

	Presented
Date Action Taken: <i>N/A</i>	<i>7/24/17</i>
Other:	
Verified By: <i>[Signature]</i>	

CITY COUNCIL INFORMATIONAL MEMORANDUM

IM No. 17-09: Monthly financial reports for the period ending June 30, 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: 7/11/2017

Agenda of: 7/24/2017

Route to:	Department Head	Signature	Date
X	Finance Director	<i>[Signature]</i>	<i>7-11-17</i>
X	Deputy Administrator	<i>[Signature]</i>	<i>7/12/17</i>
X	City Clerk	<i>[Signature]</i>	<i>7/13/17</i>

Reviewed by Mayor Bert L. Cottle: *[Signature]* *7/18/2017*

Attachments: See below.

Summary Statement: Attached for your review are the following financial reports for the period ending May 31, 2017:

	Page Number
• Month-To-Date Expenditure Report (Unaudited), Ending June 30, 2017	2
• Expenditures Greater Than \$5,000 (for the period, June 1, 2017 through June 30, 2017)	6
• Quarterly Investment Report, Ending June 30, 2017	7
• Quarterly Report of Businesses That Received a Penalty Waiver for Sales Tax for the First Calendar Quarter Ending June 30, 2017; Per WMC 5.16.150(B)	8
• Auditor’s Report for the period ending June 30, 2017	9

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	33,679	371,606	9,568	38,540	9
* Records Management	15,765	15,765	2,334	8,984	1,708	5,073	32
* Council	179,524	179,524	7,005	139,973	17,122	22,429	12
* Administration	279,348	279,348	24,114	255,716	4,208	19,424	7
* General & Administrative	228,588	231,204	19,027	193,733	9,200	28,271	12
* Human Resources	239,539	239,539	18,971	206,566	2,919	30,054	13
* Planning	304,673	304,673	28,119	268,892	0	35,781	12
* Finance	1,268,198	1,256,892	106,617	1,123,243	12,942	120,707	10
* MIS	334,749	345,949	22,880	263,466	37,225	45,258	13
** General Government	3,257,530	3,272,608	262,746	2,832,179	94,892	345,537	11
Public Safety							
* Administration	656,138	663,654	50,530	596,141	5,790	61,723	9
* General Investigation	510,771	515,971	41,317	467,822	0	48,149	9
* Police-Patrol	3,333,057	3,311,222	261,977	2,889,764	5,030	416,428	13
* Mat Su SRO	155,102	155,102	8,668	125,927	0	29,175	19
* Dispatch Center	2,475,823	2,801,399	248,384	2,355,911	1,500	443,988	16
* Code Compliance	179,153	188,272	18,061	166,737	0	21,535	11
** Public Safety	7,310,044	7,635,620	628,937	6,602,302	12,320	1,020,998	13
Public Works							
* Administration	517,042	517,042	46,833	418,662	0	98,380	19
* Roads	1,247,923	1,307,923	101,448	1,185,986	3,561	118,376	9
* Property Maintenance	615,111	615,111	50,558	528,452	5,563	81,096	13
* Meta Rose Square	111,530	111,530	6,970	98,452	4,978	8,100	7
** Public Works	2,491,606	2,551,606	205,809	2,231,552	14,102	305,952	12
Cultural & Recreation Svr							
* Museum	211,335	228,371	17,349	200,030	714	27,627	12
* Parks Maintenance	710,885	757,035	127,607	693,708	15,144	48,183	6
* Library	1,289,085	1,289,085	115,572	1,072,847	6,669	209,569	16
* Recreation Services	88,720	88,720	6,829	75,362	0	13,358	15
** Cultural & Recreation Svr	2,300,025	2,363,211	267,357	2,041,947	22,527	298,737	13
Debt Service							
* 2007(1998) GO Bond - Road	421,682	421,682	0	1,254,554	0	832,872-	198-
** Debt Service	421,682	421,682	0	1,254,554	0	832,872-	198-
Non-Departmental							
* Non-Departmental	2,186,260	3,965,145	0	3,916,846	0	48,299	1
** Non-Departmental	2,186,260	3,965,145	0	3,916,846	0	48,299	1
*** General Fund	17,967,147	20,209,872	1,364,849	18,879,380	143,841	1,186,651	6

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	19,695	121,579	9,400	197,131	60
** General Government	139,500	328,110	19,695	121,579	9,400	197,131	60
* Public Safety Administration	111,500	4,801,369	8,220	157,537	1,225,987	3,417,845	71
** Public Safety	111,500	4,801,369	8,220	157,537	1,225,987	3,417,845	71
* Public Works Roads	250,000	350,000	0	348,818	0	1,182	0
* Public Works Property Maintenance	100,000	1,746,087	11,000	1,578,827	4,660	162,600	9
** Public Works	350,000	2,096,087	11,000	1,927,645	4,660	163,782	8
* Cultural & Recreation Svr Museum	100,000	122,209	11,375	46,327	3,622	72,260	59
* Cultural & Recreation Svr Parks Maintenance	100,000	256,496	15,899	171,107	14,305	71,084	28
* Cultural & Recreation Svr Library	0	3,346,798	12,773	1,917,453	56,837	1,372,508	41
** Cultural & Recreation Svr	200,000	3,725,503	40,047	2,134,887	74,764	1,515,852	41
* 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	10,957,069	78,962	4,347,648	1,314,811	5,294,610	48
Vehicle Replacement Fund							
* Public Safety Police-Patrol	150,000	150,000	81,440	111,527	21,166	17,307	12
** Public Safety	150,000	150,000	81,440	111,527	21,166	17,307	12
* Public Works Administration	85,000	85,000	35,877	73,234	7,275	4,491	5
** Public Works	85,000	85,000	35,877	73,234	7,275	4,491	5
*** Vehicle Replacement Fund	235,000	235,000	117,317	184,761	28,441	21,798	9
Right of Way Fund							
* Public Works Roads	0	31,173	3,083	4,948	3,666	22,559	72
** Public Works	0	31,173	3,083	4,948	3,666	22,559	72
*** Right of Way Fund	0	31,173	3,083	4,948	3,666	22,559	72

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

100% OF YEAR LAPSED

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENC.	REMAINING BUDGET	PERCENT BUDGET REMAINING
Road							
Public Works							
* Roads	200,000	877,868	92,400	313,222	106,912	457,734	52
** Public Works	200,000	877,868	92,400	313,222	106,912	457,734	52
*** Road	200,000	877,868	92,400	313,222	106,912	457,734	52
Technology Replacement Fu							
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
Youth Court							
Public Safety							
* Youth Court	178,723	180,073	32,127	185,333	0	5,260-	3-
** Public Safety	178,723	180,073	32,127	185,333	0	5,260-	3-
*** Youth Court	178,723	180,073	32,127	185,333	0	5,260-	3-
Sewer Fund							
Public Works							
* Sewer - General Admin	219,264	219,264	16,913	193,148	1,495	24,621	11
* Sewer - Cust Accting Svc	89,940	91,976	7,665	80,526	0	11,450	12
* Sewer - O&M Treatment	447,066	445,030	41,157	388,091	0	56,939	13
* Collection System O & M	278,047	299,397	29,327	285,672	0	13,725	5
* Sewer Construction	25,000	3,220,874	31,940	325,611	80,913	2,814,350	87
* NonDepartmental	16,250	16,250	0	16,250	0	0	0
** Public Works	1,075,567	4,292,791	127,002	1,289,298	82,408	2,921,085	68
*** Sewer Fund	1,075,567	4,292,791	127,002	1,289,298	82,408	2,921,085	68
Water Utility Fund							
Public Works							
* Water - General Admin	212,363	212,363	18,683	183,700	9	28,654	13
* Water - Cust Accting Svcs	90,340	92,376	7,903	82,163	0	10,213	11
* Water - Treatment Plant	470,842	468,806	32,726	290,548	3,219	175,039	37
* Water - Distribution	253,338	253,338	17,452	195,406	957	56,975	22
* Water - Non-Operating	450,277	450,277	0	450,276	0	1	0
* Water Construction	0	857,595	38,074	149,215	76,817	631,563	74
* NonDepartmental	14,250	14,250	0	14,250	0	0	0

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

100% 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	114,838	1,365,558	81,002	902,445	38
*** Water Utility Fund	1,491,410	2,349,005	114,838	1,365,558	81,002	902,445	38
Airport Fund							
Public Works							
* Airport	214,081	214,081	11,495	158,619	1,509	53,953	25
* Airport Construction	200,000	313,054	1,750	92,631	66,258	154,165	49
** Public Works	414,081	527,135	13,245	251,250	67,767	208,118	39
*** Airport Fund	414,081	527,135	13,245	251,250	67,767	208,118	39
C. Menard Sports Center							
Cultural & Recreation Svr							
* CMMSC - Operations	1,237,288	1,237,288	73,992	1,066,464	14,084	156,740	13
* CMMSC Construction	45,000	195,426	8,393	48,882	0	146,544	75
** Cultural & Recreation Svr	1,282,288	1,432,714	82,385	1,115,346	14,084	303,284	21
*** C. Menard Sports Center	1,282,288	1,432,714	82,385	1,115,346	14,084	303,284	21
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	41,162,100	2,026,208	27,978,139	1,842,932	11,341,029	28

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	BANK CODE	CHECK AMOUNT
06/02/2017	85459	ALASKA COMMUNICATIONS SYSTEM	2779		82,839.32
06/02/2017	85493	LANDYE BENNETT BLUMSTEIN LLP	2717		6,906.50
06/02/2017	85497	MATANUSKA TELEPHONE ASSOCIATIO	23		9,632.31
06/02/2017	85505	RECORDED BOOKS INC	2879		5,182.19
06/09/2017	85531	CDW GOVERNMENT LLC	766		8,220.48
06/09/2017	85534	ECI/HYER INC	2488		6,329.75
06/09/2017	85540	KUSTOM SIGNALS INC	973		6,723.00
06/09/2017	85547	PREMIER JANITORIAL SERVICES	2560		7,755.00
06/09/2017	85549	SHERWIN WILLIAMS	1004		6,152.85
06/09/2017	85552	TEWS INC	2489		11,468.86
06/09/2017	85556	WATCHGUARD VIDEO	2700		10,860.00
06/16/2017	85564	ALASKA MUNICIPAL LEAGUE	572		7,719.00
06/16/2017	85569	ALASKA WASTE	1674		5,422.72
06/16/2017	85572	AMC ENGINEERS	2848		10,493.01
06/16/2017	85579	CRESCENT ELECTRIC SUPPLY COMPA	964		9,276.67
06/16/2017	85593	INGRAM LIBRARY SERVICES INC	1247		5,943.91
06/16/2017	85601	MAT SU MEMORIALS	2454		9,150.00
06/16/2017	85603	MATANUSKA ELECTRIC ASSOCIATION	432		49,218.29
06/16/2017	85608	P&M GARDEN SERVICES INC	1384		11,588.45
06/16/2017	85611	PROCOMM ALASKA LLC	83		14,000.00
06/16/2017	85625	STANTEC CONSULTING SERVICES IN	2655		5,232.50
06/16/2017	85628	STATE OF ALASKA SBS	153		76,194.32
06/23/2017	85657	ENSTAR NATURAL GAS CO	318		6,710.94
06/23/2017	85666	HDL ENGINEERING CONSULTANTS LL	367		59,432.44
06/23/2017	85667	HDR INC	654		7,170.94
06/23/2017	85668	INGRAM LIBRARY SERVICES INC	1247		7,710.45
06/23/2017	85670	KENDALL FORD LINCOLN OF ANCHOR	2854		88,695.00
06/30/2017	85724	CDW GOVERNMENT LLC	766		6,025.00
06/30/2017	85733	DIGITAL MAP PRODUCTS INV	2886		19,695.00
06/30/2017	85738	FINDAWAY WORLD LLC	2430		6,794.21
06/30/2017	85744	JEWELL EQUIPMENT RENTAL	2424		11,899.00
06/30/2017	85747	LANDYE BENNETT BLUMSTEIN LLP	2717		5,680.50
06/30/2017	85755	MATANUSKA TELEPHONE ASSOCIATIO	23		9,631.47
06/30/2017	85772	SPENARD BUILDERS SUPPLY LLC	122		6,652.80
06/30/2017	85773	STANTEC CONSULTING SERVICES IN	2655		5,541.50
06/30/2017	85777	TEWS INC	2489		23,090.00
06/30/2017	85786	WASILLA CONCRETE PRODUCTS	247		6,450.00
06/30/2017	85817	TRUCKWELL OF ALASKA	1094		6,605.78
06/30/2017	85820	TEAMSTERS LOCAL 959	1987		7,006.93
06/01/2017	992429	POSTAGE ON CALL	789		5,000.00
06/09/2017	992432	ALASKA TEAMSTERS	2802		79,600.00
06/09/2017	992433	IUOE LOCAL 302/612 TRUST FUNDS	2803		79,924.00
06/09/2017	992434	ALASKA LABORERS TRUST FUNDS	2804		6,375.00
06/01/2017	992435	STATE OF ALASKA PERS	152		86,042.45
06/12/2017	992436	WELLS FARGO FEDERAL DEPOSIT	51		46,419.52
06/15/2017	992438	STATE OF ALASKA PERS	152		91,318.97
06/19/2017	992442	CHEVRON PRODUCTS COMPANY	274		8,906.16
06/26/2017	992445	WELLS FARGO FEDERAL DEPOSIT	51		53,719.59
06/28/2017	992446	STATE OF ALASKA PERS	152		88,411.38

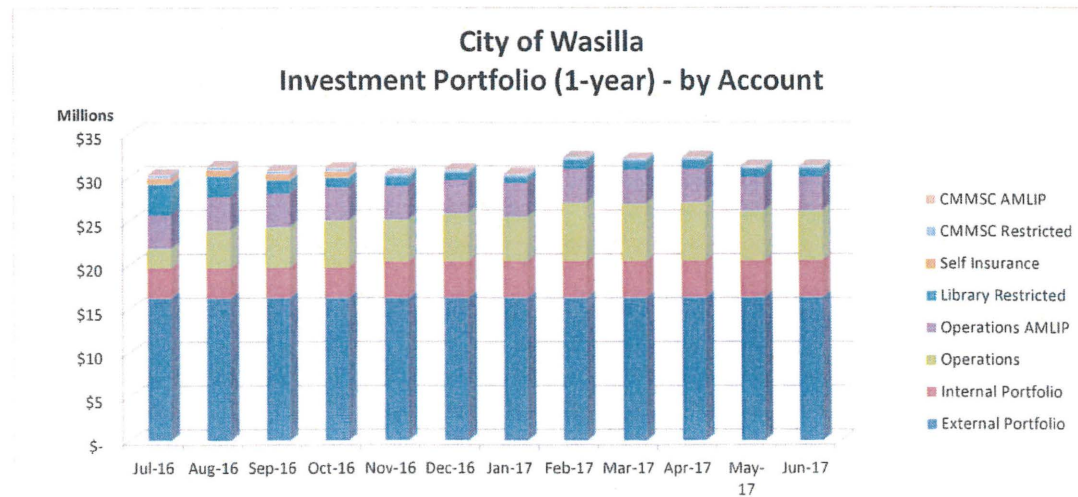
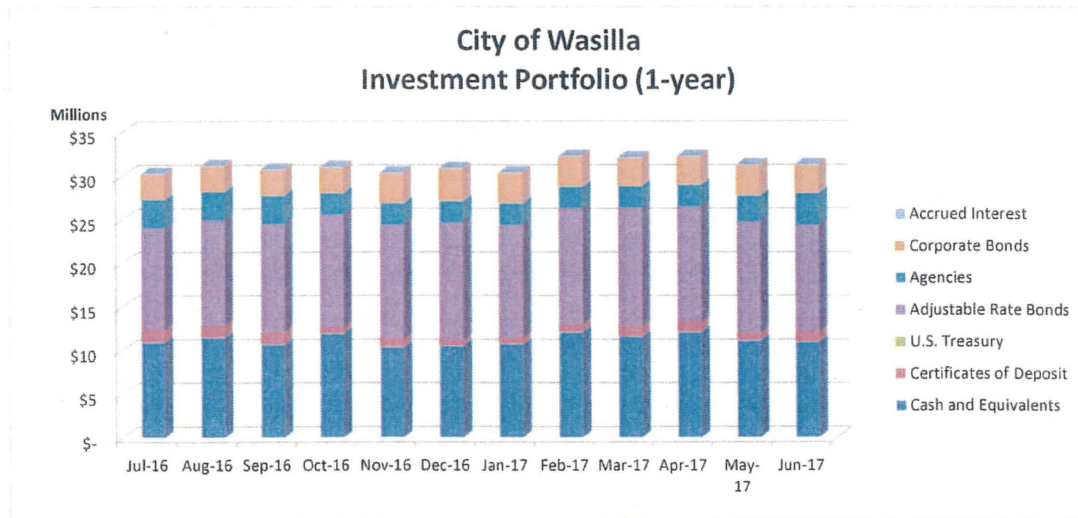
6/10/17-09

DATE RANGE TOTAL *

1,196,818.16 *

	Total Cost	Market Value	% Allocation
SUMMARY:			
Cash and Equivalents	10,934,298	10,934,298	34.95%
Certificates of Deposit	1,200,000	1,198,857	3.83%
U.S. Treasury	-	-	0.00%
Adjustable Rate Bonds	12,051,293	12,204,269	39.01%
Agencies	3,687,978	3,677,921	11.76%
Corporate Bonds	3,209,841	3,202,235	10.24%
Accrued Interest	65,827	65,827	0.21%
	31,149,238	31,283,407	100.00%

	Q1	Q2	Q3	Q4	Total
SUMMARY:					
Investment earnings	88,958.25	111,805.94	99,562.05	134,428.30	434,754.54
Market value adjustments	(54,709.82)	(110,118.06)	(64,961.82)	(69,603.94)	(299,393.64)
Net revenue (loss)*:	34,248.43	1,687.88	34,600.23	64,824.36	135,360.90
* 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. 17-09

TITLE: Quarterly report of businesses that received a penalty waiver for the second quarter ending June 30, 2017 per WMC 5.16.150 B¹

Business Name	Owner Name	Address	City, State, Zip	Waiver Period	Amount of Penalty	Date of Waiver	Approved by:
Pioneer Door Inc	Joseph & Christine Clark and Alfred Mills	6514 Greenwood St	Anchorage, AK 99518	January 2017	\$7.98	04/04/2017	Troy Tankersley
Rock on Climbing LLC	Cole and Amanda Lund	1080 N Wasilla Fishhook Rd	Wasilla, AK 99654	October 2016	\$322.38	05/05/2017	Troy Tankersley
Bulls	Timothy Ray Lawrence	801 Blind Nick #1	Wasilla, AK 99654	January 2017	\$250.00	05/22/2017	Troy Tankersley
Buzzbizz Creative LLC	Michael Buzinski	426 Eagle Street	Anchorage, AK 99501	January 2017	\$250.00	6/12/2017	Troy Tankersley
Ronald Duane Jodsaas Jr.		General Delivery	Nome, AK 99762	February 2017	\$250.00	6/13/2017	Troy Tankersley
Fred Meyer Jewelers	Fred Meyer Jewelers Inc	1014 Vine Street	Cincinnati, OH 45202	April 2017	\$72.81	6/19/2017	Troy Tankersley
Tacos Cancun	Tacos Cancun Inc	1301 S Seward Meridian Pkwy	Wasilla, AK 99654	March 2017	\$51.71	6/21/2017	Troy Tankersley
Wendy's	North Wend Foods Inc	2601 Blueberry Road	Anchorage, AK 99503	March 2017	\$200.13	6/28/2017	Troy Tankersley

¹The 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: 7/7/17
Re: Sales Tax Auditor Update for the period ending June 30, 2017

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:

Activity Description	Quantity
Number of audits initiated	13
Number of audits completed	7
Number of audits in review	4
Number of audits in started but awaiting documentation	2
Number of reviews completed (improper rate/unlicensed businesses)	6

Audit Results:	
Number of audits resulting in improper documentation finding	7
Number of audits resulting in balance due finding	6
Number of reviews completed resulting in balance dues	6

Collections due to audit and/or review	\$18,380
--	----------

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

Ongoing 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.

Thirty license compliance letters were mailed to businesses found or suspected to be operating in the City through canvassing, and review of State and Borough licensing records.

Sales tax classes were not scheduled for the summer months as historically attendance is low. Classes will resume in the Fall, with increased advertising efforts through flyers inserted with sales tax returns, utilizing the Mayor's Minute and working with the Chamber of Commerce and the Small Business Development Center to increase our participation numbers.