

**KENAI HARBOR COMMISSION
WORK SESSION – ANNUAL WORK PLAN
MAY 6, 2024 – 5:30 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
Telephonic/Virtual Information Below
www.kenai.city**

- A. **CALL TO ORDER**
- B. **INTRODUCTION** – Scott Curtin, Public Works Director
- C. **COMMISSION DISCUSSION** – Annual Work Plan for Harbor Commission
- D. **PUBLIC COMMENTS** (*limited to 3 minutes per individual*)
- E. **ADJOURNMENT**

Registration is required to join the meeting remotely through Zoom. Please use the link below to register:

<https://us02web.zoom.us/meeting/register/tZUkce6gqTsjH9AprCFkjc7Qf5pztSKaxXWS>



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Chair Gabriel and Harbor Commission
FROM: Shellie Saner, City Clerk
DATE: January 25, 2024
SUBJECT: Annual Commission Work Plan

As part of the City of Kenai Commissions, Committees and Council on Aging Review process, Council has given direction for the development of tools and methods to clarify the roles and responsibilities for members of the City's advisory boards, including the development of an annual work plan.

Your Commission will develop an annual work plan at the beginning of each year, which will guide the work of the Commission throughout the year.

Purpose of a Work Plan.

1. Documents that the work plan of the commission aligns with the assigned role, plans, policies and procedures of the City.
2. Ensures the Council and Administration is aware of the work intended for the Commission for the year ahead.

Using the template provided on the following page, create a list of issues and goals (objectives) your Commission would like to address in the upcoming year, your list should also include plans on how to address those issues. Each objective listed should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing Council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority.

Your completed work plan will be formally recommended at a Harbor Commission regular meeting before presentation to Council for their approval.

At the end of each year, your Commission will revisit your work plan to confirm that the work of the Commission has met the work plan objectives and has aligned with the Commission's assigned role, before submitting a final report to the Council for review of your activities.

INTRODUCTION

This area should include a brief description of the overall purpose of the commission. *Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.*

Instructions: In the space provided below, create a list of issues and goals (objectives) your commission would like to address in the upcoming year, your list should also include plans on how to address those issues. Each objective listed should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority.



Objective No. _____ Objective: _____ Estimated Time to Complete: _____

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Collaboration: *(Who needs to be involved to obtain the objective?)*

Funding: *(Are funds available, or is funding needed in a future budget?)*