CITYWIDE COMMUNITY ENGAGEMENT POLICY AND TOOLKIT UPDATE

Community & Economic Development Department

Inclusiveness, Community Engagement and Governmental Processes Committee
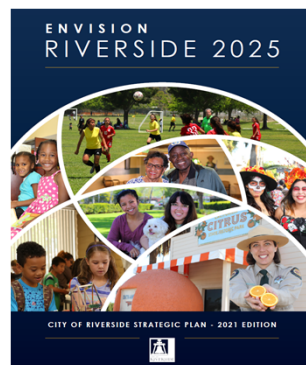December 7, 2022

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BACKGROUND

1. The Envision Riverside 2025 Strategic Plan, 2025 General Plan and State law (CEQA) include public participation in the decision-making process.

2. Community engagement helps preserve Public Trust and is a key cross cutting thread of the 2025 Strategic Plan.

3. The City has no formal or consistent Community Engagement Policy in place today.

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BACKGROUND CONTINUED

4. **On August 5, 2020**, this Committee directed staff to:

   a. Initiate a citywide community engagement framework;

   b. Provide input on elements to consider;

   c. Engage the community to seek input; and

   d. Return with a draft framework for Committee input prior to finalizing a citywide policy for City Council consideration.

5. **On February 20, 2021**, after significant research and development, an initial rough framework is discussed through a "Community Engagement 101" virtual workshop

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BACKGROUND CONTINUED

6. **Thereafter, from March 2021 through June 2021**:
   a. Staff hosted 5 additional virtual workshops to seek input;
   b. Workshops focused on "What, How and Why's of Community Engagement;
   c. Best practices were identified through discussion, research, and review of other municipal policies within the region and state; and
   d. 23 community members and 12 City team members participated to construct a draft Community Engagement Policy (CEP) framework.

7. **In July 2021**, a revised version of the CEP was distributed and shared with internal stakeholders within the City organization for further input and refinement.

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POLICY AND TOOLKIT

1. April 2022 - Draft CEP is finalized
2. Soft Launch Occurs- Five Internal Partners
3. Modifications to engagement approaches
4. Next Steps – Full Implementation

CITYWIDE COMMUNITY ENGAGEMENT POLICY

CITY OF RIVERSIDE
COMMUNITY & ECONOMIC DEVELOPMENT
NEIGHBORHOOD ENGAGEMENT DIV

3900 MAIN STREET
RIVERSIDE, CA 92522

CITYWIDE COMMUNITY ENGAGEMENT TOOLKIT

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WHAT IS COMMUNITY ENGAGEMENT?

- **When the community is and feels a part of a process.**
- A **collaborative process that connects City Staff with the community** in a mutually beneficial way by the sharing of new ideas, skills, knowledge, expertise, and experience.
- **The range of opportunities for public involvement in the decision-making process, relationship building, and community strengthening.**

INFORM DECISION MAKING
To provide opportunities for the community to decision making process.

BUILD RELATIONSHIPS
To provide opportunities for the community to decision making process.

STRENGTHEN COMMUNITY
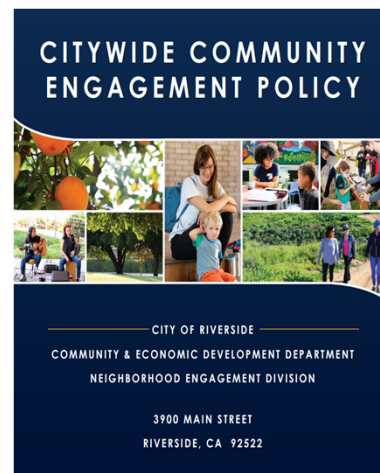To provide opportunities for the community to decision making process.

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POLICY INGREDIENTS

CEP Includes:

a. What is Community Engagement?
b. Vision and Commitment
c. Why, Who, When and How we Engage
d. Roles and Responsibilities
e. Ties to 2025 Strategic Plan

PLAN | DO | SHARE | EVALUATE | IMPROVE

CITYWIDE COMMUNITY ENGAGEMENT POLICY

CITY OF RIVERSIDE
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
NEIGHBORHOOD ENGAGEMENT DIVISION

3900 MAIN STREET
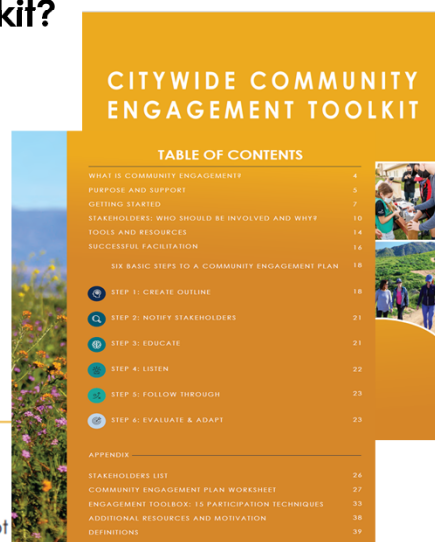RIVERSIDE, CA 92522

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TOOLKIT

What is the Community Engagement Toolkit?

a. Getting Started
b. Stakeholders
c. Tools & Resources
d. Successful Facilitation
e. Appendices & Worksheets

6 BASIC STEPS
TO A COMMUNITY ENGAGEMENT PLAN

1. Create Outline
2. Notify Stakeholders
3. Educate
4. Listen
5. Follow Through
6. Evaluate Adapt

CITYWIDE COMMUNITY ENGAGEMENT TOOLKIT

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TOOLKIT CONTINUED

The Community Engagement Toolkit utilizes Policy framework and acts as a resource for City Departments and community members. Because these documents work together, the Citywide Community Engagement Policy should be reviewed before working through the Community Engagement Toolkit.

INFORM
Low level of public engagement

INVOLVE
Mid level of public engagement

EMPOWER
High level of public engagement

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER

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OUTREACH SOFT LAUNCH

Examples of "Soft Launch" Outreach Workshops:
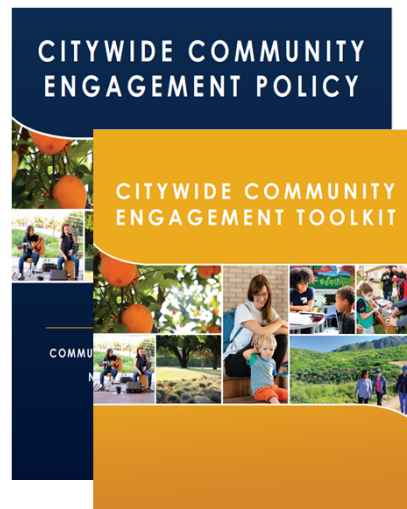

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NEXT STEPS

Next steps to implement the CEP and Toolkit:

a. Receive feedback from this Committee;

b. Update documents based on recommendations as needed; and

c. Return to Committee or proceed to City Council for consideration and implementation

CITYWIDE COMMUNITY ENGAGEMENT POLICY

CITYWIDE COMMUNITY ENGAGEMENT TOOLKIT

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STRATEGIC PLAN ALIGNMENT

Community Trust   Innovation

Strategic Priority 2 – Community Well-Being (Goal 2.4 - Support programs and innovations that enhance community safety, encourage neighborhood engagement, and build public trust)

Strategic Priority 5 – High Performing Government (Goal 5.3 - Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making)

Cross-Cutting Threads

Community Trust   Fiscal Responsibility   Sustainability & Resiliency

Equity   Innovation

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RECOMMENDATION

That the Inclusiveness, Community Engagement, and Governmental Processes Committee:

1. Receive an update on the Citywide Community Engagement Policy and Toolkit; and

2. Provide direction to staff on the next step for adoption and citywide implementation.

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