

# CITY OF SOLANA BEACH



## **COUNCIL MEETINGS** **Presenting and Submitting Materials** **Guide and Procedures**

### **PRIOR TO A COUNCIL MEETING**

#### **PRESENTING WRITTEN MATERIALS**

- Turn in materials to the City Clerk's Office as soon as possible once an agenda has been posted and not later than 1 ½ hours prior to the meeting. This is the only way to ensure that it may be copied for all Council, staff and the public notebook for public viewing, as required by Govt Code.
- If you did not submit materials beforehand, bring 10 copies to the meeting to hand out.

#### **PRESENTING A COMPUTER PRESENTATION**

##### **Guide for PowerPoint Presentations:**

- Do Not use the City's logo on any materials. You must obtain permission.
- Microsoft Office 2003 PowerPoint Version Only - Currently
  - Label each slide so that it is visible during the presentation for reference.
  - Text:
    - Font = Arial,
    - Colors = Black Yellow or White. No Red
  - Color
    - Use one of the built-in PowerPoint themes to give your presentation a uniform look.
    - Background: Solid colors or minimal background
    - Use a simple color scheme. White and/or Yellow is recommended. Don't use too many colors on one slide. Avoid combinations of brown/green, blue/black, and blue/purple.
  - Size/Font
    - DO use Landscape orientation; NOT PORTRAIT.
    - DO NOT Fill slide all the way to the edges, maintaining clear borders on all sides of the slides for visibility, if needed.
    - Maps/Drawings should be large and easily read.
    - Use a common font with straight lettering (Arial and Arial Bold works well).
    - Use a 36 point font for "Heading" and a 22-28 point font for "Content".
  - Content
    - Use caution or avoid including animations - they can be distracting and may not render properly.
    - Do not put too much text on one slide.
    - Try to limit the number of bulleted points to 3 per slide.
    - Try to limit the number of lines per bullet to no more than 3 lines each.
      - Be sure that all graphical content included in your presentation will be clearly visible to the entire City Council.

- All Power Point presentations must comply with applicable time limits for oral presentations and cumulative time limits. Presentations should be planned with flexibility to adjust to any changes in these time limits.
- A copy of the presentation should be copied onto the desktop or a printed hard copy of the PowerPoint presentation must be provided to the City Clerk for the public record.

## **DURING THE MEETING**

### **SPEAKING AT A COUNCIL MEETING**

- Locate a speaker's slip at the back of the Council chambers, complete it and turn into the City Clerk. The Clerk will call on you once the Mayor calls for speakers on an agenda item. Special instructions are located on the speaker slip regarding type and time allotted to speakers.

### **PRESENTING WRITTEN MATERIALS**

- If you want to present materials for Council consideration and did not submit them to the City Clerk's Office 1 ½ hours prior to the meeting, then you will need to bring 10 copies, minimum, of the materials to hand out for Council consideration. (Council, Attorney, City Mgr, City Clerk for the record, and staff.)
- All materials submitted to Council pass through the City Clerk so that it is noted in the record and that one copy may be obtained for the record.
- All materials presented to Council for consideration must be available to the public for viewing the following day.
- These materials may be copied, for a fee, and provided to the public.

### **PRESENTING A COMPUTER PRESENTATION**

- Arrive 10 – 20 minutes before the meeting start time in order to load your presentation onto the desktop. Several presenters may be attempting to do the same thing so prepare ahead of time.
- When you are called to speak, simply open the presentation from the desktop and begin your presentation.
- Leave a copy on the desktop for the record or provide a printout to the City Clerk.

## **AFTER THE MEETING**

- All materials passed out will be available for public viewing the following day. If you desire copies, contact the City Clerk's Office to inform them of your request and they will coordinate an estimated completion time and cost for preparing the materials. All copies are subject to the City's records copy fees.
- All materials received after the meeting is over or after the agenda item is finished will not become part of the public record for the agenda item. The record is formulated from the posting of the agenda including the staff report, any materials submitted to Council for consideration after the posting and materials that are presented during the meeting.

For any additional questions about presenting at a City Council meeting, please contact the City Clerk's Office - 858-720-2400.