



**PROSPER**  
**PORTLAND**  
Building an Equitable Economy

**DATE:** November 13, 2024  
**TO:** Board of Commissioners  
**FROM:** Shea Flaherty Betin, Interim Executive Director  
**SUBJECT:** Report Number 24-51  
Increasing Delegated 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. 7584

This action by the Prosper Portland Board of Commissioners (Board) will increase the amount of the Executive Director's Limited Purpose Expenditure Authority to contract with a vendor for production of the 2024-25 Portland Winter Ice Rink from \$900,000 to \$1,050,000.

### **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. Prosper Portland received General Funds from the City of Portland to operate the Portland Winter Ice Rink for the 2024-25 season and intends to build on the successes of the debut season with 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.

On July 10, 2024, the Prosper Portland Board through Resolution No. 7547 delegated limited purpose expenditure authority to the Executive Director up to \$900,000 contract with a vendor for production of the 2024-25 Portland Winter Ice Rink. Following a competitive procurement process held in accordance with Prosper Portland's Local Contract Review Board Administrative Rules, the Executive Director subsequently executed a contract with Seaside Ice, LLC (dba Ice America) in the amount of \$887,972 to provide a temporary outdoor ice rink and related services, materials, and facilities necessary to produce the 2024-25 Portland Winter Ice Rink event.

The Portland Winter Ice Rink venue is located at the Morrison Bridgehead and is managed by the City of Portland Bureau of Parks and Recreation (Parks). Based on event coordination discussions with Parks,

Ice America’s contract and budget assumed that Parks would have power and water available for use on-site during the set-up and operation of the event. However, while construction is underway for Parks to provide those utilities to the site, unforeseen construction delays have resulted in the utilities not being available until December 1, 2024, at the earliest. As a result of Parks’ inability to provide utilities at the site in time for the start of the event, it is necessary for Ice America to procure water and power through other means, and at additional cost. The estimated additional expense for rentals and fuel is \$53,000 if power is available by December 1, 2024. However, additional construction delays may increase those costs by an additional \$40,000, and staff believes it is also prudent to build additional contingency into the Executive Director’s delegated expenditure authority to respond to any additional unforeseen expenses that arise during the production of the event.

Staff is recommending a \$150,000 increase in the delegated expenditure authority, from \$900,000 to \$1,050,000.

### **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, during the vendor solicitation process, Ice America was asked to address 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**

<b>General Fund</b>	<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>
<b>Resources</b>						
Beginning Fund Balance	1,336,514	1,604,287	2,014,871	658,160	658,160	0
<b>Revenue</b>						
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
<b>Total Revenue</b>	<b>25,000,105</b>	<b>32,931,025</b>	<b>44,816,546</b>	<b>37,319,430</b>	<b>37,319,430</b>	<b>0</b>
<b>Total Resources</b>	<b>26,336,619</b>	<b>34,535,312</b>	<b>46,831,417</b>	<b>37,977,590</b>	<b>37,977,590</b>	<b>0</b>
<b>Requirements</b>						
<b>Expenditures</b>						
Administration	13,918,950	14,665,719	17,450,468	11,924,740	11,924,740	0
<b>Economic Development</b>	<b>8,622,547</b>	<b>12,199,979</b>	<b>23,803,060</b>	<b>16,847,790</b>	<b>16,847,790</b>	<b>0</b>
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
<b>Total Expenditures</b>	<b>24,377,821</b>	<b>32,160,942</b>	<b>44,917,751</b>	<b>33,309,479</b>	<b>33,309,479</b>	<b>0</b>
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
<b>Total Requirements</b>	<b>26,336,619</b>	<b>34,535,312</b>	<b>46,831,417</b>	<b>37,977,590</b>	<b>37,977,590</b>	<b>0</b>