

*Failed 4-17-01*

Submitted by: Assemblymember CLEMENTSON

Prepared by: Assembly Office

For reading: APRIL 17, 2001

ANCHORAGE, ALASKA  
AR NO. 2001- 116

WHEREAS, over 700 local business currently have a "Knox Box" located on the outside of their buildings - inside each box are keys which open the buildings; and

WHEREAS, the Anchorage Fire Department oversees this "Knox Box" system, with fire personnel using a master key to access the keys in the boxes for entry in cases of emergency; and

WHEREAS, this master key opens all Knox boxes; and

WHEREAS, local media recently reported that one of the master keys has been missing from the Anchorage Fire Department since January 2001; and

WHEREAS, this missing master key was not reported in a timely manner to the Municipality's Risk Management Office; and

WHEREAS, it is our understanding that, once reported by the media, the keys in the Knox boxes were removed, and that the Knox boxes are being re-keyed; and

WHEREAS, according to Anchorage Municipal Code Subsection 3.20.110.B., an audit by the Municipality's Office of Internal Audit may be undertaken at the direction of a majority of the Assembly.

NOW, THEREFORE, the Anchorage Municipal Assembly resolves:

**Section 1:** That the Assembly recognizes that the Administration has taken some corrective actions to the "Knox Box" system; however, there are still concerns with:

- System policies and procedures in place for securing the master keys, accessing the master keys, reporting missing master keys, and notifying "Knox Box" businesses of missing master keys;
- The plan for changing out the Knox boxes;
- Possible non-forceful entries into "Knox Box" businesses since the master key was missing; and
- Maintaining a complete master list of "Knox Box" businesses.

**Section 2:** That the Assembly requests the Office of Internal Audit to conduct an audit of the "Knox Box" system and procedures, addressing the concerns noted in Section 1 and providing recommendations for improvement, if needed. Further, that the Internal Auditor review and oversee the plan for changing out the Knox boxes.

PASSED AND APPROVED by the Anchorage Assembly this \_\_\_\_\_ day of \_\_\_\_\_, 2001

ATTEST:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Municipal Clerk

**Municipality of Anchorage  
MUNICIPAL CLERK'S OFFICE  
AGENDA DOCUMENT CONTROL SHEET**

*AR* 2001-116

<b>1</b>	SUBJECT OF AGENDA DOCUMENT		DATE PREPARED <b>4-12-01</b>
	<i>Requesting Internal Audit of "Knox Box" System</i>		INDICATE DOCUMENTS ATTACHED
			<i>AR</i>
<b>2</b>	DEPARTMENT NAME Assembly	DIRECTOR'S NAME Fay Von Gemmingen	
<b>3</b>	THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY		HIS/HER PHONE NUMBER <b>4735</b>
<b>4</b>	COORDINATED WITH AND REVIEWED BY	INITIALS	DATE
	Mayor		
	Heritage Land Bank		
	Merrill Field Airport		
	Municipal Light & Power		
	Port of Anchorage		
	Solid Waste Services		
	Water & Wastewater Utility		
	Municipal Manger		
	Cultural & Recreational Services		
	Employee Relations		
	Finance, Chief Fiscal Officer		
	Fire		
	Health & Human Services		
	Office of Management and Budget		
	Management Information Services		
	Police		
	Planning, Development & Public Works		
	Development Services		
	Facility Management		
	Planning		
	Project Management & Engineering		
	Street Maintenance		
	Traffic		
	Public Transportation Department		
	Purchasing		
	Municipal Attorney		
	Municipal Clerk		
	Other		
<b>5</b>	SPECIAL INSTRUCTIONS/COMMENTS		
	<i>For Action</i>		
	<i>7.C.12.</i>		
<b>6</b>	ASSEMBLY MEETING DATE <b>4-17-01</b>	<b>7</b>	PUBLIC HEARING DATE REQUESTED <u>          </u>

