



PROCEDURE FOR REQUESTING FLOOD CONTROL PROJECTS

The Riverside County Flood Control and Water Conservation District (District), as part of its annual budget process, holds public budget hearings for the purpose of receiving flood control project requests.

These public hearings are held in a centrally located public place in each of the District's seven tax Zones each December. A map showing the geographic boundaries of these Zones is shown below. Each Zone has three Flood Control Commissioners (or Zone Commissioners) who are residents in that Zone. These Commissioners are appointed by the Board of Supervisors and serve without compensation.

Any individual or representative of any business, organization or government entity may make a request for a flood control project by appearing at the budget hearing for the appropriate Zone or by submitting a Capital Improvement Project Request Form to the District before the hearing (preferred). Requests will be accepted year-round but will be processed in the fall; all requests must be received by the December budget hearings to be considered in the Capital Improvement Plan (CIP) for the fiscal budget year starting in the subsequent July.

Residents or businesses seeking to request a project should contact District staff by calling 951.955.1200 or emailing RCFC-CIP@rivco.org so that staff may assist with the request preparation and scoping.

Agencies or cities requesting projects or funding should submit a Project Request Form(s) before budget hearings so that projects may be evaluated by District staff before presenting requests to the Zone Commissioners. Forms should be submitted for new project requests, as well as any projects currently included in the CIP. Information on project status/scope as well as the Project Request Form itself can be found at the web address provided below.

After the public hearings, District staff will verify cost estimates of all newly requested projects as well as ongoing projects and then prioritize them on the basis of public need, necessity and available funds. A draft budget is then prepared by District staff and is presented to the Commissioners at a second public meeting (workshop). At the workshop, the Commissioners review the draft budget in detail with District staff and make adjustments they deem appropriate, before making a recommendation for approval. The workshop is a public meeting, and there is opportunity for public comment, however, the Commissioners will not accept or consider requests for additional new projects at this workshop.

In June, a final draft proposed budget, approved by the Zone Commissioners, is forwarded to the District's Board of Supervisors for final approval concurrently with the County of Riverside's budget.

The **Capital Improvement Project Request Form** and time, date and location of the hearings and workshops may be obtained by calling the District at 951.955.1200 or by accessing the District's website at <https://rcflood.org/cip>.



Riverside County Flood Control and Water Conservation District Zone Boundaries

