

# 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	<b>Article in Kenmore Top 4 this month. Article in monthly E-</b>
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 27 to April 8 (~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 (postponed) Continue formulating recommendations.	Task Force to discuss Engagement HQ, & Balancing Act information to include in the tool. Task Force discusses upcoming Town Hall presentation and ideas for table discussions. <a href="#">Balancing Act to launch next week.</a>
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.
April 10, 6:30 – 8:30pm Ninth meeting	Post Town Hall and Balancing Act tool Deliberation and incorporation into recommendations.	Task Force discusses information received at Town Hall and feedback/results of the Balancing Act tool.

<p>April 17, 6:30 – 8:30pm Tenth 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 6, time TBD Special Council Meeting starting at 7:15pm</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>