

# Port of Houston Authority

## Strategic Planning Policy



A. Objective. This Strategic Planning Policy will assist the Port of Houston Authority (“Port Authority”) by helping it create responsible and well-grounded strategic and tactical plans, and by building the support needed to best fulfill its mission.

B. Long-range Strategic Plan.

1. No later than one year following the date of the enactment hereof, the Port Commission shall publicly adopt a long-range strategic plan containing its mission and values statement, and the standard elements of a strategic plan, including an assessment of the Port Authority’s current state and projected operating environment, a description of the Port Authority’s most significant goals, strategies, and priorities, and the means to evaluate its progress towards those goals. Before the Port Commission adopts such long-range strategic plan, it shall conduct a public meeting and shall make the proposed long-range strategic plan available to the public at least seventy-two (72) hours prior to the meeting.

2. Such long-range strategic plan should cover activities for a period of at least ten years, as determined by the Port Commission. During that time, the Port Authority shall publicly provide annual progress updates incorporating performance measures developed through the long-range strategic plan.

3. The Port Authority will identify and work with key internal and external stakeholders to get input during the development of the long-range strategic plan.

4. The Port Authority shall complete a comprehensive re-evaluation and update of the long-range strategic plan at least every five years, or more frequently as conditions warrant, and adopt a new long-range strategic plan prior to expiration of each long-range strategic plan, or more frequently as conditions warrant.

C. Mid-range Strategic Plan.

1. Following the adoption of the long-range strategic plan and prior to the commencement of a fiscal year, or as soon as possible thereafter, the Port Commission shall publicly review a mid-range plan to help carry out the long-range strategic plan.

2. Such mid-range plan shall include a five-year divisional financial forecast and five-year capital plan, and other detailed action plans as the Port Authority determines is necessary to implement and measure progress towards these goals. The development of the five-year capital plan should include a preliminary analysis of each project’s need and its priority. The five-year divisional financial plan should address future financial needs and financing options, and provide information about the relative cost of various options.

3. Before the Port Commission reviews its mid-range plan in a public meeting, it shall make the proposed mid-range plan available to the public at least seventy-two (72) hours prior to the meeting.

D. Short-range Budget and Capital Plan.

1. Prior to the commencement of a fiscal year, or as soon as possible thereafter, the Port Commission shall adopt an annual divisional operating budget which specifies major expenditures by type and amount. Before the Port Commission adopts its annual divisional operating budget, it shall conduct a public meeting and shall make the proposed annual divisional operating budget available to the public at least seventy-two (72) hours prior to the meeting.

2. The Port Authority may not make operating expenditures in excess of the total budgeted operating expenditures for a fiscal year unless the Port Commission amends the operating budget after public notice and meeting.

3. Prior to commencement of a fiscal year, or as soon as possible thereafter, the Port Commission shall adopt a capital plan for the following year. Before the Port Commission adopts such capital plan, it shall conduct a public meeting and shall make the proposed annual capital plan available to the public at least seventy-two (72) hours prior to the meeting.

4. The Port Authority may not make capital awards in excess of the total capital plan for a fiscal year unless the Port Commission amends the capital plan after public notice and meeting.

5. Port Commission approval of an annual operating budget and capital plan shall be in addition to, and not in lieu of, its approval of expenditures and contracts as required under the laws of the State of Texas.

E. Public Access. The Port Authority shall make its long-range strategic plan, its mid-range strategic plan, and its one-year divisional budget and capital plan available on the Port Authority's website, subject to any exceptions permitted under the Texas Public Information Act, Texas Government Code Chapter 552.