

# ECONOMIC DEVELOPMENT COMMITTEE (EDC) AGENDA AND MINUTES

**Date:** April 21, 2021      **Time:** 5:00 p.m. to 7:00 p.m.

**Location:** Virtual Zoom Meeting

**Meeting Link:**

<https://zoom.us/j/98418414473?pwd=UGhFbk9SQTdveWVvekZQamhJMXINUT09>

**Meeting ID:** 984 1841 4473      **Passcode:** 849659

## Attendance Record

✓ = Present / A = Absent / E = Excused / V = Vacant Seat

EDC Members	Present
Bell, Kenneth	
Clancy, Ellen (Chair)	
Greene, Sari	
LaPlante, James	
Larson Kane, Donna	
Vacant	
Riehle, Martha (Marty) A.	
Advisory Members:	
Mark Duval	

Staff	Present
Mann, William - Economic Development Director (EDD)	
Parks, Tess - Economic Development Associate (EDA)	
Reny, Joshua - Assistant City Manager (ACM)	
Guests / Other:	

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## Attachments

**NOTE: There are an unusually large number of Documents attached to this Agenda / electronic meeting packet. All are provided for your background and information - only the ones related to items to be discussed on the Agenda will be discussed at the EDC meeting on April 21, 2021.**

**EED Mann's Economic Update Memo along with Drafts of the Broadband RFI and Marketing Plan will be sent this weekend and these items will likely be covered at a meeting on April 27 or May 5, 2021 – as determined by the Committee so we can get through the Agenda items for April 21 within the allotted meeting time.**

- A copy of this Meeting Agenda
- [Meeting Minutes 03.10.21](#)
- [Ken Bell – Application to serve on Economic Development Committee](#)
- [EDC City Charter Language](#)

Documents related to 04 20 2021 City Council Workshop on Policies for Boards and Commissions, Remote Meetings, and Social Media Policies

- [City Managers Position Paper](#)
- [Proposed Policy on Boards and Commissions](#)
- [Municipal Official Definition](#)
- [Proposed Remote Meetings Policy](#)
- [Legislative Document – Remote meetings](#)
- [Existing Social Media Policy](#)
- [Proposed Social Media Policy](#)

### **[FOAA Training – REQUIRED for All City Committee Members](#)**

**[6:30 p.m. to 9:30 p.m. April 29, 2021](#)**

[https://zoom.us/j/94221500228?tk=-](https://zoom.us/j/94221500228?tk=-eh4_IdJ92phP28TKUbnOJF6LTldplW94FrVOSu5Yxl.DQIAAAAV8An_RBZaMWpGcXpHdFRvYW1QaHZiUzktbGhBAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&uuiid=WN_k7qo12OgR1umSSOqy0KEWQ)

[eh4\\_IdJ92phP28TKUbnOJF6LTldplW94FrVOSu5Yxl.DQIAAAAV8An\\_RBZaMWpGcXpHdFRvYW1QaHZiUzktbGhBAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&uuiid=WN\\_k7qo12OgR1umSSOqy0KEWQ](https://zoom.us/j/94221500228?tk=-eh4_IdJ92phP28TKUbnOJF6LTldplW94FrVOSu5Yxl.DQIAAAAV8An_RBZaMWpGcXpHdFRvYW1QaHZiUzktbGhBAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&uuiid=WN_k7qo12OgR1umSSOqy0KEWQ)

Business Retention and Expansion Program Documents

[ECONOMIC DEVELOPMENT Mission Vision and Values 03 02 2021](#)

[Storming \(Refinement Questions\) Business Retention and Expansion Program 04 06 2021](#)

[Business Retention and Expansion Questions 04 13 2021](#)

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Economic Development Department Budget Documents

- [Finance Director's 03 11 2021 – FY 2021-2022 Budget Factors Presentation](#)
- [FY 2021-2022 Economic Development Operating Budget with Detail](#)
- [FY 2021-2022 Economic Development Capital Improvement Projects Budget Sheets](#)
- [Budget Presentation – Economic Development Department 04 10 2021](#)

- **[Budget – Parking Lot – thru 04 13 2021 9:03 p.m.](#)**

**[These Items To Be Discussed at City Council Workshop – May 4, 2021](#)**

- Tourism Improvement District Documents –to be discussed in City Council Workshop on June 10, 2021

[Tourism Improvement District - TID - Executive Summary - FINAL 12 20](#)

[Portland Steps to Formation ME Development Districts 1-13-21](#)

[Legal Memo - Development District for TID 10-30-20 recd 01 14 2021](#)

Revaluation documents

- [Finance Director's 03 11 2021 – FY 2021-2022 Budget Factors Presentation](#)
- [City Manager's Letter 03 22 2021 to Residents – Citywide](#)
- [South Portland warns of big, looming tax hike - PPH 04 05 2021](#)
- [S. Portland residents up in arms over expected tax hikes 0407 2021 PPH](#)

Tree Ordinance documents to be discussed in City Council Workshop on May 25, 2021

- [Memo Tree Protection Ordinance](#)
- [09.22.20 City Council Tree Ordinance Workshop](#)
- [Tree Ordinance Presentation Presented 04 02 2021](#)

Dredge Project Documents

- [BUILD GRANT – NOTICE OF FUNDING OPPORTUNITY 04 13 2021](#)
- [CAD Cell Approval – DRAFT Media Release 04 14 2021](#)

Wind Energy Documents

- [Developer and contractors promote deal for offshore wind jobs in Maine PPH 04 08 2021](#)
- [Deal on offshore wind jobs highlights tensions with Maine's fishing sector PPH 04 08 2021](#)

- [American Rescue Plan – Title by Title Summary](#)

- [City Council Workshop List – Schedule](#)

- [City COVID-19 Update – Office Openings](#)

## Agenda

Time	Item	Owner
2 mins	Welcome to new Committee Member Ken Bell and Attendance Invite Mr. Bell to share a bit about himself and his interest in Economic Development.	Ellen
<b>Consent Items</b>		
<b>Approval of Minutes:</b>		
3 mins	<ul style="list-style-type: none"> <li>• EDC Meeting Minutes from <b>March 10, 2021</b></li> <li>• Acceptance of the Economic Development Update Memo from EDD</li> <li>• Ratification of EDC – 2021 Work Plan</li> </ul>	Ellen
<b>New Business- Action Items</b>		
20 min	<ul style="list-style-type: none"> <li>• Election of Committee Chair and Secretary</li> <li>• Review EDC Charter Language</li> <li>• Council Workshop on Committees – April 20, 2021</li> <li>• Recording of Meetings</li> <li>• <b><u>FOAA Training – Required – April 29, 2021</u></b></li> </ul>	Bill
10 min	<ul style="list-style-type: none"> <li>• <b><u>Business Retention and Expansion Program</u></b> Discuss Next Program Steps, EDC Member Participation, and Brand Ambassadors</li> </ul>	Tess/Bill
15 min	Budget Parking Lot Items - City Council Workshop May 4, 2021 Request for EDC Members to Attend Zoom Meeting and support Budget Funding Requests	Bill/Sari
10 min	Tourism Improvement District - City Council Workshop June 10, 2021	Bill
15 min	Tree Ordinance City Council Workshop May 25, 2021	Donna/Bill
15 min	Discuss Broadband Request for Interest (RFI)	Sari/Bill
5 min	Review of Actions & Decisions & Close	Tess/Ellen
Decisions and Actions	Item	Owner
Decisions		Tess
Actions		Tess

Parking Lot  
Items

Tess

Other items to follow:

**Economic Development Director (EDD) Mann's Update Memo**

- Request for Interest (RFI) Broadband - DRAFT
- Community Marketing Plan (latest version Marshall Communications – WJM Redline and Clean versions)
- Branding – (Logo) Documents and update