

School District of Okaloosa County
SUMMARY LEVEL PROJECT BUDGETS
FISCAL YEAR 2020-2021

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 2019-2020 Appropriation	2020-2021 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 306,608	\$ 319,891	\$ 13,283
	Educational Support	6,066,039	6,249,750	183,711
	Instructional	12,353	12,506	153
	Professional / Technical	-	-	-
	Subtotal - Salaries & Benefits	6,385,000	6,582,147	197,147
300	Purchased Service	33,300	32,800	(500)
400	Energy Services	16,000	15,500	(500)
500	Materials & Supplies	344,560	330,493	(14,067)
600	Capital Outlay	15,000	13,700	(1,300)
700	Other Expenses	40,500	40,500	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 6,834,360	\$ 7,015,140	\$ 180,780

STAFFING			
	2019-2020 Recommendation	2020-2021 Recommendation	# Increase (Decrease)
Administrative/Managerial	4.00	4.00	-
Educational Support	215.80	211.80	(4.00)
Instructional	-	-	-
Professional / Technical	-	-	-
Total Staff	219.80	215.80	(4.00)

OTHER INFORMATION:

The Assistant Superintendent - School Operations and Specialist - Custodial Services have oversight responsibility for the project.

SCHOOL DISTRICT OF OKALOOSA COUNTY
CUSTODIAL SERVICES ALLOCATION - PROJECT 2011 - POSITIONS
FISCAL YEAR 2020-2021
AS OF APRIL 2020

CNTR	CENTER NAME	FTE - 7.50 HOUR DAY					FTE - 3.50 HOUR DAY	TOTAL CUSTODIAN & CLEANER FTE	TOTAL POSITION ALLOCATION
		CUSTODIAN LEAD	CUSTODIAN 12-MONTH	CUSTODIAN 10-MONTH	CUSTODIAN 9-MONTH	TOTAL CUSTODIAL	CLEANER		
		\$ 51,200	\$ 44,500	\$ 38,200	\$ 35,500		\$ 10,300		
CENTRALLY BUDGETED SCHOOLS									
0031	EDWINS ELEMENTARY SCHOOL	1.00	1.00	-	0.80	2.80	-	2.80	\$ 124,100
0041	BAKER SCHOOL	1.00	3.00	1.47	1.00	6.47	4.00	10.47	317,554
0051	BOB SIKES ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	3.00	5.00	126,600
0082	MEIGS MIDDLE SCHOOL	1.00	1.00	1.00	-	3.00	2.00	5.00	154,500
0092	SHOAL RIVER MIDDLE SCHOOL	1.00	2.00	-	-	3.00	3.00	6.00	171,100
0121	RUCKEL MIDDLE SCHOOL	1.00	3.00	1.00	-	5.00	-	5.00	222,900
0131	DESTIN ELEMENTARY SCHOOL	1.00	1.00	1.00	-	3.00	2.00	5.00	154,500
0151	EDGE ELEMENTARY SCHOOL	1.00	1.00	0.93	-	2.93	-	2.93	131,226
0161	EGLIN ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	3.00	5.00	126,600
0201	LAUREL HILL SCHOOL	1.00	1.67	-	1.00	3.67	-	3.67	161,015
0211	NICEVILLE HIGH SCHOOL	1.00	5.73	-	-	6.73	4.00	10.73	347,385
0222	NORTHWOOD ELEMENTARY SCHOOL	1.00	3.00	-	-	4.00	2.00	6.00	205,300
0241	SILVER SANDS SCHOOL	1.00	1.00	-	-	2.00	2.00	4.00	116,300
0251	RIVERSIDE ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	5.00	7.00	147,200
0271	PRYOR MIDDLE SCHOOL	1.00	1.00	1.00	-	3.00	2.00	5.00	154,500
0281	WRIGHT ELEMENTARY SCHOOL	1.00	1.00	1.00	-	3.00	1.00	4.00	144,200
0431	SHALIMAR ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	3.00	5.00	126,600
0541	ELLIOTT PT. ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	3.00	5.00	126,600
0561	MARY ESTHER ELEMENTARY SCHOOL	1.00	2.00	-	-	3.00	1.00	4.00	150,500
0571	PLEW ELEMENTARY SCHOOL	1.00	2.00	-	-	3.00	1.00	4.00	150,500
0581	CHOCTAW HIGH SCHOOL	1.00	5.00	-	-	6.00	5.00	11.00	325,200
0601	CRESTVIEW HIGH SCHOOL	1.00	5.00	-	-	6.00	7.00	13.00	345,800
0621	KENWOOD ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	4.00	6.00	136,900
0631	FLOROSA ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	2.00	4.00	116,300
0641	FORT WALTON BEACH HIGH SCHOOL	1.00	4.00	-	0.67	5.67	8.00	13.67	335,385
0651	BRUNER MIDDLE SCHOOL	1.00	2.00	-	-	3.00	4.00	7.00	181,400
0671	LEWIS SCHOOL	1.00	2.00	1.00	-	4.00	-	4.00	178,400
0681	LONGWOOD ELEMENTARY SCHOOL	1.00	1.53	-	-	2.53	1.00	3.53	129,585
0701	OTC & CHOICE HIGH SCHOOL	0.40	0.40	0.40	-	1.20	0.80	2.00	61,800
0721	OKALOOSA STEM ACADEMY	1.00	-	-	-	1.00	2.00	3.00	71,800
0731	WALKER ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	4.00	6.00	136,900
0741	BLUEWATER ELEMENTARY SCHOOL	1.00	1.00	-	-	2.00	4.00	6.00	136,900
0751	ANTIOCH ELEMENTARY SCHOOL	1.00	1.00	1.00	-	3.00	4.00	7.00	175,100
0761	DAVIDSON MIDDLE SCHOOL	1.00	2.00	-	-	3.00	4.00	7.00	181,400
0771	DESTIN MIDDLE SCHOOL	1.00	2.00	-	1.00	4.00	-	4.00	175,700
0801	RICHBOURG SCHOOL	-	1.00	-	-	1.00	2.00	3.00	65,100
0811	SOUTHSIDE PRIMARY SCHOOL	1.00	1.00	-	-	2.00	1.00	3.00	106,000
SUB-TOTAL - CENTRALLY BUDGETED SCHOOLS		35.40	65.33	9.80	4.47	115.00	93.80	208.80	6,218,850
CUSTODIAL POSITIONS FUNDED THROUGH PROJECTS:									
0701	ADULT ED/WORKFORCE - PROJECT 5110	0.60	0.60	0.60	-	1.80	1.20	3.00	92,700
0791	ECCI - BEST CHANCE NORTH - PROJECT 0011	-	-	-	-	-	1.00	1.00	10,300
SUB-TOTAL - CUSTODIAL SERVICES PAID BY PROJECTS		0.60	0.60	0.60	-	1.80	2.20	4.00	103,000
TOTAL - CUSTODIAL SERVICES POSITIONS		36.00	65.93	10.40	4.47	116.80	96.00	212.80	\$ 6,321,850

NOTES:

1. CUSTODIAL POSITIONS FOR OK. TECH. COLLEGE & CHOICE HIGH SCHOOL ARE SPLIT 40% DISCRETIONARY AND 60% WORKFORCE DEVELOPMENT.
2. POSITIONS LISTED UNDER 0701 CENTRALLY BUDGETED SCHOOLS ARE SHARED BY ADULT ED/WORKFORCE DEVELOPMENT.

The custodial positions funded through Project 5110 and Project 0011 are not included in the total revenue for this project. These positions will be funded through a transfer of expenditure.

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2020-2021

MIS 3176

COST CENTER NAME: Custodial 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	847	153	1,000
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	500		500
0350	REPAIR AND MAINTENANCE Custodial equipment service and repair	7900	OPERATION OF PLANT	4,000		4,000
0354	VEHICLE REPAIRS/MAINTENANCE Vehicle repair for trucks and vans	7900	OPERATION OF PLANT	2,100		2,100
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
Sub-Total (Page 1 Only)				\$ 23,053	\$ 153	\$ 23,206
GRAND TOTAL				\$ 461,713	\$ (16,214)	\$ 445,499

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2020-2021

MIS 3176

COST CENTER NAME: Custodial Services

CENTER NUMBER: 9006

PROJECT NAME: Custodial Services

PROJECT NUMBER: 2011

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0390	OTHER PURCHASED SVC-PRINT/COPY Printing of employee handbook	7900	OPERATION OF PLANT	\$ 100		\$ 100
0393	CONTRACTS-NONPROFESSIONAL SVC Dust mop cleaning service	7900	OPERATION OF PLANT	22,000		22,000
0420	BOTTLED GAS Bottled gas for equipment (Requesting increase due to increased cost of propane for burnishers)	7900	OPERATION OF PLANT	1,500		1,500
0450	GASOLINE Transportation for Zone Managers and Supervisor	7900	OPERATION OF PLANT	14,000		14,000
0510	SUPPLIES Supplies for office, and custodial supplies for schools; Shirts for zone managers, custodians, and cleaners	7900	OPERATION OF PLANT	344,560	(16,367)	328,193
0519	TECHNOLOGY SUPPLIES Technology supplies	7900	OPERATION OF PLANT	100		100
0550	REPAIR PARTS Repair parts for equipment (vacuum, cart wheels, etc.)	7900	OPERATION OF PLANT	1,000		1,000
0560	TIRES AND TUBES Tires and tubes for zone managers vehicles	7900	OPERATION OF PLANT	1,200		1,200
Sub-Total (Page 2 Only)				\$ 384,460	\$ (16,367)	\$ 368,093
GRAND TOTAL				\$ 461,713	\$ (16,214)	\$ 445,499

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2020-2021

MIS 3176

COST CENTER NAME: Custodial Services

CENTER NUMBER: 9006

PROJECT NAME: Custodial Services

PROJECT NUMBER: 2011

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0641	EQUIP/FIXED ASSET (OVER \$1000)	7900	OPERATION OF PLANT	\$ 1,200		\$ 1,200
0642	EQUIPMENT (UNDER \$1000) Custodial equipment under \$1,000 such as vacuum cleaners and carts	7900	OPERATION OF PLANT	12,500		12,500
0730	DUES AND FEES Sunpass for vehicles: \$5,000 (zone managers and traveling employees) Fingerprints for possible new employees: \$5,000	7900	OPERATION OF PLANT	10,000		10,000
0732	MOTOR VEHICLE TAGS AND FEES Tags and fees 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)				\$ 54,200	\$ -	\$ 54,200
GRAND TOTAL				\$ 461,713	\$ (16,214)	\$ 445,499

SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Summary
Fiscal Year 2020-2021

MIS 3390

Department Name:	Custodial 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 2019-2020			
Job Title	# of Positions	Average Cost	Total Cost
Cleaner - 10 Month (3.50 Hour FTE)	4.00		\$ 41,200
Zone Manager - 12 Month	4.00		319,891
(A) Total Positions Approved For FY 2019-2020	8.00		\$ 361,091

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2019-2020					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Cleaner - 10 Month (3.50 Hour FTE)	D	(1.00)	a		\$ (10,300)
(B-1) Total Approved Additions, Deletions, Changes		(1.00)			\$ (10,300)

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2020-2021					
Job Title	Type*	# of Positions		Average Cost	Total Cost
(B) Total Requested Additions, Deletions, Changes		-			\$ -

Section C

Positions Submitted for Approval for Fiscal Year 2020-2021			
Job Title	# of Positions	Average Cost	Total Cost
Cleaner - 10 Month (3.50 Hour FTE)	3.00		\$ 30,900
Zone Manager - 12 Month	4.00		319,891
(C) Total Positions Submitted for Approval FY 2020-2021	7.00		\$ 350,791

***Note:**

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

(a) Deleted 1.00 Cleaner 10 Month (3.50 Hour FTE) effective July 24, 2019.

*Cleaner FTE has been changed to reflect a 3.5 hour day.

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