

**SUBMITTAL TO THE FLOOD CONTROL AND  
WATER CONSERVATION DISTRICT  
BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 14.7  
(ID # 28404)

**MEETING DATE:**  
Tuesday, July 29, 2025

**FROM :** FLOOD CONTROL DISTRICT

**SUBJECT:** FLOOD CONTROL DISTRICT: Approve FY 2024-25 Encroachment Permit Fund Budget Adjustment, All Districts. [\$20,380 Total Cost – District Funds 100%] (4/5 Vote Required)

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve and direct the Auditor-Controller to make a budget adjustment increasing appropriations and decreasing unrestricted net assets in the Riverside County Flood Control and Water Conservation District's ("District") Encroachment Permit Fund by \$20,380 as shown on Schedule A.

**ACTION: 4/5 Vote Required, Policy**

Jason Uhley, GENERAL MGR-CHF FLD CNTRL ENG 7/16/2025

---

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Gutierrez, seconded by Supervisor Medina and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: July 29, 2025  
xc: Flood, Auditor

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE FLOOD CONTROL AND WATER CONSERVATION DISTRICT BOARD  
OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 20,380	\$ 0	\$ 20,380	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Encroachment Permit 40670 - 947160 100%			<b>Budget Adjustment:</b> Yes	
			<b>For Fiscal Year:</b> 24/25	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

Each year the District estimates the allocation of the Salaries and Benefits appropriation across the District's 19 funds by reviewing historic and actual expenditures and adjusting for any anticipated increases/decreases within each fund.

The District's Encroachment Permit fund accounts for all revenue and expenses related to encroachment permit services performed by the District. An encroachment permit is a signed authorization from the District granting the permittee the right to enter right of way owned or occupied by the District for installation, modification, alteration or improvement work that typically requires construction. The District experienced an unanticipated increase in staff time of approximately 18% compared to the prior fiscal year's decrease of approximately 3%. As a result, the District is requesting that the Board of Supervisors approve and direct the Auditor-Controller to make a budget adjustment increasing the Salaries and Benefits appropriation in the District's Encroachment Permit Fund by \$12,380. Furthermore, external professional services required to support the operations of the Encroachment Permit fund increased by 53% compared to the prior fiscal year requiring a budget adjustment to increase the Services and Supplies appropriation by \$8,000.

This budget adjustment will allow the District to accrue expenditures for salaries, benefits and services rendered within the fund on or before June 30, 2025, as required to close out the fiscal year. The source of revenue for this fund is based upon a fee for service. It is anticipated that the increase in appropriations will be fully supported by revenue generated from the encroachment permit activity. The District's Encroachment Permit Fund has sufficient fund balance to cover this request.

**Impact on Residents and Businesses**

The budget adjustment imposes no new fees, taxes or bonded indebtedness upon existing residents or business.

**SUBMITTAL TO THE FLOOD CONTROL AND WATER CONSERVATION DISTRICT BOARD  
OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

**ATTACHMENT:**

**Schedule A  
Riverside County Flood Control and Water Conservation District  
Fiscal Year 2024/25**

**Increase appropriations:**

<b>40670-947160-510040</b>	<b>Regular Salaries</b>	<b>\$10,380</b>
<b>40670-947160-518100</b>	<b>Budgeted Benefits</b>	<b>2,000</b>
<b>40670-947160-524820</b>	<b>Engineering Services</b>	<b>8,000</b>

**Use of Unrestricted Net Assets:**

<b>40670-947160-380100</b>	<b>Unrestricted Net Assets</b>	<b>\$20,380</b>
----------------------------	--------------------------------	-----------------

  
Brett Austin, Supervising Accountant

7/16/2025

  
Jason Farin, Principal Policy Analyst

7/23/2025

**Schedule A**

**Riverside County Flood Control and Water Conservation District  
Fiscal Year 2024/25**

**Increase appropriations:**

40670-947160-510040	Regular Salaries	\$10,380
40670-947160-518100	Budgeted Benefits	2,000
40670-947160-524820	Engineering Services	8,000

**Use of Unrestricted Net Assets:**

40670-947160-380100	Unrestricted Net Assets	\$20,380
---------------------	-------------------------	----------