PORTLAND DEVELOPMENT CORPORATION
Board Meeting

DATE: Thursday, June 19, 2014
TIME: 4:30 p.m.
LOCATION: Room 209, Second Floor
Portland City Hall

REVISED

A G E N D A

1. President's comments.

2. Review and accept Minutes of previous meetings held on March 13, 2014, and May 28, 2014.

3. Review and recommendation on new loan requests. Note: Pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119—A, the Board may go into executive session to review proprietary information for each of the following loan/grant requests:

   a) Loan request from Browne Trading, 260 Commercial Street;
   b) Brownfields Loan request from Forefront at Thompson's Point.

4. Formation of Awards Subcommittee

5. Treasurer's Report – May 2014 – Jennifer Sporzynski
   a) Monthly Administrative Budget Report
   b) Loan Receivables Report
   c) Cash Management Report
   d) Delinquency Report (Note: Pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119—A, the Board may go into executive session discussion any of the loans listed on the delinquency report.)

6. Executive Session: Pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119—A, the Board will go into executive session regarding the pending loan to North Atlantic to review proprietary information and provide direction to staff. This loan was approved by the Board at its April 17, 2014 meeting; loan closing is pending.

7. Next Meeting Date: July 17, 2014.

Jack Lufkin
President/Portland Development Corporation

Minutes

Portland Development Corporation

May 28, 2014

A meeting of the Board of Directors of the Portland Development Corporation was held on Thursday, May 28, at 4:00 p.m. in Room 209 on the second floor of Portland City Hall. Present from the Board were Directors Mayor Michael Brennan, Neil Kiely, Dennis Martin, Mark Rees, Jere Shaw, and Barry Sheff. Board Directors Jill Hunter, Jess Knox, Jack Lufkin, Jennifer Sporzynski, and Drew Swenson could not be present. Present from the City staff were Business Programs Manager Nelle Hanig, Economic Development Director Greg Mitchell, Senior Executive Assistant Lori Paulette, and Associate Corporation Counsel Lawrence Walden. Also present was PDC loan underwriting consultant Vin DiCara.

Item #1: President's Comments

In President Lufkin's absence, Mr. Sheff chaired the meeting.

Item #2: Review and accept Minutes of previous meeting held on April 17, 2014.

On motion made and seconded, the Board voted 4-0-2 (Shaw and Sheff abstained as they were not at that meeting) to accept the Minutes as published.

Item #3: Business Assistance Grant Program for Job Creation (BAP) Requests. Note: Pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119—A, the Board may go into executive session to review proprietary information for each of the following loan/grant requests:

A. **Consideration of future BAP Grant Requests**
B. **Request for BAP from Vincenza's Italian Bakery at 10 Exchange Street (tabled from previous meeting)**
C. **Request for BAP from Hunt and Alpine Club, 75 Market Street**

A. Consideration of future BAP Grant Requests

Ms. Hanig referred the Board to the matrix in their packet which lists the BAP Grant requests approved to date to give the Board a flavor of the characteristics of each grant. Should the Board feel there is need for possible policy changes, it is being recommended that a sub-committee should be formed to make a recommendation to the Board.

Mr. Keily asked about equity matches, and Ms. Hanig said that before grant funds are paid, the grantee needs to show evidence of the match being paid first.

Referring to the Portland Development Action Grant program for public infrastructure, Mr. Rees suggested that perhaps that same committee could take a look at those guidelines for any policy changes, particularly, a demonstrated need for grant funds.

Mr. Sheff asked if there were further questions/comments. There being none, he thanked Ms. Hanig for the matrix update, and he would talk with President Lufkin about the possible creation of a sub-committee to look at these two grant programs for any recommendations on policy guideline amendments.

B. Request for BAP from Vincenza's Italian Bakery at 10 Exchange Street (tabled from previous meeting)

Ms. Hanig said that Vincenza's opened a few days ago at 10 Exchange Street, creating 2 jobs. It has applied for a $15,000 grant through the BAP program, to be matched by $20,000 from the owner. She then introduced owner Tina Giarratano.

Ms. Giarratano said that the soft opening went very well, with a more formal grand opening planned for this coming weekend. It will be open 7 days a week. Employees hired will help build the business with her, training employees who show the interest to learn the business. When asked about the ability to bake at 10 Exchange Street, Ms. Giarratano said that within a year there will be some space to bake. In the meantime, the actual baking will take place at the Saco location. Non-baking tasks can be done at 10 Exchange – decorating, frosting, etc.

Seeing no further questions/comments, Mr. Sheff said that the Board will hear from the next BAP request. He noted that after hearing that request, the Board will go in executive session to review the applications of both BAP requests and will then come out of executive session and vote on both.

C. **Request for BAP from Hunt and Alpine Club, 75 Market Street**

Ms. Hanig said the Hunt and Alpine Club opened September 2013. Andrew Volk, majority owner and present today, is seeking a $20,000 BAP grant to support creation of two full time jobs. Equity of $40,000 will be invested in the business, providing the required match.

Mr. Volk thanked the Board and described his experience and the business. The business is going as well as he had anticipated and would now like to hire and train two additional employees. Currently, he has 5 full-time employees and 4 part-time; four are back of house employees, and five are front of house.

Mr. Sheff thanked Mr. Volk and noted that the Board would now go into executive session to review the applications, and then come back out and vote.

A motion was then made and seconded and the Board voted unanimously to go into executive session at approximately 4:30 p.m. pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119—A to review proprietary information of these two BAP Grant requested listed above. At approximately 4:55 the Board came out of executive session.

A motion was then made, seconded, and passed unanimously to approve the $15,000 grant request to Vincenza's as recommended by staff.

A motion was then made, seconded, and passed unanimously to approve a grant of $10,000 for the cook position for Alpine and Hunt Club, noting that the second job was a tipped wage job of bartender which requires a very small cost to the business owner.

<u>Item #4: Review and vote on Brownfields Grant Requests from the City of Portland. Note: Pursuant to 1 M.R.S.A. 405(6)(C), the Board may go into executive session to discuss these properties where premature disclosure of information would prejudice the competitive or bargaining position of the City:</u>

- **A. <u>Grant request for City property in Bayside</u>**
- **B. <u>Grant request for tax-acquired property on Cliff Island</u>**

Ms. Hanig first advised the Board the USEPA has notified the City that all of its Brownfields funds are now available for grants and/or loans. She then reviewed some of the abbreviated Brownfield guidelines for use of second generation funds with the Board, noting that the PDC Board could grant funds to the City of Portland for Phase I and II site assessments, as well as for remediation. Loans are available to the private sector for Phase II assessment and remediation.

Ms. Hanig then noted that the City's environmental consultant would, before staff brings applications to the Board, review and confirm that applications meet EPA and City criteria first. Both of the above City requests are for properties that it may eventually dispose of and, therefore, would like a review for possible contamination.

A. Grant request for City property in Bayside

Ms. Hanig that a Phase I and II Environmental Site Assessment was done for all Public Services property in Bayside in 2003. However, those assessments are too old to rely on for a possible sale in the next 6 months. Therefore, a Phase I Site Assessment for marketing, as well as for financing for a future buyer, may be beneficial to obtain. Grant funds being requested are $5,000.

Mr. Keily asked about the shelf life of Assessments, and Mr. Sheff said that it is generally a year. Ms. Hanig added that the 2003 reports indicated some contamination in top soils.

Mr. Rees asked if the Phase I Assessment being contemplated today finds contamination, is the City required to do a Phase II. Ms. Hanig indicated that it would not require the City to undertake a Phase II. This is something a potential buyer would need to do and could apply to this Board for a loan to do so, as well as for any remediation.

There was discussion on whether or not a Phase I Assessment was needed for the Bayside property, with consensus being that there was support for the City grant request, conditioned upon staff contacting the environmental consultant and/or real estate broker to determine whether there is value in doing this Assessment and if the 2003 reports are sufficient or not.

A motion was then made, seconded, and passed unanimously to approve the City's grant application for a Phase I Site Assessment for the Bayside properties listed above, conditioned on staff checking in with the environmental consultant and real estate broker that there is value in updating the 2003 Phase I Report. City staff can then move forward or not at their discretion and advise the Board on the outcome.

B. Grant request for tax-acquired property on Cliff Island

Ms. Hanig said that the City's Tax-Acquired Property Committee (TAPC) has been conducting due diligence for the future of this tax-acquired property. This property has a residential structure, fuel station, and ancillary structure assessed as one property by the City Assessor. Because of the fuel station use, TAPC requested a Phase I Site Assessment to determine if there is any contamination, which report would be included as backup if/when the property is put out for disposition. Brownfields grant funding for this property is requested at $2,500.

On motion made, seconded, and voted unanimously, the Board approved a $2,500 Brownfield grant to the City for the Phase I Site Assessment for the property.

Item #6: Review and recommendation to City Council to increase amount of funding from SSBCI from $1 Million to $3.5 Million allowed by SSBCI

Ms. Hanig said that the PDC has had a lot of success with the SSBCI loan program, lending out over $860,000 since its inception in April 2012. At that time, the City Council approved up to $1 Million in loan funds through this program. She noted that after 5 years, FAME/SSBCI gives the funds to the City that it has lent as a grant for further lending. However, were the City to mismanage SSBCI funds or drop the program, FAME would take over management of the City's portfolio, and remaining SSBCI funds would need to be returned to FAME, including those that were mismanaged.

Mr. Mitchell said that the $1 Million is a City-imposed cap, with the actual Loan Agreement having a cap of $3.5 Million. Staff has regular quarterly reports to FAME on the SSBCI program, and this working relationship has proven to work well, with audits being successful. Mr. Mitchell also noted that the availability of SSBCI funds, throughout Maine, are on a first-come, first-served basis. Portland has been the leading user of these funds.

Mr. Rees asked about the risk to the City, and Ms. Hanig said that there is essentially no risk to the City. FAME looks at each loan, as does the PDC and its underwriter. If the City were to mismanage, FAME would take the funds back and the City would repay any amounts mismanaged.

Mr. Shaw added that the City would have to be grossly negligent and he did not see that as an issue.

There being no further discussion, on motion made, seconded, and passed unanimously, the Board voted to forward this item to the City Council with a recommendation that it approve of SSBCI lending up to the maximum allowed, or $3.5

Million.

Mr. Sheff noted that the Board would now lose its quorum, therefore, the Treasurer's report would be tabled.

At approximately 5:30 p.m. the meeting adjourned.

Respectfully,

Lori Paulette

Minutes

Portland Development Corporation

March 13, 2014

A meeting of the Board of Directors of the Portland Development Corporation was held on Thursday, March 13, 2014, at 4:00 p.m. in Room 209 on the second floor of Portland City Hall. Present from the Board was President Jack Lufkin, and Directors Mayor Michael Brennan (arriving as noted), Jill Hunter, Neil Kiely, Jess Knox, Dennis Martin, Jere Shaw, Mark Rees (arriving as noted), Barry Sheff, Jennifer Sporzynski, and Drew Swenson. Present from the City staff were Business Programs Manager Nelle Hanig, Economic Development Director Greg Mitchell, Senior Executive Assistant Lori Paulette, and Associate Corporation Counsel Lawrence Walden. Also present were PDC loan underwriting consultants William Armitage and Vin DiCara.

Item #1: President's Comments

Due the lengthy agenda, President Lufkin waived the comments.

Item #2: Review and accept Minutes of previous meeting held on February 27, 2014.

On motion made and seconded, the Board voted 6-0-3 (Knox, Shaw, Sporzynski abstained) to accept the Minutes as presented,

Item #3: Loan and Business Assistance Grant Program for Job Creation (BAP) Requests. Note: Pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119—A, the Board will go into executive session to review proprietary information for each of the following loan/grant requests:

A. **Request for Loan from Roux & Cyr Art Gallery at 48 Free Street;**
B. **Request for Loan and BAP from Sur Lie Wine Bar at 11 and 13 Free Street;**
C. **Request for Loan from Maine Rock Gym at 127 Marginal Way; and,**
D. **Request for Loan from Nova Star Cruises at Ocean Gateway.**

President Lufkin said that the Board would first take up public presentations, with questions/comments on each of the four loans, and then go into executive session to discuss proprietary information for each loan, after which it would come out of executive session and vote publicly on each loan/grant request.

Ms. Hanig introduced the first loan request from Roux & Cyr Fine Art Gallery, a start-up business to be located at 48 Free Street, introducing owners Susan Roux and Paul Cyr. In addition to selling fine art, there will also be a large teaching room for art classes. Public benefits include contributing to Portland's creative economy and adding to the vibrancy of Free Street, as this was previously office space at the street level. The loan request is for $25,000.

Ms. Roux then thanked the Board for their time. She has been artist since the late 1990's and has been teaching art for over 10 years. Marketing brochures and postcards have been designed and sent out to various businesses/constituencies. Mr. Cyr continued saying that their motto is "Uniting the world through art." He is an artist will be doing live paintings in the gallery space. A grand opening is anticipated the end of May. Teaching will be an important element, noting that schools will have field trips to the gallery, and, eventually, they would like to offer scholarships for art classes. He then described some of marketing activities, as well as artists and their art that will be sold. Art sales will be 50%/50% to artist/to store, with 40% of the store portion going back to the store.

(Mayor Brennan joined the meeting at this time.)

Ms. Sporzynski asked about their drawing any money the first year, and Mr. Cyr said that the business plan proposes one art piece per month sold, with funds only being drawn to pay essential items. The 10% being retained will be shared 5%/5% between he and Ms. Roux.

Mr. Sheff asked how many students Ms. Roux currently has, and Ms. Roux said that she is teaching all the time – beginner to advanced weekly. She indicated that she has 15-20 students weekly.

Ms. Sporzynski asked about how long students stay, and Ms. Roux said that courses are designed six weeks in length – three hours a week, and some of her students have come every week for five years. At this new location, she can have eight students at once, and can have six courses going at one time.

President Lufkin noting no further questions/comments, indicated that the next loan request is from Sur Lie Wine Bar.

Directors Kiely and Swenson indicated that they would be abstaining from this loan request due to their conflicts of interest.

Ms. Hanig introduced this request saying that it is a loan request for $37,355, and a Business Assistance Program for Job Creation (BAP) grant request of $20,000 to fill a financing gap. This will be a tapas-style restaurant, with monthly wine tastings. It is a start-up, and funds will be used for startup expenses, including fitting out a full kitchen. Public benefits include the creation of 15 full-time jobs and contributing to Portland's expanding food sector. She then introduced its owners Krista Cole and Antonio Alviar.

Ms. Cole said that she grew up in Maine and recently relocated back here after traveling/working as a Nurse, which she will continue with her Nursing Manager position, in addition to opening this new tapas restaurant – the reason why she did move back. She noted that she also has her Masters Degree in Management and Organization, as well as is a Certified Wine Cellar Manager.

Mr. Alviar said that Sur Lie will have community ambiance and a wine bar/tasting second to none. His background has been in restaurant management, and local entrepreneurs here support this start-up as it is a different style of eating.

Mr. Knox asked about a relationship with Sean Kenyon, as a possible marketing tool.

Mr. Alviar indicated that this will be a marketing tool, with Sean Kenyon having recently been selected for the James Beard award both for America's Best Bartender and his bar, Williams and Graham of Denver, CO selected as America's Best Bar. Mr. Alviar said that Sean Kenyon will be a consultant for Sur Lie's bar program and will work with the bar manager to train the bartenders.

Mr. Martin noted that this would be near MJ's wine bar, and Mr. Alviar indicated that he has met with the owner of MJ's and these will be two different styles of bars. MJ's is pleased to have another business in the area, and they expect to complement each other.

(Mr. Rees joined the meeting at this time.)

Ms. Sporzynski asked about various estimates being on the higher side than average, and Ms. Cole said that they worked with the SBDC for their business plan and it is based on industry standards, with 32% of sales going to cost of goods. The SBDC was comfortable with the estimates.

Mr. Martin asked about the targeted populations of 25 to 44 years old, and Ms. Cole said that an older audience would appreciate this style of eating.

Ms. Hunter asked if there was an historic element to this building, and Ms. Cole was not aware of any. Ventilation for the business will be out through the roof.

President Lufkin, noting no further comments/questions, said that the next loan request is from Maine Rock Gym.

Mr. Kiely noted that he would be abstaining from this loan request due to a conflict of interest.

Ms. Hanig said that the loan request from Maine Rock Gym for $132,954 is to assist with a financing gap for the purchase of equipment for their expansion from Marginal Way to 65 Warren Avenue. It is expected to be open on Warren Avenue in a year, and then the Marginal Way facility will close. Public benefits will put Portland on the map for recreational rock climbers, having the potential to attract many new visitors to Portland. She then introduced Scott Howard, co-owner of Maine Rock Gym.

Mr. Howard said that he started the Maine Rock Gym in 1994 with 2,700 sq. ft. and has been successful since then with demand higher than they can supply. With the expansion, and additional partners, they will occupy 13,000 sq. ft. One of his partners has built the same kind of facility in New Hampshire. It will include rock climbing, work out facility, and 2 function rooms. Mr. Howard said that they have Planning Board approval and have already purchased the property.

Mr. Martin asked if they would be hiring new staff, and Mr. Howard indicated that they now have 2.75 full-time equivalent positions, with expectations to grow to 7 to 10 mostly part-time positions.

Ms. Sporzynski asked about projections for a big growth on sales revenue. Mr. Howard said that birthday parties now have to be held before the gym opens due to the limited space. In the new facility, there will be dedicated spaces for events such as birthday parties that will be able to occur anytime when the facility is open, also noting that the new building will be designed to hold competitions. Mr. Howard said that memberships are expected to grow as well - they now have to turn people away.

Mr. Sheff asked about competition from the rock gym being built in Scarborough, and Mr. Howard said that he did find it troublesome but both could exist as he has seen this in other communities.

Mr. Sheff asked about having the Rock Gym be part of a wellness program, and Mr. Howard said that they are considering this.

President Lufkin then noted that the fourth loan request was from Nova Star Cruises at Ocean Gateway.

Mr. Sheff noted that his firm did some readiness work at Ocean Gateway two months ago, but did not feel he has any conflict or pecuniary interest to participate in this request.

Ms. Hanig said that this loan request from Nova Star Cruises Limited is a joint venture of Quest Navigation, Inc. and Singapore Technologies Marine Limited to provide ferry service between Portland and Yarmouth, Nova Scotia, with service anticipated to begin May 1, 2014. This loan request of $225,000 will finance Custom Border Protection (CBP) new requirements for fencing, lighting, CBP booth requirements, as well as office trailer rental along with trailer fit up and a covered structure for vehicle inspections. Total project investment is estimated at $35 Million, and public benefits include the restoration of ferry service estimated to attract 108,000 passengers in the first year of operation, all new visitors to the City of Portland. She then introduced Mark Amundsen, President of Quest Navigation.

Mr. Amundsen said that he started with this project two years ago, working with the Province of Nova Scotia which is investing $21 Million. The vessel leaves Singapore on Friday, and then ramps will be tested in Nova Scotia around April 15, and then the vessel will come to Portland around April 17 for testing here. This project has brought multiple governments working together and he is looking forward to being a long time member of Portland's business community.

Mr. Sheff asked about the status of the Lease Agreement for use of Ocean Gateway, and Mr. Mitchell said that the City Council's Housing and Community

Development Committee, yesterday, voted unanimously to send the lease to the City Council for approval. This is expected to be on the Council's Agenda for April 7th.

Mr. Sheff said that there have been past operators for this service including Prince of Fundy, Scotia Prince, and most recently the Cat. He asked about the Nova Star.

Mr. Amundsen said that Nova Star is a cruise ferry, while the Cat was a high speed ferry. The Cat lost one-third of the cruise business because of the high speed. This Ferry will feature three restaurants, casino, gym, spa, and lounge.

Mr. Martin asked about the possibility of renting the Ferry for a three-mile voyage out to sea and back, and Mr. Amundsen said that could be considered.

Mr. Shaw asked about capacity, and Mr. Amundsen indicated the ship can serve 1,250 passengers and 386 vehicles. The Nova Star is 161 meters long, while the Scotia Prince was 143 meters long.

Mayor Brennan said that this project has passed through many obstacles to get where it is today, and he looks forward to having this service re-established.

Mr. Amundsen added that the equity investment for this project is over $10 Million.

President Lufkin, noting no further questions/discussion, thank all four loan applicants and indicated that the Board would now be going into executive session. The applicants can either wait outside in the hallway area or Ms. Hanig will call with the voting results.

On motion then made and seconded, the Board voted unanimously to go into executive session at approximately 5:15 p.m. pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119—A to review proprietary information for each of the four loan applicants.

(Mayor Brennan left the executive session at 5:50 p.m.)

At approximately 6:20, the Board came out of executive session.

Loan Request from Roux & Cyr: A motion was made and seconded to approve the loan to Roux and Cyr on terms and conditions as recommended by staff. Mr. Sheff commented that the PDC is designed to make risky loans, and this is a new business planning to open in Portland that is important to that area's vibrancy.

A vote was then taken on the motion at 5-5 (Martin, Rees, Shaw, Swenson, Kiely) and it did not carry.

Loan Request from Sur Lie Wine Bar: A motion was made and seconded to approve the loan and grant request to Sur Lie Wine Bar on terms and conditions as recommended by staff. A vote was then taken and it passed 7-1 (Martin)-2 (Kiely and Swenson abstained).

Loan Request from Maine Rock Gym: A motion was made and seconded to approve the loan to Maine Rock Gym on the terms and conditions as recommended by staff, with two additional conditions: repricing the loan after the 5th year to the Wall Street prime rate plus 2%; and, distributions to owners of Evo Rock and Fitness Portland, LLC to be limited to covenants as required by Androscoggin Bank. A vote was taken on the motion and it passed 9-0-1 (Kiely abstained).

Loan Request from Nova Star Cruises Limited: Mr. Sheff said that Nova Star is leasing from the City at Ocean Gateway and felt that the City should fund the improvements.

Mr. Knox said that this is a creative way to facilitate creation of growth and long-term benefit.

A motion was then made and seconded to approve the loan on the terms and conditions as recommended. A vote was then taken on the motion and it passed 8-2 (Shaw, Sheff).

(Mr. Swenson had to leave the meeting at this time.)

Item #4: Request for Grant from Portland Economic Development Plan Implementation Program Fund from City of Portland – Greg Mitchell

Mr. Mitchell said this Grant request is to assist with funding his participation in the Maine International Trade Center's Trade Mission (MITC) to Iceland and the UK. This will create stronger international connections, noting that the high tech/life science industry is prevalent in the UK. This will also be an opportunity to market the Portland Technology Park, which MITC included in its Maine Life Sciences Guide at no cost to the City. Mr. Mitchell said that the Trade Mission is estimated to cost $6,618, which includes air fare, hotel, meals, and transportation while there, all as more fully noted in the backup material.

Mr. Knox said that England is prevalent with life sciences and said that this is a great opportunity to seek out new partners.

On motion made and seconded, the Board voted unanimously to extend the grant as recommended by staff.

(Directors Kiely, Knox, and Rees had to leave at this time.)

Item #5: Treasurer's Report – February 2014 – Jennifer Sporzynski

Noting the time, Ms. Sporzynski only highlighted the delinquency report with a couple of updates since it was sent. Portland Trading made a $300 payment on March 6 so is now almost 2 payments due instead of 3; and, Studio Management made a payment on March 7 so is now 3 payments due instead of 4.

Ms. Sporzynski also noted that the loan to TOMAKS LLC has a maturity date of 3/1/2014. Staff has been in contact with the loan recipient, and an extension of the maturity date will be drafted.

On motion made and seconded, the Board voted unanimously to accept the Report as presented.

There being no further business, the meeting was then adjourned at approximately 6:40 p.m.

Respectfully,

Lori Paulette

Portland Development Corporation
Operating Report FY14
For Month Ending
5/31/2014

Operating transfer from EDF **28,522**

Total Funds Available **28,522**

FY14 Expenditures	Budget	Current Month	Year to Date	Percent of Budget	Balance
Administrative Services	575	0	220	38.3%	355
Postage	300	0	19	6.3%	281
Travel, Training, Meetings	3,000	0	2,547	84.9%	453
Contractual services	10,250	1,186	3,936	38.4%	6,314
Operating Transfer to Fin.	9,647	0	9,647	100.0%	0
Advertising	2,000	0	1,737	86.9%	263
Auto Expense Reimb.	100	0	0	0.0%	100
Printing & Binding	650	0	373	57.4%	277
Minor Equipment	1,150	0	890	77.4%	260
Office Supplies	850	58	385	45.3%	465
Total FY14 Expenditures	**28,522**	**1,244**	**19,754**	**69.3%**	**8,768**

Expenditures:

Contractual Services	Loan underwriting services.
Office Supplies	Various

Downtown Portland Corporation
Schedule of Loans Receivable
For the Month Ending May 31, 2014

Cust #	Ln #	Account No. & Name	Date of Loan	Maturity Date	----Committed/Disbursed Funds----- Original Loan	Not Yet Disb.	Total Disb .	Outstanding Princ. Bal.
		Portland Business Fund 271 (UDAG):						
		Nova Star Cruises Limited	3/20/2014	5/1/2020	225,000	179,745	45,255	45,255
		Sub-Total PBF (UDAG)						**45,255**
		Portland Business Fund 272 (Restricted - CIP):						
4349	1078	Mayflower Pottery	2/25/2008	7/1/2015	25,000	0	25,000	4,646
4500	1127	Tomaks, LLC	3/27/2008	3/27/2016	75,000	0	75,000	63,674
5496	1288	Museum of African Culture	10/3/2011	10/1/2016	15,500	0	15,500	13,693
3763	955	Eastman Industries	4/19/2012	4/6/2017	34,800	0	34,800	30,253
3826	1007	Kennebec St. Properties	04/25/06	10/1/2018	67,500	0	67,500	47,640
		Sub-Total PBF (Bonds)						**159,906**
		Portland Micro Capital Fund 271 (Unrestricted):						
4740	1180	PBJ Empire, LLC	2/24/2010	3/31/2015	7,500	0	7,500	3,983
5147	1244	Gorgeous Gelato LLC	11/19/2010	12/1/2014	25,000	0	25,000	3,597
5320	1263	Dobra Tea	4/8/2011	4/1/2016	15,000	0	15,000	6,370
5708	1320	Veranda Asian Market LLC	4/19/2012	4/1/2017	50,000	0	50,000	34,839
5837	1341	Back Bay Skate	9/10/2012	9/1/2017	12,500	0	12,500	8,714
6113	1379	EcoHome Studio, LLC	4/11/2013	4/1/2018	15,000	0	15,000	11,994
6120	1380	Portland Trading Co. LLC	4/26/2013	8/1/2018	15,000	0	15,000	14,243
6133	1381	Maine Bio-Fuels, Inc.	5/24/2013	6/1/2018	25,000	0	25,000	20,818
6180	1382	Undefeated Enterprises, Inc.	6/27/2013	7/1/2018	25,000	0	25,000	22,497
6302	1411	Pachanga, LLC	11/6/2013	1/1/2016	14,000	0	14,000	12,941
6501	1435	Sur Lie Wine Bar, LLC	5/2/2014	9/1/2021	37,335		37,335	37,335
		Sub-Total Micro Capital Fund						**177,331**
		Creative Economy Fund 271 (Unrestricted):						
5615	1308	Studio Management Corp.	1/20/2012	2/1/2017	26,000	0	26,000	16,825
		Sub-Total Creative Economy Fund						**16,825**
		FAME Fund 277:						
3763	956	Eastman Industries	4/19/2012	4/6/2017	34,800	0	34,800	30,253
5862	1351	Peaks Island Fuel	10/1/2012	10/1/2017	61,000	0	61,000	65,940
		Sub-Total FAME Fund						**96,192**
		FAME SSBCI 279:						
5836	1340	251 Woodford Street LLC	8/31/2012	9/1/2017	165,000	0	165,000	156,108
5939	1356	Apothecary By Design LLC	11/8/2012	11/1/2017	200,000	0	200,000	169,431
5748	1327	Fermentation & Distillation	4/25/2012	10/1/2017	165,000	0	165,000	121,798
6199	1390	Inn at Diamond Cove LLC	7/10/2013	7/1/2018	200,000	0	200,000	191,316
6485	1429	Evo Rock & Fitness Portland	4/14/2014	11/1/2024	132,954	0	132,954	132,954
		Sub-Total FAME SSBCI						**771,607**
		Real Estate Investment Fund 271(Unrestricted):						
6104	1378	McCuda, LLC	4/19/2013	4/1/2018	200,000	0	200,000	192,069
		Sub-Total RE Invest						**192,069**
		Grand Total Loans				**179,745**	**1,689,144**	**1,459,185**
		Allowance for uncollectable loans at 15%						218,878
		Total with Allowance for uncollectable loans:						**1,240,307**

CITY OF PORTLAND, MAINE
PORTLAND DEVELOPMENT CORPORATION
DELINQUENCY REPORT
MONTH ENDING MAY 31, 2014

Loan	Payment Past Due	# of Payments	# of Days Past Due*	Outstanding Principal Balance	# of Times Past Due In Last 12 Reports (excluding present mo.)
Dobra Tea**	$293	1	31	6,277	0
Kennebec Street Properties	$1,039	1	22	47,640	5
Museum of African Culture	$435.60	4	120	$13,693	10
PBJ Empire LLC	$2,348	17	516	$3,983	12
Portland Trading Co.	$1,420	Almost 5 @ 289.99/mo.	121	$14,243	8
Studio Management Corp.	$987	2	61	$16,825	12
Veranda Asian Market***	$955	1	31	$34,073	9
TOTALS:	**$7,478**			**$136,734**	

*Reflects number of days after 1st of month due date. Also, this report lists only loans that have not paid by the 15th of each month.

**Paid May on 6/3/2014.

***Paid May on 6/11/2014.

Portland Development Corporation
Cash Management Report
For Month Ending May 31, 2014

	CIP 272 Restricted	CIP 274 Unrestricted	UDAG 271 (Unrestricted) Loans/PDAP	UDAG 271 (Unrestricted) PEDP Bal	FAME 277	FAME SSBCI 279	Brown-field 278 (PET)	TOTAL	Year-to-Date Principal/Interest CIP Restricted	Year-to-Date Principal/Interest UDAG Unrestricted	Year-to-Date Principal/Interest FAME	Year-to-Date Principal/Interest SSBCI	Business Assistance Grant Prgrm for Job Creation-FY12**	Business Assistance Grant Prgrm for Job Creation-FY14
Beginning Cash Bal. April 1, 2014	215,795	330,000	925,104	250,000	287,808	144,671	502,756	2,406,134					100,000	100,000
Plus:														
Principal payments received	2,055		8,548		796	2,195			22,459	160,556	6,581	60,756		
Interest payments received	805		2,817		94	1,150			8,971	23,632	3,814	30,739		
Interest Income						37						366		
Other Income										679		3,330		
Pass Through From FAME SSCBI														
Sub-Total Cash Available	218,654	330,000	936,469		288,698	148,053	502,756	2,424,630	31,429	184,867	10,395	95,191		
Less:														
FAME Annual Admin. Fee														
Disbursements - Loans/PDAP Grants			(51,367)											
PEDPIP Grant Committed				-230,894										
Sub-Total Cash Available 4/30/2014:	218,654	330,000	885,102	19,106	288,698	148,053	502,756							
Less Reserves for:														
Beautification Program (EC0301)			(72,000)											
Ptld ED Plan Imple. Fund (EC1201)			(111,172)											
Portland Dev. Action Grant (EC0302)			(100,114)											
Transfers not yet recorded (UDAG Int)			(23,632)											
Grants/Loans Approved													-80,000	-25,000
Annual Admin Payment to FAME														
Used for Administration													-14,375	
Total Ending Loan/Grant Cash Bal. 4/30/2014:	218,654	330,000	578,184		288,698	148,053	502,756	1,847,690					5,625	75,000

	CIP Rest.	CIP Unrestr.	UDAG					
Commitments:								
Portland Food Co-Op/Loan	-130,000							
Noova Star Cruises/Loan			-179745					
North Atlantic, Inc./Loan			-75000					
Balances:	88,654	330,000	323,439		288,698	148,053	502,756	1,681,600

Business Assistance Grants Approved by PDC:
a/o 5/31/2014

Granted to:		**Amount Approved:**		**Date PDC Approved:**
Trims and Fade		$10,000		8/2/2012
TechPort		$10,000		9/21/2012
Apothecary By Design		$10,000		6/21/2012
Old Port Textile and Wool		$20,000		10/21/2013
TechPort		$10,000		11/21/2013
Sur Lie Wine Bar		$20,000		3/13/2014
Vincenza's		$15,000		5/28/2014
Hunt and Alpine Club		$10,000		5/28/2014
Total Approved:		**$105,000**		