

MINUTES OF THE COUNCIL INTERNAL AFFAIRS COMMITTEE
OF THE METROPOLITAN SERVICE DISTRICT

October 27, 1988

Council Chamber

Committee Members Present: Mike Ragsdale (Chair), Elsa Coleman (V. Chair), Tanya Collier and Corky Kirkpatrick

Committee Members Absent: David Knowles

Chair Ragsdale called the meeting to order at 4:06 p.m.

1. Consideration of Resolution No. 88-1003, for the Purpose of Authorizing a Contract with Portland's Finest, Inc., to Support the International Association of Chiefs of Police Convention in Portland from October 12, 1988, through October 20, 1988

Don Rocks, Executive Assistant, explained the Metropolitan Service District had offered up to \$70,000 in hotel/motel funds previously budgeted for promotion of the Convention Center in FY 1988/89 to help defray expenses for the International Chiefs of Police Convention in Portland held from October 12 to October 20. He said it had been understood if the funds offered were not needed, Metro would not be under obligation.

Mr. Rocks referred to the letter dated October 3, 1988, from Richard Walker, Chief of Police, which requested \$35,000 to assist in expenses incurred for the convention. Mr. Rocks said Metro would not require repayment. Councilor Coleman asked Mr. Rocks to explain obligations, if any. Mr. Rocks said if Portland's Finest had reached their goal of \$650,000 to host the convention and did not need Metro funds offered, there would be no claim on them, but if promised pledges did not materialize, Portland's Finest would still have access to the money.

Councilor Kirkpatrick asked if the convention had been successful as required by the scope of work stipulated in the contract attachment to Resolution No. 88-1003. Mr. Rocks said the convention was considered extremely successful. He said the one disappointment was that \$8,000 in souvenirs had been sold and not the anticipated \$30,000.

Motion: Councilor Kirkpatrick moved to adopt Resolution No. 88-1003.

Vote: Councilors Coleman, Collier, Kirkpatrick and Ragsdale voted aye. Councilor Knowles was absent. The vote was unanimous and the resolution was adopted.

2. Annual Report on Property and Casualty Insurance Program

Jennifer Sims, Manager of Financial Services, introduced two representatives from J.B.L. & K. Insurance; Dennis Doherty, account

executive, and Robert Calkins, vice president. Ms. Sims distributed the "Metropolitan Service District Annual Insurance Report October 1988" by J.B.L. & K. Insurance.

Ms. Sims said the presentation was an opportunity to review Metro's insurance status. She said the report included a description of Metro's different types of coverage; summary pages used throughout the year; as well as statistics and analyses of claims. She noted a special fund in the budget for insurance costs with the exception of the builder's risk coverage for the Convention Center. She said there were reserve amounts of \$300,000 for general exposures and \$850,000 for environmental impairment liability.

Mr. Doherty said the J.B.L. & K. Insurance report was comprehensive. He discussed the different areas covered and changes in the rates. He said the Convention Center had special insurance coverage at this time. Mr. Calkins said Metro as an entity had special insurance needs. He said an appraisal would be done this year for realistic assurance of insurance values.

Chair Ragsdale asked to review the report section by section. He asked whose responsibility it was to insure the Metro Center building. Ms. Sims said Metro leased the building via a master lease and under such conditions, the lessee insured the property. Chair Ragsdale asked if the amount, \$4,664,100, was the most recent estimate of the Metro Center's worth.

The Committee and staff discussed the J.B.L. & K. report and budgeting of funds during the FY 1989/90 budget process for insurance purposes.

Chair Ragsdale emphasized the need for environmental insurance because of the St. Johns landfill and other solid waste facilities. Chair Ragsdale noted there were federal insurance funds for such purposes.

The Committee and staff discussed Metro's insurance needs further. Councilor Coleman said Dan Cooper, General Counsel could assess the contract with J.B.L. & K. Chair Ragsdale requested Jessica Marlitt, Council Analyst, review and prepare a report on the Convention Center Committee's discussion about the Independent Safety Program at the Convention Center.

3. Consideration of Resolution No. 88-1004A, for the Purpose of Appointing First Interstate Bank as Metro's Provider of Banking Services

Ms. Sims introduced Don Cox, Chief Accountant, and explained Metro's three-year contract with First Interstate Bank had expired. She recommended Metro resume the contract with First Interstate Bank and explained a thorough Request for Proposals (RFP) process had been

completed. She said First Interstate Bank had provided excellent services; a change of services at this time would increase costs and be difficult since Metro was currently completing installation of a new accounting and payroll system.


Chair Ragsdale noted banking services should be changed in the future as sound management practice. Ms. Sims concurred and added Metro did on a regular basis change providers for financially-related services such as insurance and fiscal audits.

Motion: Councilor Kirkpatrick moved for adoption of Resolution No. 88-1004A.

Vote: Councilors Coleman, Collier, Kirkpatrick and Ragsdale voted aye. Councilor Knowles was absent. The resolution was adopted.

Chair Ragsdale adjourned the meeting at 4:55 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Paulette Allen".

Paulette Allen
Committee Clerk
IAC88.301