



Gregory A. Mitchell
Director, Economic Development Department

PORTLAND DEVELOPMENT CORPORATION

Board Meeting

DATE: December 21, 2017

TIME: 4:00 p.m.

LOCATION: Room 209, 2nd Floor
Portland City Hall

A G E N D A

1. President's comments:
 - a) Annual Awards Event
 - b) Board Vacancy
 - c) Annual Meeting of Corporator on December 18, 2017
2. Review and accept Minutes of October 19, 2017 meeting.
3. Review and vote on the following applications for grants from the Business Assistance Program for Job Creation:
 - a) Wallace James (at 54 Cove St.) seeking \$20,000 grant
 - b) Gateway Community Services (501 Forest Ave.) seeking \$20,000
 - c) Maine & Loire (59 Washington Ave.) seeking \$10,000
 - d) Greater Portland Home Health Care (500 Forest Ave.) seeking \$10,000
 - e) Head Games (116 Free St.) seeking \$20,000

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 discuss proprietary information of any of the applications listed above.

4. Review and vote on Brownfields Loan Application from Thompson's Point.

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 discuss proprietary information regarding this loan application.

5. Treasurer's Report – November 2017 – Tim Agnew
 - a) Monthly Administrative Budget Report
 - b) Cash Management Report
 - c) Schedule of Loans Receivable
 - d) Listing of Grants approved through the BAP Program and PEDPIP for FY2017 and 2018
 - e) Confidential 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 to discuss/monitor any of the loans listed on the Report.

6. Other items to be discussed/brought up by Board Directors.

7. Next Meeting Date: January 18, 2018.

Tim Agnew/Board President

Minutes

Portland Development Corporation

October 19, 2017

A meeting of the Board of Directors of the Portland Development Corporation was held on Thursday, October 19, 2017 at 4:00 p.m. in Room 209 of Portland City Hall. Present from the Board were Board Treasurer Director Tim Agnew who Chaired the meeting, and Directors Shelley Carvel, Tom Dunne, Jed Harris, Jon Jennings, and Matthew Veith. Director Heather Sanborn arrived as noted in the Minutes. Directors Chip Martin, Ovid Santoro, Barry Sheff, and Mayor Strimling could not be present. Present from the City staff were Business Programs Manager Nelle Hanig, Economic Development Director Greg Mitchell, and Senior Executive Assistant Lori Paulette.

Item #1: President's Comments

Mr. Agnew welcomed the two new Board members Tom Dunne and Matthew Veith and introductions were then made.

Mr. Agnew then noted that Item #2 would need to wait until Ms. Sanborn arrives.

Item #3: Review and vote on PEDPIP Grant Application from the City of Portland Office of Economic Opportunity.

Ms. Hanig said that PEDPIP Grant applications were due 9/29/2017, and one was received, this being from the City's Office of Economic Opportunity (OEO). OEO is requesting a \$15,000 PEDPIP Grant to assist with a project to develop concrete strategies and a measurable plan to integrate immigrants into the community and foster economic growth. The PEDPIP funds will serve as a match to a Gateway's for Growth (GFG) grant to the City of \$12,500, as well as \$2,500 from the John T. Gorman Foundation, and \$650 from OEO – for a total project cost of \$30,650.

Ms. Hanig noted that the GFG grant application was done under the leadership of OEO and in partnership with the Portland Regional Chamber. Portland was selected as one of eight communities in the U.S. to receive this award by the Partnership for a New American Economy and Welcoming America.

(Ms. Sanborn joined the meeting at this time.)

Julie Trujillo, Executive Director of OEO, thanked the Board for discussing this application. She said that OEO opened May 1 this year with its core goal being immigrant integration. When reaching out to Portland's diverse communities, she learned of this grant opportunity. Applicants had to be from municipalities and/or Chambers of Commerce, so this is a partnership between the City and the Portland Chamber. The grant will be used for a strategic plan for immigrant integration in the region, making the plan measurable and quantifiable for the diverse community and getting them into the work force.

Quincy Hentzel, President of the Portland Regional Chamber, also noted that the project is an opportunity for the Chamber to help immigrants enter the business community, and she looks forward to working with OEO and Ms. Trujillo.

Ms. Trujillo then displayed the website www.mipex.eu, "Migrant Policy Index" and described how she will be using it, noting its data analysis and indicators, as she moves forward with the strategic plan.

Mr. Jennings said that when he first came on as City Manager, OEO was a top priority and the City is fortunate to have hired Ms. Trujillo. She is data driven for evidence-based decision making, which will assist in making Portland more welcoming to its diverse community. Mr. Jennings said that he supported the grant application, and that Portland was also fortunate to be recognized and awarded the Grant from GFG.

Mr. Dunne said that this is a good model and important for Portland.

Ms. Trujillo noted that she will be the repository of information and then analyze the information and move forward on the strategic plan. This is relevant to many conversations she has had with the diverse communities in Portland. Ms. Trujillo also noted that other communities' best practices are known – including Louisville, KY - and she will build from those that make sense for Portland.

Ms. Carvel made a motion to authorize a PEDPIP Grant to OEO for \$15,000 for the project; Ms. Sanborn seconded the motion. Mr. Agnew then asked for a vote on the motion and it pass 6-0-1 (Jennings abstained).

In response to why only one PEDPIP grant received, Ms. Hanig suggested that area non-profits had applied before and perhaps now did not have projects that matched the Plan. She noted that she would do further marketing of the program for the March deadline, which will have \$22,900 available.

Item #2: Review and accept Minutes of September 28, 2017 meeting.

Ms. Carvel made a motion to accept the Minutes as published; Ms. Sanborn seconded the motion. Mr. Agnew asked for a vote on the motion and it passed 4-0-3 (Dunne, Jennings, Veith abstained).

Item #4: Review and approval of Memorandum of Understanding between PDC and EDD for BAP grant application.

Ms. Hanig said that the proposed Memorandum of Understanding (MOU) in the Board packet will strengthen her application for the next round of funding for the CDBG funded BAP program by awarding extra points for having an MOU. Previous BAP applications also had an MOU; a new one is needed each time.

Mr. Dunne asked who reviews applications, and Ms. Hanig noted that it is a citizen review committee which makes a recommendation to the City Manager, who then makes his recommendations to the City Council.

Ms. Sanborn made a motion to approve the MOU; Mr. Harris seconded the motion. Mr. Agnew asked for a vote on the motion and it passed 6-0-1 (Jennings abstained).

Item #5: Treasurer's Report – September 2017

On motion made and seconded, the Board voted unanimously at approximately 4:27 to go into executive session pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119-A to discuss/monitor the loans listed in the Delinquency Report. At approximately 4:32 the Board came out of executive session.

Item #6: Annual Meeting of Board

- a) **Election of Officers – President, Treasurer, Secretary**
- b) **Accepting Annual Report for FYE17 and vote to forward to Corporator as a communication.**
- c) **Setting Date for Annual Meeting of Corporator as November 20, 2017**
- d) **Any other business that may come before the Board.**

Election of Officers: Mr. Mitchell handed out a proposed slate of officers as:

Tim Agnew; President
Jed Harris, Treasurer
Shelley Carvel, Secretary

Mr. Jennings made a motion to adopt the slate of officers as presented; Ms. Sanborn seconded the motion. Mr. Agnew asked for a vote on the motion and it passed unanimously.

Accepting Annual Report for FYE17 and vote to forward to Corporation as a communication: Mr. Mitchell said that draft FYE17 Annual Report is for the Board's acceptance and forwarding to Corporator as a communication.

Setting Date for Annual Meeting of Corporator as November 20, 2017: Mr. Mitchell said that staff is recommending November 20, 2017 as the Annual Meeting of the PDC's Corporator. At that meeting there will be a brief presentation of the Annual Report to the City Council.

Mr. Jennings made a motion to set the date for the Annual Meeting of the Corporator as November 20 and to forward the FYE17 Report to the Corporator as a communication. Ms. Sanborn seconded the motion and it passed unanimously.

President Agnew noted that when the Awards Committee was discussing this year's awards, it suggested that a Committee be formed to discuss potential guidelines or criteria for the awards. He suggested that this Committee be formed the first quarter of 2018.

There being no further business, the meeting then adjourned at 4:45 p.m.

Respectfully, Lori Paulette

**Portland Development Corporation
Preliminary Draft Operating
Report FY18
For Month Ending
11/30/2017**

Operating transfer from EDF **28,522**

Total Funds Available 28,522

		Current	Year to	Percent	
FY18 Expenditures	Budget	Month	Date	of Budget	Balance
Administrative Services	575	87	107	18.6%	468
Postage	300	9	19	6.5%	281
Travel, Training, Meetings	4,000	328	456	11.4%	3,544
Contractual Services	10,500	0	0	0.0%	10,500
Operating Transfer to Fin.	9,647	0	0	0.0%	9,647
Advertising	2,000	0	0	0.0%	2,000
Auto Expense Reimb.	100	0	0	0.0%	100
Printing & Binding	650	574	619	95.3%	31
Office Supplies	750	0	196	26.1%	554
Total FY18 Expenditures	28,522	999	1,398	4.9%	27,124

Expenditures:	
Administrative Services	Credit Reports
Postage	General Courier Services
Travel, Training, Meetings	Awards and Plaques
Printing and Binding	Award Banners, Handouts, and Prints

Downtown Portland Corporation
Schedule of Loans Receivable
For the Month Ending November 30, 2017

Cust #	Ln #	Account No. & Name	Date of Loan	Maturity Date	Committed/Disbursed Funds-----			Outstanding Princ. Bal.
					Original Loan	Not Yet Disb.	Total Disb .	
Portland Business Fund 271 (UDAG/Unrestricted):								
7065	1545	Injac Properties, Inc.	6/10/2016	7/1/2021	122,500	\$0	122,500	\$34,979
7158	1561	Forefront Brick South, LLC	11/18/2016	12/1/2026	100,000	\$0	100,000	<u>\$93,212</u>
Sub-Total PBF (UDAG)								\$128,192
Portland Business Fund 272 (Restricted - CIP):								
7124	1554	Creative Portland	10/11/2016	11/1/2023	25,000	\$0	25,000	\$21,348
6502	1436	Portland Food Cooperative	6/4/2014	10/1/2021	130,000	\$0	130,000	<u>\$94,266</u>
Sub-Total PBF (Bonds/CIP Restricted)								\$115,614
Portland Micro Capital Fund 271 (UDAG/Unrestricted):								
5837	1341	Back Bay Skate	9/10/2012	9/1/2017	12,500	\$0	12,500	\$1,967
6113	1379	EcoHome Studio, LLC	4/11/2013	4/1/2018	15,000	\$0	15,000	\$1,343
6120	1380	Portland Trading Co. LLC	4/26/2013	8/1/2018	15,000	\$0	15,000	\$12,187
6501	1435	Sur Lie Wine Bar, LLC	5/2/2014	9/1/2021	37,335	\$0	37,335	\$22,312
6635	1464	Damiak's Bakery, LLC	10/16/2014	11/1/2019	25,000	\$0	25,000	\$10,804
7092	1559	Vin Bar, LLC	7/26/2016	9/2/2021	50,000	\$0	50,000	<u>\$41,174</u>
Sub-Total Micro Capital Fund								\$89,787
Portland Business Fund Fund 274 (CIP/Unrestricted):								
6597	1458	Back Cove School	8/29/2014	9/1/2019	55,000	\$0	55,000	\$33,337
6828	1505	Poplar & Co., LLC	6/5/2015	10/1/2022	37,500	\$0	37,500	\$32,677
6868	1512	Billdotcom, LLC	8/29/2015	9/1/2022	102,500	\$0	102,500	\$96,225
7091	1546	Skunk Ape, LLC	7/21/2016	8/1/2023	75,000	\$0	75,000	<u>\$62,749</u>
Sub-Total PBF (Bonds/CIP Unrestricted)								\$224,988
FAME Fund 277:								
6531	1450	North Atlantic, Inc.	6/23/2014	1/1/2020	75,000	\$0	75,000	\$31,614
6598	1459	Browne Trading CO.	9/3/2014	10/1/2019	83,333	\$0	83,333	\$35,364
6692	1475	Maine & Loire LLC	12/30/2014	1/1/2020	45,000	\$0	45,000	\$10,554
6784	1485	SB & LC Properties, LLC	4/6/2015	5/1/2020	101,200	\$0	101,200	\$94,529
6485	1429	Evo Rock & Fitness Portland	4/14/2014	11/1/2024	132,954	\$0	132,954	\$100,377
6973	1524	Auto-Care, LLC	2/5/2016	3/1/2021	32,500	\$0	32,500	\$28,265
7029	1533	BayCycle	5/13/2016	9/1/2023	20,000	\$0	20,000	\$16,980
7103	1548	Cakeworks, Inc.	8/5/2016	9/1/2022	62,500	\$0	62,500	\$56,433
7176	1565	Adele Masengo Designs, Inc.	1/6/2017	2/1/2022	15,000	\$0	15,000	\$14,166
7157	1560	Forefront Brick South, LLC	11/18/2016	12/1/2026	250,000	\$0	250,000	\$233,031
7357	1593	747 Congress LLC	1/25/2017	7/1/2022	150,000	\$0	150,000	\$150,000
7276	1580	Union Bagel	6/20/2017	7/1/2020	46,000	\$0	46,000	\$41,332
7293	1582	Wallace James	7/14/2017	8/1/2022	100,000	\$0	100,000	<u>\$95,727</u>
Sub-Total FAME Fund								\$908,372
FAME SSBCI 279:								
5748	1327	Fermentation & Distillation	4/25/2012	10/1/2017	165,000	\$0	165,000	\$2,215
6199	1390	Inn at Diamond Cove LLC	7/10/2013	7/1/2018	200,000	\$0	200,000	\$164,685
7233	1570	KODA, LLC	3/31/2017	4/1/2027	100,000	\$0	100,000	\$98,222
6867	1511	Billdotcom, LLC	8/19/2015	9/1/2022	92,500	\$0	92,500	\$86,839
Sub-Total FAME SSBCI								\$351,961
Real Estate								

**Cash Management Report
11/30/2017**

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	CIP		UDAG	FAME	SSBCI	Brown-field 1	Brown-field 2	Year-to-Date			
								CIP		UDAG	
	272	274	271	277	279	278	280	Restricted	Unrestricted	Unrestricted	FAME
Cash Bal. Beginning of Reporting Mo.											
Plus:											
Principal payments received	1,270	1,746	11,494	10,170	4,111			7,650	9,501	74,199	96,803
Interest payments received from loans	401	1,235	1,729	4,388	1,656			1,905	5,487	10,138	19,912
Interest Income					406	200					8,987
Other Income/Adjustments	(36)		(14)	190							1,716
Pass Through From FAME/SSBCI											
Sub-Total Cash Available	275,653	143,394	535,112	265,509	707,196	346,983	-	9,556	14,988	84,337	116,715
Less:											
FAME Annual Admin. Fee: Invoices											
Disbursements - Loans/PDAP Grants											
Sub-Total Cash Available:	275,653	143,394	535,112	265,509	707,196	346,983	(286)				
Less Reserves for:											
Beautification Program (EC0301)			(72,000)								
PEDPIP Fund Commitments thru FY16			(51,033)								
PEDPIP Fund FY17 Commitments			(33,676)								
PEDPIP Fund FY18 Commitment			(37,900)								
Portland Dev. Action Grant (EC0302)			(43,287)								
Transfers not yet recorded (UDAG Int)			(10,138)								
BAP Grants											
Used for Administration											
Total Ending Loan/Grant Cash Bal.	275,653	143,394	287,078	265,509	707,196	346,983	(286)				

Brownfield Grant 2:	800,000
Less Admin. Reserve:	-100,000
Sub-Total:	700,000
Less Expenses to Date:	(6,113)
Total Avail for Grants/Loans:	693,887
Expenses Reimb to Date:	5,827
Difference of:	(286)

Bal. of Unrestricted/Uncommitted Funds as 7/1/17:	379,676
PEDPIP Cap for FY18 (as 7/1/2017) at 10% of above:	37,900
PEDPIP Commitments for FY18 to date:	15,000
	22,900

Portland Economic Development Implementation Program			
FY2018 Grant Funding Available:	\$37,900		
First Round of Applications Due:	9/29/2017 at 3:00 p.m.		
Grantee Approved	Grant Amount	Date Approved	Project
Office of Economic Opportunity/City of Portland	\$15,000	10/19/2017	Develop Strategies for Immigrant Integration in the business and workforce community.
Balance of Funds Available:	\$22,900		
Second Round of Applications due no later that Friday, March 30, 2018 at 3:00 p.m.			

Portland Economic Development Implementation Program			
FY2017 Grant Funding Available:	\$48,331		
Grantee Approved	Grant Amount	Date Approved	Project
Portland Downtown	\$7,155	10/20/2016; Amt Amended 3-	Parking Study
ME Convention Center Collaborative	\$10,000	10/20/2016	Convention Center Feas. Study
ME Center for Entrepreneurial Dev.	\$7,500	10/20/2016	E*Next Pilot Project
Portland Buy Local	\$2,500	10/20/2016	Community Forum to Strengthen Local Businesses
Portland Downtown	\$2,500	10/20/2016	Walking Tour Guide
Maine College of Art	\$3,676	5/25/2017	Campus Master Plan
GPCOG	\$5,000	5/25/2017	Portland Food Launch & Festival
Women United Around the World	\$10,000	5/25/2017	Vocational Training Program for Immigrant Women
Total Approved:	\$48,331		
Balance of Funds Available:	\$0		

Business Assistance Grant Program for Job Creation - FY2015/2016			
Prior Round Funds Available:	\$5,000	Admin:	\$713
FY2016 Grant Funding Available:	\$100,000		
		Date	Jobs
Grantee/Grant Approved	Grant Amount	Approved	Funded
Forq Food Lab	\$10,000	12/17/2015	1
Auto-Care LLC	\$10,000	4/21/2016	1
Swallowtail Farm	\$20,000	4/21/2016	2
Buoy Local	\$10,000	5/19/2016	1
VinBar, LLC	\$20,000	5/19/2016	2
Bella Maine, LLC	\$20,000	5/19/2016	2
Cakeworks, Inc.	\$10,000	6/16/2016 and 8/11/2016	1
Union Bagel Co.	\$10,000	6/16/2016	1
Buoy Local - Not Using Grant	(\$10,000)		-1
Adele Masengo Designa, Inc.	\$5,000	12/15/2016	1
Balance of Funds Available:	\$0	Total Jobs:	11