PORT AND HARBOR ADVISORY COMMISSION
2022-2023 STRATEGIC PLAN
Approved April 27, 2022

Annually, the PHC prioritizes a list of ongoing, short, medium and long-term goals to aid the commission in charting a general course for the year and keeping on-task.

Ongoing Goals	1. Provide timely, relevant comment to the City Council on Port and Harbor issues.
	2. Harbor Budget: Gain a better understanding of the process, have more communication on budget/projects between City and Harbor Staff, and review it at least annually at meetings.
	3. Establish committees when needed to work on specific tasks.
	4. Maintain the Port and Harbor Marketing Plan, continue lobbying efforts to City Council to maintain marketing funds and working closely with the Homer Marine Trades Association.
	5. Promote and support the new Large Vessel Port Expansion Project.
Short Term Goals By End of 2022	1. Continue working with City Council and City Manager to lower administrative costs to the Harbor Enterprise.
	2. Continue developing more paid parking on the Spit.
	3. Continue identifying other sources of revenue.
	4. Establish a goal for reserves and continue to understand the budget, include setting fees, and dedication of sales tax.
	5. Promote workforce development and housing on the Spit, specifically to seasonal workers.
	6. Develop recommendations to hire a Port and Harbor Project Manager.
Mid Term Goals 1 - 3 Years (2023 – 2025)	1. Create a 5-year Float Replacement Plan for the Small Boat Harbor.
	2. Seek funding to construct the Large Vessel Haul-out and Repair Facility.
	3. Develop a Homer Spit Parking Lot Improvement Plan.
	4. Explore a vessel and vehicle traffic study for the Spit to address congestion issues in the harbor.
	5. Review and provide support on rewriting the Spit Comprehensive Plan.
Long Term Goals 5 Years or More (2027+)	1. Work with Federal and State agencies to develop long-term erosion control measures for the Spit.
	2. Continue to work on overslope opportunities and leasable properties.

OVERALL PHC DUTIES & RESPONSIBILITIES

The purpose of the PHC is to act in an advisory capacity to the City Manager and the City Council on the problems and development of the City's Port and Harbor facilities. Consideration may include the physical facilities, possible future development, and recommendations on land use within the port and harbor areas. Duties and responsibilities are outlined in the PHC's Bylaws and under Homer City Code 2.64.040.

Links to online info:

- Homer City Code 2.64: www.codepublishing.com/AK/Homer
- Homer Port and Harbor Website: www.cityofhomer-ak.gov/port
- Port of Homer Terminal Tariff No. 1: www.cityofhomer-ak.gov/port/port-homer-terminal-tariff-no-1
- City of Homer Adopted Budget: www.cityofhomer-ak.gov/finance/budgets
- Spit Comprehensive Plan: https://www.cityofhomer-ak.gov/planning/spit-comprehensive-plan-2011

DUTIES OF COMMISSION/STAFF

Staff Liaison

- Assisting the Chair in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training.
- Drafting/submitting reports, memos, and recommendations for those agenda items requiring decisions or recommendations by the Commission to City Council.
- Provide yearly information about the budget.
- Inform the Commission of City Council actions and discussion of harbor-related issues.

Commissioners

- Attend City Council meetings as assigned.
- Attend worksessions and training opportunities.
- Come prepared to make a motion for action at meetings, or ask staff before the meeting for more information.
- Request information from the Staff Liaison or Presiding Clerk.
- Understand their role as an advisory body to City Council; for any change to happen regarding City policies or code usually a council member has to support a PHC's idea and be willing to sponsor a resolution or ordinance to change established City policies or rules.
- How the commission (as a whole) can communicate:
    - Work with the City Manager through the Staff Liaison to keep City Council informed on developing initiatives.
    - Send memos to Council periodically so they have a written report of what's going on; these are written by staff and likely will be part of the City Manager Report or under the PHC Report.
    - Have a Commissioner speak at a Council Meeting under Reports; the PHC is scheduled to give a report at the next City Council meeting following the PHC's regular monthly meeting. It is best to rotate members so Council gets to see and hear from each of you over time. Pay attention to feedback from Council; the Commission may need to change direction, or come up with more support for the topic.

Clerks

- Helps with packet preparation and dissemination
- Records meetings and prepares meeting minutes
- Ensures meetings are properly advertised
- Helps members understand and comply with City policies and procedures governing advisory bodies
- Helps the Commission learn to better communicate with City Council (Memorandums vs Resolutions and Ordinances)