



# Staff Report

**CITY OF UPLAND**  
"The City of Gracious Living"

DATE: February 10, 2025  
TO: MAYOR AND CITY COUNCIL  
FROM: MICHAEL BLAY, CITY MANAGER  
PREPARED BY: ROBERT D. DALQUEST, DEVELOPMENT SERVICES DIRECTOR  
JAMIE DAVIDSON, MANAGEMENT ANALYST II  
SUBJECT: CONSIDER APPROVAL OF A BUDGET ADJUSTMENT FOR STAFF AUGMENTATION

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## **RECOMMENDED ACTION:**

It is recommended that the City Council approve a net zero budget adjustment in the amount of \$132,654 for staff augmentation and authorize the City Manager to execute the budget amendment.

## **GOAL STATEMENT**

The proposed action supports the City's goal of providing timely customer service and ensuring an expedited development review process.

## **BACKGROUND**

In 2024, unanticipated staffing changes in the Building and Safety Division resulted in the need to utilize consulting services to fill several vacancies. The Development Services Department has used consultants for staff augmentation for many years.

## **ISSUES AND ANALYSIS**

The salaries and benefits from vacant positions are transferred to the Professional Services account to fund consulting services. In the 1<sup>st</sup> and 2<sup>nd</sup> Quarters of Fiscal Year 2024/25, a total of \$130,487 was transferred and comprised 6 months of the Plans Examiner salary, three months Building Official salary, and three months Development Services Technician salary. In October 2024, a Building Official was hired to manage the Building & Safety Division, there was an additional staffing change with the Development Services Technician position, and in January 2025 one of the Building Inspectors moved out of state.

Consulting services have been secured through Professional Service Agreements with Annealta and Willdan who provide counter permit technician assistance and Interwest who provides plan check engineer services. The proposed budget adjustment will reallocate funding for necessary staff augmentation in these positions.

Due to timing and contractual obligations, the proposed budget transfer is being taken ahead of the mid-year budget review. The 3<sup>rd</sup> and 4<sup>th</sup> Quarter salary and benefit savings encompass six months of the Plans Examiner position, six months of the Development Services Technician position, and only two months of Building Inspector position due to an active recruitment.

## **ENVIRONMENTAL DETERMINATION**

This is not considered a "project" under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(4) of the CEQA Guidelines. Under this section, a project under CEQA does not include the creation of a government funding mechanism or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

## **FISCAL IMPACTS**

The vacancies of the Plans Examiner, Development Services Technician and Building Inspector positions resulted in budget savings from unused salary and benefits, this encompasses \$115,647 from Building and Safety (1012201) and \$17,007 from Housing Fund (2012931). Transferring \$132,654 of salaries and benefits to professional services will have a net zero impact.

## **ALTERNATIVES**

Provide alternative direction to staff.

**CEQA:** Not a Project.