Portland, Maine Yes. Life's good here.

ECONOMIC DEVELOPMENT COMMITTEE

DATE:	**January 3, 2017 (Tuesday)**
TIME:	**5:30 – 7:00 p.m.**
LOCATION:	**Room 209**
	Portland City Hall

A G E N D A

1. **Review and accept Minutes of previous meeting held on November 22, 2016.**

2. **City Property Disposition Discussion and Direction** regarding the following properties:
   a) Sale of Bayside former Department of Public Works occupied properties;
   b) Sale of the Riverside Street 7+/- acre industrial property;
   c) Sale of Thames Street surface parking lot;
   d) Sale of Cotton/Free Street Parking Lot; and,
   e) Redlon Woods area transfer of undeveloped City-owned and tax-acquired properties to the Land Bank, along with possible additional property acquisitions.

   See enclosed memo from Greg Mitchell

   Note: Pursuant to 1 M.R.S.A. 405(6)(C), the Committee may go into executive session to provide City staff general policy guidance regarding real estate negotiations.

3. **Review and Discussion of Draft 2017 Economic Development Committee Work Plan.**
   a) See enclosed memo from Greg Mitchell with Draft 2017 EDC Work Plan.

4. **Executive Session: Pursuant to 1 M.R.S.A. 405(6)(C), the Committee will go into executive session to provide City staff general policy guidance regarding possible amendments to the City and JB Brown Land Exchange Agreement.**
   a) See enclosed confidential memo from Greg Mitchell.

Public Comment will be accepted on action items.

Next meeting: February 7, 2017

Councilor David Brenerman, Chair

Minutes
Economic Development Committee
November 22, 2016

A meeting of the Economic Development Committee of the Portland City Council was held Tuesday, November 22, 2016 at 5:00 p.m. in Room 24 of Portland City Hall. Present from the Committee was its Chair Councilor David Brenerman and members Councilors Justin Costa and Spencer Thibodeau. Also present from the City Council was Mayor Ethan Strimling. Present from City staff were Business Programs Manager Nelle Hanig, Economic Development Director Greg Mitchell, Senior Executive Assistant Lori Paulette, Senior Advisor to the City Manager Julie Sullivan, and Human Resources Director Gina Tapp.

Item #1: Review and accept Minutes of previous meetings held on October 25, 2016, and November 1, 2016.

On motion made and seconded, the Committee voted unanimously to accept both sets of Minutes as presented.

Item #2: Possible Office of Economic Opportunity and Immigrant Integration – Review and possible vote on recommendation to the City Council.

Chair Brenerman said this item follows the Conference held at USM on October 26, and press release about this meeting to be devoted to this proposed new office, the name of which is subject to debate, for a possible vote and recommendation to the City Council. One of January's 2016 City Council goals was to create an office for integrating immigrants into the local economy. This followed with months of study, a number of public hearings by this Committee where it heard from service providers, community groups and individuals, numerous interviews, as well as looking at best practices from around the country. At the October 26 conference,

participants heard from three other cities as to what they offer, and the Committee is here now to review the proposed new office.

Chair Brenerman continued by saying that Portland has been a city of immigrants since the 1800s, noting that his father was an immigrant. Immigrants provide this community with the essence of Portland and now there is a new group of immigrants from all over the world. It is important for them to find work, learn English as a second language, as well as integrating their past experience and education to be able to work in their fields, and empower them to achieve success.

Chair Brenerman said that staff is proposing to move forward with this office and for it to have a Director and two program managers.

Ms. Sullivan thanked the Chair for the summation, and then highlighted her memo, copy attached, noting that inclusion of all disadvantaged populations has been a recurring theme and that immigrant integration is a key component in ensuring Portland's work force and vitality. Other recurring themes in gaps for immigrant integration include English as a Second Language (ESL) classes, which need additional levels depending on skills; transportation; child care; outreach to potential employers to link job seekers with employers; and mentoring and intern/apprentice opportunities. A unanimous theme also emerged for the proposed office to be a convener of service providers to strengthen communication and collaboration and to ensure capacity across the system, collecting and sharing impact data, and better identifying gaps on an ongoing basis and clarity on where to go for what services. Outcome data also needs to be uniform among the service providers, perhaps based on what Louisville has done to better track outcomes across organizations.

Ms. Sullivan said that the proposed structure of the new office would have the Director initially report directly to the City Manager. It would be a three-person office with a Director overseeing the office; a Program Manager implementing the immigrant integration efforts; and a Program Manager implementing the inclusion and equity efforts focused on people of color.

Ms. Sullivan then reviewed the budget, noting its estimated total cost for a year would be $259,150, with the City share at $93,650, and Grants share at $165,500. She said that several foundations have expressed interest to work with the City on the project, and meetings have already been scheduled with six foundations.

Councilor Thibodeau asked if working/collaborating with Seeds of Peace has been discussed, and Ms. Sullivan said that there are school efforts for linkages. This could be another element of the organizations to convene.

Councilor Costa thanked all for the progress to date and the proposed recommendation. He asked about the budget and timing for starting this. Ms. Sullivan said that it is proposed for the City to pick up the cost of the Director, and grants would assist with the two Program Managers and some budget line items. Regarding timing, Ms. Sullivan said that if this goes to the City Council in December and is approved, staff is ready to advertise for the Director position. The City has set aside funds and could support the Director which would be about the last quarter of FY2017, or approximately $21,000. The office would be included as part of the FY2018 budget process.

Mayor Strimling also commended all for where this proposal stands today and the work it has taken to get this far. He noted that he liked the structure of the program, and asked about administrative support. Ms. Sullivan said that the City Manager's would assist as much as it could, and emphasized that administrative needs would be light.

Mayor Strimling asked about any metrics created to measure performance, i.e., jobs, poverty reduced, better education, and Ms. Sullivan said that such metrics are crucial to ensure that community services are effective and that the office is achieving its goals. As noted previously, outcome data would need to be created and uniform among the service providers to better track outcomes across organizations. It is anticipated that metrics will be created but to first create the office and hire the Director, with the Director then focusing on the programs and how to measure performance.

Mayor Strimling said metrics for both the new office and the community would be informative. Credentialing is also important to assist with integration and for businesses to recognize the importance of hiring this community.

Ms. Sullivan said that credentialing is certainly an issue, and language and writing skills further complicate it. This is where classes for ESL need more breadth, noting she has seen immigrant engineers working as mechanics due to lack of credentialing and ESL skills.

Mayor Strimling asking about the funds set aside to hire the Director for the second half of FY17, and Ms. Tapp confirmed that funds were budgeted in the FY2017 budget for the Affirmative Action Officer position that has remained vacant; those funds will be used.

Regarding the mission statement, Mayor Strimling noted that it appeared to be very broad, and the City needs to be sure the new office is not everything to everyone so it can serve those who need it and increase economic opportunities and inclusion.

Ms. Sullivan noted possibly adding words like disadvantaged/under-served, as well as targets for youth.

Councilor Thibodeau too appreciated the work done to get here today. Regarding the name of the office, he suggested using the word "inclusion" rather than "integration", and Mayor Strimling agreed. Councilor Thibodeau also noted that the mission statement is well done.

Chair Brenerman noted that "integration" was used to emphasize the importance of integrating into the economy. He then opened the meeting for public comment on creating this new office.

Carol McCracken of Munjoy Hill noted that Portland Adult Education (PAE) has a program for new Mainers, recently receiving $45,000 from the Bank of America. She asked how the new office would be different from PAE.

A man spoke noting that he was not opposed to the new office and applauded assistance with getting the immigrant population into the workforce. He noted that referrals for jobs was an important element to consider in assisting with successful job placement. He has been with Portland Adult Education (PAE) for a while, and said that this is a good initiative for the City and noted follow-up to be sure that it is serving people who need it.

Sally Sutton of the New Mainers Resource Center (NMRC) at PAE thanked everyone for the effort to get this far. It is important for the City to be welcoming. The State is cutting funds for programs for refugees, and suggested that the new office focus on growing the economy by supporting the diverse population, noting that coordination of services and resources is an important element for the new office.

Gilear Belair (sp?) spoke saying that change is difficult for this population, together with lack of housing. He thought the mission statement was too broad and to start the office slowly and see where it is in six months and outcomes at that time.

A woman spoke from Pennell Avenue, noting that she attended the USM conference. She questioned how to reach consensus on equity inclusion, seeing more challenges than opportunities; for example, the population to be targeted will always carry the color of their skin and their first languages. She suggested having more Portland residents involved.

Claude Rwaganje of Westbrook thanked the Committee and staff for getting to this point after eight months. His concern would be raising funds to support and sustain the office, as grant funds are time-limited. He supports this office and emphasized that there need to be business people involved for the creation and recruitment of jobs, and also to provide leadership and collaboration.

Alain Nahimana of Biddeford noted that this new initiative and policy are good, and that Portland is better positioned to leverage others and partner organizations. He also noted that it needs to be accountable to Portlanders.

Tae Chung of Portland said that he supports the proposal as it is from an economic perspective for the workforce and Portland's economy. He suggested that business partners include staffing organizations – for example, Pro Search, Inc. and the like – could be helpful with this effort. The office being the convener of organizations to see gaps and be more efficient is important.

Bridget Kahn of NMRC/PAE said that she supports the office that will assist the local economy by utilizing and assisting people here. She suggested the City look at its policies to see if they are geared toward attracting people here, including GA. Regarding metrics, she noted that they should be broad.

Chris Quint of the Portland Chamber of Commerce thanked everyone for the effort thus far and likes what people are saying. The Chamber is willing to work with businesses on the

initiative, as well as implementation and coordination of groups. He appreciated metrics for the office to be sure it is working.

A man from Portland said that the new office would need to be in touch with the leaders of the immigrant communities who can advise on services that are not provided.

Noting no further public comment, Chair Brenerman closed the public comment session.

Ms. Sullivan followed up on points and questions from the public, noting first the proposed new office would be different from PAE in that there will be no service delivery and no duplication of efforts, but rather to lead collaboration among the service providers. Should this collaboration decide new services need to be provided, the group will decide how to move forward.

Ms. Sullivan also said that the office will work with all partner organizations towards collecting common outcome data across programs to increase coordination and support, and address gaps on an ongoing basis.

Regarding metrics, Ms. Sullivan said it is important they directly reflect the goals and intentions of the work and are clearly measurable. These metrics will be created once the Director is hired.

Regarding having Portland residents involved, Ms. Sullivan noted the many interviews conducted and that the Office will want to continually seek feedback from the target communities.

Regarding having businesses involved, Ms. Sullivan agreed that this is important in hiring immigrants, and the Chamber has agreed to assist in making connections.

Regarding budget and grants, Ms. Sullivan said that she is aware of how grants come and go, and noted that the City would be responsible for funding the Director and, again, she has meetings scheduled with six foundations who have expressed interest in supporting the Office.

Chair Brenerman thanked Ms. Sullivan, and then questioned the Committee on the mission of the proposed new office.

Councilor Costa said that he is generally supportive of the proposed office and its structure. The two elements are understandable of implementing immigrant integration efforts, and implementing inclusion and equity efforts focused on people of color. He noted that most of the service providers are not primarily focused on immigrants at all, which is a lost opportunity, and a starting point for this new office. This new office being a convener makes the most sense, and not providing direct services. Regarding specific metrics, he suggested that that would come six months after the office opens. The new office would start with convening the various partners, collaborate on what is provided to clients, and then work to determine what can be measured.

Councilor Thibodeau agreed. The office would interact with the organizations and challenge them to meet needs/gaps. Specifics for metrics can begin to formulate after the first few months. It is clear Portland does need this office, and better tracking of clients getting through processes is important. He looked forward to the office opening and working with this community.

Mayor Strimling agreed that it is important to move ahead and do it right. He suggested that within three months the Director report back and provide metrics at that time. He noted that the mission statement does feel a little service-oriented, noting that the role of the office is to assure services happen and ensure businesses are being inclusive. "Portlanders" in the mission

statement is too broad, saying that it should be for immigrants and underserved with a focus on economic opportunity – businesses and the community need to change the way they think.

Chair Brenerman said that the City needs to be a leader and collaborator/convener so that services are being provided and gaps filled, including better access to jobs. The new office should get started and convene to see what is needed or improved to provide more efficient and effective services and address gaps. He agreed that in three months' time, metrics could be formulated to measure success. The goal is to assure that immigrants and other disadvantaged get the skills they need to find jobs, and employers can hire skilled workers.

Councilor Thibodeau said the office needs to feel comfortable to any person who walks in, and it needs to be fluid so that all members of the office can assist that person. He also noted that it will have to do a lot of cross-training given the many organizations involved.

Councilor Costa said that he thinks we are close enough to make a recommendation to the City Council on the creation of this office. Regarding metrics to measure success, he noted that after the Director convenes the organizations and advises what the groups have agreed to, metrics could then be created – estimating approximately in 90 days after the office is created.

Councilor Thibodeau agreed, adding that a 90-day check-in would be good, followed in six months with another.

Mayor Strimling agreed, pending a less broad mission, and metrics to track hiring of clients.

Chair Brenerman noted that the sense the Committee accepts the proposed frame work. The name of the office does sound like two things and questioned combining the name.

Ms. Sullivan suggested "Office of Economic Opportunity".

Chair Brenerman said that as long as it is clear that it is not a place where you apply for a job and make that clear to the community; it is an office that the City will help with links to organizations that provide services.

On motion made and seconded, the Committee voted unanimously to forward this to the City Council for approval, with the proposed name of the office to be the "Office of Economic Opportunity", with a Director and two Program Managers.

There being no further business to come before the Committee, the meeting was then adjourned at approximately 6:45 p.m.

Respectfully, Lori Paulette

Portland, Maine Yes. Life's good here.

City Council
David Brenerman
District 5

M E M O R A N D U M

TO: Economic Development Committee – Councilors Costa and Thibodeau
FROM: Councilor David Brenerman, Chair, Economic Development Committee
Julie Sullivan, Senior Advisor to the City Manager
cc: City Council
DATE: November 16, 2016
RE: **Proposal re Office of Economic Opportunity and Immigrant Integration**

Over the past eight months, the Economic Development Committee has sought to determine whether the City should establish an office focused on integrating immigrants into our local economy. The City Manager's Office has considered such an office since September, 2015, and subsequently this issue was identified by the City Council and Mayor Strimling as one of the priority goals for 2016. The City Manager included funds in the 2016-2017 budget to study the issue.

To that end, the Committee held six public hearings, heard from service providers, community groups and individuals, looked at comparable northeastern cities, researched best practices from around the country, and held a public conference on the topic. This memo provides a broad framework for the Committee's discussion and vote on Tuesday. Details can be found in the back-up material.

As a result of public input, organizational presentations, national best practice research and over 25 meetings with organizations and community members, several key points of consensus emerged:

- Immigration is an important part of this city's economic growth strategy and improving immigrant integration is critical to ensuring Portland's work force and vitality.
- Designating an office specifically for New Mainers is largely viewed as exclusive, given the need to also improve economic opportunity for youth, people of color, and other disadvantaged populations.
- Many needed services are being provided, though there are still gaps, including:
    - English language classes – availability as well as scope
    - Transportation and child care for English classes and other job training support
    - Proactive, consistent and systematic outreach to employers to identify jobs that are difficult to fill and subsequent partnering with Portland Adult Education, Southern Maine Community College, and the University of Southern Maine to provide those skills; and link job seekers with employers
    - Providing mentoring and intern/apprentice opportunities on a broad scale

- Convening service providers to strengthen communication and collaboration and to ensure capacity across the system, collecting and sharing impact data, and better identifying gaps on an ongoing basis
- Clarity on where to go for what services
- Outcome data

Mission/Purpose

Assure that Portlanders have access to job skills development, career counseling, and job placement services to maximize individual potential and ensure a robust workforce.

In order to ensure the vibrancy of Portland's economy, our employers must be able to hire the workforce they need so that they will stay here and so that other employers will want to move here, while our community members must be employed on a pathway to their highest potential and the city can also continue to attract new residents.

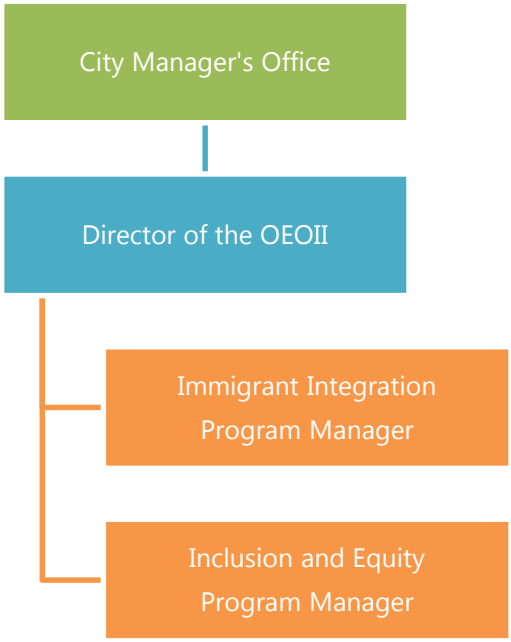
There seems to be consensus among those interviewed as well as conference attendees that the City does indeed have a role to play:

- Convening community resources to improve coordination, communication, and collaboration and avoid or decrease duplication of services
- Creating a common data collection tool, perhaps based on what Louisville has done, to better track outcomes across organizations and perhaps individual job seekers, as well as evaluating the work of the new office
- Linking employers more systematically with job seekers, and job seekers with necessary training (building upon the successes and partnerships in the HIRE program, for example)
- Collaborating with partners to provide ongoing intern/apprentice opportunities
- Focusing on the unique needs of immigrants by ensuring availability and accessibility of a wide range of English language classes
- Targeting the needs of youth and people of color

Proposed Structure

The Committee's research and public input seem to point to creating an Office of Economic Opportunity and Immigrant Integration. Initially, this Office would report directly to the City Manager's office to ensure that it has as successful a start as possible. There would be a Director overseeing the Office, with a Program Manager implementing the Immigrant Integration efforts and a Program Manager implementing the Inclusion and Equity efforts focused on people of color.

The Director would work on the more macro level issues and would convene partner organizations, build the intern/apprentice/mentor programs, oversee the data tool development, and link with funders. Each Program Manager would focus on his/her specific target population(s), building on best practices around the country to pilot and implement improved and/or new approaches in collaboration with partners.



Budget

In addition to staff costs, we also recommend budgeting for a robust evaluation of the Office's initiatives as well as the creation of a data tool to be used across relevant service providers to better measure outcomes using common metrics. It is critical to know whether we are doing the right thing and doing things right; it is insufficient to only know numbers of people enrolling in and/or completing programs. Also, there are several foundations in the Portland area who are focused on this kind of work and are eager to partner with the City.

Personnel	**Cost**	**City**	**Grant**
Director	$ 83,750	$ 83,750	$ -
Program Managers (2)	$ 140,000	$ -	$ 140,000
	$ 223,750	**$ 83,750**	**$ 140,000**
Consultants			
Evaluation	$ 10,000	$ -	$ 10,000
Data Tool	$ 12,500	$ -	$ 12,500
	$ 22,500	**$ -**	**$ 22,500**
Other Expenses			
Local travel	$ 1,500	$ 1,500	$ -
Training	$ 5,000	$ 2,000	$ 3,000
Computers (3)	$ 6,000	$ 6,000	$ -
Printer	$ 150	$ 150	$ -
Supplies	$ 250	$ 250	$ -
	$ 12,900	**$ 9,900**	**$ 3,000**
Total	**$ 259,150**	**$ 93,650**	**$ 165,500**

Economic Development Department
Gregory A. Mitchell, Director

MEMORANDUM

TO: **Economic Development Committee**

FROM: **Greg Mitchell, Economic Development Director**

DATE: **December 28, 2016**

SUBJECT: **City Property Disposition Discussion and Direction**

This Memorandum will provide a general overview of City property dispositions which will be presented to the EDC, during 2017, for votes in the form of recommendations to the City Council. The first four proposed property dispositions have been discussed with the EDC and City Council in executive sessions during 2016.

The properties include the following:

Sale of Bayside former Department of Public Works Occupied Properties

See attached map highlighting these City properties. After a public process, CBRE/The Boulos Company is the selected broker to market these properties for sale for highest and best use under existing zoning with no other City conditions. Marketing for these properties will start next month. Executive sessions, with the EDC, will be held to provide staff direction when offers are received.

Sale of Riverside Street 7+/- Acre Industrial Property

See attached map for property location. Negotiations with an interested buyer are proceeding. Staff will provide the EDC with a verbal update in executive session.

Sale of Thames Street Surface Parking Lot

See attached map, particularly the yellow-shaded area on the lower left-hand corner. This 1.52 +/- acre property currently is being used to support parking needs of Police; Public Works; Sail Maine; Ripple Effect; Convention and Visitors Bureau; Ready Seafood; Bay Ferries; and seasonal cruise ship use.

Staff recommends the City issue a Request for Proposals to sell this property in exchange for stimulating private parking structure investment and to secure the required public street right of way for the New Thames Street to Fore Street Connector Road.

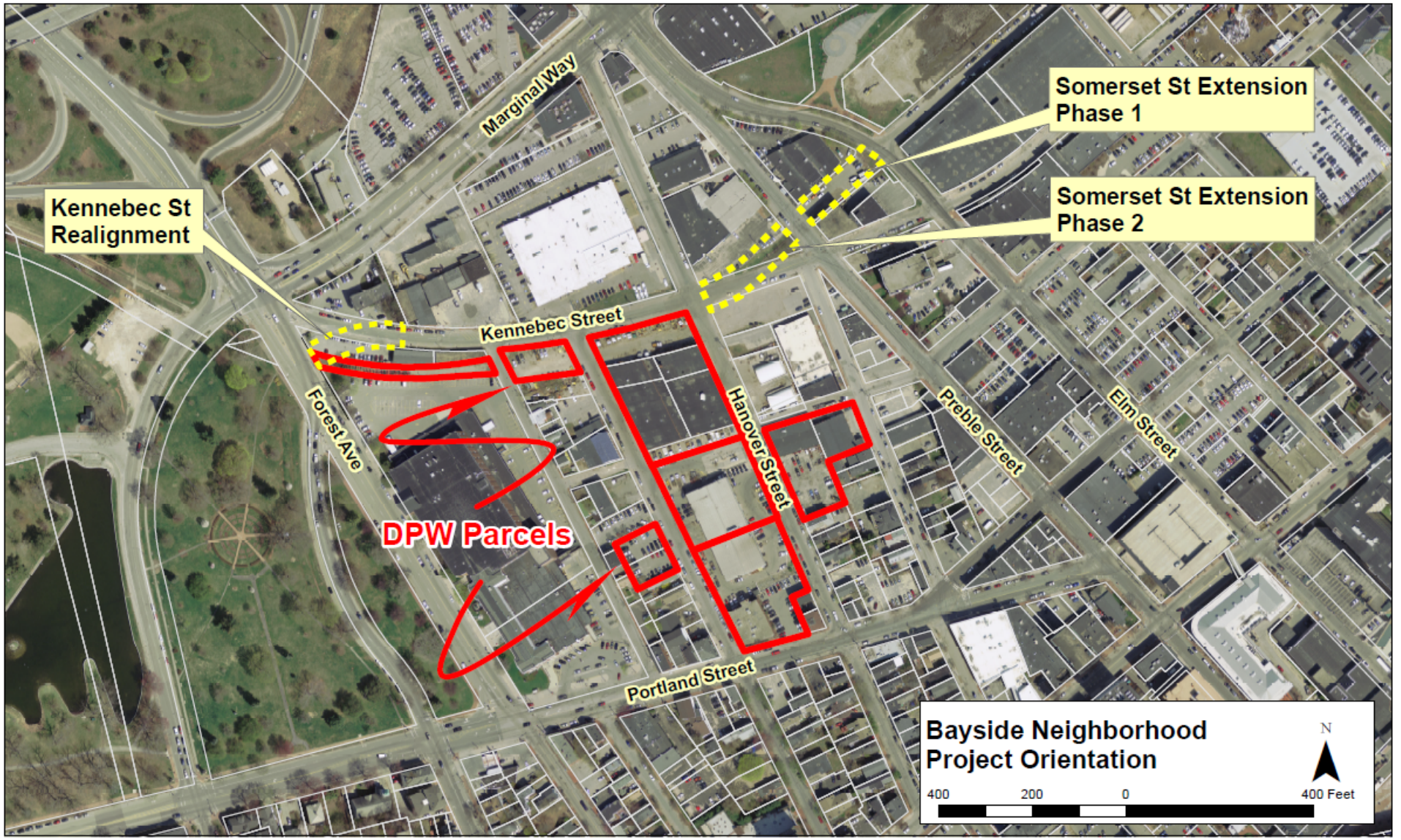
Sale of City Cotton/Free Street Parking Lot

See attached map for property location. Staff recommends the City sell this property. Staff will provide the EDC with a verbal update in executive session.

Redlon Woods area transfer of undeveloped City-owned and tax-acquired properties to the Land Bank, along with possible additional property acquisitions

The Land Bank Commission is recommending a number of properties be transferred to the Land Bank. See attached map for property locations. Staff is working with property owners to finalize negotiations to present to the EDC for a vote, in the form of recommendations, to the City Council.

Staff is highlighting the above City property dispositions to provide the public advance notice of any possible City sale, and acquisition or property transfer to the Land Bank. I remind the EDC that the details for any property negotiations should be discussed in executive session.


Somerset St Extension
Phase 1
Somerset St Extension
Phase 2
Kennebec St
Realignment
Marginal Way
Kennebec Street
Forest Ave
Hanover Street
Preble Street
Elm Street
DPW Parcels
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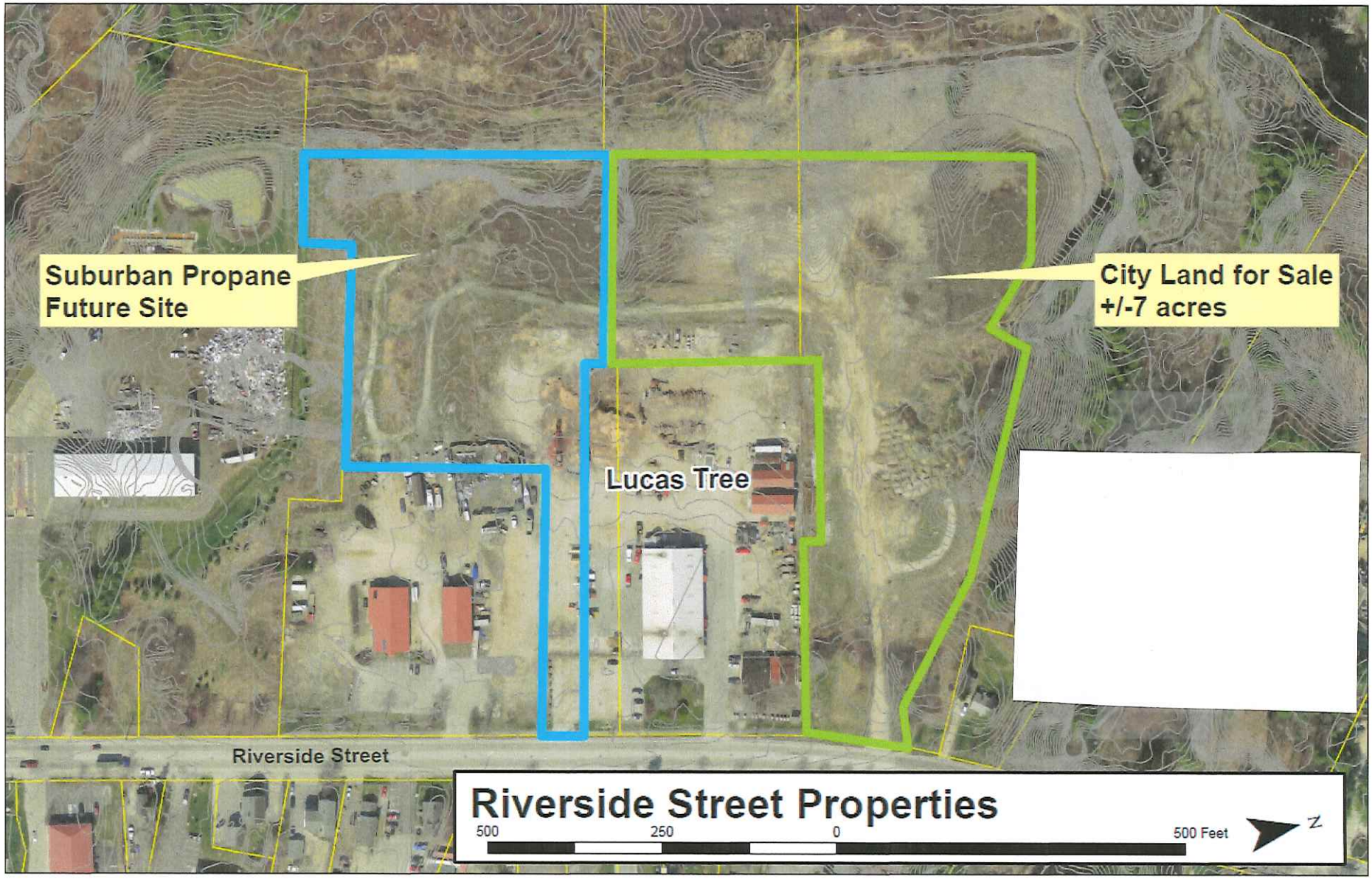
Suburban Propane
Future Site
City Land for Sale
+/-7 acres
Lucas Tree
Riverside Street
Riverside Street Properties
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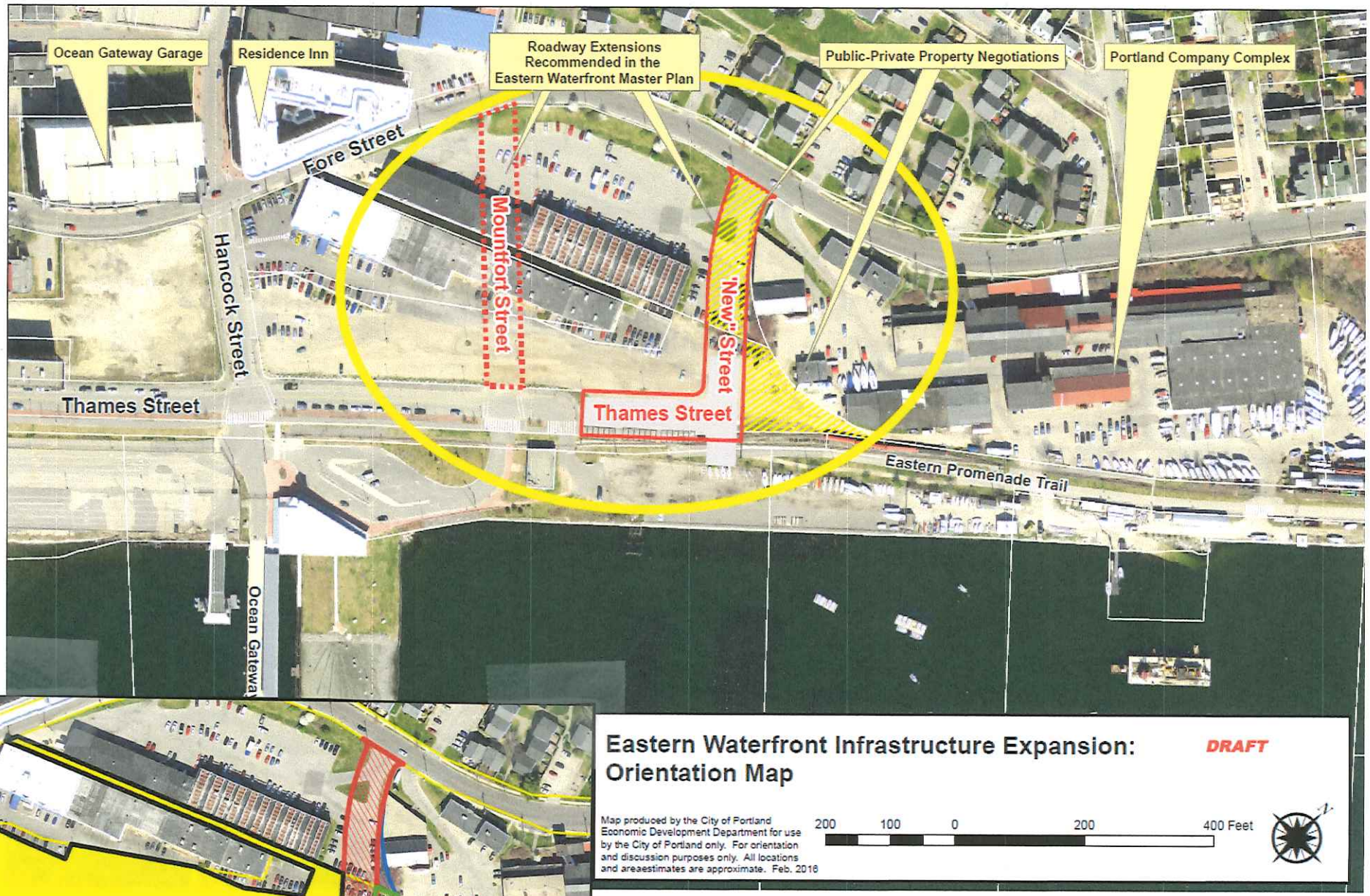


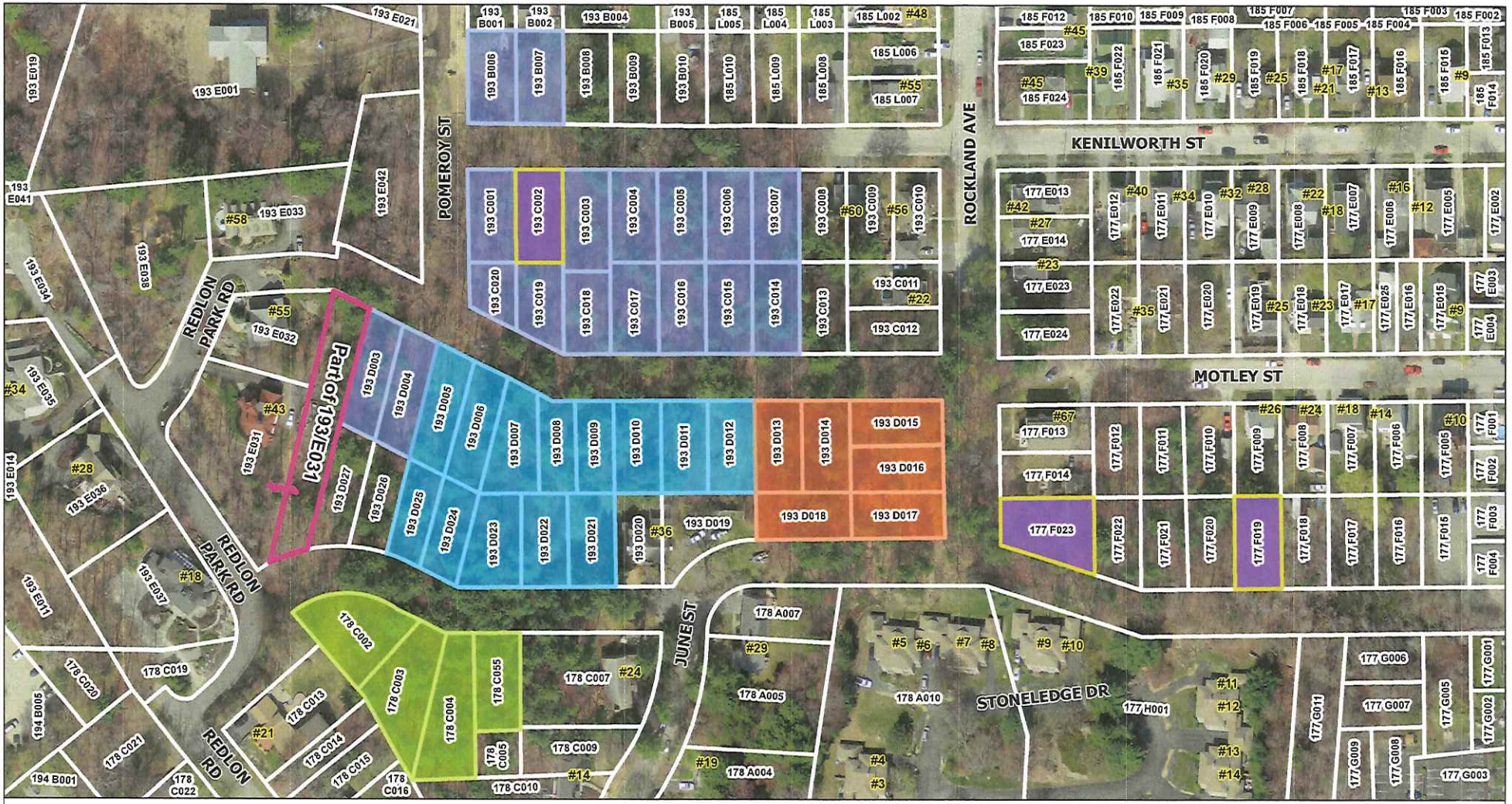
Eastern Waterfront Infrastructure Expansion: Orientation Map

DRAFT

Map produced by the City of Portland Economic Development Department for use by the City of Portland only. For orientation and discussion purposes only. All locations and areaestimates are approximate. Feb. 2016

200 100 0 200 400 Feet

Cotton/Free Street
Parking Lot
Free Street
Center Street
Spring Street
Cotton Street
Cotton Street, Free Street Lot
150
75
0
150 Feet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ROCKLAND AVE
KENILWORTH ST
MOTLEY ST
REDLON PARK RD
REDLON RD
JUNE ST
STONELEDGE DR
Part of 193/E031
193 E001
193 E021
193 E042
193 E033
193 E038
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193 E031
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#13
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#3
0 50 100 200 Feet
Scale: 1 Inch = 100 Feet
Redlon Park Open Space
Portland Land Bank Commision
Map by City of Portland DPW 9/23/2016
Legend
City Tax Acquired
Taylor Lots
Berry Lots Group 1
Berry Lots Group 2
City Owned
Cott

Economic Development Department
Gregory A. Mitchell, Director

TO: **Economic Development Committee**

FROM: **Greg Mitchell, Economic Development Director**

DATE: **December 20, 2016**

SUBJECT: **DRAFT 2017 Economic Development Committee Work Plan**

For discussion purposes at your first 2017 meeting on January 3rd, this memorandum outlines suggested topics for the EDC 2017 Work Plan, including 2016 Mayor and City Council economic development goals outstanding.

Broadband Access (2016 Mayor and City Council Goal). High speed infrastructure; broad band.

IN PROCESS AND NEXT STEPS. At the July 26th, 2016, EDC meeting, staff provided a summary of a proposed Master Lease Agreement with Verizon to support small cell technology investment in Portland. The City Council approved this Master Lease on August 1, 2016.

Also, it is noted the City issued a News Release on July 19th with the topic "City Seeks Citizens to Complete Internet Services Survey" and noting "Selects SiFi Networks to explore potential citywide fiber network". Staff continues to work with SiFi Networks to move forward with a public-private partnership.

A City Council workshop was held on December 12, 2016 with Council direction to refer negotiations to the EDC to finalize partnership documents for recommendation to the City Council.

Increase Utilization of the Portland Ocean Terminal (POT) (2016 Mayor and City Council Goal)

Establish direction on the future of the Portland Ocean Terminal. With as much as 70,000 square feet of vacant space, the Portland Ocean Terminal on the Maine State Pier needs a plan for investment and optimized utilization. Existing uses, including City cruise ship port of call support, Portland Tugboat, and Ready Seafood, provide a solid basis for growth; however, the building's age, condition, location within a Federal security area, and lack of supporting infrastructure (parking, loading, sidewalks …) severely limit the potential reuse of the building as currently configured.

See next sections entitled "Eastern Waterfront Public Infrastructure Investment" and "Establishing New Policy Direction" for more information and inter-relationship with approaches to improving utilization of the POT.

Payment In Lieu of Taxes (PILOT) New City Policy

Staff is preparing draft policy for EDC consideration for non-profit tax exempt organization to contribute annually to cover the cost of municipal services.

Eastern Waterfront Public Infrastructure Investment

Investing in public infrastructure is an important municipal government responsibility to attract private sector investment. Locations which require public infrastructure planning include both implementation of existing policies and creating new policy direction for investment:

Implementing Existing Policy:

Private Development Integration. The Economic Development Department is leading a Planning, Public Works, and Parks & Recreation Department discussion to plan road, parking garage, and utility extensions in Portland's Eastern Waterfront, facilitating planned and future development consistent with the Eastern Waterfront Master Plan (EWMP.)

Next Steps. Discuss with the EDC at its January 3, 2017 meeting issuing a Request for Proposals for parking garage development in the block of Hancock, Fore, and Thames Street, and the new Thames Street to Fore Street Connector Road, in exchange for selling the City-owned Thames Street lot and securing public right-of-way for the new Connector Road.

Amethyst Lot Open Space Development. Implementing recommendations from the EWMP and conditions of approval from Ocean Gateway, to define program and design elements for signature waterfront open space promoting recreation and active use of the water in a park-like setting.

Next Steps. In May of 2016, the City Council approved $80,000 in funding to support a planning and public process scope for the Amethyst Lot. An RFP was issued for design services which generated 10 credible proposals from firms with local, national, and international experience. A staff review committee recommended hiring Stantec and the contract is being finalized. A group of City employees will work with Stantec in furthering the design process. The EDC will be kept updated on the process.

Establishing New Policy Direction:

Ocean Gateway to discuss reconfiguration of the "queuing area" located behind the fence to free up property for more diversified marine activity, support for the Portland Ocean Terminal, and expanded access to the water for commercial and public uses.

Possible new Pier development between Ocean Gateway and the Maine State Pier to support increased commercial use of the waterfront and support for the marine passenger industry.

Portland Ocean Terminal (POT). Evaluate supporting infrastructure to attract increased commercial and marine tenant use of available 25,000 +/- square feet of vacant second floor office space and 70,000 square feet of vacant ground floor marine industrial space. It is noted that this is a separate Mayor and City Council Goal and tightly aligned with potential Ocean Gateway queuing area changes contemplated below.

Next Steps. Next steps include City staff working on funding and planning opportunities to clarify new policy direction for the queuing area, possible new pier, and more intensive use of the POT. Updates will be provided to the EDC when appropriate.

Portland Transportation Center (PTC)

In partnership with the MDOT, NNEPRA, and private sector property owners, work to develop an expanded intermodal passenger station in the Thompson Point area.

Next Steps. Staff to work with the transportation agencies and private partners to establish timeline and work plan for PTC improvements. Present briefing to the EDC when appropriate.

Lease of City Properties

Leasing City owned properties requires City Council approval. Policy discussion regarding the leasing of City owned properties needs to be discussed. Examples of commercial leases requiring EDC (in the form of a recommendation to the City Council) and City Council action include:

Ocean Gateway to support ferry operator lease. Lease amendments with Bay Ferries may be proposed for discussion and action prior to 2017 season.

Portland Ocean Terminal tenant leases including Ready Seafood Companies. Amendments to this Lease may be proposed in 2017.

Spring Street Parking Garage Commercial tenant leases including the former Pirates space, with 1,172 square feet. ED Staff is soliciting proposals from commercial brokers to market this vacant space.

Next Steps include presenting commercial leases to the EDC when ready.

City Properties

Sales

Bayside former Public Works properties. City staff issued a Request for Proposals for commercial broker services to assist the City with the sale of these properties; CBRE/The Boulos Company was chosen after review of the proposals. Staff will work with the EDC and ultimately the City Council regarding any final property sale decisions.

Riverside Street Seven (7) Acre Industrial Property. City staff has been marketing this property for sale and has attracted an interested developer which has been discussed, in executive session, with the EDC during 2016. Negotiations to sell this property continue and the EDC will be updated when ready.

Former Reed School. City issued a Request for Proposals for sale and redevelopment of the Reed School. After an appraisal is received by the City, staff will bring this item to the EDC for its review and recommendation to the City Council.

Acquisitions

Redlon Woods: The Land Bank Commission is interested in accepting donations, acquiring private property vacant land, and placing tax-acquired vacant parcels in this area of the City into the Land Bank. Because of the property acquisition, this may come before the EDC, as well as the Land Bank Commission for recommendations to the City Council.

Tax Increment Financing Policy and Districts

TIF Policy Guidelines-Review for Possible Proposed Amendments to the City Council: Pursuant to City Council Order #61 passed unanimously on 9/19/2016, the Council referred to the EDC the current TIF Policy for consideration of amendments including, but not limited to, the addition of provisions for:

- Local Hire
- Ethnic and Gender Diversity
- Economically Disadvantaged Participation;
- Veteran Preference;
- Adherence to State of Federal Prevailing Wages; and,
- Participation in a Job Training or Apprentice Ship Program.

Following EDC consideration of such amendments, it shall report its findings and recommendations on amending the current TIF Policy to the City Council.

Next Steps: The EDC is anticipated to consider proposed amendments during the first half of 2017.

TIF Districts: Annually the Economic Development Department issues a City Fiscal Year Report related to Portland TIF District activity. This report is available on the City web page at: http://www.portlandmaine.gov/529/Tax-Increment-Financing

One recommended TIF District amendment to discuss, in 2017, is the possible geographic expansion of the Waterfront TIF District. The areas to consider including in the Waterfront TIF District are East and West Commercial Street properties due to planned private sector investment projects and supporting public infrastructure needs.

Next Steps: Presenting any private TIF District request to the EDC for direction along with revisiting the Waterfront TIF District boundaries for possible expansion.

Outdoor Seating for Food Service Establishments

Review current permitting process/ordinance and any barriers, particularly for older buildings.

Other Unanticipated Matters as they come up.

Other past Economic Development Items Discussed in the Mayor and City Council City Goal Setting Sessions included:

- Research best practices;
- Look in neighborhoods to encourage restaurants in mixed use buildings;

- Rewrite the economic development plan with stakeholders and regional view;
- Stream line process for tax exempt property;
- Set up a City mechanism to attract festivals and events;
- Incentives for business clusters;
- Look at zoning in relationship to business development (example: East Bayside);
- Bring consistency to the approval process (Planning Board and Council);
- What do we need to be prepared for a downturn in the economy;
- Work with community on workforce development; CDBG;
- Extend sidewalk for restaurants;
- Review business and industrial development off peninsula and encourage more; and
- Deal with TIF review policy; how can they result in higher wages.