

**City of Kodiak Special Council Meeting Agenda for December 10, 2015
7 p.m., at 710 Mill Bay Road, Assembly Chambers (Room 232)**

- I. Call to Order**
Roll Call



- II. Public Comments on Agenda Item Only**

- III. Resolution No. 2015–37, Rescinding Resolution No. 2010–13 and Authorizing Officers and Other Employees to Transact Business Related to the City’s First National Bank of Alaska Accounts.....1**

- IV. Adjournment**

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Aimée Kniazowski, City Manager 
Thru: Kelly Mayes, Finance Director 
Date: December 10, 2015

Agenda Item: III. Resolution 2015–37, Rescinding Resolution No. 2010–13 and Authorizing Officers and Other Employees to Transact Business Related to the City’s First National Bank of Alaska Account

SUMMARY: The City currently uses First National Bank of Alaska for banking purposes. The First National Bank of Alaska is requesting updated signature forms to include manual, facsimile and/or electronic signatures. Due to the timing of updated signature forms, the Finance Department and City Manager are requesting to add the Deputy City Manager for authorization of endorsing checks and business transactions related to City credit cards. In addition, this resolution authorizes the Finance Director to obtain deposit account information and place stop payments.

PREVIOUS COUNCIL ACTION: Resolution No. 2010–13 authorized the positions and specific roles for these positions. The only changes are those noted above in the summary are for the addition of the Deputy City Manager to endorse checks and conduct business transactions related to the City’s credit cards; and to add the Finance Director for obtaining deposit account information and place stop payments. Other previous council action noted occurred when the City was using other financial institutions (i.e. Wells Fargo). These City Council resolutions covered facsimile and electronic signatures.

BACKGROUND: The background information is noted in the summary and previous council action.

DISCUSSION: Electronic signatures are used for all City checks and require two signatures. The addition of the Deputy City Manager is a safeguard to the City in the case of catastrophic events where two signatures would be required if the Mayor, City Manager, and/or the Finance Director became incapacitated.

Facsimile and electronic signatures have been used since the City began using First National Bank of Alaska. Due to an oversight on the form that has recently come to our attention, when the Finance Director was added to the City’s financial institutions, this checkbox was inadvertently left blank. Therefore, in order to clearly state the intent of check signing authority, including electronic and facsimile signatures, the Finance Director believes it would be in the City’s best interest to have one

resolution and rescind the previous Resolution No. 2010–13, and create Resolution No. 2015–37 to clarify all types of transactions authorized by the City Council.

ALTERNATIVES:

The alternative would be to not allow the City to use facsimile or electronic signatures. The current accounts payable process includes an estimated 60-70 checks per week. In addition, an estimated 15-20 manual payroll checks are written on a biweekly basis. These would have to be manually signed by the Mayor and the City Manager each week, in a timely manner, to ensure the City’s accounts payable, payroll, and other financial functions are operating sufficiently in order to meet business needs.

There are no alternative action plans for adding additional stop payment and deposit information to the Finance Director’s duties. This is a risk management solution that meets the City’s best interests.

There are no alternative action plans for adding the endorsement of checks and transactions with the City’s credit cards to the Deputy City Manager. This is a risk management solution that meets the City’s best interests.

FINANCIAL IMPLICATIONS: There are no monetary financial implications. Risk management solutions have been noted above.

LEGAL: N/A

STAFF RECOMMENDATION: Adopt Resolution No. 2015–37.

CITY MANAGER’S COMMENTS: This resolution clarifies that specific City employees can endorse checks and money orders and that electronic signatures are allowed. The resolution also adds the Deputy City Manager as an additional signatory and gives that position the ability to lease a safety deposit box if necessary. We felt this would be important in the event of unexpected staff changes or my absence or incapacitation. I recommend Council adopt the resolution as outlined by Kelly Mayes.

ATTACHMENTS:

- Attachment A: Resolution No. 2015–37
- Attachment B: Resolution No. 2010–13

PROPOSED MOTION:

Move to adopt Resolution No. 2015–37.

**CITY OF KODIAK
RESOLUTION NUMBER 2015-37**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK RESCINDING RESOLUTION NO. 2010-13 AND AUTHORIZING OFFICERS AND OTHER EMPLOYEES TO TRANSACT BUSINESS RELATED TO THE CITY'S FIRST NATIONAL BANK OF ALASKA ACCOUNTS

WHEREAS, the City of Kodiak maintains accounts at First National Bank of Alaska; and

WHEREAS, First National Bank of Alaska requires a resolution be adopted by the City Council granting authority to officers and other employees to conduct financial transactions on behalf of the City.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that the Mayor, City Manager, Deputy City Manager, or Finance Director are hereby authorized to transact business related to City credit cards.

BE IT FURTHER RESOLVED that the City Manager or Finance Director are authorized to open any deposit or share accounts and endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit pertaining to the City's trust account.

BE IT FURTHER RESOLVED that the City Manager or Finance Director are authorized to open any deposit or share accounts.

BE IT FURTHER RESOLVED that two of the following: City Manger, Deputy City Manager, Finance Director, and Mayor are authorized to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit and that facsimile or electronic signatures are authorized.

BE IT FURTHER RESOLVED that the City Manager, Deputy City Manager, Finance Director, City Clerk, Mayor, Senior Accountant, and General Accountant are authorized to enter into a written lease for the purpose of renting, maintaining, accessing, and terminating a safe deposit box.

BE IT FURTHER RESOLVED by the Council of the City of Kodiak, Alaska, that the Finance Director and Senior and General Accountants are authorized to obtain deposit account information and place stop payments.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:

**CITY OF KODIAK
RESOLUTION NUMBER 2010-13**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK AUTHORIZING OFFICERS AND OTHER EMPLOYEES TO TRANSACT BUSINESS RELATED TO THE CITY'S FIRST NATIONAL BANK OF ALASKA ACCOUNTS

WHEREAS, the City of Kodiak maintains accounts at First National Bank of Alaska; and

WHEREAS, First National Bank of Alaska requires a resolution be adopted by the City Council granting authority to officers and other employees to conduct financial transactions on behalf of the City.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that the Mayor, City Manager, or Finance Director are hereby authorized to transact business related to City credit cards.

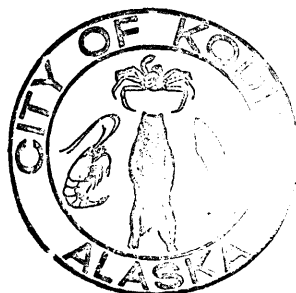
BE IT FURTHER RESOLVED that the City Manager or Finance Director are authorized to open any deposit or share accounts and endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit pertaining to the City's trust account.

BE IT FURTHER RESOLVED that the Manager or Finance Director are authorized to open any deposit or share accounts.

BE IT FURTHER RESOLVED that two of the following: City Manger, Finance Director, and Mayor are authorized to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit.

BE IT FURTHER RESOLVED that the City Manager or Finance Director, City Clerk, Mayor, Senior Accountant, and General Accountant are authorized to enter into a written lease for the purpose of renting, maintaining, accessing, and terminating a safe deposit box.

BE IT FURTHER RESOLVED by the Council of the City of Kodiak, Alaska, that the Senior and General Accountants are authorized to obtain deposit account information and place stop payments only.



CITY OF KODIAK

Carolyn L. Floyd

MAYOR

ATTEST:

Dillon Martin

CITY CLERK

Adopted: May 13, 2010