CITY OF SAN CARLOS FY2010-11 BUDGET
BASE BUDGET EXPENSE AMENDMENT –
PROGRAM CHANGE FORM

PROGRAM: 01413000- PD Admin
REQUEST TITLE: Eliminate Part-Time Records Technician

Priority Tracking	
Department Priority	5
City Manager Priority	8
City Manager Recommended	Y
Council Accepted	

Request Summary
Eliminate Part-time Records Technician, resulting in a savings of $20,450

Factors Driving the Request for Change
- City Council requests for a 10% Budget Reduction Projection

Impact of Change
- This cut will increase delays in monthly data entry requirements mandated by the State and FBI for the reporting of Uniform Crime Statistics. The public and allied agencies will experience delays in answering and transferring of phone calls and an increased wait time at our front counter will occur. Vacation and sick leave replacement for Records staff will have to be backfilled by other non-sworn personnel who are assigned to an already short staffed Patrol Division. The processing of crime reports and other professional documents will be backlogged and a delay in alarm billing will occur.

Alternatives
1) Choose no action on the proposed budget amendment.
2) Choose no other budget reduction strategies.

Cost Summary
Annual savings of $20,450

Line Item Description	Org Numbe	Object Co	Total Amount
Operating Expense (list detail description below)			
Eliminate PT Records Technician	01413000	511020	17,500.00
	01413000	512003	1,550.00
	01413000	512001	1,100.00
	01413000	512002	300.00
Total Operating Costs			**$ 20,450.00**
Offsetting Revenues			
Overhead Allocation Impact (cost to or recovery from other funds)			
From Workers Comp	01413000	493201	
From Risk Mgmt	01413000	493301	
From Sewer	01413000	490601	
From NPDES	01413000	491501	
From Gas Tax	01413000	491601	
From RDA	01413000	498001	
From RDA Housing	01413000	498101	
Net Operating Costs			**$ 20,450.00**