



CITY of NOVI CITY COUNCIL

Agenda Item *(City Manager's Office)*

Meeting Date *(Delete heading and add actual meeting date)*

SUBJECT: *Item title as it will appear on the agenda. Items most commonly begin with "Approval of", when an item is being recommended or whenever an item is on the Consent Agenda. If it is an item the City Council has not seen prior, the item may also begin with "Consideration of". Title is non-bold 11 pt. Century Gothic type.*

The subject line should include contractor name, time period, and \$\$ amount for contract awards. For items with multiple shipments or periods, estimated annual costs should be included.

SUBMITTING DEPARTMENT: *List Department/Division bringing the item forward for the agenda. Should be initialed by the Department head.*

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	<i>Amount of award, if any</i>
AMOUNT BUDGETED	<i>Amount approved in FY Budget</i>
APPROPRIATION REQUIRED	<i>If not approved in budget, is amendment required</i>
LINE ITEM NUMBER	<i>Account # from Adopted FY Budget</i>

If you are certain there is zero budgetary impact, use the motion sheet without appropriations.

BACKGROUND INFORMATION:

Information supplied should provide an executive overview (tell the story of who, what, when, where, why, and how) of the item being presented and should NOT duplicate information verbatim found in an attached memorandum. This communication is our opportunity to explain the background and rationale for an item. It is very important, as the item becomes the record for future uses. Include historical information such as current contractor/vendor, terms, costs, etc. Do not use acronyms.

If this is an item City Council has seen prior, in an off-week packet for example, it is suffice to provide an overview and attach previous, supporting documentation.

If it is an item that needs further explanation, details can be highlighted in this section without attaching a memo.

Contract awards requiring an RFP should include a copy of the responses to the RFP for the recommended firm and QBS selection sheet.

Please remember page numbers are mandatory on everything.

Include maps when appropriate. Maps are extremely helpful.

All items must be circulated with any directors (Finance, attorney, etc.) for comments and coordination prior to submission.

RECOMMENDED ACTION: Duplication of SUBJECT line. Title is non-bold 11 pt. Century Gothic type.



PRESENTATION TO CITY of NOVI CITY COUNCIL - TIP SHEET

Novi City Council meetings are held twice per month, giving our elected policy makers an opportunity to deliberate on issues that will decide the course of our City. It is our responsibility as staff members to anticipate and prepare, primarily through written materials, the needs of City Council. During the meetings we also have the opportunity to verbally and visually present on these policy issues. The following guide, based upon successful experiences, is for you to use in representing the City staff in a presentation to the City Council.

- Presenting materials must be turned in to the City Manager's Office for the City Council Packet no later than 4 pm the Monday before the City Council meeting. In addition, making use of the off-week packet will allow you a chance to share your materials well in advance.
- Include copies of each material for every person seated around the dais before the meeting begins. A normal meeting consists of 11 people. If it is a joint meeting of City Council and a Commission, make sure to take the extra people into account and plan accordingly. All of your materials should be in the order that you will present them and **include page numbers** on everything.
- Please make sure easels are situated on previously marked locations. These locations will be clearly labeled by tape on the floor of the Chambers. Do not block the view of City Council from the audience.
- If you or a third party are going to use any multimedia during your presentation, including PowerPoint or overhead slides, please contact Community Relations to arrange for a trial run well in advance of the scheduled City Council meeting.

If you must use a PowerPoint Presentation, please:

- a. Choose the Century Gothic font and graphics that are both large and clean enough to be seen from the back of the chambers clearly. If it looks jumbled or fuzzy on your screen it WILL be magnified when shown through the projector.
- b. Unless it is a part of the actual presentation, avoid using animation. It will distract your audience away from the substance of your topic.
- c. Keep your sentences short and DO NOT read your presentation verbatim. Use PowerPoint to supplement your presentation, not as a substitution for your presentation.
- d. Use the City of Novi PowerPoint template. It is available on the eWeb under Forms/Templates.
- e. Go through a practice run in the Council Chambers. Even if you think the presentation looks great on your computer, it could be considerably different when shown through the projector.
- f. Do not use acronyms in any of your literature.
- g. Consider again not using PowerPoint and instead rely on paper.

For more information or suggestions about making presentations please contact Community Relations at extension 628.