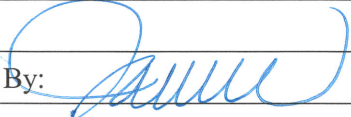



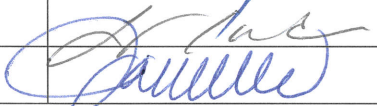
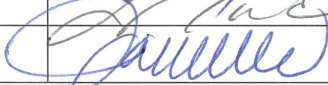
	Presented
Date Action Taken: <i>N/A</i>	<i>10/23/17</i>
Other:	
Verified By: 	

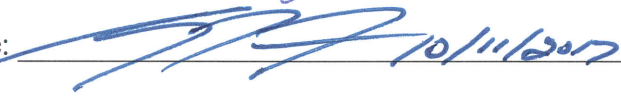
**CITY COUNCIL INFORMATIONAL MEMORANDUM**

**IM No. 17-14: Monthly financial reports for the period ending September 30, 2017; to include the Month-To-Date Expenditure Report; and 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: 10/10/2017

Agenda of: 10/23/2017

Route to:	Department Head	Signature	Date
X	Finance Director		<i>10-10-17</i>
X	Deputy Administrator		<i>10/10/17</i>
X	City Clerk		<i>10/12/17</i>

Reviewed by Mayor Bert L. Cottle:  *10/11/17*

**Attachments:** See below.

**Summary Statement:** Attached for your review are the following financial reports for the period ending September 30, 2017:

	Page Number
• Month-To-Date Expenditure Report (Unaudited), Ending September 30, 2017	2
• Expenditures Greater Than \$5,000 (for the period, September 1, 2017 through September 30, 2017)	6
• Quarterly Investment Report, Ending September 30, 2017	7
• Quarterly Report of Businesses That Received a Penalty Waiver for Sales Tax for the Third Calendar Quarter Ending September 30, 2017; Per WMC 5.16.150(B)	9
• Auditor’s Report for the period ending September 30, 2017	10

MONTH TO DATE COUNCIL REPORT (UNAUDITED)  
FOR FISCAL YEAR 2018  
FOR SEPTEMBER 2017

25% 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	430,907	430,984	41,387	96,971	23,587	310,426	72
Clerk's Office	14,265	14,265	0	1,530	2,250	10,485	74
Records Management	190,364	190,364	6,130	29,573	82,936	77,855	41
Council	286,687	286,687	27,589	65,701	4,648	216,338	75
Administration	227,547	227,547	20,007	49,264	15,246	163,037	72
General & Administrative	236,967	237,012	22,344	55,389	8,386	173,237	73
Human Resources	304,199	304,260	26,467	65,732	16,433	222,095	73
Planning	1,248,124	1,248,354	121,141	297,976	6,964	943,414	76
Finance	378,325	378,325	22,055	64,988	64,832	248,505	66
MIS							
General Government	3,317,369	3,317,798	287,120	727,124	225,282	2,365,392	71
Public Safety							
Administration	688,676	688,676	53,106	141,426	106,459	440,791	64
General Investigation	509,006	509,006	42,993	124,726	4,528	384,252	75
Police-Patrol	3,294,024	3,296,004	261,345	779,402	4,500	2,512,102	76
Mat Su SRO	145,245	145,245	12,346	23,728	0	121,517	84
Dispatch Center	3,495,312	3,496,926	291,454	775,026	1,361	2,720,539	78
Code Compliance	197,973	197,973	17,089	53,408	18,607	125,958	64
Public Safety	8,330,236	8,333,830	678,333	1,897,716	130,955	6,305,159	76
Public Works							
Administration	499,103	499,103	43,094	124,581	565	373,957	75
Roads	1,271,813	1,271,813	84,543	298,767	205,433	767,613	60
Property Maintenance	596,163	596,773	46,933	143,630	20,220	432,923	73
Metá Rose Square	120,809	120,809	4,282	34,601	17,458	68,750	57
Public Works	2,487,888	2,488,498	178,852	601,579	243,676	1,643,243	66
Cultural & Recreation Svr							
Museum	244,030	244,059	22,203	57,798	3,459	182,802	75
Parks Maintenance	759,427	769,405	75,399	264,428	12,771	492,206	64
Library	1,320,877	1,323,863	118,547	295,698	94,430	933,735	71
Recreation Services	95,899	95,961	5,089	22,084	0	73,877	77
Cultural & Recreation Svr	2,420,233	2,433,288	221,238	640,008	110,660	1,682,620	69
Debt							
2007(1998) GO Bond - Road	411,100	411,100	0	0	0	411,100	100
Debt Service	411,100	411,100	0	0	0	411,100	100
Non-Departmental							
Debt Service	3,321,953	3,317,109	4,877	57,076	0	3,260,033	98
Non-Departmental	3,321,953	3,317,109	4,877	57,076	0	3,260,033	98
Non-Departmental	20,288,779	20,301,623	1,370,420	3,923,503	710,573	15,667,547	77
General Fund							

MONTH TO DATE COUNCIL REPORT (UNAUDITED)  
FOR FISCAL YEAR 2018  
FOR SEPTEMBER 2017

25% 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	149,200	330,816	11,422	11,422	35,330	284,064	86
** General Government	149,200	330,816	11,422	11,422	35,330	284,064	86
* Public Safety							
Administration	1,227,668	5,381,237	0	229,055	1,140,170	4,012,012	75
** Public Safety	1,227,668	5,381,237	0	229,055	1,140,170	4,012,012	75
* Public Works							
Roads	250,000	250,000	0	0	88,060	250,000	100
* Property Maintenance	210,000	295,269	0	1,700	88,060	205,509	70
** Public Works	460,000	545,269	0	1,700	88,060	455,509	84
** Cultural & Recreation Svr							
Museum	350,000	425,882	78,277	81,986	224,379	119,517	28
* Parks Maintenance	150,000	226,987	1-	14,181	14,221	198,185	87
* Library	0	334,580	114	98,643	233,006	2,931	1
** Cultural & Recreation Svr	500,000	987,449	78,390	194,810	472,006	320,633	32
*** CIP Fund	2,336,868	7,244,771	89,812	436,987	1,735,566	5,072,218	70
Vehicle Replacement Fund							
* General Government	40,000	40,000	0	0	0	40,000	100
** Administration	40,000	40,000	0	0	0	40,000	100
** General Government							
Public Safety	150,000	159,663	1,450	11,779	97,594	50,290	32
* Police-Patrol	150,000	159,663	1,450	11,779	97,594	50,290	32
** Public Safety							
Public Works	105,000	112,275	0	9,054	0	103,221	92
* Administration	105,000	112,275	0	9,054	0	103,221	92
** Public Works							
Cultural & Recreation Svr	35,000	35,000	0	0	0	35,000	100
* CMMSC - Operations	35,000	35,000	0	0	0	35,000	100
** Cultural & Recreation Svr							
Vehicle Replacement Fund	330,000	346,938	1,450	20,833	97,594	228,511	66
Right of Way Fund							
* Public Works	25,000	28,666	1,110	10,110	3,666	14,890	52
* Roads							

MONTH TO DATE COUNCIL REPORT (UNAUDITED)  
FOR FISCAL YEAR 2018  
FOR SEPTEMBER 2017

25% 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	25,000	28,666	1,110	10,110	3,666	14,890	52
*** Right of Way Fund	25,000	28,666	1,110	10,110	3,666	14,890	52
Road							
Public Works							
Roads	125,000	688,243	99,182	130,328	156,751	401,164	58
** Public Works	125,000	688,243	99,182	130,328	156,751	401,164	58
*** Road	125,000	688,243	99,182	130,328	156,751	401,164	58
Technology Replacement Fu							
General Government							
MIS	93,200	97,205	7,800	7,800	37,170	52,235	54
** General Government	93,200	97,205	7,800	7,800	37,170	52,235	54
* Non-Departmental	250,000	250,000	0	0	0	250,000	100
** Non-Departmental	250,000	250,000	0	0	0	250,000	100
*** Technology Replacement Fu	343,200	347,205	7,800	7,800	37,170	302,235	87
Youth Court							
Public Safety							
Youth Court	96,813	96,813	9,265	24,773	454	71,586	74
** Public Safety	96,813	96,813	9,265	24,773	454	71,586	74
*** Youth Court	96,813	96,813	9,265	24,773	454	71,586	74
Sewer Fund							
Public Works							
Sewer - General Admin	224,280	224,623	17,963	58,138	9,978	156,507	70
Sewer - Cust Accting Svc	86,007	86,020	7,195	19,101	8,778	58,141	68
Sewer - O&M Treatment	482,146	483,067	36,973	99,474	54,780	328,813	68
Collection System O & M	330,166	331,203	29,541	81,825	0	249,378	75
Sewer Construction	135,000	2,981,444	10,569	44,228	146,737	2,790,479	94
NonDepartmental	16,250	16,250	0	0	0	16,250	100
** Public Works	1,273,849	4,122,607	102,241	302,766	220,273	3,599,568	87
*** Sewer Fund	1,273,849	4,122,607	102,241	302,766	220,273	3,599,568	87
Water Utility Fund							
Public Works							

MONTH TO DATE COUNCIL REPORT (UNAUDITED)  
FOR FISCAL YEAR 2018  
FOR SEPTEMBER 2017

25% OF YEAR LAPSED

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENC.	REMAINING BUDGET	PERCENT BUDGET REMAINING
* Water - General Admin	218,734	218,986	16,784	52,473	15,669	150,844	69
* Water - Cust Accting Svcs	86,407	86,420	7,361	19,721	8,778	57,921	67
* Water - Treatment Plant	366,991	367,014	22,289	60,447	16,170	290,397	79
* Water - Distribution	245,822	246,948	19,691	60,030	2,235	184,683	75
* Water - Non-Operation	182,823	182,823	0	0	0	182,823	100
* Water Construction	65,000	763,404	18,919	52,110	371,417	339,877	45
* NonDepartmental	14,250	14,250	0	0	0	14,250	100
** Public Works	1,180,027	1,879,845	85,044	244,781	414,269	1,220,795	65
*** Water Utility Fund	1,180,027	1,879,845	85,044	244,781	414,269	1,220,795	65
Airport Fund							
Public Works							
* Airport	188,057	188,595	15,693	59,217	32,231	97,147	52
* Airport Construction	100,000	205,201	0	29,975	163,870	11,356	6
** Public Works	288,057	393,796	15,693	89,192	196,101	108,503	28
*** Airport Fund	288,057	393,796	15,693	89,192	196,101	108,503	28
C. Menard Sports Center							
Cultural & Recreation Svr							
* CMMSC - Operations	1,241,877	1,241,877	100,923	286,108	23,722	932,047	75
* CMMSC Construction	160,000	305,049	74	16,213	155,717	133,119	44
** Cultural & Recreation Svr	1,401,877	1,546,926	100,997	302,321	179,439	1,065,166	69
*** C. Menard Sports Center	1,401,877	1,546,926	100,997	302,321	179,439	1,065,166	69
	27,689,470	36,997,433	1,883,014	5,493,394	3,751,856	27,752,183	75

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	BANK CODE	CHECK AMOUNT
09/01/2017	86212	MATANUSKA ELECTRIC ASSOC FOR	433		29,975.00
09/01/2017	86217	VISION INTERNET PROVIDERS	2809		7,293.04
09/08/2017	86235	CORNERSTONE GENERAL CONTRACTOR	2692		36,507.00
09/08/2017	86240	ECI/HYER INC	2488		5,393.10
09/08/2017	86267	MATANUSKA TELEPHONE ASSOCIATIO	23		9,509.37
09/08/2017	86273	OT ENTERPRISES LLC	2912		17,882.50
09/08/2017	86275	PREMIER JANITORIAL SERVICES	2560		7,939.16
09/08/2017	86279	REFRIGERATION SUPPLIES DISTRIB	1801		8,433.60
09/08/2017	86283	SPENARD BUILDERS SUPPLY LLC	122		5,404.85
09/08/2017	86284	STANTEC CONSULTING SERVICES IN	2655		11,885.70
09/08/2017	86286	STATE OF ALASKA SBS	153		81,301.88
09/08/2017	86287	SUPERION LLC	2910		11,538.65
09/08/2017	86288	TEWS INC	2489		6,450.94
09/15/2017	86318	MATANUSKA ELECTRIC ASSOCIATION	432		65,471.26
09/15/2017	86326	TEWS INC	2489		62,157.88
09/22/2017	86380	OT ENTERPRISES LLC	2912		14,346.30
09/29/2017	86411	ENSTAR NATURAL GAS CO	318		9,302.04
09/29/2017	86414	HDL ENGINEERING CONSULTANTS LL	367		12,942.19
09/29/2017	86419	LANDYE BENNETT BLUMSTEIN LLP	2717		10,107.50
09/29/2017	86434	TEWS INC	2489		7,437.10
09/06/2017	992491	TEAMSTERS LOCAL 959	1987		7,371.74
09/07/2017	992493	STATE OF ALASKA PERS	152		89,492.94
09/11/2017	992495	ALASKA TEAMSTERS	2802		78,008.00
09/11/2017	992497	ALASKA LABORERS TRUST FUNDS	2804		6,885.00
09/05/2017	992500	WELLS FARGO FEDERAL DEPOSIT	51		41,781.95
09/11/2017	992501	IUOE LOCAL 302/612 TRUST FUNDS	2803		83,506.00
09/18/2017	992504	WELLS FARGO FEDERAL DEPOSIT	51		46,654.94
09/19/2017	992507	STATE OF ALASKA PERS	152		92,703.02
09/21/2017	992509	CHEVRON PRODUCTS COMPANY	274		8,801.67

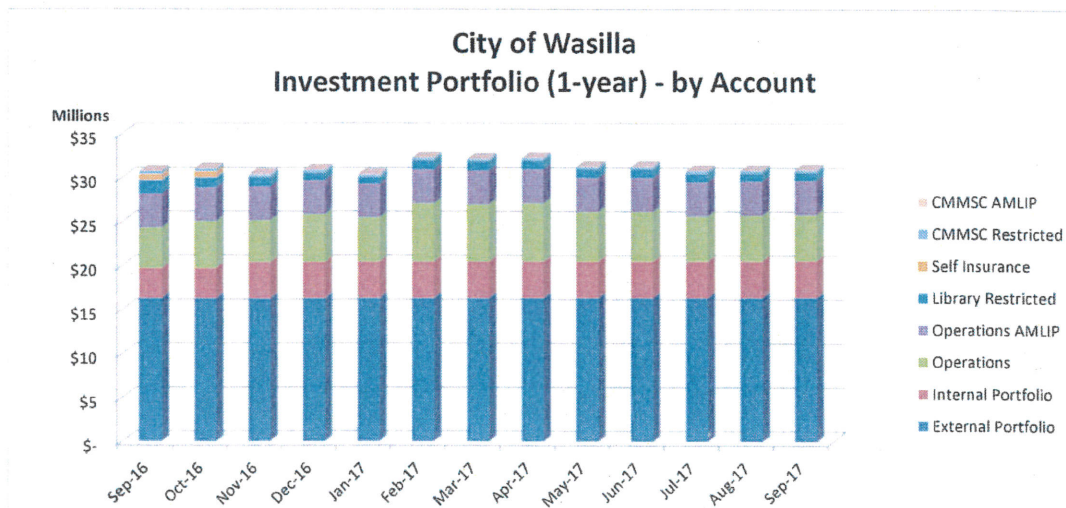
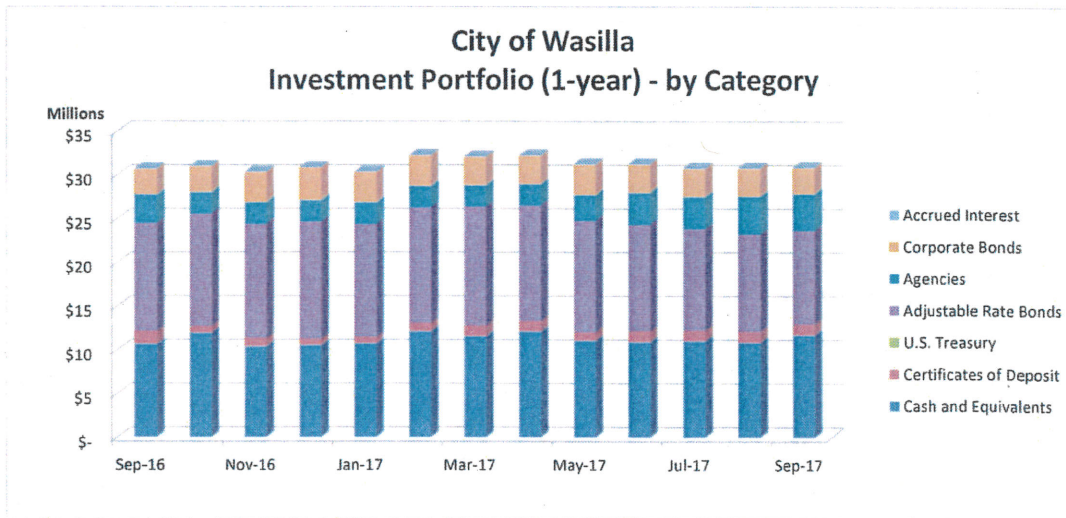
DATE RANGE TOTAL \* 879,884.32 \*



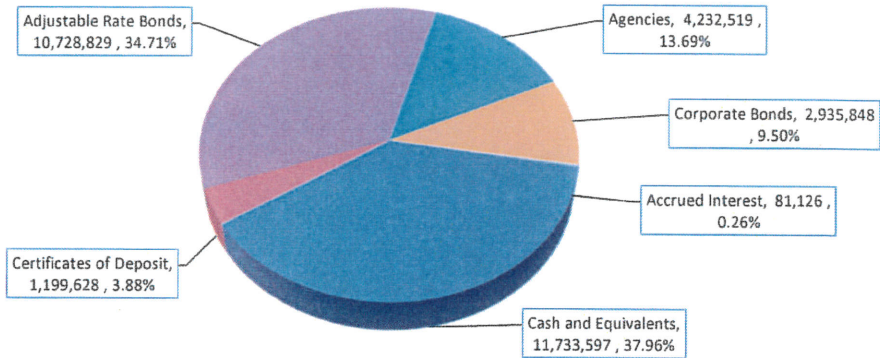
SUMMARY:	Total	Market	%
	Cost	Value	Allocation
Cash and Equivalents	11,733,693	11,733,597	37.96%
Certificates of Deposit	1,200,000	1,199,628	3.88%
U.S. Treasury	-	-	0.00%
Adjustable Rate Bonds	10,583,559	10,728,829	34.71%
Agencies	4,237,978	4,232,519	13.69%
Corporate Bonds	2,938,357	2,935,848	9.50%
Accrued Interest	81,126	81,126	0.26%
	<b>30,774,713</b>	<b>30,911,545</b>	<b>100.00%</b>

SUMMARY:	Q1	Q2	Q3	Q4	Total
Investment earnings	112,696.85	-	-	134,428.30	247,125.15
Market value adjustments	(44,533.90)	-	-	(69,603.94)	(114,137.84)
Net revenue (loss)*:	68,162.95	-	-	64,824.36	132,987.31

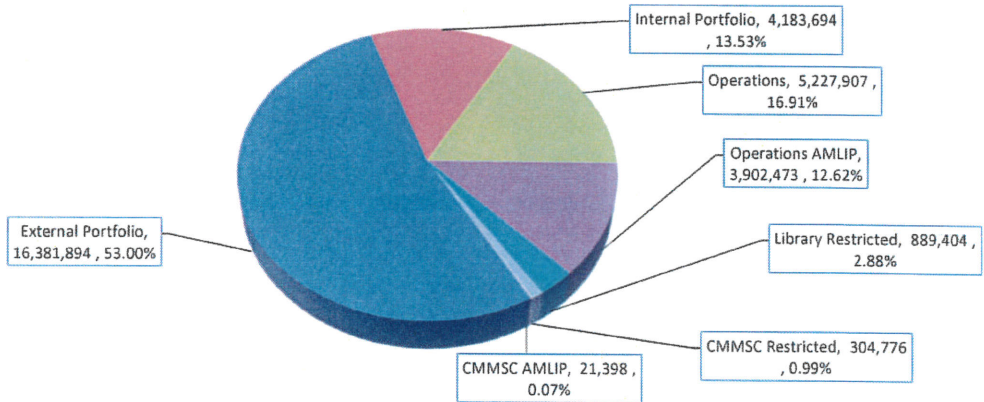
\* before professional service fees and bank expenditures



**City of Wasilla  
Investment Portfolio - by Category (1st Qtr - FY2018)**



**City of Wasilla  
Investment Portfolio - by Account (1st Qtr - FY2018)**







# CITY OF WASILLA

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

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## WASILLA CITY COUNCIL INFORMATION MEMORANDUM IM No. 17-14

TITLE: Quarterly report of businesses that received a penalty waiver for the second quarter ending June 30, 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:
Sport Clips Haircuts	Magnate Alaska LLC	7940 Ingram St	Anchorage, AK 99502	May 2017	\$26.90	07/31/2017	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:** 10/6/17  
**Re:** Sales Tax Auditor Update for the period ending September 30, 2017

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The below table reflects the activity conducted on behalf of the sales tax audit program for the current fiscal year July 1, 2017 to September 30, 2017:

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

Audit Results:	
Number of audits resulting in improper documentation finding	2
Number of audits resulting in balance due finding	2
Number of reviews completed resulting in balance dues	4
Collections due from audit and/or reviews	\$23,672.09

Other Functions performed:	
Sales tax classes offered to local businesses (monthly)	n/a
Number in attendance to sales tax classes	n/a

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.

Twenty-three 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 this month 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.