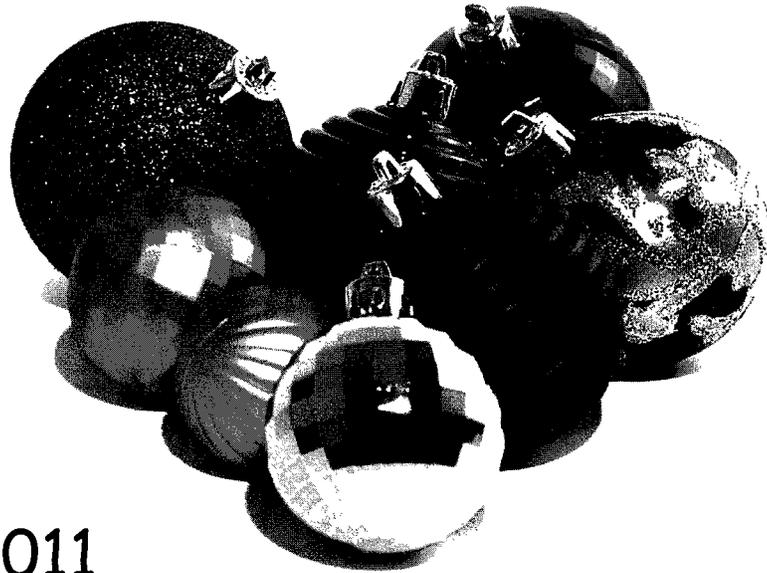


*Parks & Recreation
Advisory Commission*



Thursday
December 8, 2011
Special Meeting 5:30 p.m.

City Hall Cowles Council Chambers
491 E. Pioneer Avenue
Homer, Alaska 99603

Prepared and Produced by the City Clerk's Office - 11/28/2011 - rk

**NOTICE OF MEETING
SPECIAL MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. APPROVAL OF THE MINUTES**
(Minutes are approved during Regular Meetings Only)
- 4. PUBLIC COMMENT UPON MATTERS ALREADY ON THE AGENDA***(Three minute time limit)*
- 5. VISITORS** *(Visitors normally have 10 minutes for their presentation.)*
- 6. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS**
- 7. PUBLIC HEARING**
- 8. PENDING BUSINESS**
A. Review and Updating the Strategic Plan for 2011-12
- 9. NEW BUSINESS**
- 10. INFORMATIONAL MATERIALS**
- 11. COMMENTS OF THE AUDIENCE**
- 12. COMMENTS OF THE COUNCILMEMBER** *(If one has been assigned)*
- 13. COMMENTS OF STAFF MEMBERS**
- 14. COMMENTS OF THE COMMISSION**
- 15. COMMENTS OF THE CHAIR**
- 16. ADJOURNMENT THE NEXT REGULAR MEETING IS JANUARY 19, 2011** at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska

Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I



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MEMORANDUM

TO: PARKS & RECREATION ADVISORY COMMISSION
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: DECEMBER 1, 2011
RE: REVIEW AND UPDATE TO THE 2011-2012 STRATEGIC PLAN

BACKGROUND

It is that time of year again when the commission should review and update their Strategic Plan. Performing this on an annual basis gives the commission an overall view on what has been accomplished and what remains to be done. It also allows the commission to reclassify some items that require a longer time period to accomplish or complete due to the complexity not known in the beginning.

A good strategic plan should provide a clear explanation of how one or more strategic goals are to be achieved by an organization or program. It typically outlines long-term goals and details the specific strategies and programmatic goals that are to be pursued. Areas of risk are analyzed and specific strategies for overcoming those risks are adopted. The strategic planning process is iterative and maps a clear path between a present condition and a vision for the future. Revisiting the Strategic Plan to review accomplishments against documented objectives, establishes a feedback loop that can then influence future planning and decision making.

The plans take shape through an iterative process of facilitated group discussions, research, drafting, and review. The suggested section headings include a number of questions that a facilitator can utilize to guide the creation of appropriate content for the plan. Not all questions may be appropriate for this commission, but the topic areas covered are all important when considering whether to establish or expand infrastructure. You should define what portion you intend to address by creating this strategic plan (e.g. statewide coordination, standards implementation, data production, common applications development, etc.)

The questions incorporated into the process all pertain (in one form or another) to broad strategic concerns, though some are quite specific. The broader strategic concerns are:

- Who are we?
- Where are we?
- Where do we want to go (or not go) and why?
- How do we get there?
- How do we know when we get there?

The Strategic Plan is broken down into the following sections:

- Executive Summary/Mission Statement
- Strategic Planning Methodology
- Current Situation
- Target End-State
- Requirements
- Implementation Program
- Appendices

In completing this strategic planning process, the commission will have a consistent framework for articulating its purpose, values, roles, objectives, strengths, and weaknesses. This effort is intended to provide a roadmap to the future where the needs of the commission and the community are better served. For each section, a list of questions is provided to facilitate the planning process and yield content for the plan itself through the answers and discussion. As previously mentioned, not all of the questions need to be answered, as the situation may vary.

RECOMMENDATION

Staff recommends the commission entertain discussion and review items on the strategic plan and make amendments as desired. Direct staff to make the recommended revisions and include in the January packet.

PARKS AND RECREATION ADVISORY COMMISSION
STRATEGIC PLAN 2010-11

MISSION STATEMENT

The Commission is established to act in an advisory capacity to the City Manager and the City Council on the problems and development of parks, recreation facilities and public beaches within the City.

STRATEGIC GOALS OF THE COMMISSION – What is the focus for the commission?

3-5 Year Period

- Advocate for retaining open and green space
- Keep on top of future land disposals with attention to park and recreation needs
- Keep existing green space and public open space
- Preserve areas of natural beauty and access
- Preserve beach access – no vacations of public access

STRATEGIC OBJECTIVES OF THE COMMISSION – Must have achievable results, an action statement.

1-2 Year Period

- construct a bike path along Kachemak Drive
- Develop park in Town Center and plan for pathways and trails
- Document current and historical trails, create a pamphlet to show hiking trails, beaches, recreational access points, parks, campgrounds and basic rules and etiquette
- Continue work on Karen Hornaday park drainage, the parking lot, and master plan implementation
- Increase the city budget for parks and recreations
- Mariner Park driveway access and pedestrian access from the Homer Spit Road and bike path crossing of Homer Spit Road.
- Create an overall sign design for the City. Work with Public Works.

ACTIONS OF THE COMMISSION –Who will do what, when and how?

- Have a committee go to City Council with recommendations, action plan and time frame.
- Every time there is a memo from the Commission to City Council a Commissioner should go to the meeting and speak about it.
- A commissioner should attend every council meeting to speak with council and keep them informed about what they are working on.
- One member of the Commission attend meetings of other user groups – skiing, co-host, etc. Create better working relationship and communication with user groups.

SHARED ACTIONS STAFF/COMMISSION

- Focus and monitor the HNMTTP implementation
- Research and create best use plans for all parks, with WKFL being the next park.

