 Month	A	10.34	a	\$ 199,826
(B) Total Requested Additions, Deletions, Changes		10.34		\$ 199,826

Section C

Positions Submitted for Approval for Fiscal Year 2013-2014			
Job Title	# of Positions	Average Cost	Total Cost
Cleaners - 10 Month	14.10		\$ 272,490
Zone Manager - 12 Month	4.00		260,446
(C) Total Positions Submitted for Approval FY 2013-2014	18.10		\$ 532,936

***Note:**
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction, R=Retirement

(a) Add 10.34 Cleaners - 10 Month effective July 25, 2013.

* Positions in the amount of \$329,385 will be funded by transferring school funds as shown on "Custodial Service Plan - School Assessment Costs." The remaining amount of \$203,551 will be funded by the District.

SCHOOL DISTRICT OF OKALOOSA COUNTY
 Department Staffing Summary
 Fiscal Year 2013-2014

MIS 3390

Department Name: Educational Support Services - All Schools
 Cost Center No.: Various
 Project Name: Custodial Services
 Fund Number : 1010
 Project Number: 2011
 Type Funding: Transfer of School Funds *

Section A

Positions Approved for Fiscal Year 2012-2013			
Job Title	# of Positions	Average Cost	Total Cost
Cleaner - 10 Month	30.33		\$ 586,116
Custodian - 12 Month	55.93		2,269,714
Custodian - 10 Month	9.90		271,987
Custodian - 9 Month	6.40		186,824
Custodian Lead - 12 Month	34.00		1,440,976
(A) Total Positions Approved For FY 2012-2013	136.56		\$ 4,755,617

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2012-2013					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Cleaner - 10 Month	A	3.04	a		\$ 58,747
Custodian - 9 Month	D	(1.00)	a		(37,154)
(B-1) Total Approved Additions, Deletions, Changes		2.04			\$ 21,593

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2013-2014					
Job Title	Type*	# of Positions		Average Cost	Total Cost
(B) Total Requested Additions, Deletions, Changes		-			\$ -

Section C

Positions Submitted for Approval for Fiscal Year 2013-2014			
Job Title	# of Positions	Average Cost	Total Cost
Cleaner - 10 Month	33.37		\$ 644,863
Custodian - 12 Month	55.93		2,259,763
Custodian - 10 Month	9.90		271,987
Custodian - 9 Month	5.40		149,670
Custodian Lead - 12 Month	34.00		1,440,976
(C) Total Positions Submitted for Approval FY 2013-2014	138.60		\$ 4,767,259

***Note:**
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction, R=Retirement

(a) Effective changes per department requests for fiscal year 2012-2013.

* Positions will be funded by transferring school funds as shown on "Custodial Service Plan - School Assessment Costs."