

	Presented
Date Action Taken: <i>N/A</i>	<i>4/24/17</i>
Other:	
Verified By: <i>[Signature]</i>	

## CITY COUNCIL INFORMATIONAL MEMORANDUM

**IM No. 17-06: Monthly financial reports for the period ending January 31, 2017 through March 31, 2017; to include the Month-To-Date Expenditure Report, Disbursements Greater than \$5,000, Investment Report; Quarterly Report of Businesses Receiving a Penalty Waiver for Sales Tax; and Auditor's Report.**

Originator: Troy Tankersley, Finance Director

Date: 4/10/2017

Agenda of: 4/24/2017

Route to:	Department Head	Signature	Date
X	Finance Director	<i>[Signature]</i>	<i>4-11-17</i>
X	Deputy Administrator	<i>[Signature]</i>	<i>4/12/17</i>
X	City Clerk	<i>[Signature]</i>	<i>4/12/17</i>

Reviewed by Mayor Bert L. Cottle: *[Signature]* *4/13/2017*

**Attachments:** See below.

**Summary Statement:** Attached for your review are the following financial reports for the period ending January 31, 2017 through March 31, 2017:

	Page Number
• Month-To-Date Expenditure Report, Ending March 31, 2017	2
• Expenditures Greater Than \$5,000 (for the period, January 1, 2017 through March 31, 2017)	6
• Quarterly Investment Report, Ending March 31, 2017	7
• Quarterly Report of Businesses That Received a Penalty Waiver for Sales Tax for the First Calendar Quarter Ending March 31, 2017; Per WMC 5.16.150(B)	8
• Auditor's Report for the period ending March 31, 2017	9

MONTH TO DATE COUNCIL REPORT (UNAUDITED)  
FOR FISCAL YEAR 2017  
FOR MARCH 2017

75% OF YEAR LAPSED

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENC.	REMAINING BUDGET	PERCENT BUDGET REMAINING	
General Fund								
General Government								
* Clerk's Office	407,146	419,714	37,337	290,403	13,590	115,721	28	
* Records Management	15,765	15,765	958	2,523	1,708	11,534	73	
* Council	179,524	179,524	8,821	124,062	21,265	34,197	19	
* Administration	279,348	279,348	28,843	192,172	4,739	82,437	30	
* General & Administrative	228,588	231,204	22,397	147,554	12,600	71,050	31	
* Human Resources	239,539	239,539	21,506	157,780	3,635	78,124	33	
* Planning	304,673	304,673	29,389	198,837	5,904	99,932	33	
* Finance	1,268,198	1,256,892	116,600	851,460	23,224	382,208	30	
* MIS	334,749	345,949	17,263	213,976	42,625	89,348	26	
** General Government	3,257,530	3,272,608	283,114	2,178,767	129,290	964,551	29	
Public Safety								
* Administration	656,138	663,654	64,607	453,714	27,002	182,938	28	
* General Investigation	510,771	515,971	46,052	366,139	84	149,748	29	
* Police-Patrol	3,333,057	3,311,222	272,325	2,247,550	2,848	1,060,824	32	
* Mat Su SRO	155,102	155,102	1,515	101,055	0	54,047	35	
* Dispatch Center	2,475,823	2,801,399	236,298	1,777,753	9,617	1,014,029	36	
* Code Compliance	179,153	188,272	14,878	128,591	7,400	52,281	28	
** Public Safety	7,310,044	7,635,620	635,675	5,074,802	46,951	2,513,867	33	
Public Works								
* Administration	517,042	517,042	45,447	313,441	600	203,001	39	
* Roads	1,247,923	1,307,923	109,760	886,347	75,410	346,166	26	
* Property Maintenance	615,111	615,111	61,375	405,644	19,012	190,455	31	
* Meta Rose Square	111,530	111,530	5,388	75,169	15,584	20,777	19	
** Public Works	2,491,606	2,551,606	221,970	1,680,601	110,606	760,399	30	
Cultural & Recreation Svr								
* Museum	211,335	228,371	17,381	156,990	3,094	68,287	30	
* Parks Maintenance	710,885	757,035	44,671	482,754	25,427	248,854	33	
* Library	1,289,085	1,289,085	115,676	794,304	40,215	454,566	35	
* Recreation Services	88,720	88,720	5,979	60,832	0	27,888	31	
** Cultural & Recreation Svr	2,300,025	2,363,211	183,707	1,494,880	68,736	799,595	34	
Debt Service								
* 2007(1998) GO Bond - Road	421,682	421,682	0	1,242,504	0	820,822-	195-	
** Debt Service	421,682	421,682	0	1,242,504	0	820,822-	195-	
Non-Departmental								
* Non-Departmental	2,186,260	2,465,145	240,885	2,413,788	0	51,357	2	
** Non-Departmental	2,186,260	2,465,145	240,885	2,413,788	0	51,357	2	
*** IM No. 17-06 Page 2	General Fund	17,967,147	18,709,872	1,565,351	14,085,342	355,583	4,268,947	23

MONTH TO DATE COUNCIL REPORT (UNAUDITED)  
FOR FISCAL YEAR 2017  
FOR MARCH 2017

75% OF YEAR LAPSED

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENC.	REMAINING BUDGET	PERCENT BUDGET REMAINING
CIP Fund							
General Government							
* Gen Gov't Construction	139,500	328,110	0	28,157	75,489	224,464	68
** General Government	139,500	328,110	0	28,157	75,489	224,464	68
Public Safety							
* Administration	111,500	4,801,369	43,448	143,776	1,163,672	3,493,921	73
** Public Safety	111,500	4,801,369	43,448	143,776	1,163,672	3,493,921	73
Public Works							
* Roads	250,000	350,000	96,269	347,960	0	2,040	1
* Property Maintenance	100,000	246,087	195	67,827	15,660	162,600	66
** Public Works	350,000	596,087	96,464	415,787	15,660	164,640	28
Cultural & Recreation Svr							
* Museum	100,000	122,209	132	10,186	31,797	80,226	66
* Parks Maintenance	100,000	256,496	2,304	135,766	30,109	90,621	35
* Library	0	3,346,798	17,958	1,880,012	136,955	1,329,831	40
** Cultural & Recreation Svr	200,000	3,725,503	20,394	2,025,964	198,861	1,500,678	40
Non-Departmental							
* Non-Departmental	0	6,000	0	6,000	0	0	0
** Non-Departmental	0	6,000	0	6,000	0	0	0
*** CIP Fund	801,000	9,457,069	160,306	2,619,684	1,453,682	5,383,703	57
Vehicle Replacement Fund							
Public Safety							
* Police-Patrol	150,000	150,000	0	375	123,937	25,688	17
** Public Safety	150,000	150,000	0	375	123,937	25,688	17
Public Works							
* Administration	85,000	85,000	0	37,756	43,285	3,959	5
** Public Works	85,000	85,000	0	37,756	43,285	3,959	5
*** Vehicle Replacement Fund	235,000	235,000	0	38,131	167,222	29,647	13
Right of Way Fund							
Public Works							
* Roads	0	31,173	32	32	0	31,141	100
** Public Works	0	31,173	32	32	0	31,141	100
*** Right of Way Fund	0	31,173	32	32	0	31,141	100

MONTH TO DATE COUNCIL REPORT (UNAUDITED)  
FOR FISCAL YEAR 2017  
FOR MARCH 2017

75% OF YEAR LAPSED

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENC.	REMAINING BUDGET	PERCENT BUDGET REMAINING
<b>Road</b>							
Public Works							
* Roads	200,000	877,868	7,141	206,606	456,658	214,604	24
** Public Works	200,000	877,868	7,141	206,606	456,658	214,604	24
*** Road	200,000	877,868	7,141	206,606	456,658	214,604	24
<b>Technology Replacement Fu</b>							
General Government							
* MIS	63,000	63,000	0	34,995	0	28,005	44
** General Government	63,000	63,000	0	34,995	0	28,005	44
*** Technology Replacement Fu	63,000	63,000	0	34,995	0	28,005	44
<b>Youth Court</b>							
Public Safety							
* Youth Court	178,723	178,723	18,044	128,385	149	50,189	28
** Public Safety	178,723	178,723	18,044	128,385	149	50,189	28
*** Youth Court	178,723	178,723	18,044	128,385	149	50,189	28
<b>Sewer Fund</b>							
Public Works							
* Sewer - General Admin	219,264	219,264	19,666	150,676	1,946	66,642	30
* Sewer - Cust Accting Svc	89,940	91,976	7,384	65,000	0	26,976	29
* Sewer - O&M Treatment	447,066	445,030	35,596	278,023	3,888	163,119	37
* Collection System O & M	278,047	278,047	29,215	207,201	0	70,846	25
* Sewer Construction	25,000	3,220,874	15,938	225,127	170,120	2,825,627	88
* NonDepartmental	16,250	16,250	0	16,250	0	0	0
** Public Works	1,075,567	4,271,441	107,799	942,277	175,954	3,153,210	74
*** Sewer Fund	1,075,567	4,271,441	107,799	942,277	175,954	3,153,210	74
<b>Water Utility Fund</b>							
Public Works							
* Water - General Admin	212,363	212,363	16,434	141,934	3,609	66,820	31
* Water - Cust Accting Svcs	90,340	92,376	7,528	66,032	0	26,344	29
* Water - Treatment Plant	470,842	468,806	26,144	204,806	4,364	259,636	55
* Water - Distribution	253,338	253,338	16,963	146,519	0	106,819	42
* Water - Non-Operating	450,277	450,277	185,304	450,276	0	1	0
* Water Construction	0	857,595	5,300	79,389	207,599	570,607	67
* NonDepartmental	14,250	14,250	0	14,250	0	0	0



MONTH TO DATE COUNCIL REPORT (UNAUDITED)  
 FOR FISCAL YEAR 2017  
 FOR MARCH 2017

75% OF YEAR LAPSED

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENC.	REMAINING BUDGET	PERCENT BUDGET REMAINING
** Public Works	1,491,410	2,349,005	257,673	1,103,206	215,572	1,030,227	44
*** Water Utility Fund	1,491,410	2,349,005	257,673	1,103,206	215,572	1,030,227	44
Airport Fund							
Public Works							
* Airport	214,081	214,081	18,559	121,444	5,541	87,096	41
* Airport Construction	200,000	313,054	0	84,981	73,908	154,165	49
** Public Works	414,081	527,135	18,559	206,425	79,449	241,261	46
*** Airport Fund	414,081	527,135	18,559	206,425	79,449	241,261	46
C. Menard Sports Center							
Cultural & Recreation Svr							
* CMMSC - Operations	1,237,288	1,237,288	126,989	865,167	14,227	357,894	29
* CMMSC Construction	45,000	51,426	0	38,606	0	12,820	25
** Cultural & Recreation Svr	1,282,288	1,288,714	126,989	903,773	14,227	370,714	29
*** C. Menard Sports Center	1,282,288	1,288,714	126,989	903,773	14,227	370,714	29
Cemetery Fund							
Cultural & Recreation Svr							
* Cemetery	0	6,400	0	6,400	0	0	0
** Cultural & Recreation Svr	0	6,400	0	6,400	0	0	0
*** Cemetery Fund	0	6,400	0	6,400	0	0	0
	23,708,216	37,995,400	2,261,894	20,275,256	2,918,496	14,801,648	39

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	BANK CODE	CHECK AMOUNT
03/03/2017	84856	MATANUSKA TELEPHONE ASSOCIATIO	23		9,518.97
03/03/2017	84860	CLERK OF COURT	1561		24,600.00
03/10/2017	84913	MATANUSKA ELECTRIC ASSOCIATION	432		67,174.57
03/10/2017	84918	PREMIER JANITORIAL SERVICES	2560		7,755.00
03/10/2017	84925	STATE OF ALASKA SBS	153		76,260.66
03/10/2017	84928	TEAMSTERS LOCAL 959	1987		7,112.32
03/10/2017	84929	TEWS INC	2489		5,783.40
03/10/2017	84936	WOLVERINE SUPPLY INC	1398		9,000.00
03/17/2017	84944	ALASKA COMMUNICATIONS SYSTEM	2779		16,100.00
03/17/2017	84949	BIG DIPPER CONSTRUCTION	621		5,200.00
03/17/2017	84968	TEWS INC	2489		28,226.36
03/17/2017	84972	ENSTAR NATURAL GAS CO	318		28,120.69
03/24/2017	84992	ECI/HYER INC	2488		11,965.80
03/24/2017	84994	ENSTAR NATURAL GAS CO	318		21,895.09
03/24/2017	85001	HDL ENGINEERING CONSULTANTS LL	367		6,382.50
03/24/2017	85021	NORTHERN SUPPORT SERVICES INC	2839		5,400.00
03/24/2017	85033	TIBURON INC	1111		43,448.45
03/24/2017	85038	YUKON EQUIPMENT INC	264		96,269.00
03/31/2017	85057	RODEO ALASKA	2868		5,000.00
03/31/2017	85059	STANTEC CONSULTING SERVICES IN	2655		15,937.94
03/03/2017	992371	STATE OF ALASKA - DEC	595		185,304.00
03/06/2017	992374	WELLS FARGO FEDERAL DEPOSIT	51		45,480.27
03/08/2017	992375	STATE OF ALASKA PERS	152		89,434.55
03/10/2017	992377	IUCOE LOCAL 302/612 TRUST FUNDS	2803		79,924.00
03/10/2017	992378	ALASKA TEAMSTERS	2802		92,897.63
03/10/2017	992379	ALASKA LABORERS TRUST FUNDS	2804		6,375.00
03/20/2017	992383	WELLS FARGO FEDERAL DEPOSIT	51		40,849.62
03/17/2017	992384	CHEVRON PRODUCTS COMPANY	274		9,869.72
03/23/2017	992387	STATE OF ALASKA PERS	152		85,369.75

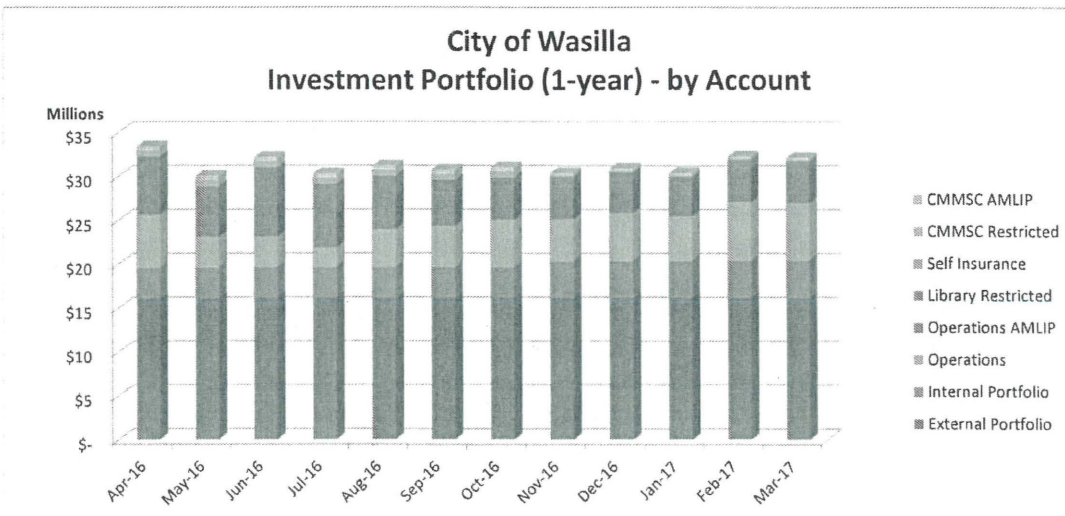
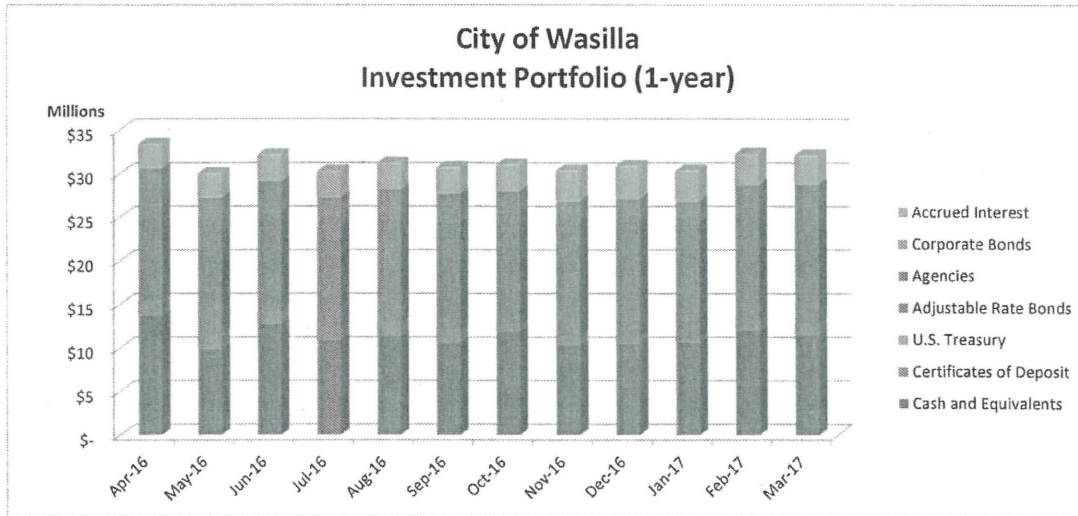
DATE RANGE TOTAL \*

1,126,655.29 \*

SUMMARY:	Total Cost	Market Value	% Allocation
Cash and Equivalents	11,568,642	11,568,642	36.01%
Certificates of Deposit	1,200,000	1,199,352	3.73%
U.S. Treasury	-	-	0.00%
Adjustable Rate Bonds	13,591,051	13,602,821	42.34%
Agencies	2,489,448	2,478,921	7.72%
Corporate Bonds	3,214,551	3,204,562	9.97%
Accrued Interest	72,704	72,704	0.23%
	32,136,396	32,127,002	100.00%

SUMMARY:	Q1	Q2	Q3	Total
Investment earnings	88,958.25	111,805.94	99,562.05	300,326.24
Market value adjustments	(54,709.82)	(110,118.06)	(64,961.82)	(229,789.70)
Net revenue (loss)*:	34,248.43	1,687.88	34,600.23	70,536.54

\* before professional service fees and bank expenditures





# CITY OF WASILLA

Finance Department  
290 East Herning Avenue  
Wasilla, Alaska 99654 7091  
Phone (907) 373-9080 Fax (907) 373-9085

## WASILLA CITY COUNCIL INFORMATION MEMORANDUM IM No. 17-06

TITLE: Quarterly report of businesses that received a penalty waiver for the first quarter ending March 31, 2017 per WMC 5.16.150 B<sup>1</sup>

Business Name	Owner Name	Address	City, State, Zip	Waiver Period	Amount of Penalty	Date of Waiver	Approved by:
Spirit Halloween	Nightmares Unlimited Inc	8314 Cahill Dr	Austin, TX 78729	October 2016	\$438.64	1/5/2017	Troy Tankersley
Tailgaters Sports Bar	Kashim Inc	PO Box 875774	Wasilla, AK 99687	October 2016	\$20.32	2/15/17	Troy Tankersley
Mug Shot Saloon	MTM Inc	PO Box 875163	Wasilla, AK 99687	October 2016	\$92.00	2/16/17	Troy Tankersley
Wasilla Arctic Cat	Daniel Berg	2400 E Parks Hwy	Wasilla, AK 99654	January 2017	\$79.50	3/30/17	Troy Tankersley

<sup>1</sup>The finance director may waive the penalty on an account when; a written application by the seller is made within 45 business days of the penalty assessment; the account is in good standing; and the account has not received a penalty waiver within the last 24-month period. All waivers granted shall be reported to council at least once each calendar quarter.



# Memorandum

**To:** Troy Tankersley, Finance Director  
**From:** Maureen Graham, Sales Tax Auditor  
**Date:** 4/3/17  
**Re:** Sales Tax Auditor Update for the period ending March 31, 2017

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The audit program began in June 2016 with the first audit beginning in August 2016. Sales tax classes have been offered by the Finance Department for several years, but under the audit program, since October 2016.

The below table reflects the activity conducted on behalf of the sales tax audit program:

<b>Activity Description</b>	<b>Quantity</b>
Number of audits initiated	10
Number of audits completed	4
Number of audits in review	4
Number of audits in started but awaiting documentation	2
Number of reviews completed (improper rate collected)	3

#### **Audit Results:**

Number of audits resulting in improper documentation	8
Number of audits resulting in balance dues	3
Number of reviews completed resulting in balance dues	3

Collections due to audit and/or review	\$12,070
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#### **Other Functions performed:**

Sales tax classes offered to local businesses (monthly)	4
Number in attendance to sales tax classes	13

Other projects being conducted include a real estate audit to locate unlicensed businesses operating inside the City. This project is expected to uncover many unlicensed home occupations, as well as residential and commercial rental businesses.

Recognizing sales tax class participation has been small, increased advertising efforts through flyers inserted with sales tax returns and utilizing the Mayor's Minute; and, working with the Chamber of Commerce and the Small Business Development Center may increase our participation numbers.