



## Executive Summary

City Council – Rebranding Committee

**AGENDA ITEM:** Quarterly Newsletter

**PREPARED BY:** Kevin Larson – Assistant City Administrator

**RECOMMENDED ACTION:** Discussion & Decision

### Topics: Initial Timeline

Description	Date Needed
Template design feedback	10/22/2025
Final design	10/31/2025
Content To designer	11/26/2025
Final version to printer	12/15/2025
Receive from printer	12/29/2025
Sent to post office	1/2/2026

Directionally, to account for holidays, adhering to this timeline will ensure success for the January edition of the Quarterly newsletter. Note, for future editions of the newsletter the timelines won't be as long.

### Templates

The newsletter designer provided us with 3 template versions to review. Anything and everything is up for discussion. The committee can make alterations as it chooses.

### Direction needed:

Staff is seeking committee discussion to provide feedback on the design of the newsletter.

### Exhibit Reference Documents

- A. Design Template 1
- B. Design Template 2
- C. Design Template 3