

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY18-27**

**A RESOLUTION TO APPROVE AUTHORIZED SIGNERS AND GRANT ADMINISTRATIVE  
ACCOUNT ACCESS FOR VARIOUS CITY OF GUSTAVUS ACCOUNTS**

**WHEREAS**, Municipal Code Section 4.12.020(a) states all council members are authorized signatories for city funds held in such federally insured commercial banks, savings and loan associations, or investment accounts as the council may authorize by resolution, and;

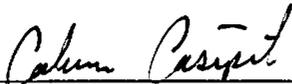
**WHEREAS**, account authorizations must be updated annually with each election, and;

**WHEREAS**, account administrative authorizations must also be updated when City Hall staff are hired, and;

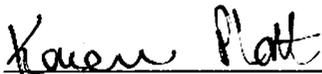
**WHEREAS**, formal action is needed to adopt policy and procedure for City of Gustavus accounts.

**NOW THEREFORE BE IT RESOLVED**, that the Gustavus City Council adopts the document entitled "POLICY AND PROCEDURE FOR AUTHORIZED ACCOUNT SIGNERS AND ADMINISTRATIVE ACCOUNT ACCESS", as presented by this Resolution, and all previous persons granted access to the accounts listed are hereby revoked access unless listed in the attachment.

**PASSED** and **APPROVED** by the Gustavus City Council Gustavus City Council this 8<sup>th</sup> day of October, 2018, and effective upon adoption.



\_\_\_\_\_  
Calvin Casipit, Mayor



\_\_\_\_\_  
Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA  
POLICIES AND PROCEDURES**

**TITLE: POLICY AND PROCEDURE FOR AUTHORIZED ACCOUNT SIGNERS AND  
ADMINISTRATIVE ACCOUNT ACCESS**

**BACKGROUND:**

With staff turnover and City Council annual elections, maintaining a limited, up-to-date pool of authorized signers and persons with administrative account access is critical.

**POLICY:**

In compliance with its fiduciary responsibility as established in State Statute and City code, the City of Gustavus adopts a policy to annually update all current council members as authorized signatories for city funds held in such federally insured commercial banks, savings and loan associations, or investment accounts as the council may authorize by resolution. In addition, the current City Hall staff, as specified below, are granted administrative account access as outlined below to implement decisions made by the City Council and conduct City of Gustavus business.

**PROCEDURE:**

After the Municipal Election results are certified each October, the City Treasurer shall contact the following account holders to follow the process for ensuring all current City Council members are listed as authorized signers and all previous City Council members are revoked as authorized signers.

- First National Bank Alaska (FNBA)
  - checking, Endowment Fund Grant checking, savings
- Mitsubishi UFJ Financial Group – FNBA collateralized account
- Alaska Municipal League Investment Pool (AMLIP)
  - accounts held through Key Bank

After a new Mayor is elected or a new City Administrator, City Clerk, or City Treasurer is hired, the following accounts shall be updated to grant the new employee or Mayor administrative account access and to revoke all previous authorized users.

- Alaska Permanent Capital Management (APCM) – Endowment Fund held through Charles Schwab
  - City Administrator, City Treasurer, Mayor, Vice-Mayor
- Lincoln Financial Group
  - City Administrator, City Treasurer, Mayor
- Alaska Communications (ACS)
  - City Administrator, City Treasurer, City Clerk
- Bank of America
  - City Administrator, City Treasurer
  - VISA cardholders include the Treasurer, Fire Chief, Administrative Librarian, Disposal & Recycling Center Manager
- City of Gustavus Health Insurance Provider: Premera Blue Cross/Blue Shield of AK
  - City Administrator, City Treasurer
- Alaska Medicaid
  - City Administrator, City Treasurer, Systems Design West (billing contractor)
- Medicare
  - City Administrator, City Treasurer, Fire Chief, Systems Design West