

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY22-15**

**A RESOLUTION UPDATING POLICY AND PROCEDURES FOR AUTHORIZED  
ADMINISTRATIVE ACCOUNT ACCESS FOR VISA CARDHOLDERS FOR THE CITY OF  
GUSTAVUS ACCOUNT**

**WHEREAS**, Policy and procedure for authorized account signers and administrative account access states VISA cardholders include the Treasurer, Fire Chief, Administrative Librarian, Disposal & Recycling Center Manager, and;

**WHEREAS**, This resolution is to update the Policy and Procedure for Authorized Account Signers and Administrative Account Access VISA Cardholders to include the Marine Facilities Coordinator.

**WHEREAS**, Formal action is needed to amend policy and procedure for City of Gustavus VISA cardholders account.

**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.

**PASSED** and **APPROVED** by the Gustavus City Council Gustavus City Council this 8<sup>th</sup> day of August, 2022, and effective upon adoption.

  
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Mike Taylor, Mayor

  
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Attest: Karen Platt CMC, 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, Marine Facilities Coordinator
- 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

