

**KENAI PARKS & RECREATION COMMISSION  
WORK SESSION – ANNUAL WORK PLAN  
FEBRUARY 1, 2024 – FOLLOWING ADJOURNMENT OF REGULAR MEETING  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
\*Telephonic/Virtual Information Below\*  
[www.kenai.city](http://www.kenai.city)**

- A. **CALL TO ORDER**
- B. **INTRODUCTION** – Tyler Best, Parks & Recreation Director
- C. **COMMISSION DISCUSSION** – Annual Work Plan for Parks & Recreation Commission
- D. **PUBLIC COMMENT**
- E. **ADJOURNMENT**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83775838847>

**Meeting ID:** 837 7583 8847

**Passcode:** 210532

OR

**Dial In:** (253) 215-8782 or (301) 715-8592

**Meeting ID:** 837 7583 8847

**Passcode:** 210532



# KENAI

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

## MEMORANDUM

**TO:** Chair Wisniewski and Parks & Recreation Commission  
**FROM:** Shellie Saner, City Clerk  
**DATE:** January 25, 2024  
**SUBJECT:** Annual Commission Work Plan

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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 the March 7, 2024 Parks & Recreation 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?)*