



Procedures for Staff Participation in Neighborhood Meetings

Effective Date: March 20, 2020

Overview

The City encourages continued dialogue and communications between City staff and City residents including staff participating in meetings and making presentations at the request of neighborhood or homeowner association groups. In order to provide a higher level of citizen services, avoid duplication of efforts, and unnecessary fiscal burdens on the City, this policy lays out the process and procedures for requesting City staff participation at neighborhood meetings.

Requests for City Staff Participation

All requests for City staff to participate in neighborhood meetings shall come through the City's Office of Community Engagement using the form in exhibit A. Requests should be submitted to the City no less than 10 working days in advance of the meeting and must specify the topics to be addressed and the anticipated number of attendees. Requests for staff participation will go through the appropriate Department Director for consideration. Requestors will receive a written reply within 72 hours as to whether staff is able to present at the meeting on the topics requested and who the presenter will be.

Staffing Considerations and Limitations

Request for staff participation in neighborhood meetings that take place outside of regular work hours that will result in overtime or other fiscal impact on the City must be approved by the Department Director. Department Directors will, to the extent possible, utilize staff resources that do not have an adverse fiscal impact for after hours presentations.

Staff presentations that require technical expertise about a specific project/initiative may require more than 10 working days notice depending on staff availability.

Staff is required to notify the audience of meeting civility requirements and the statement on civility should be included in any agenda handouts.

Updated February 2025

Exhibit A

Request for City Neighborhood Meeting Participation

Meeting Date _____
Meeting Time _____
Meeting Location _____

Subject matter of
presentation(s) _____

Time on agenda and length of time staff is needed _____

Requestor name/title _____

Meeting Rules of Conduct: **The City of West Palm Beach values the input and engagement of our citizens. We are also committed to civility and decorum for city officials, staff, and members of the public. City staff may make presentations during the meeting and questions may be taken after the presentation. Disrupting of presentations or of the meeting, personal attacks, yelling, and the like are prohibited and may result in termination of the meeting by City staff.**

*****Below for internal use*****

Date received _____

Departments being requested:

Received by _____