



CITY OF UPLAND BUDGET AMENDMENT

Date: 1/29/2025
Requested by: Jamie Davidson
Dept/Div: Dev Services / Building & Housing Division

Fiscal Year: FY24-25
Amount: \$ -
Description: Transfer Salaries to Professional Services
Plans Examiner, DS Tech II, Inspector Q3&4

EXPENDITURES

Account Number	Dept/Account Description	Adopted Budget	Current Budget	Proposed Amendment	Amended Budget
1012201-5111	Building / Salaries - Full Time	659,050.00	577,650.00	(83,521.00)	494,129.00
1012201-5116	Building / Fringe Benefits	162,930.00	143,110.00	(22,266.00)	120,844.00
1012201-5117	Building / Retirement Contributions	75,720.00	66,026.00	(9,860.00)	56,166.00
1012201-5252	Building / Professional Services	256,000.00	366,914.00	115,647.00	482,561.00
2012931-5111	Housing / Salaries - Full Time	669,980.00	684,346.00	(12,259.00)	672,087.00
2012931-5116	Housing / Fringe Benefits	168,020.00	171,517.00	(3,289.00)	168,228.00
2012931-5117	Housing / Retirement Contributions	76,290.00	78,000.00	(1,459.00)	76,541.00
2012931-5252	Housing / Professional Services	335,760.00	316,187.00	17,007.00	333,194.00
					-
	Total	2,403,750.00	2,403,750.00	-	2,403,750.00

REVENUES

Account Number	Account Description	Adopted Budget	Current Budget	Proposed Amendment	Amended Budget
					-
					-
					-
					-
					-
	Total	-	-	-	-

Fiscal Impact

-

REASON/JUSTIFICATION (Please be specific)

Reallocation of Maintenance & operations to cover actual expense/encumbrances
 Estimated revenue adjustment for donations/other sources of revenue
 Appropriation line item adjustment to match funds received by grant, donations of other sources (deposit)
 Emergency purpose:
 Description of Expense:
 Other- Explain: Transfer \$132,654 from salaries to professional services for staff augmentation of budgeted positions; net zero to GL.
Plans Examiner salary \$60,532 (6 months) to professional services for Q3 & Q4; not recruiting during FY25.
Development Services Technician II \$52,840 (6 months) to professional services for staff vacancy in Q3 & Q4.
Building Inspector: \$19,282 (2 months) to professional services for Q3

This request is directly related to:
 Purchase Requisition No. _____ Vendor: _____
 Council Meeting of: _____ (Attach copy of minutes)
 Increase Purchase Order# _____ OR Process Requisition # _____

APPROVALS
 Dept Head Approval*: [Signature] Date: 1-30-25
*Not required if approved by Council

Finance Officer: [Signature] Date: 1/30/2025
 Funds Available? Yes No

City Manager: _____ Date: Approved Denied
(over \$25,000) *Not required if approved by Council
 Comment: _____

Finance Division Only:
 BA#: _____ Help Ticket#: _____
 Journal #: _____ Initial/Date: _____

FY25 Q3 - transferring 6 months salaries to fund staff augmentation

Plans Examiner - Q3 & Q4 No foreseeable recruitment for vacancy; staff augmentation needed

	Total Salary	6 months	Rounded
1012201.5111 Salary	\$ 75,331.00	\$ 37,665.50	\$ 37,665.00
2012931.5111 Salary	\$ 13,294.00	\$ 6,647.00	\$ 6,647.00
1012201.5116 Fringe	\$ 18,605.00	\$ 9,302.50	\$ 9,303.00
2012931.5116 Fringe	\$ 3,283.00	\$ 1,641.50	\$ 1,642.00
1012201.5117 PERS	\$ 8,969.00	\$ 4,484.50	\$ 4,484.00
2012931.5117 PERS	\$ 1,583.00	\$ 791.50	\$ 791.00
	\$ 121,065.00	\$ 60,532.50	\$ 60,532.00

Q3&4 calcs for total salary/benefits
\$ 60,532.50

Development Services Technician II

Q3 & Q4 No foreseeable recruitment for vacancy; staff augmentation needed

	Total Salary	6 months	Rounded
1012201.5111 Salary	\$ 63,600.00	\$ 31,800.00	\$ 31,800.00
2012931.5111 Salary	\$ 11,224.00	\$ 5,612.00	\$ 5,612.00
1012201.5116 Fringe	\$ 18,658.00	\$ 9,329.00	\$ 9,329.00
2012931.5116 Fringe	\$ 3,293.00	\$ 1,646.50	\$ 1,647.00
1012201.5117 PERS	\$ 7,568.00	\$ 3,784.00	\$ 3,784.00
2012931.5117 PERS	\$ 1,336.00	\$ 668.00	\$ 668.00
	\$ 105,679.00	\$ 52,839.50	\$ 52,840.00

Q3&4 calcs for total salary/benefits
\$ 52,839.50

Building Inspector

Vacant 1/19/25 - Anticipated 2 month vacancy

	Total Salary	2 months	Rounded
1012201.5111 Salary	\$ 84,336.00	\$ 14,056.00	\$ 14,056.00
1012201.5116 Fringe	\$ 21,806.00	\$ 3,634.33	\$ 3,634.00
1012201.5117 PERS	\$ 9,554.00	\$ 1,592.33	\$ 1,592.00
	\$ 115,696.00	\$ 19,282.67	\$ 19,282.00

Q3&4 calcs for total salary/benefits
\$ 19,282.67

Totals by account

Salaries		
1012201.5111 Salary	\$ 83,521.00	
2012931.5111 Salary	\$ 12,259.00	
1012201.5116 Fringe	\$ 22,266.00	
2012931.5116 Fringe	\$ 3,289.00	
1012201.5117 PERS	\$ 9,860.00	
2012931.5117 PERS	\$ 1,459.00	
Total	\$ 132,654.00	

Professional Services	
1012201.5252	\$ 115,647.00
2012931.5252	\$ 17,007.00
Total	\$ 132,654.00



City of Upland
Summary of Salary Splits
By Splits/Cost Center
FY2024-26 Budget

ADOPTED

Development Services Department

Position	EE#	Employee Name	Step @ 06/30/25	FT/PT	% assigned	Org	FTE	Salary	Normal PERS	Fringe Benefits	FY24-25		FY25-26	
											Salary & Benefits	Salary & Benefits	Salary & Benefits	Salary & Benefits
Plans Examiner (Unfreeze, FY25)	DEV-PE	VACANT - DEV - PLNS EXMNR	3	FT	85.00%	101 2201	1.00	75,331	8,969	18,605	102,905	108,208		
					15.00%	201 2931		13,294	1,583	3,283	18,160	19,006		
					100.00%			88,625	10,552	21,888	121,065	127,304		
Development Services Technician II			6	FT	85.00%	101 2201	1.00	63,600	7,568	18,658	89,826	94,618		
					15.00%	201 2931		11,224	1,336	3,293	15,853	16,697		
					100.00%			74,824	8,904	21,951	105,679	111,315		
Building Inspector II			4	FT	100.00%	101 2201	1.00	84,336	9,554	21,806	115,696	126,284		
					0.00%	201 2931		-	-	-	-	-		
					100.00%			84,336	9,554	21,806	115,696	126,284		