



## Memorandum

**Date:** 6/24/2025

**Meeting of:** Committee of the Whole - Parks and Environmental Sustainability

**File No.** CM 25-373

**Type:** Committee Memo

**TO:** Committee of the Whole - Parks and Environmental Sustainability

**FROM:** Mayor Angela Birney

**DEPARTMENT DIRECTOR CONTACT(S):**

Executive	Malisa Files, Chief Operating Officer	425-556-2166
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**DEPARTMENT STAFF:**

Executive	Lisa Maher	Deputy Director
Executive	Kelly Schutz	Communications Manager

**TITLE:**

Council Communications Update

**OVERVIEW STATEMENT:**

Staff will introduce the City's new Communication Manager, Kelly Schutz, provide a brief overview of current Council communications efforts, provide additional recommendations, and seek feedback from Council on their communication needs for the remainder of the 2025-2026.

☐ **Additional Background Information/Description of Proposal Attached**

**REQUESTED ACTION:**

☒ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
Community Strategic Plan and the 2025-2026 Budget
- **Required:**  
N/A
- **Council Request:**  
Council funded and requested additional citywide and Council communications in the 2025-2026 budget.
- **Other Key Facts:**  
N/a

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**OUTCOMES:**

Councilmembers will have a full understanding of current Council communication efforts, processes and capacity of staff to support their needs, and hear staff recommendations for additional communication offerings.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
N/A
- **Outreach Methods and Results:**  
N/a
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**

N/A

**Approved in current biennial budget:**

☒ Yes

☐ No

☐ N/A

**Budget Offer Number:**

00000293 Citywide Communications

**Budget Priority:**

Strategic and Responsive

**Other budget impacts or additional costs:**

☐ Yes

☐ No

☒ N/A

*If yes, explain:*

N/A

**Funding source(s):**

General Fund

**Budget/Funding Constraints:**

N/A

☐ Additional budget details attached

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
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6/24/2025	Committee of the Whole - Parks and Environmental Sustainability	Provide Direction
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**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
Click and select a date, or click and press delete if none.	Click and select a meeting from the dropdown menu.	Click and select an action from the dropdown menu.

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

N/A

**ATTACHMENTS:**

N/A