

**KENAI PARKS & RECREATION COMMISSION  
WORK SESSION – ANNUAL WORK PLAN  
APRIL 4, 2024 – 5:30 P.M.  
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 and Recreation Director
- C. COMMISSION DISCUSSION**
  - 1. Development of Annual Work Plan for Parks & Recreation 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/tZlpdeiopzktH9yYj66bluIDnNAwLoyOV2PR>



# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | [www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Parks and Recreation Commission  
**FROM:** Tyler Best, Parks and Recreation Director  
**DATE:** March 28<sup>th</sup>, 2024  
**SUBJECT:** **Annual Work Plan and Notes**





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On 3/26/24, the Parks and Recreation Director, Tyler Best, met with Vice Chair Solvala Kisenia to go over the Commission work plans notes from the previous meetings. Attached are the goals and notes from the meeting provided by Vice Chair Kisenia.

### 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.

			
GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
Objective No. <u>01</u>	Objective: <u>Purpose - Tour Parks &amp; Trails Twice Semi-Annually</u>	Estimated Time to Complete: <u>16 Hours</u>	

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

The Parks & Recreation Commission (Commission) will work with the Parks & Recreation Department (Department) to tour the City's parks, trails, and recreation facilities twice a year (spring and fall). Tours will include highlighting the Department's accomplishments and goals as well as facilitate the opportunity for the Commission to provide recommendations on capital improvements and master plans. Transportation will be provided by the Department, if needed.

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

This objective will allow the Commission to effectively support 19.05.010 and 19.05.020 and adequately advise the Council and administration on issues involving the City's parks and recreational facilities.

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

Parks & Recreation Department

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

N/A

## Annual Work Plan - Objective #02 (Purpose - Public Requests & Commission Recommendations)

Reporting public suggestions to Council and administration requires a systematic and transparent approach to ensure that all voices are heard and considered.

Some citizens have the opportunity and means but few are able to regularly attend meetings or review minutes to validate if action was taken on their feedback. While tools currently exist to capture general feedback, we currently lack the follow-up needed to effectively accomplish the goals outlined in 19.05.010.

Here's one methodology to effectively report and manage feedback from the public:

1. Establish a Clear Channel for Feedback:
  - Set up multiple channels for collecting suggestions, including online platforms, physical suggestion boxes at public locations, email, dedicated phone lines, and public meetings.
  - Ensure that these channels are easily accessible to all residents, including those with limited internet access or language barriers.
2. Promote Awareness:
  - Launch a publicity campaign to inform the public about the feedback channels and encourage participation.
  - Utilize various communication channels such as social media, local newspapers, community newsletters, and flyers in public spaces.
3. Design a Structured Feedback Form:
  - Create a standardized feedback form to gather suggestions systematically. The form should include fields for the submitter's name, contact information (optional), suggestion category, description, and any supporting documents or images.
  - Keep the form concise and user-friendly to encourage maximum participation.
4. Implement a Tracking System:
  - Develop a digital system to track and organize incoming suggestions. This could be as simple as a spreadsheet, an internal SharePoint library, or as elaborate as a customer relationship management (CRM) platform.
  - Assign unique identifiers to each suggestion for easy reference and tracking throughout the review process.
5. Establish Review Criteria:

- Define clear criteria for evaluating suggestions, considering factors such as feasibility, impact on the community, alignment with city goals and policies, and cost-effectiveness.
- Ensure that the review process is transparent and objective, with no bias towards any particular group or individual.

#### 6. Conduct Regular Review Meetings:

- Include regular reviews in commission meetings with representatives from the council, administration, departments, commissioners, and community stakeholders.
- Discuss and prioritize incoming suggestions based on the established criteria.
- Document the outcomes of each meeting, including decisions made and actions to be taken.

#### 7. Provide Regular Updates to the Public:

- Keep the public informed about the progress of their suggestions through regular updates via the city's website, social media, newsletters, or public meetings.
- Be transparent about the reasons behind the acceptance or rejection of suggestions, providing feedback to submitters whenever possible.

#### 8. Implement Accepted Suggestions:

- Once suggestions are accepted, develop an implementation plan outlining the necessary steps, timeline, responsible parties, and budget allocation.
- Monitor the implementation process closely and address any challenges or obstacles that arise.

#### 9. Evaluate and Iterate:

- Periodically evaluate the effectiveness of the feedback collection and review process.
- Solicit feedback from residents on their experience with submitting suggestions and make improvements based on their input.
- Continuously iterate and refine the strategy to ensure that it remains responsive to the needs and preferences of the community.

By following this strategy, the Commission, Department, Council and Administration can effectively manage public suggestions, fostering greater citizen engagement and contributing to more inclusive and responsive governance.

### Other Miscellaneous Notes

Items lost due to lack of a reporting mechanism:

- Why were connex dugouts for the Kenai Softball Association.
- 35% drawings for Sports Complex
- Infield replacement and repairs
- Batter box replacements
- Relocate the Wisnewski disc golf course
- Bathrooms at the Kenai Eagle
- Camp ground using grant funds

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GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
Objective No. <u>02</u>	Objective: <u>Purpose - Public Requests &amp; Commission Recommendations</u>		Estimated Time to Complete: <u>16</u>

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

In order to effectively meet 19.05.010, the Parks & Recreation Commission (Commission) will work with collaborators to develop a systematic and transparent approach for reporting requests or suggestions by the public, or from the public through the Commission, to collaborators. Key elements should include establishing channels for feedback, promoting awareness, implement a tracking system, establishing review criteria, regular reviews at Commission meetings, evaluation, iteration, and implementation, and regular updates to the public.

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

While this does not need to be elaborate in nature, and could be as simple as a running log tracked and shared by the Department, it should effectively provide a clear, consistent, and accessible methodology for the public and/or Commission to communicate requests through the Department, Council, and administration.

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

Parks & Recreation Department, City Council, and Administration





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

TBD

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GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
Objective No. <u>03</u>	Objective: <u>Purpose - CIP Work Sessions Twice Semi-Annually</u>	Estimated Time to Complete: <u>4</u>	

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

The Parks & Recreation Commission (Commission) will work with the Parks & Recreation Department (Department) to hold CIP Work Sessions twice a year (spring and fall) after the parks, trails, and recreation facilities tours. CIP Work Sessions will include a review of the status, progress, and accomplishments on existing capital improvements as well as facilitate the opportunity for the Commission to provide additional recommendations on new or existing capital improvements.

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

This objective will allow the Commission to effectively support 19.05.010 and 19.05.020 and adequately advise the Council and administration on issues involving the City's parks and recreational facilities.

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

Parks & Recreation Department

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

N/A



### INTRODUCTION

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Objective No. 04      Objective: Master Plan - Project Support      Estimated Time to Complete: TBD

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

Based on other objectives previously identified by the Parks & Recreation Commission (Commission), and in the support of 19.05.020(a), the will work in collaboration with the Parks & Recreation Department (Department) to identify items that would support future master plans.

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

The Commission serves as an effective intermediary between the public, the Department, Council, and Administration by conveying public feedback in a structured and organized manner. Through this objective, the Commission will more effectively represent and communicate the diverse perspectives of the community, provide expertise and specialization, capitalize on regular communication channels with the Department, serve as an accountable and transparent bridge between the public and Council, and leverage the Commission's capacity to build stronger community engagement.

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

Parks & Recreation Department

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

N/A

## Annual Work Plan - Objective #04 (Master Plan – Project Support)

The Commission serves as an effective intermediary between the public, the Department, Council, and Administration by conveying public feedback in a structured and organized manner.

Through this objective, the Commission will more effectively represent and communicate the diverse perspectives of the community, provide expertise and specialization, capitalize on regular communication channels with the Department, serve as an accountable and transparent bridge between the public and Council, and leverage the Commission's capacity to build stronger community engagement.

### 1. Representation of Diverse Perspectives:

- The Commission comprises members from various backgrounds, representing different demographics, interests, and expertise within the community. This diversity ensures that a wide range of perspectives and concerns are considered when conveying public feedback to Council and the Administration.

### 2. Expertise & Specialization:

- Our Commission members possess specialized knowledge and experience relevant to the issues being communicated. This expertise can enhance the quality and relevance of the feedback provided to Council and the Administration.

### 3. Structured Process for Feedback Collection:

- Through other objectives previously identified (namely Objective #03), this Commission could effectively encourage and engage with public feedback, including public hearings, surveys, focus groups, or other community forums. These objectives would ensure that feedback is gathered in a systematic and comprehensive manner, enabling the Commission to convey a well-rounded representation of public sentiment to Council and the Administration.

### 4. Analysis and Synthesis of Feedback:

- Commissions have the capacity to analyze and synthesize the feedback received from the public, identifying common themes, concerns, and priorities. This analysis enables the Commission to provide Council and the Administration with actionable insights that can inform decision-making surrounding capital improvements and master planning.

#### 5. Neutral & Objective Facilitation:

- While the Commission operates within the framework established by the Administration and Council, it often operates independently, serving as the neutral facilitators of public feedback. This independence helps maintain trust and credibility among community members, who may feel more comfortable expressing their opinions to a neutral party.

#### 6. Regular Communication Channels:

- The Commission is afforded regular communication channels with the Parks & Recreation Department and the Administration, allowing for ongoing dialogue and an exchange of information. This benefit could be more effectively leveraged to ensure public feedback is conveyed in a timely manner and that the Council and the Administration remains responsive to community concerns and priorities.

#### 7. Accountability & Transparency:

- By serving as a bridge between the public, Council and the Administration, commissions contribute to accountability and transparency in governance. We can work with the Administration and Council to ensure accountability for considering public feedback in decision-making processes and ensure that the public is informed about how their input is being used.

#### 8. Capacity Building & Community Engagement:

- The Commission provides an opportunity for community members to engage directly in the decision-making process, encouraging and fostering civic participation and empowerment. Through their involvement in commission meetings, residents can develop a deeper understanding of public process and actively engage in master planning for the City.

Overall, our Commission is dedicated to conveying public feedback to Council and the Administration and can play a vital role in promoting inclusive, transparent, and responsive public engagement, ultimately leading to more effective and equitable outcomes for our parks, trails, and recreation facilities throughout the community.

### Other Miscellaneous Notes

The following is a list of specific items that, in an effort to work collaboratively with the Administration, were consolidated into this single work plan.

- In the support of 19.05.020(a), the Parks & Recreation Commission will work with the Parks & Recreation Department to map the existing trails and parks using GPS or other GIS tools to integrate this data into the City's current mapping system as an additional recreation "viewer." Additionally, this data should be added to other trails databases (e.g. AllTrails.com) to provide additional access to Kenai's recreation opportunities.

- Based on other objectives previously identified by the Parks & Recreation Committee, and in the support of 19.05.020(a) and more broadly 19.05.010, the Parks & Recreation Commission will work with the Parks & Recreation Department to update the Parks & Recreation Website. This objective would include providing narratives, photos, interviews and other voices from the community, etc.
- Based on other objectives previously identified by the Parks & Recreation Committee, and in the support of 19.05.020(a) and more broadly 19.05.010, the Parks & Recreation Commission will work with the Parks & Recreation Department to identify locations where signage can be added or modified to include QR codes that would link directly to the park or trail's web page. Interpretive signage for our parks and trails highlighting the natural resources and history of the area should also be considered.
- In the support of 19.05.020(a), the Parks & Recreation Commission will work with the Parks & Recreation Department to identify locations for additional bike repair locations.
- In the support of 19.05.020(a), the Parks & Recreation Commission will work with the Parks & Recreation Department to identify members of the public who are interested in creating a Tsalteshi Trails for the Kenai.
- In the support of 19.05.020(a), and based on other objectives previously identified by the Parks & Recreation Commission, work with the Parks & Recreation Department to identify opportunities and locations to share information regarding the small anadromous streams throughout the City of Kenai including tie-ins to the local parks and courses (e.g. naming the golf course hole after the stream or fish that run through it).
- Create an indoor batting and pitching cage(s) in the Kenai Recreation Center. This objective could include identifying potential user groups, traffic, and comparable fees, releases, etc.
- Create a permanent bathroom facility (similar to Daubenspeck Family Park) for the Kenai Eagle Disc Golf Course.
- Identify areas where additional off-street parking could be developed for the Green Strip and Municipal Park. This objective may tie to Objective #3 and the overall intention of 19.05.020(a), master plan support.
- Identify potential locations and viability of an outdoor aquatic center and public splash pad. This objective may tie to Objective #3 and the overall intention of 19.05.020(a), master plan support.