Notes from Feb 19, 2014 “Toolkit Brainstorming Session”, San Diego

1. **Participants discussed types of plans developed by ports.** Note that some plans need to be created in preparation for other plans. For example, Hazardous Mitigation plans feed into Capital Improvement plans.
	1. Security and Continuity of Operations plan
	2. Marketing plan
	3. Hazardous Mitigation plan
	4. Transportation plan (for intermodal connectors outside port boundaries)
	5. Strategic business plan (for Commissioners, includes operations, marketing and capital investment among other topics)
	6. Climate Change Action plan
	7. Environmental Framework plan (sustainability)
	8. Operations plan includes
		1. Port users
		2. Intra-terminal operations
		3. Gate operations
	9. Operations and maintenance plan for Columbia River with the USACOE
	10. Lower Columbia Navigation Guidelines (external focus including vessel facing plans; defines how vessels move on the river)
	11. Columbia River Treaty with Canada (river flows)
	12. Storm water plan with Endangered Species plan
	13. Habitat conservation plan for endangered species
	14. Superfund clean-up plan (Willamette River)
	15. Economic Development Plan (includes growth and neighborhood impact)
	16. Security plan including
		1. Mitigation/prevention
		2. Response
		3. Recovery
	17. Framework plan (into which all other plans fit; ensures continuity, harmony, etc)
	18. Land utilization plan (to optimize port’s capabilities as port approaches capacity)
	19. Maritime business plan (forecasting needs to 2030)
	20. Integrated master plan (eg: San Diego has 5 cities)
	21. Capital Investment plan (vs cosmetic improvement plan where paint is slapped on)
	22. Master plan update every 5 years (eg: Massachusetts plan goes to Governor approval; includes MAP-21 driven Strategic Plan)
	23. State Ocean Plan (eg: Massachusetts addresses competing needs for same space; wind farms vs shipping lanes)
	24. Dredge Material Management plan
	25. Redevelopment plan (can utilize eminent domain)
	26. Regional plans (include economic development, freight and environmental plans)
	27. Comprehensive truck management plan (eg: Oakland; CARB requires new engines)
	28. Economic Impact Studies and Environmental Impact Studies (address funding needs; evaluating and costing projects)
	29. Financial plan
	30. Communication plan (including crisis management)
	31. Multi-state corridor development plan
	32. Business continuity credentialing plan
	33. Mitigation plan
	34. Alternative fuels facility plans
2. NOTES
3. Consider subdocuments for departments with focus for that office and an overall summary of Master Plan and how it fits into that
4. NY/NJ prepares (this is a partial listing)
	1. Annually - Enterprise risk management plan
	2. 3 years – Clean Air plan
	3. 5 years – Land Use plan
	4. 20 years – strategic plan & regional good movement (Map-21)
5. All documents in the Toolkit need to be *functional*
6. Master Plan goals reflected in annual performance evaluations for senior management
7. **Participants each named one or more topics they would like to see included within the Toolkit**
	1. Performance metrics
	2. Risk planning
	3. Bathymetry
	4. Return on Investment (what are inputs, outputs and expected outcomes)
	5. Benefit Cost Analysis (what are inputs, outputs and expected outcomes)
	6. Evaluation of funding sources (PROS/CONS; include federal state local and private)
	7. National Export Initiative Tools for ports (Department of Commerce)
	8. What other tools are already available from federal sources – reference those
	9. Primary Freight Network/National Freight Plan
	10. Economic impact analysis (Net Present Value)
	11. Navigational aids and dredging plans (including mitigation and sounding of channels)
	12. NEPA for dummies
	13. Enterprise valuation/Private investment (valuing port land is different than property appraisal)
	14. Project Management Tools
	15. Market trends (link to usage of resources)
	16. Grant lessons learned and best practices w/tickler sheet for ports to reference
	17. Funding 101
	18. Planning 101
	19. Development of SWOT analysis for infrastructure projects
	20. Communicating project (includes demand forecast and needs)
	21. Quantifying risk
	22. Supply chain calibration (dock/gate/intermodal connection capacity and capabilities need to be harmonized)
	23. How to predict demand for projects
	24. Public/private partnerships with existing tenants
	25. Regional plans (who to include; MPO/State DOT/community)
	26. Define success for YOUR port
	27. Scenario planning (how to develop a plan; include process)