

	Presented
Date Action Taken: <i>N/A</i>	<i>1/22/18</i>
Other:	
Verified By: <i>[Signature]</i>	

CITY COUNCIL INFORMATIONAL MEMORANDUM

IM No. 18-03: Monthly financial reports for the period ending December 31, 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: 1/10/2018

Agenda of: 1/22/2018

Route to:	Department Head	Signature	Date
X	Finance Director	<i>[Signature]</i>	<i>1-10-18</i>
X	Deputy Administrator	<i>[Signature]</i>	<i>1/10/18</i>
X	City Clerk	<i>[Signature]</i>	<i>1/11/18</i>

Reviewed by Mayor Bert L. Cottle: *[Signature]* *1/11/2018*

Attachments: See below.

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

	Page Number
• Month-To-Date Expenditure Report (Unaudited), Ending December 31, 2017	2
• Expenditures Greater Than \$5,000 (for the period, December 1, 2017 through December 31, 2017)	6
• Quarterly Investment Report, Ending December 31, 2017	7
• Quarterly Report of Businesses That Received a Penalty Waiver for Sales Tax for the Fourth Calendar Quarter Ending December 31, 2017; Per WMC 5.16.150(B)	9
• Auditor’s Report for the period ending December 31, 2017	10

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

50% 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	430,907	430,984	28,443	195,483	21,867	213,634	50
* Records Management	14,265	14,265	167	2,899	2,163	9,203	65
* Council	190,348	190,364	8,140	104,923	28,036	57,405	30
* Administration	286,687	286,687	23,167	136,133	5,206	145,348	51
* General & Administrative	227,547	227,547	15,025	98,977	10,307	118,263	52
* Human Resources	236,967	237,012	17,592	108,665	5,852	122,495	52
* Planning	304,199	304,260	19,556	126,371	16,559	161,330	53
* Finance	1,248,124	1,248,354	89,782	598,227	13,838	636,289	51
* MIS	378,325	378,325	37,262	185,068	33,616	159,641	42
** General Government	3,317,369	3,317,798	239,134	1,556,746	137,444	1,623,608	49
Public Safety							
* Administration	688,676	688,676	40,631	292,881	78,982	316,813	46
* MultiTask Drug Enforcemnt	0	75,000	0	0	0	75,000	100
* General Investigation	509,006	509,006	34,424	235,123	218	273,665	54
* Police-Patrol	3,294,024	3,304,804	221,571	1,551,918	1,980	1,750,906	53
* Mat Su SRO	145,245	145,245	257	44,351	0	100,894	69
* Dispatch Center	3,495,312	3,496,926	229,714	1,521,040	1,022	1,974,864	56
* Code Compliance	197,973	197,973	11,348	92,711	13,532	91,730	46
** Public Safety	8,330,236	8,417,630	537,945	3,738,024	95,734	4,583,872	54
Public Works							
* Administration	499,103	499,103	31,445	227,800	1,509	269,794	54
* Roads	1,271,813	1,271,813	66,809	598,193	132,853	540,767	43
* Property Maintenance	596,163	596,773	42,575	269,135	31,843	295,795	50
* Meta Rose Square	120,809	120,809	9,825	53,308	22,069	45,432	38
** Public Works	2,487,888	2,488,498	150,654	1,148,436	188,274	1,151,788	46
Cultural & Recreation Svr							
* Museum	244,030	244,059	17,700	110,205	6,204	127,650	52
* Parks Maintenance	759,427	769,405	38,212	418,306	15,880	335,219	44
* Library	1,320,877	1,323,863	90,866	602,778	87,638	633,447	48
* Recreation Services	95,899	95,961	4,741	49,948	0	46,013	48
** Cultural & Recreation Svr	2,420,233	2,433,288	151,519	1,181,237	109,722	1,142,329	47
Debt Service							
* 2007(1998) GO Bond - Road	411,100	411,100	0	407,050	0	4,050	1
** Debt Service	411,100	411,100	0	407,050	0	4,050	1
Non-Departmental							
* Non-Departmental	3,321,953	3,557,103	177,564	3,446,964	0	110,139	3
** Non-Departmental	3,321,953	3,557,103	177,564	3,446,964	0	110,139	3
*** General Fund	20,288,779	20,625,417	1,256,816	11,478,457	531,174	8,615,786	42

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

50% 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	0	29,617	67,281	233,918	71
** General Government	149,200	330,816	0	29,617	67,281	233,918	71
* Public Safety Administration	1,227,668	5,381,237	12,613	622,419	776,674	3,982,144	74
** Public Safety	1,227,668	5,381,237	12,613	622,419	776,674	3,982,144	74
* Public Works							
* Roads	250,000	250,000	0	0	13,280	236,720	95
* Property Maintenance	210,000	295,269	0	56,940	35,460	202,869	69
** Public Works	460,000	545,269	0	56,940	48,740	439,589	81
* Cultural & Recreation Svr							
* Museum	350,000	425,882	3,554	288,948	46,322	90,612	21
* Parks Maintenance	150,000	226,987	7,754	38,806	7,420	180,761	80
* Library	0	350,669	552	325,924	20,177	4,568	1
** Cultural & Recreation Svr	500,000	1,003,538	11,860	653,678	73,919	275,941	28
*** CIP Fund	2,336,868	7,260,860	24,473	1,362,654	966,614	4,931,592	68
Vehicle Replacement Fund							
General Government							
* Administration	40,000	41,300	0	0	40,846	454	1
** General Government	40,000	41,300	0	0	40,846	454	1
* Public Safety							
* Police-Patrol	150,000	159,663	480	87,550	22,714	49,399	31
** Public Safety	150,000	159,663	480	87,550	22,714	49,399	31
* Public Works							
* Administration	105,000	110,975	0	9,054	59,152	42,769	39
** Public Works	105,000	110,975	0	9,054	59,152	42,769	39
* Cultural & Recreation Svr							
* CMMSC - Operations	35,000	35,000	0	0	29,576	5,424	16
** Cultural & Recreation Svr	35,000	35,000	0	0	29,576	5,424	16
*** Vehicle Replacement Fund	330,000	346,938	480	96,604	152,288	98,046	28
Right of Way Fund							
* Public Works							
* Roads	25,000	28,666	0	14,576	0	14,090	49

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

50% 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	0	14,576	0	14,090	49
*** Right of Way Fund	25,000	28,666	0	14,576	0	14,090	49
Road							
* Public Works							
Roads	125,000	688,243	0	217,857	71,912	398,474	58
** Public Works	125,000	688,243	0	217,857	71,912	398,474	58
*** Road	125,000	688,243	0	217,857	71,912	398,474	58
Technology Replacement Fu							
General Government							
* MIS	93,200	97,205	733	45,703	0	51,502	53
** General Government	93,200	97,205	733	45,703	0	51,502	53
Non-Departmental							
* Non-Departmental	250,000	250,000	0	250,000	0	0	0
** Non-Departmental	250,000	250,000	0	250,000	0	0	0
*** Technology Replacement Fu	343,200	347,205	733	295,703	0	51,502	15
Youth Court							
Public Safety							
* Youth Court	96,813	96,813	7,101	45,460	206	51,147	53
** Public Safety	96,813	96,813	7,101	45,460	206	51,147	53
*** Youth Court	96,813	96,813	7,101	45,460	206	51,147	53
Sewer Fund							
Public Works							
* Sewer - General Admin	224,280	224,623	17,503	104,290	3,943	116,390	52
* Sewer - Cust Accting Svc	86,007	86,020	10,007	45,484	1,047	39,489	46
* Sewer - O&M Treatment	482,146	483,067	35,210	211,548	6,728	264,791	55
* Collection System O & M	330,166	331,203	27,881	156,666	0	174,537	53
* Sewer Construction	135,000	2,981,444	58,265	144,102	865,703	1,971,639	66
* NonDepartmental	16,250	16,250	0	16,250	0	0	0
** Public Works	1,273,849	4,122,607	148,866	678,340	877,421	2,566,846	62
*** Sewer Fund	1,273,849	4,122,607	148,866	678,340	877,421	2,566,846	62
Water Utility Fund							

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

50% 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							
* Water - General Admin	218,734	218,986	18,725	105,121	6,113	107,752	49
* Water - Cust Accting Svcs	86,407	86,420	10,183	46,551	1,047	38,822	45
* Water - Treatment Plant	366,991	367,014	37,226	148,829	10,511	207,674	57
* Water - Distribution	245,822	246,948	14,704	107,655	0	139,293	56
* Water - Non-Operating	182,823	182,823	0	0	0	182,823	100
* Water Construction	65,000	763,404	180,870	405,995	252,498	104,911	14
* NonDepartmental	14,250	14,250	0	14,250	0	0	0
** Public Works	1,180,027	1,879,845	261,708	828,401	270,169	781,275	42
*** Water Utility Fund	1,180,027	1,879,845	261,708	828,401	270,169	781,275	42
Airport Fund							
Public Works							
* Airport	188,057	188,057	11,164	95,433	17,526	75,098	40
* Airport Construction	100,000	345,195	2,575	38,129	132,464	174,602	51
** Public Works	288,057	533,252	13,739	133,562	149,990	249,700	47
*** Airport Fund	288,057	533,252	13,739	133,562	149,990	249,700	47
C. Menard Sports Center							
Cultural & Recreation Svr							
* CMMSC - Operations	1,241,877	1,252,362	100,561	578,083	19,023	655,256	52
* CMMSC Construction	160,000	305,049	0	111,534	68,445	125,070	41
** Cultural & Recreation Svr	1,401,877	1,557,411	100,561	689,617	87,468	780,326	50
*** C. Menard Sports Center	1,401,877	1,557,411	100,561	689,617	87,468	780,326	50
	27,689,470	37,487,257	1,814,477	15,841,231	3,107,242	18,538,784	49

BANK CODE

ALL

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
12/01/2017	86863	ALASKA COMMUNICATIONS SYSTEM	2779	15,750.00
12/01/2017	86866	ALASKA MOTIVE POWER INC	2884	5,100.00
12/01/2017	86872	ALL POINTS NORTH	2512	7,332.00
12/01/2017	86876	AURORA PYROTECHNICS	2337	5,000.00
12/01/2017	86881	BORE TIDE CONSTRUCTION LLC	2911	95,349.99
12/01/2017	86892	FRONTIER SUPPLY CO	2907	33,250.50
12/01/2017	86898	HDL ENGINEERING CONSULTANTS LL	367	30,792.00
12/01/2017	86899	HEWLETT PACKARD COMPANY	1922	6,670.00
12/01/2017	86901	ICE-AMERICA	2934	5,127.00
12/01/2017	86902	ICMA RETIREMENT CORPORATION	640	5,000.87
12/01/2017	86911	LOWES	1155	5,312.25
12/01/2017	86914	MATANUSKA TELEPHONE ASSOCIATIO	23	15,153.11
12/01/2017	86916	MOTOROLA SOLUTIONS INC	798	194,824.00
12/01/2017	86931	STATE OF ALASKA	627	7,087.20
12/01/2017	86933	TEWS INC	2489	25,563.26
12/08/2017	86966	PREMIER JANITORIAL SERVICES	2560	8,409.16
12/08/2017	86975	TUTKA LLC	2924	90,227.80
12/08/2017	86978	VANNOY ELECTRIC LLC	2929	24,290.00
12/15/2017	86991	ALASKA WASTE	1674	5,156.18
12/15/2017	86999	BDO USA LLP	2720	14,500.00
12/15/2017	87031	MATANUSKA ELECTRIC ASSOCIATION	432	78,474.77
12/15/2017	87043	SPENARD BUILDERS SUPPLY LLC	122	6,458.56
12/15/2017	87045	STATE OF ALASKA SBS	153	81,043.18
12/15/2017	87048	TCM RESTORATION	2386	5,027.29
12/22/2017	87069	HDL ENGINEERING CONSULTANTS LL	367	16,480.25
12/29/2017	87092	BADGER METER INC	529	12,365.76
12/29/2017	87097	CITY OF PALMER	279	37,500.00
12/29/2017	87101	ENSTAR NATURAL GAS CO	318	25,712.33
12/29/2017	87103	FATPOT TECHNOLOGIES LLC	2900	11,050.00
12/29/2017	87120	MATANUSKA TELEPHONE ASSOCIATIO	23	15,152.36
12/29/2017	87129	STANTEC CONSULTING SERVICES IN	2655	56,717.52
12/29/2017	87131	SUPERION LLC	2910	65,112.84
12/29/2017	87134	TUTKA LLC	2924	74,427.47
12/11/2017	992561	IUOE LOCAL 302/612 TRUST FUNDS	2803	86,786.00
12/11/2017	992562	ALASKA TEAMSTERS	2802	84,376.00
12/11/2017	992563	ALASKA LABORERS TRUST FUNDS	2804	6,885.00
12/11/2017	992565	WELLS FARGO FEDERAL DEPOSIT	51	48,267.71
12/13/2017	992567	TEAMSTERS LOCAL 959	1987	8,189.83
12/14/2017	992568	STATE OF ALASKA PERS	152	96,488.69
12/19/2017	992574	CHEVRON PRODUCTS COMPANY	274	9,893.95
12/26/2017	992575	WELLS FARGO FEDERAL DEPOSIT	51	45,844.94
12/28/2017	992579	STATE OF ALASKA PERS	152	93,237.79

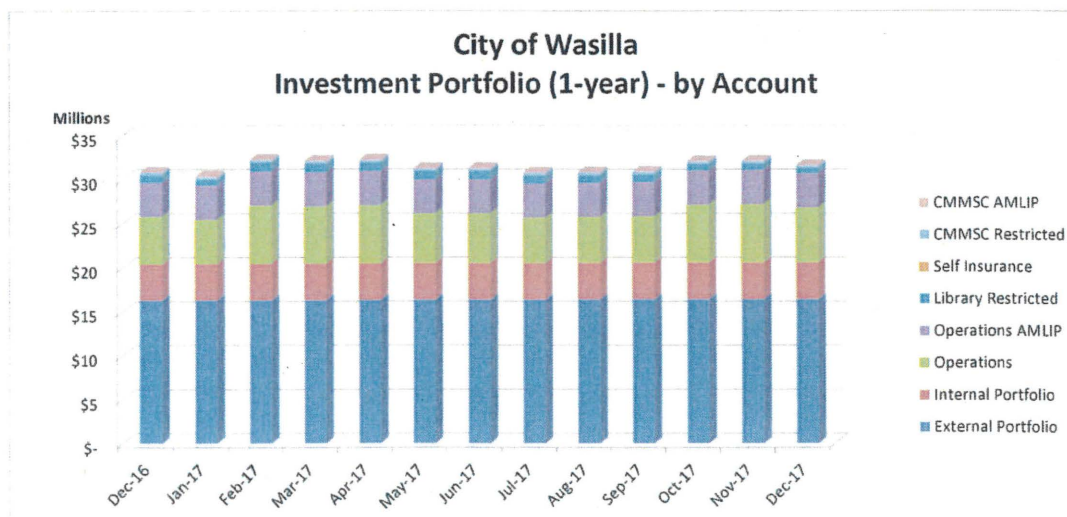
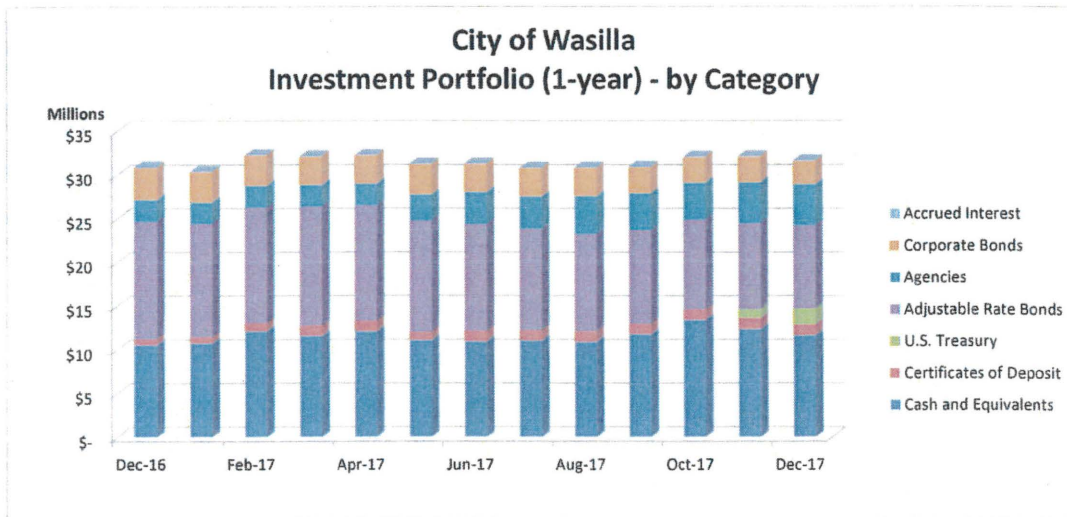
DATE RANGE TOTAL *

1,565,387.56 *

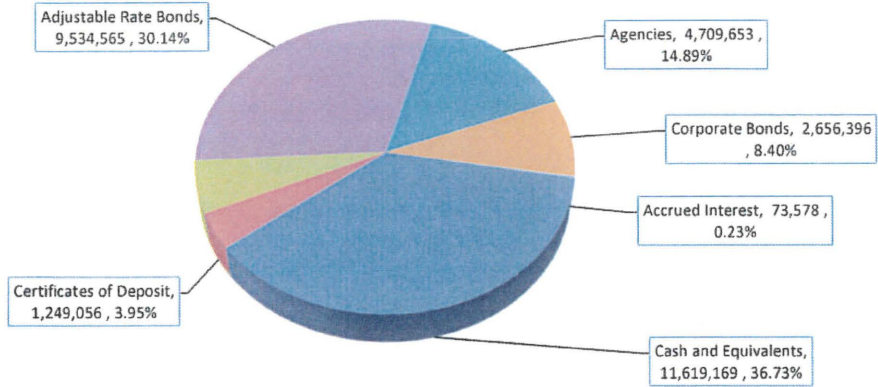
SUMMARY:	Total Cost	Market Value	% Allocation
Cash and Equivalents	11,619,231	11,619,169	36.73%
Certificates of Deposit	1,250,000	1,249,056	3.95%
U.S. Treasury	1,796,832	1,793,199	5.67%
Adjustable Rate Bonds	9,606,400	9,534,565	30.14%
Agencies	4,740,246	4,709,653	14.89%
Corporate Bonds	2,662,363	2,656,396	8.40%
Accrued Interest	73,578	73,578	0.23%
	31,748,650	31,635,616	100.00%

SUMMARY:	Q1	Q2	Q3	Q4	Total
Investment earnings	112,696.85	133,442.52	-	-	246,139.37
Market value adjustments	(44,533.90)	(98,930.43)	-	-	(143,464.33)
Net revenue (loss)*:	68,162.95	34,512.09	-	-	102,675.04

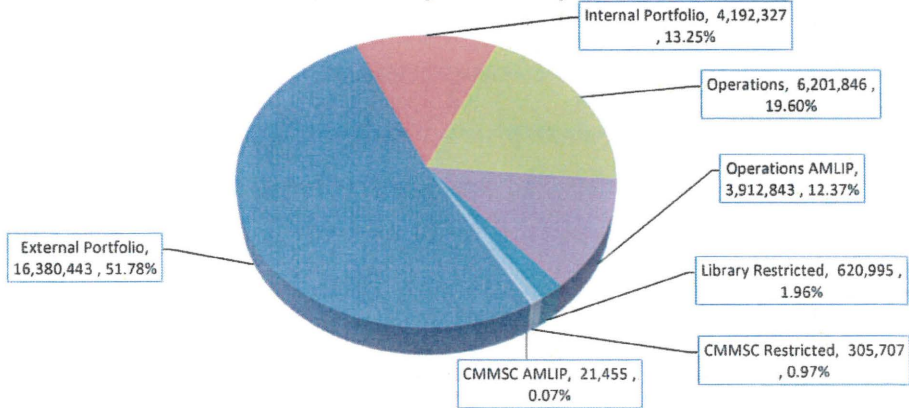
* before professional service fees and bank expenditures



**City of Wasilla
Investment Portfolio - by Category (2nd Qtr - FY2018)**



**City of Wasilla
Investment Portfolio - by Account (2nd Qtr - FY2018)**





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. 18-03

TITLE: Quarterly report of businesses that received a penalty waiver for the fourth quarter ending December 31, 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:
Jonesie's Services	Kenneth Jones	PO Box 877142	Wasilla, AK 99687	June 2017	\$250.00	10/23/17	Troy Tankersley
Fred Meyer #653	Fred Meyer Stores, Inc	PO Box 30513	Nashville, TN 37230	August 2017	\$7,453.57	11/1/2017	Troy Tankersley
Rex L. Johnson		3151 Rockton Rd #4	Wasilla, AK 99654	June 2017	\$250.00	11/16/2017	Troy Tankersley
Your Green Alaska	Angela Kamholz	901 Gambit Cir	Wasilla, AK 99654	June 2017	\$250.00	11/16/2017	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: 1/8/18
Re: Sales Tax Auditor Update for the period ending December 31, 2017

The tables below reflect the activity conducted on behalf of the sales tax audit program for the current fiscal year July 1, 2017 to December 31, 2017:

Activity Description	Quantity
Number of audits initiated	11
Number of audits completed	4
Number of audits in review	4
Number of audits awaiting documentation	3
Number of reviews completed (improper rate/unlicensed businesses)	7

Audit Results:	
Number of audits resulting in improper documentation finding	4
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	\$29,094.54

Other Functions performed:	
Sales tax classes offered to local businesses (monthly)	2
Number in attendance to sales tax classes	4

Ten 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.

I completed the draft ordinance of sales tax and business licensing code revisions for your review, tentatively scheduled for introduction to council on January 22, 2018.

The new sales tax rate change has kept me busy training Finance staff new to the noticing procedures required for the change, as well as updating forms and website with the new rate information.

Sales tax classes were conducted in November and December, 2017 with four people attending. The classes have been small, but still feel this is extremely helpful to new and existing businesses and will continue efforts to increase attendance.