



PROSPER
PORTLAND
Building an Equitable Economy

DATE: July 10, 2024
TO: Board of Commissioners
FROM: Kimberly Branam, Executive Director
SUBJECT: Report Number 24-31
Delegating Limited Purpose Expenditure Authority to the Executive Director for the 2024-25 Portland Winter Ice Rink

BOARD ACTION REQUESTED AND BRIEF DESCRIPTION

Adopt Resolution No. 7547

This action by the Prosper Portland Board of Commissioners (Board) will increase the Executive Director’s expenditure authority for the limited purpose of awarding a contract not to exceed \$900,000 to a vendor to build, produce, and manage the 2024-25 Portland Winter Ice Rink following a competitive procurement process conducted in accordance with Prosper Portland’s Local Contract Review Board Administrative Rules.

On June 14, 2024, Prosper Portland issued a request for proposals (RFP) from qualified event producers to build, produce, and manage the Portland Winter Ice Rink, a temporary outdoor ice rink intended to support the economic recovery of central city. A contractor is expected to be selected by mid-July 2024.

Since it is anticipated that the contract will exceed the Executive Director’s current expenditure authority of \$500,000, and the contract will need to be awarded prior to the Prosper Portland Board’s next meeting, this action is being presented to the Prosper Portland Board for approval.

STRATEGIC ALIGNMENT AND OUTCOMES

The Portland Winter Ice Rink delivers on several Advance Portland strategic goals within Objective 3, including fostering a vibrant central city and commercial districts; and supporting reputation recovery and increasing vibrancy and foot traffic in downtown and Central City.

BACKGROUND AND CONTEXT

The Portland Winter Ice Rink debuted on December 16, 2023, and was in operation until February 10, 2024. The temporary event drew 20,000 attendees and garnered national media attention spotlighting Portland in a favorable light. The 2024/25 season will build on the successes of the debut season and is anticipated to experience larger crowds, increased community engagement, and higher utilization of local shopping incentives and “Skate and Stay” hotel packages. Staff expect ticket sales to increase between 30 and 60 percent and for foot traffic to the site to nearly double.

EQUITY IMPACT

The Portland Winter Ice Rink has prioritized community engagement and accessibility in the procurement process with special attention to ensuring a welcoming and accessible environment for those who are traditionally underserved or under-resourced.

COMMUNITY PARTICIPATION AND FEEDBACK

There has been no specific public participation related to this action. However, within the RFP, applicants are asked to include how different communities can be welcomed in the space as well as how community partners might be involved.

BUDGET AND FINANCIAL INFORMATION

There are sufficient resources in the FY 2024-25 Prosper Portland Budget from a combination of General Fund, Tourism Development Fund, sponsorships, and revenue generated through operations (see Attachment A).

RISK ASSESSMENT

Approving this action carries minimal risks, as contractors are all required to be insured and demonstrate success in producing an ice rink. In addition, the selected contractor will work closely with Prosper Portland staff to ensure the Portland Winter Ice Rink is delivered as expected and alignment with project goals.

ATTACHMENTS

- A. Prosper Portland FY 2024-25 Approved Budget

PROSPER PORTLAND FY 2024-25 APPROVED BUDGET

**Fund Summary
 Total Resources and Requirements**

General Fund	<u>Actuals FY 2021-22</u>	<u>Actuals FY 2022-23</u>	<u>Revised FY 2023-24</u>	<u>Proposed FY 2024-25</u>	<u>Approved FY 2024-25</u>	<u>Adopted FY 2024-25</u>
Resources						
Beginning Fund Balance	1,336,514	1,604,287	2,014,871	658,160	658,160	0
Revenue						
City General Fund & Cannabis Fund	9,545,373	16,735,217	22,870,775	21,992,149	21,992,149	0
Fees and Charges	225,308	333,670	1,630,367	1,400,000	1,400,000	0
Grants - State & Local	37,131	68,375	320,730	910,445	910,445	0
Interest on Investments	2,042	-9,997	0	0	0	0
Miscellaneous	128,450	187,705	485,009	50,000	50,000	0
Reimbursements	0	236,332	10,000	0	0	0
Service Reimbursements	15,029,300	14,915,400	17,498,665	11,445,029	11,445,029	0
Transfers In	32,502	464,323	2,001,000	1,521,807	1,521,807	0
Total Revenue	25,000,105	32,931,025	44,816,546	37,319,430	37,319,430	0
Total Resources	26,336,619	34,535,312	46,831,417	37,977,590	37,977,590	0
Requirements						
Expenditures						
Administration	13,918,950	14,665,719	17,450,468	11,924,740	11,924,740	0
Economic Development	8,622,547	12,199,979	23,803,060	16,847,790	16,847,790	0
Infrastructure	140	0	0	0	0	0
Property Redevelopment	1,836,185	5,295,244	3,664,223	4,536,949	4,536,949	0
Total Expenditures	24,377,821	32,160,942	44,917,751	33,309,479	33,309,479	0
Transfers	354,511	359,499	1,255,506	3,715,176	3,715,176	0
Contingency	0	0	658,160	952,935	952,935	0
Ending Balance	1,604,287	2,014,871	0	0	0	0
Total Requirements	26,336,619	34,535,312	46,831,417	37,977,590	37,977,590	0