

Non-Code Ordinance

By: Public Works Department
Introduced: November 8, 2021
Public Hearing: November 22, 2021
Adopted: November 22, 2021
Yes: Brown, Graham, Harvey, Johnson, Sullivan-Leonard, Velock
No: None
Absent: None

**City of Wasilla
Ordinance Serial No. 21-20**

An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2022 Budget By Appropriating \$30,000 From The General Fund, Fund Balance For Building Security Risk Assessments.

Section 1. Classification. This is a non-code ordinance.

Section 2. Purpose. To appropriate funding from the general fund, fund balance for building security risk assessments for City Hall, Wasilla Public Library, and the Wasilla Museum and Visitor Center.

Section 3. Appropriation of Funds. The funds are appropriated to the following:

Building Modification	110-4330-433.45-03	\$30,000
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Section 4. Source of Funds.

General Fund, Fund Balance	001-0000-250.10-10	\$30,000
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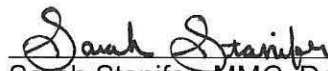
Section 5. Effective Date. This ordinance shall take effect upon adoption.

ADOPTED by the Wasilla City Council on November 22, 2021.



Glenda D. Ledford, Mayor

ATTEST:



Sarah Stanifer, MMC, Deputy City Clerk

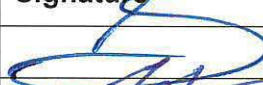


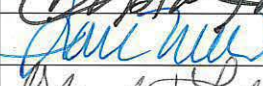
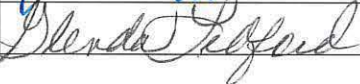
[SEAL]

City of Wasilla
Legislative Staff Report
Ordinance Serial No. 21-20
 (Non-Code Ordinance)

Amending The Fiscal Year 2022 Budget By Appropriating \$30,000 From The General Fund, Fund Balance For Building Security Risk Assessments.

Originator: Public Works Director
 Date: 10/27/2021

Agenda of: 11/8/2021

Route to:	Department Head	Signature	Date
X	Public Works Director		10/26/21
X	Finance Director		10-27-21
X	Deputy Administrator		10/27/21
X	City Clerk		10/26/21
X	Mayor		10/27/21

Fiscal Impact: yes or no **Funds Available:** yes \$30,000

Account name/number: Building Modification 110-4330-433.45-03

Attachments: Ordinance Serial No. 21-20 (1 page)
 Marsh & McLennan Agency Proposals (13 pages)

Summary Statement: This ordinance is proposed to amend the fiscal year 2022 budget by appropriating \$30,000 from the general fund for security risk assessments for city hall, library, and museum. There are a few times each year that agitated citizens enter these buildings and they generate a 911 response. To date, city employees and the public have not been harmed by these incidents. The administration is proposing to conduct risk assessments through this contract to determine options to mitigate, control, or eliminate identified threats and vulnerabilities at these facilities.

Proposed Action: Introduce and set the ordinance for public hearing.

October 19, 2021

PROPOSAL FOR:

CITY OF WASILLA



SECURITY RISK ASSESSMENT

For

City of Wasilla's Administration Building

290 E, Herning Avenue

Wasilla Alaska



**MARSH & McLENNAN
AGENCY**

MARSH & MCLENNAN AGENCY SUMMARY

Dear Crystal Nygard:

Through the City of Wasilla's commitment to provide a safe and secure work environment for city staff members and the general public through assessment, innovation and quality, as your organization continues to grow. It would be our honor to work as your partner in the City's Risk Management program. In the last few weeks, we have had the pleasure of getting to know your team and are excited about the possibility of expanding our relationship as your Loss Control and Risk Management Consultant.

In the coming pages, we have provided details about our risk management capabilities and why we think Marsh & McLennan Agency (MMA) would be the ideal partner for your Risk Management, and possibly future insurance brokerage support.

WORLD CLASS. LOCAL TOUCH

MMA was built to serve growing communities like City of Wasilla. Designed to meet the needs of these local governments, MMA brings together the best-in-class broker agencies across the country. Each of these regional brokers has the benefit of being part of a large family of agencies who work together in collaboration, sharing world-class resources, and best practices. We call this structure and unique client experience World Class. Local Touch. It really is the best of both worlds. National and International Resources

With over 5,000 colleagues located across the US, we own our expertise, national and international offices, and resources. Our broad spectrum of proprietary benchmarking and analytical tools allows us to negotiate with insurers on your behalf from our position of knowledge. Our deep understanding of the insurance marketplace, supplemented by our compilation of industry-specific data, can assist you in comparing your risk management programs and costs against those of your peers. Our benchmarking and analytics gives you the knowledge necessary to make informed decisions regarding risk retention and limits and seize cost saving opportunities through prudent risk sharing with insurers.

VALUE-ADDED SERVICES

MMA has invested in a number of critical areas to improve the overall risk management program and loss prevention processes for our clients and to deliver additional services that make a meaningful impact on our clients. From an array of year-round complimentary seminars and webinars to in-house claims management and risk consultants, City of Wasilla would benefit from a variety of best-in-class, local and regional services.

We look forward to discussing the details of the enclosed submission and, as always, we are available to answer any questions or concerns you may have.

Sincerely,

Peter Bush

Peter "Skip" Bush Jr.
Senior Loss Control Consultant
907 694 1924 | m: 907 230 0292
Peter.Bush@MarshMMA.com

CLIENT SERVICE/QUALITY ASSURANCE

CLIENT SATISFACTION

Ensuring the highest level of client satisfaction requires us to continually monitor the quality of our service and deliverables. We accomplish this through the various procedures listed below.

- Establish Service Plan / Planning Calendar.
- Regularly scheduled meetings or conference calls with City of Wasilla's team and Executives (can be monthly or quarterly). Additional meetings throughout the scope of work will be scheduled as needed.
- Performance Guarantee of MMA's service – we will reduce a portion of our commissions/consulting fee to City of Wasilla if we are not meeting your expectations.
- Maintain a consistent and open line of communication between our entire Client Service Team and all necessary parties at City of Wasilla.

SERVICE GUARANTEE

MMA recognizes how important it is for you to hold us accountable for the service we deliver. We are willing to prove that our results will meet or exceed your expectations, through our Performance Guarantee.

Our Performance Guarantee:

- Outlines criteria important to City of Wasilla.
- Provides accountability.
- Demonstrates measurable results.
- Puts the onus on MMA to exceed your expectations.
- Ensures performance is measured annually.
- Guarantees that we are consistent in our understanding of roles and expectations.

LOSS PREVENTION

EXECUTIVE SUMMARY

Thank you for giving MMA the opportunity to present this proposal for City of Wasilla. We specialize in solving the challenges confronting public services entities and offer straightforward, common sense services that help identify, evaluate and control your total cost of risk. This proposal was developed with your specific safety and security needs in mind with a goal to provide solutions and improve business performance and profitability.

In this scope of work, we will conduct a security and safety assessment risk assessment of your Administration Building's security aspects and provide an assessment report with recommendations to help reduce the operations, review exposure history and review existing policies, procedures and training materials.

PROJECT OBJECTIVES

- Identify and assess the overall security risks and vulnerabilities associated with the City of Wasilla's Administration building site @ 290 E. Herning Ave, Wasilla Alaska;
- Recommend options and associated resources to mitigate, control or eliminate identified threats and vulnerabilities; and
- Provide recommended physical improvements to the City Administration building site.

SCOPE OF SERVICES

The scope of services to address the above stated project objectives is as follows:

1. Physical Security Risk Assessment and Security Plan

The MMA Senior Loss Control Consultant shall complete a comprehensive Physical Security Risk Assessment of the Wasilla Administration building site which, at a minimum, should include the following:

- A thorough inspection and evaluation of all aspects of the physical security features of the Administration building (including areas connecting and surrounding the building).
- Identification, description and documentation of security related threats from internal and external sources both during and after operating hours.
- Analysis of site vulnerabilities using a risk matrix scoring approach with risk scores that consider likelihood and severity of impacts.
- Production of a written Physical Security Risk Assessment Report for review by City staff. The report should detail findings and present a summary of suggested solutions to address any identified vulnerabilities and risks. Where possible, provide multiple solutions if they exist.

2. Deliverables:

- Physical Security Risk Assessment Report: Two (2) printed, bound copies and an electronic version in both Word and PDF formats.
- Presentations – Provide at least (2) two presentations to City management and other stakeholder groups.
- Review of findings and recommendations with the City Deputy Administrator.

COST ESTIMATE

ASSUMPTION

Marsh & McLennan Agency is to provide qualified Loss Control Consultant to perform a thorough inspection and evaluation of all aspects of the physical security features of the Administration building.

- This project is not expected to exceed 60-hours of billable time.

COST ESTIMATE

- \$200.00 per hour

ADDITIONAL INFORMATION

RISK MANAGEMENT CENTER

The Risk Management Center is a web-based platform and is used to develop and manage risk mitigation programs. By providing this valuable resource to our clients, we demonstrate a continued commitment to meeting our client's varied needs. The Risk Management Center (RMC) combines the information of a searchable library of safety and loss control materials with a suite of unique software programs to help you manage your risk and reduce your losses. It also acts as an intranet-type filing system where all of your internal programs, policies, manuals, etc. can be stored.

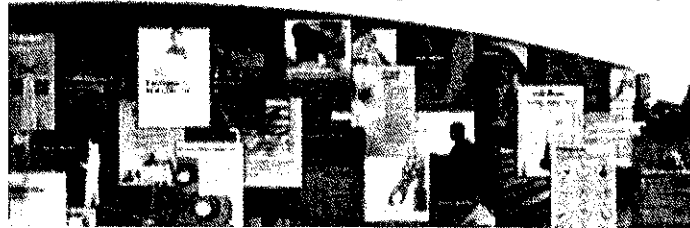
In addition to a bilingual library of over 2000 documents, the Risk Management Center gives you access to interactive tools to track and trend incidents (WC, property, auto, etc.), training, SDSs, job descriptions, job hazard analyses, certificates of Insurance, and much more.

The Risk Management Center provides you with all of the tools you need develop and manage a proactive safety program. To assist with customization, the website can be configured with separate sites for each property. The separation of data will assist with tracking and trending site specific incidents, training, OSHA 300 logs, and property specific certificate of insurance forms.

The Risk Management Center offers the following features and benefits:

- Online Training Library—Multitude of bilingual PowerPoints, Policies, and Training Shorts.
- Certificate of Insurance Management—Manage your COIs to control liability and risk.
- HR & Benefits Database— Resources and materials for all 50 states.
- Behavior-based Training Programs—Build Job Hazard Analyses and conduct Safety Observations.
- Incident Tracking/Trending and Claims Reporting—Trend incidents, report claims, print OSHA logs.
- Job Description Tracking— Access a pre-loaded library of comprehensive job descriptions; create Modified Duty assignments.
- Safety Data Sheet Management— Be compliant with OSHA hazardous material standards and the new Globally Harmonized System.
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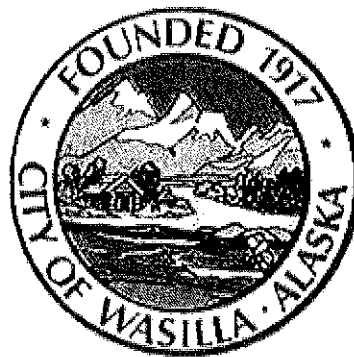
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With over 5,000 colleagues located across the US, we own our expertise, national and international offices, and resources. Our broad spectrum of proprietary benchmarking and analytical tools allows us to negotiate with insurers on your behalf from our position of knowledge. Our deep understanding of the insurance marketplace, supplemented by our compilation of industry-specific data, can assist you in comparing your risk management programs and costs against those of your peers. Our benchmarking and analytics gives you the knowledge necessary to make informed decisions regarding risk retention and limits and seize cost saving opportunities through prudent risk sharing with insurers.

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LOSS PREVENTION

- Review of findings and recommendations with the City Deputy Administrator.

COST ESTIMATE

ASSUMPTION

Marsh & McLennan Agency is to provide qualified Loss Control Consultant to perform a thorough inspection and evaluation of all aspects of the physical security features of the Administration building.

- This project is not to exceed 90-hours of billable time.

COST ESTIMATE

- \$200.00 per hour

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