

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2014-2015

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 2013-2014 Appropriation	2014-2015 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 99,819	\$ -	\$ (99,819)
	Educational Support	145,319	30,318	(115,001)
	Instructional	-	-	-
	Professional / Technical	-	-	-
	Subtotal - Salaries & Benefits	245,138	30,318	(214,820)
300	Purchased Service	24,300	-	(24,300)
400	Energy Services	17,000	-	(17,000)
500	Materials & Supplies	360,000	-	(360,000)
600	Capital Outlay	15,000	-	(15,000)
700	Other Expenses	31,000	-	(31,000)
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 692,438	\$ 30,318	\$ (662,120)

STAFFING			
	2013-2014 Recommendation	2014-2015 Recommendation	# Increase (Decrease)
Administrative/Managerial	4.00	-	(4.00)
Educational Support	153.70	1.00	(152.70)
Instructional	-	-	-
Professional / Technical	-	-	-
Total Staff	157.70	1.00	(156.70)

OTHER INFORMATION:

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

Notes:

1. School Custodial Services allocations and project assessments in the amount of \$6,178,640 will be used to fund all positions at schools, zone managers, and op
2. The appropriations reflected above are in addition to school assessments.

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2014-2015

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	687		687
0220	FICA (SOCIAL SECURITY) FICA for overtime, cellular telephone, and temporary personnel	7900	OPERATION OF PLANT	1,506		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	2,000	(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)				\$ 23,193	\$ (3,000)	\$ 20,193
GRAND TOTAL				\$ 560,493	\$ (101,500)	\$ 458,993

Information Only: School Custodial Services Allocation will be used to fund the operating budget shown on these pages; therefore, the total operating budget of \$458,993 is not included on the Appropriations cover sheet.

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2014-2015

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	14,000		14,000
0420	BOTTLED GAS Bottled gas for equipment	7900	OPERATION OF PLANT	1,000	(500)	500
0450	GASOLINE Transportation for Zone Managers and Supervisor	7900	OPERATION OF PLANT	16,000	(2,000)	14,000
0510	SUPPLIES Supplies for office (\$1,000) and custodial supplies for schools (\$359,000)	7900	OPERATION OF PLANT	396,000	(36,000)	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)				\$ 481,300	\$ (88,500)	\$ 392,800
GRAND TOTAL				\$ 560,493	\$ (101,500)	\$ 458,993

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SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2014-2015

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	30,000		30,000
Sub-Total (Page 3 Only)				\$ 56,000	\$ (10,000)	\$ 46,000
GRAND TOTAL				<u>\$ 560,493</u>	<u>\$ (101,500)</u>	<u>\$ 458,993</u>

Information Only: School Custodial Services Allocation will be used to fund the operating budget shown on these pages; therefore, the total operating budget of \$458,993 is not included on the Appropriations cover sheet.

SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Summary
Fiscal Year 2014-2015

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 2013-2014			
Job Title	# of Positions	Average Cost	Total Cost
District Level Secretary - 12 Month	1.00		\$ 30,318
(A) Total Positions Approved For FY 2013-2014	1.00		\$ 30,318

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2013-2014				
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 2014-2015				
Job Title	Type*	# of Positions	Average Cost	Total Cost
(B) Total Requested Additions, Deletions, Changes		-		\$ -

Section C

Positions Submitted for Approval for Fiscal Year 2014-2015			
Job Title	# of Positions	Average Cost	Total Cost
District Level Secretary - 12 Month	1.00		\$ 30,318
(C) Total Positions Submitted for Approval FY 2014-2015	1.00		\$ 30,318

***Note:**

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

SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Summary
Fiscal Year 2014-2015

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 2013-2014			
Job Title	# of Positions	Average Cost	Total Cost
Cleaners - 10 Month	14.10		\$ 280,633
Zone Manager - 12 Month	4.00		257,186
(A) Total Positions Approved For FY 2013-2014	18.10		\$ 537,819

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2013-2014					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Cleaners - 10 Month	T	(14.10)	a		\$ (280,633)
(B-1) Total Approved Additions, Deletions, Changes		(14.10)			\$ (280,633)

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2014-2015					
Job Title	Type*	# of Positions		Average Cost	Total Cost
(B) Total Requested Additions, Deletions, Changes		-			\$ -

Section C

Positions Submitted for Approval for Fiscal Year 2014-2015			
Job Title	# of Positions	Average Cost	Total Cost
Zone Manager - 12 Month	4.00		\$ 257,186
(C) Total Positions Submitted for Approval FY 2014-2015	4.00		\$ 257,186

***Note:**

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

(a) Transferred 14.10 Cleaners - 10 Month from roving positions to centers of primary responsibility.

*Positions will be funded by transferring school funds as shown on "Custodial Services Allocation."

SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Summary
Fiscal Year 2014-2015

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 2013-2014			
Job Title	# of Positions	Average Cost	Total Cost
Cleaner - 10 Month	33.37		\$ 664,165
Custodian - 12 Month	55.93		2,292,991
Custodian - 10 Month	9.90		291,149
Custodian - 9 Month	5.40		162,846
Custodian Lead - 12 Month	34.00		1,474,566
(A) Total Positions Approved For FY 2013-2014	138.60		\$ 4,885,717

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2013-2014					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Cleaner - 10 Month	A	0.47	a		\$ 9,355
Custodian - 9 Month	D	(0.47)	b		(11,651)
Custodian - 9 Month	D	(0.47)	c		(11,650)
Cleaner - 10 Month	A	0.47	d		9,355
Cleaner - 10 Month	T	14.10	e		280,633
(B-1) Total Approved Additions, Deletions, Changes		14.10			\$ 276,042

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2014-2015					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Custodian - 12 Month	A	7.00	f		\$ 225,862
Cleaner - 10 Month	A	3.73	g		74,840
(B) Total Requested Additions, Deletions, Changes		10.73			\$ 300,702

Section C

Positions Submitted for Approval for Fiscal Year 2014-2015			
Job Title	# of Positions	Average Cost	Total Cost
Cleaner - 10 Month	52.14		\$ 1,038,348
Custodian - 12 Month	62.93		2,518,853
Custodian - 10 Month	9.90		291,149
Custodian - 9 Month	4.46		139,545
Custodian Lead - 12 Month	34.00		1,474,566
(C) Total Positions Submitted for Approval FY 2014-2015	163.43		\$ 5,462,461

***Note:**

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

- (a) Added 0.47 Cleaner - 10 Month effective July 25, 2013.
- (b) Deleted 0.47 Custodian - 9 Month effective August 19, 2013.
- (c) Deleted 0.47 Custodian - 9 Month effective October 30, 2013.
- (d) Added 0.47 Cleaner - 10 Month effective November 7, 2013.
- (e) Transferred 14.10 Cleaners - 10 Month from roving positions to centers of primary responsibility.
- (f) Add 7.00 Custodian - 12 Month effective July 1, 2014.
- (g) Add 3.73 Cleaner - 10 Month effective July 28, 2014.

*Positions will be funded by transferring school funds as shown on "Custodial Services Allocation."