

## The Kenmore FSP Task Force Engagement Plan

TIMELINE 3 JANUARY – 1 MAY 2024

DATE, TIME	Meeting Topics	COMMUNICATIONS & PUBLIC OUTREACH
January 3, 6:30 – 8:30pm First meeting	Rob Karlinsey, Melinda Merrell, Carla Schnee meet with Task Force committee and hold first introductory meeting.	December: Task Force selected Dec/Jan: FSP webpage updated with new 2024 information.
January 17, 6:30 – 8:30pm Second meeting	Contract City. Budget 101. Department Presentations	
February 7, 6:00 – 9:00pm Third meeting	CAP & HHS funding package. Dept Presentations. Update Fin Forecast. Proposed Community Engagement. Bang the Table platform.	<a href="#">Quarterly newsletter</a> distributed in February.
February 21, 6:30 -8:30pm Fourth meeting	Service Level Budgeting. Price of Government. Four-step approach to Financial Sustainability. Fiscal Capacity.	<a href="#">Article in Kenmore Top 4 this month.</a> <a href="#">Article in monthly E-newsletter.</a>
March 6, 6:30 – 8:30pm Fifth meeting	Balancing Act community engagement tool. Task Force analysis and questions. Task Force Deliberations	<a href="#">Mailer</a> to go out about Balancing Act Tool and Town Hall in mid-March.  Launch public engagement with Engagement HQ on March 6. City solicits community preferences about how revenues should be spent using “Balancing Act” online tool. Will run from March 15 to March 27 (two weeks).
THURSDAY March 14, 6:30 – 8:30pm Sixth meeting	Task Force analysis and deliberations continued. Task Force to begin forming recommendations.	Article in <a href="#">Kenmore Top 4</a> this month. <a href="#">Article in monthly E-newsletter.</a>
March 20, 6:30 – 8:30pm Seventh meeting	Balancing Act Data, Survey Report. Continue formulating recommendations.	Task Force hears initial public preferences as gauged by the Balancing Act and other public input. Task Force refines its recommendations. Balancing Act closes in one week.
April 3, 6:30 – 8:30pm Eighth meeting	Town Hall hosted by the FSP Task Force and Balancing Act tool with instructions for participants.	Community Open House/Listening Session: Public provides reactions, insights, and ideas on how to ensure City’s long-term financial sustainability.

<p>April 17, 6:30 – 8:30pm Ninth meeting</p>	<p>Task Force’s report and recommendations are finalized and submitted to City Manager Rob Karlinsey.</p>	<p>Article in <a href="#">Kenmore Top 4</a> this month. <a href="#">Article in monthly E-newsletter.</a></p>
<p>April 19</p>	<p>Rob finalizes his recommendations and submits to the City Council.</p>	
<p>May 1, time TBD Special Council Meeting</p>	<p>City Council is briefed on the recommendations from the Task Force and the City Manager.</p>	<p>Article in <a href="#">Kenmore Top 4</a> this month. <a href="#">Article in monthly E-newsletter.</a></p>