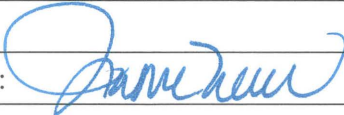


	Presented
Date Action Taken:	4/23/18
Other:	
Verified By:	

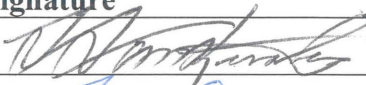


**CITY COUNCIL INFORMATIONAL MEMORANDUM**

**IM No. 18-06: Monthly financial reports for the period ending March 31, 2018; 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: 4/10/2018

Agenda of: 4/23/2018

Route to:	Department Head	Signature	Date
X	Finance Director		4-10-18
X	Deputy Administrator		4/13/18
X	City Clerk		4/12/18

Reviewed by Mayor Bert L. Cottle:  4/16/2018

**Attachments:** See below.

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

	Page Number
• Month-To-Date Expenditure Report (Unaudited), Ending March 31, 2018	2
• Expenditures Greater Than \$5,000 (for the period, March 1, 2018 through March 31, 2018)	6
• Quarterly Investment Report, Ending March 31, 2018	7
• Quarterly Report of Businesses That Received a Penalty Waiver for Sales Tax for the First Calendar Quarter Ending March 31, 2018; Per WMC 5.16.150(B)	9
• Auditor’s Report for the period ending March 31, 2018	10

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	37,661	295,377	16,902	118,705	28
* Records Management	14,265	14,265	0	2,324	2,128	9,813	69
* Council	190,348	190,364	10,206	128,841	23,712	37,811	20
* Administration	286,687	286,687	32,431	210,068	4,605	72,014	25
* General & Administrative	227,547	227,547	20,790	156,395	6,268	64,884	29
* Human Resources	236,967	237,012	23,576	166,239	4,153	66,620	28
* Planning	304,199	304,260	28,175	196,804	12,970	94,486	31
* Finance	1,248,124	1,248,354	124,879	912,315	13,960	322,079	26
* MIS	378,325	378,325	26,096	249,561	26,250	102,514	27
** General Government	3,317,369	3,317,798	303,814	2,317,924	110,948	888,926	27
Public Safety							
* Administration	688,676	688,676	58,661	446,116	50,779	191,781	28
* MultiTask Drug Enforcemnt	0	153,042	11,292	11,292	0	141,750	93
* General Investigation	509,006	509,006	52,526	349,029	134	159,843	31
* Police-Patrol	3,294,024	3,361,628	290,834	2,283,933	23,530	1,054,165	31
* Mat Su SRO	145,245	145,245	12,885	84,713	0	60,532	42
* Dispatch Center	3,495,312	3,784,041	319,327	2,451,811	2,525	1,329,705	35
* Code Compliance	197,973	197,973	15,266	132,805	6,766	58,402	30
** Public Safety	8,330,236	8,839,611	760,791	5,759,699	83,734	2,996,178	34
Public Works							
* Administration	499,103	499,103	43,240	334,769	909	163,425	33
* Roads	1,271,813	1,271,813	120,272	860,944	108,716	302,153	24
* Property Maintenance	596,163	596,773	52,624	406,765	25,295	164,713	28
* Meta Rose Square	120,809	135,809	13,324	84,318	14,909	36,582	27
** Public Works	2,487,888	2,503,498	229,460	1,686,796	149,829	666,873	27
Cultural & Recreation Svr							
* Museum	244,030	244,059	19,746	170,516	3,769	69,774	29
* Parks Maintenance	759,427	769,405	41,863	526,582	19,907	222,916	29
* Library	1,320,877	1,324,113	125,866	912,945	59,056	352,112	27
* Recreation Services	95,899	95,961	5,316	64,509	0	31,452	33
** Cultural & Recreation Svr	2,420,233	2,433,538	192,791	1,674,552	82,732	676,254	28
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	3,617,103	330	3,453,098	0	164,005	5
** Non-Departmental	3,321,953	3,617,103	330	3,453,098	0	164,005	5
*** General Fund	20,288,779	21,122,648	1,487,186	15,299,119	427,243	5,396,286	26

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

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	149,200	330,816	0	67,916	37,645	225,255	68
** General Government	149,200	330,816	0	67,916	37,645	225,255	68
* Public Safety Administration	1,227,668	5,381,237	205,874	987,945	468,485	3,924,807	73
** Public Safety	1,227,668	5,381,237	205,874	987,945	468,485	3,924,807	73
* Public Works Roads	250,000	250,000	41,020	41,020	64,274	144,706	58
* Public Works Property Maintenance	210,000	295,269	0	57,463	35,460	202,346	69
** Public Works	460,000	545,269	41,020	98,483	99,734	347,052	64
* Cultural & Recreation Svr Museum	350,000	425,882	9,075	345,063	13,057	67,762	16
* Cultural & Recreation Svr Parks Maintenance	150,000	226,987	0	39,325	17,657	170,005	75
* Cultural & Recreation Svr Library	0	365,669	2,556	331,385	29,868	4,416	1
** Cultural & Recreation Svr	500,000	1,018,538	11,631	715,773	60,582	242,183	24
*** CIP Fund	2,336,868	7,275,860	258,525	1,870,117	666,446	4,739,297	65
Vehicle Replacement Fund							
* General Government Administration	40,000	41,300	0	41,300	0	0	0
** General Government	40,000	41,300	0	41,300	0	0	0
* Public Safety Police-Patrol	150,000	159,663	0	99,612	43,921	16,130	10
** Public Safety	150,000	159,663	0	99,612	43,921	16,130	10
* Public Works Administration	105,000	110,975	235	83,641	12,118	15,216	14
** Public Works	105,000	110,975	235	83,641	12,118	15,216	14
* Cultural & Recreation Svr CMMSC - Operations	35,000	35,000	85	29,661	1,280	4,059	12
** Cultural & Recreation Svr	35,000	35,000	85	29,661	1,280	4,059	12
*** Vehicle Replacement Fund	330,000	346,938	320	254,214	57,319	35,405	10
Right of Way Fund							
* Public Works Roads	25,000	28,666	0	13,596	0	15,070	53

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

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	25,000	28,666	0	13,596	0	15,070	53
*** Right of Way Fund	25,000	28,666	0	13,596	0	15,070	53
Road							
* Public Works Roads	125,000	688,243	980	224,950	145,347	317,946	46
** Public Works	125,000	688,243	980	224,950	145,347	317,946	46
*** Road	125,000	688,243	980	224,950	145,347	317,946	46
Technology Replacement Fu							
* General Government MIS	93,200	117,205	0	58,485	23,985	34,735	30
** General Government Non-Departmental	93,200	117,205	0	58,485	23,985	34,735	30
* 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	367,205	0	308,485	23,985	34,735	9
Youth Court							
* Public Safety Youth Court	96,813	99,863	11,386	70,330	57	29,476	30
** Public Safety	96,813	99,863	11,386	70,330	57	29,476	30
*** Youth Court	96,813	99,863	11,386	70,330	57	29,476	30
Asset Forfeiture							
* Public Safety Administration	0	6,235	0	6,235	0	0	0
** Public Safety	0	6,235	0	6,235	0	0	0
*** Asset Forfeiture	0	6,235	0	6,235	0	0	0
Sewer Fund							
* Public Works							
* Sewer - General Admin	224,280	224,623	19,845	152,082	2,997	69,544	31
* Sewer - Cust Accting Svc	86,007	86,020	8,396	68,510	0	17,510	20
* Sewer - O&M Treatment	482,146	483,067	42,990	323,902	10,439	148,726	31
* Collection System O & M	330,166	331,203	32,045	234,476	1,787	94,940	29

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

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
* Sewer Construction	135,000	2,981,444	58,155	265,168	779,619	1,936,657	65
* NonDepartmental	16,250	16,250	0	16,250	0	0	0
** Public Works	1,273,849	4,122,607	161,431	1,060,388	794,842	2,267,377	55
*** Sewer Fund	1,273,849	4,122,607	161,431	1,060,388	794,842	2,267,377	55
Water Utility Fund							
Public Works							
* Water - General Admin	218,734	218,986	16,769	148,591	4,125	66,270	30
* Water - Cust Accting Svcs	86,407	86,420	8,519	70,019	0	16,401	19
* Water - Treatment Plant	366,991	367,014	17,748	213,899	4,750	148,365	40
* Water - Distribution	245,822	246,948	15,058	157,794	0	89,154	36
* Water - Non-Operating	182,823	182,823	182,822	182,822	0	1	0
* Water Construction	65,000	763,404	48,031	466,663	192,261	104,480	14
* NonDepartmental	14,250	14,250	0	14,250	0	0	0
** Public Works	1,180,027	1,879,845	288,947	1,254,038	201,136	424,671	23
*** Water Utility Fund	1,180,027	1,879,845	288,947	1,254,038	201,136	424,671	23
Airport Fund							
Public Works							
* Airport	188,057	188,057	10,393	127,468	18,748	41,841	22
* Airport Construction	100,000	345,195	29,932	111,696	206,034	27,465	8
** Public Works	288,057	533,252	40,325	239,164	224,782	69,306	13
*** Airport Fund	288,057	533,252	40,325	239,164	224,782	69,306	13
C. Menard Sports Center							
Cultural & Recreation Svr							
* CMMSC - Operations	1,241,877	1,252,362	122,115	895,810	12,017	344,535	28
* CMMSC Construction	160,000	305,049	4,780	186,940	15,770	102,339	34
** Cultural & Recreation Svr	1,401,877	1,557,411	126,895	1,082,750	27,787	446,874	29
*** C. Menard Sports Center	1,401,877	1,557,411	126,895	1,082,750	27,787	446,874	29
	27,689,470	38,028,773	2,375,995	21,683,386	2,568,944	13,776,443	36

PREPARED 04/10/2018, 10:41:23  
 PROGRAM: GM350L  
 City of Wasilla

A/P CHECKS BY PERIOD AND YEAR  
 MINIMUM AMOUNT: 5,000.00  
 FROM 03/01/2018 TO 03/31/2018

BANK CODE

\*ALL\*

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
03/02/2018	87588	CARPET WORLD OF ALASKA INC	200	5,357.24
03/02/2018	87589	CRAIG TAYLOR EQUIPMENT CO	490	59,380.00
03/02/2018	87591	ENSTAR NATURAL GAS CO	318	28,955.09
03/02/2018	87593	HEWLETT PACKARD ENTERPRISE CO	2926	38,173.42
03/02/2018	87598	MATANUSKA TELEPHONE ASSOCIATIO	23	16,877.59
03/02/2018	87607	TRAILERCRAFT INC	2869	15,200.00
03/02/2018	87613	TUTKA LLC	2924	47,600.83
03/09/2018	87626	CARDIAC SCIENCE CORPORATION	2955	10,465.00
03/09/2018	87642	KASSEBURG CANINE TRAINING CTR	2944	8,700.00
03/09/2018	87649	METAL CREEK AUTO BODY	2543	14,370.36
03/09/2018	87653	PREMIER JANITORIAL SERVICES	2560	8,369.16
03/09/2018	87659	STANTEC CONSULTING SERVICES IN	2655	50,306.20
03/09/2018	87661	STATE OF ALASKA SBS	153	82,088.39
03/09/2018	87664	TEWS INC	2489	19,106.15
03/09/2018	87665	TRUCKWELL OF ALASKA	1094	7,659.05
03/16/2018	87691	HDL ENGINEERING CONSULTANTS LL	367	5,687.00
03/16/2018	87699	MATANUSKA ELECTRIC ASSOCIATION	432	69,511.55
03/16/2018	87705	SCHULTE INDUSTRIES	2943	24,939.82
03/23/2018	87721	ALASKA COMMUNICATIONS SYSTEM	2779	8,350.00
03/23/2018	87729	AURORA PYROTECHNICS	2337	5,000.00
03/23/2018	87743	ENSTAR NATURAL GAS CO	318	23,860.45
03/23/2018	87752	HDL ENGINEERING CONSULTANTS LL	367	29,931.63
03/23/2018	87785	TEWS INC	2489	13,115.68
03/30/2018	87799	FATPOT TECHNOLOGIES LLC	2900	11,050.00
03/30/2018	87801	GIANT DONS FLOORING AMERICA	2583	6,761.68
03/30/2018	87811	NC MACHINERY CO	43	13,280.00
03/30/2018	87819	MOTOROLA SOLUTIONS INC	798	194,824.00
03/05/2018	992620	WELLS FARGO FEDERAL DEPOSIT	51	42,538.74
03/02/2018	992621	STATE OF ALASKA - DEC	595	182,822.25
03/07/2018	992623	TEAMSTERS LOCAL 959	1987	8,220.14
03/08/2018	992624	STATE OF ALASKA PERS	152	98,116.86
03/12/2018	992627	GALLERY COLLECTION	341	6,885.00
03/12/2018	992628	ALASKA TEAMSTERS	2802	87,560.00
03/12/2018	992629	IUOE LOCAL 302/612 TRUST FUNDS	2803	83,968.00
03/28/2018	992631	CHEVRON PRODUCTS COMPANY	274	10,489.26
03/20/2018	992633	STATE OF ALASKA PERS	152	94,670.27
03/20/2018	992634	WELLS FARGO FEDERAL DEPOSIT	51	39,227.35

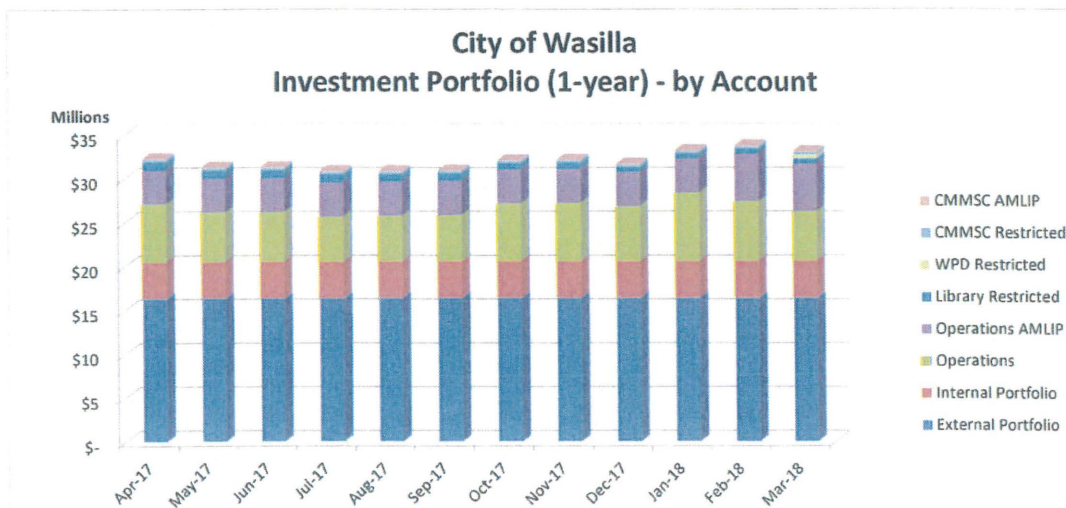
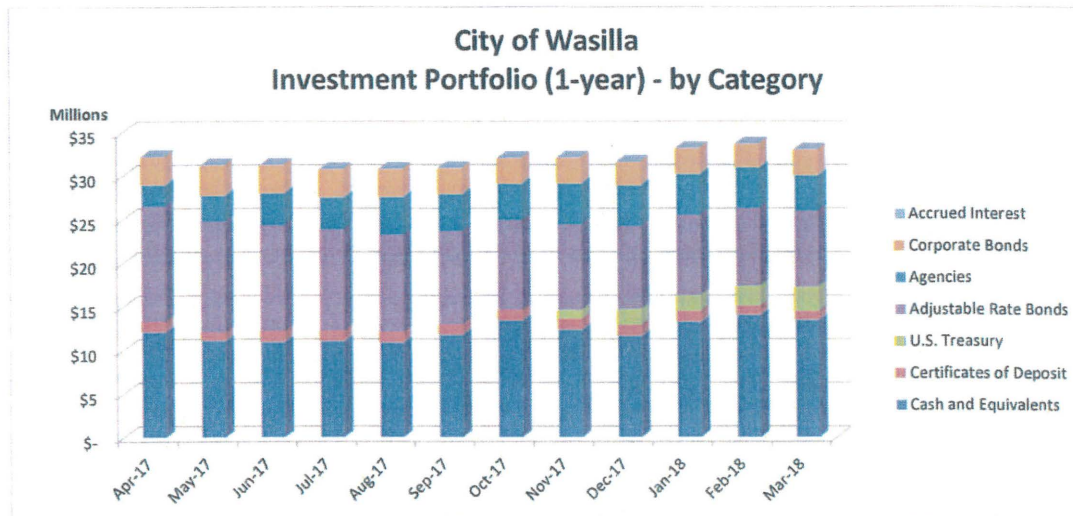
DATE RANGE TOTAL \*

1,473,418.16 \*

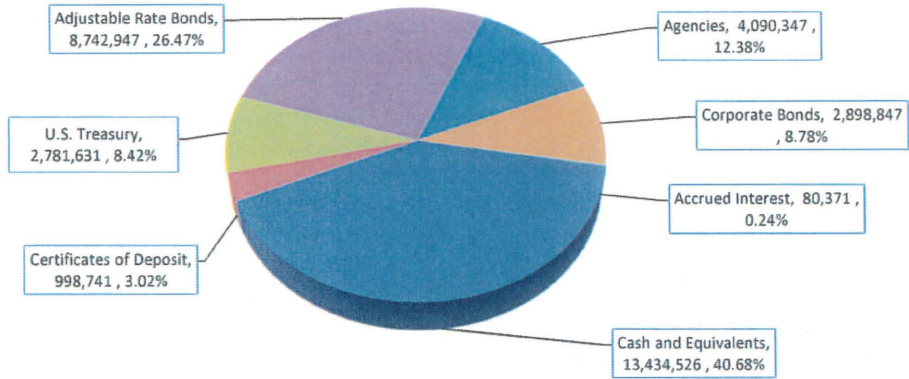
<b>SUMMARY:</b>	Total Cost	Market Value	% Allocation
Cash and Equivalents	13,434,531	13,434,526	40.68%
Certificates of Deposit	1,000,000	998,741	3.02%
U.S. Treasury	2,794,840	2,781,631	8.42%
Adjustable Rate Bonds	8,827,494	8,742,947	26.47%
Agencies	4,150,548	4,090,347	12.38%
Corporate Bonds	2,915,396	2,898,847	8.78%
Accrued Interest		80,371	0.24%
	<b>33,122,808</b>	<b>33,027,410</b>	<b>100.00%</b>

<b>SUMMARY:</b>	Q1	Q2	Q3	Q4	Total
Investment earnings	112,696.85	133,442.52	132,681.36	-	378,820.73
Market value adjustments	(44,533.90)	(98,930.43)	(94,337.83)	-	(237,802.16)
Net revenue (loss)*:	68,162.95	34,512.09	38,343.53	-	141,018.57

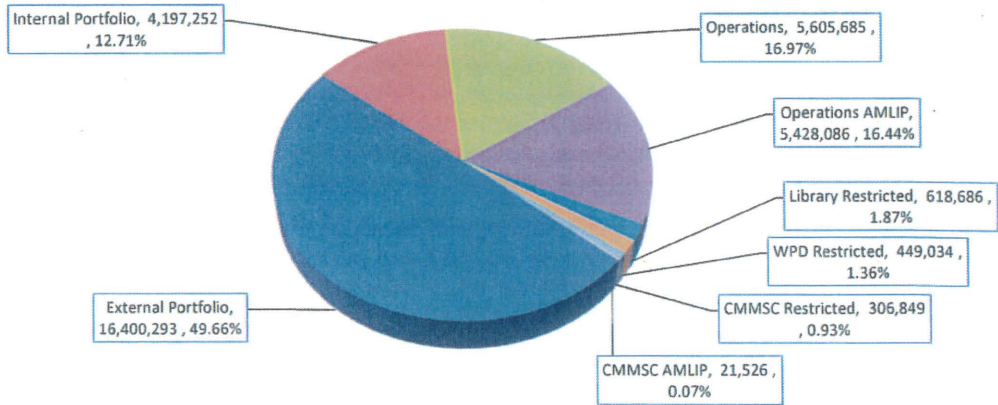
\* before professional service fees and bank expenditures



**City of Wasilla  
Investment Portfolio - by Category (3/31/2018)**



**City of Wasilla  
Investment Portfolio - by Account (3/31/2018)**







# 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. 18-06

TITLE: Quarterly report of businesses that received a penalty waiver for the first quarter ending March 31, 2018 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:
Gamestop #6140	Gamestop Inc	625 Westport Pkwy	Grapevine, TX 76051	July 2017	\$188.44	1/15/2018	Troy Tankersley
Aardvark Catering/Pizza Thyme	Claude Caruthers	PO Box 520015	Big Lake, AK 99652	Oct 2017	\$250.00	2/22/2018	Troy Tankersley
Pet Zoo	Pet Zoo Alaska LLC	600 E Las Colinas Blvd #700	Irving, TX 75039	Dec 2017	\$458.07	2/28/2018	Troy Tankersley
Emjays Mobile Food Vending	Jeanette Perkins	6171 E Dearborn Dr	Palmer, AK 99645	Jan 2018	\$15.05	3/12/2018	Troy Tankersley
Liv's Taxi	Olivia Blake	6551 N Bush Rd	Palmer, AK 99645	Sept 2017	\$250.00	3/13/2018	Troy Tankersley
Soellner	Brian Soellner	PO Box 875349	Wasilla, AK 99687	Sept 2017	\$250.00	3/14/2018	Troy Tankersley
Copelin Cab	Jeremy Copelin	1000 Elsinorway Apt 1	Wasilla, AK 99654	Oct 2017	\$250.00	3/22/2018	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:** 4/5/18  
**Re:** Sales Tax Auditor Update for the period ending March 31, 2018

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The tables below reflect the activity conducted on behalf of the sales tax audit program for the current fiscal year July 1, 2017 to March 31, 2018:

Activity Description	Quantity
Number of audits initiated	11
Number of audits completed	6
Number of audits in review	3
Number of audits awaiting documentation	1
Number of reviews completed (improper rate/unlicensed businesses)	12

Audit Results:	
Number of audits resulting in improper documentation finding	6
Number of audits resulting in balance due finding	4
Number of reviews completed resulting in balance dues	11
Collections due from audit and/or reviews	\$46,090.09

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

Thirty-nine 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.

The council approved Ordinance Serial 18-06 on March 12, 2018. Letters were mailed to 106 effected businesses in air and taxi transportation as well as the real estate industry. A broader notification will go out closer to the end of the year when changes to exemptions take effect.

The new temporary special event license has been well received by short term vendors visiting the City. Changes were implemented in our accounting systems to facilitate the new licensing. Updates were made to the business brochures and the website of the changes made with Ord 18-06.

A sales tax class was held March 20, 2018 with two 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. Classes are scheduled for April and May and an industry specific class is planned for real estate in April. If successful I may build on that to address other Industries with complicated tax collections such as construction and services.