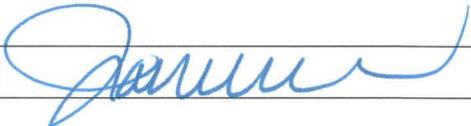


	Presented
Date Action Taken:	8/27/18
Other:	
Verified By:	

**CITY COUNCIL INFORMATIONAL MEMORANDUM**

**IM No. 18-12: Monthly financial reports for the period ending June 30, 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: 8/14/2018

Agenda of: 8/27/2018

Route to:	Department Head	Signature	Date
X	Finance Director		8/14/18
X	Deputy Administrator		8/17/18
X	City Clerk		8/17/18

Reviewed by Mayor Bert L. Cottle:  8/17/2018

**Attachments:** See below.

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

	Page Number
• Month-To-Date Expenditure Report (Unaudited), Ending June 30, 2018	2
• Expenditures Greater Than \$5,000 (for the period, June 1, 2018 through June 30, 2018)	7
• Quarterly Investment Report, Ending June 30, 2018	9
• Quarterly Report of Businesses That Received a Penalty Waiver for Sales Tax for the First Calendar Quarter Ending June 30, 2018; Per WMC 5.16.150(B)	11
• Auditor's Report for the period ending March 30, 2018	12

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	44,784	399,353	675	30,956	7
* Records Management	14,265	14,265	251-	5,457	0	8,808	62
* Council Administration	190,348	190,364	11,547	155,982	0	34,382	18
* General & Administrative	286,687	286,687	34,003	281,477	0	5,210	2
* Human Resources	227,547	227,547	23,845	212,031	0	15,516	7
* Planning	236,967	237,012	24,359	220,716	0	16,296	7
* Finance	304,199	304,260	36,640	275,188	0	29,072	10
* MIS	1,248,124	1,248,354	139,338	1,221,939	0	26,415	2
	378,325	378,325	33,941	317,951	0	60,374	16
** General Government	3,317,369	3,317,798	348,206	3,090,094	675	227,029	7
Public Safety							
* Administration	688,676	688,676	85,202	629,370	0	59,306	9
* MultiTask Drug Enforcemnt	0	153,042	18,555	52,750	0	100,292	66
* General Investigation	509,006	509,006	48,392	451,219	0	57,787	11
* Police-Patrol	3,294,024	3,361,628	314,918	2,997,356	3,184	361,088	11
* Mat Su SRO	145,245	145,245	13,384	112,553	0	32,692	23
* Dispatch Center	3,495,312	3,784,041	345,089	3,274,132	0	509,909	13
* Code Compliance	197,973	197,973	25,508	177,881	0	20,092	10
** Public Safety	8,330,236	8,839,611	851,048	7,695,261	3,184	1,141,166	13
Public Works							
* Administration	499,103	499,103	53,532	445,933	0	53,170	11
* Roads	1,271,813	1,271,813	162,912	1,258,482	9,911	3,420	0
* Property Maintenance	596,163	596,773	62,606	550,911	2,930	42,932	7
* Meta Rose Square	120,809	135,809	8,760	109,635	0	26,174	19
** Public Works	2,487,888	2,503,498	287,810	2,364,961	12,841	125,696	5
Cultural & Recreation Svr							
* Museum	244,030	244,059	27,615	226,764	0	17,295	7
* Parks Maintenance	759,427	769,405	134,409	743,183	0	26,222	3
* Library	1,320,877	1,330,479	148,931	1,234,744	0	95,735	7
* Recreation Services	95,899	95,961	10,315	88,735	0	7,226	8
** Cultural & Recreation Svr	2,420,233	2,439,904	321,270	2,293,426	0	146,478	6
Debt Service							
* 2007(1998) GO Bond - Road	411,100	411,100	0	415,150	0	4,050-	1-
** Debt Service	411,100	411,100	0	415,150	0	4,050-	1-
Non-Departmental							
* Non-Departmental	3,321,953	3,809,123	41,076	3,711,402	0	97,721	3
** Non-Departmental	3,321,953	3,809,123	41,076	3,711,402	0	97,721	3
*** General Fund	20,288,779	21,321,034	1,849,410	19,570,294	16,700	1,734,040	8

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	16,746	122,308	0	208,508	63
**   General Government	149,200	330,816	16,746	122,308	0	208,508	63
*   Public Safety Administration	1,227,668	5,381,237	353,782	1,597,411	148,983	3,634,843	68
**   Public Safety	1,227,668	5,381,237	353,782	1,597,411	148,983	3,634,843	68
*   Public Works Roads	250,000	267,020	118,299	223,593	43,426	1	0
*   Public Works Property Maintenance	210,000	470,269	66,586	232,296	43,275	194,698	41
**   Public Works	460,000	737,289	184,885	455,889	86,701	194,699	26
*   Cultural & Recreation Svr Museum	350,000	425,882	16,740	363,093	19,778	43,011	10
*   Cultural & Recreation Svr Parks Maintenance	150,000	226,987	10,985	70,750	4,162	152,075	67
*   Cultural & Recreation Svr Library	0	365,669	5,386	342,434	0	23,235	6
**   Cultural & Recreation Svr	500,000	1,018,538	33,111	776,277	23,940	218,321	21
*** CIP Fund	2,336,868	7,467,880	588,524	2,951,885	259,624	4,256,371	57
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	35,038	146,977	0	12,686	8
**   Public Safety	150,000	159,663	35,038	146,977	0	12,686	8
*   Public Works Administration	105,000	110,975	713	106,799	0	4,176	4
**   Public Works	105,000	110,975	713	106,799	0	4,176	4
*   Cultural & Recreation Svr CMMSC - Operations	35,000	35,000	0	31,779	0	3,221	9
**   Cultural & Recreation Svr	35,000	35,000	0	31,779	0	3,221	9
*** Vehicle Replacement Fund	330,000	346,938	35,751	326,855	0	20,083	6
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 JUNE 2018

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	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	41,051	280,715	56,562	350,966	51
** Public Works	125,000	688,243	41,051	280,715	56,562	350,966	51
*** Road	125,000	688,243	41,051	280,715	56,562	350,966	51
Technology Replacement Fu							
* General Government							
* MIS	93,200	117,205	8,850	93,321	0	23,884	20
** General Government	93,200	117,205	8,850	93,321	0	23,884	20
* 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	8,850	343,321	0	23,884	7
Youth Court							
* Public Safety							
* Youth Court	96,813	102,363	11,099	100,464	0	1,899	2
** Public Safety	96,813	102,363	11,099	100,464	0	1,899	2
*** Youth Court	96,813	102,363	11,099	100,464	0	1,899	2
Asset Forfeiture							
* Public Safety							
* Administration	0	6,235	0	6,235	0	0	0
* Police-Patrol	0	21,964	1,501	20,463	0	1,501	7
** Public Safety	0	28,199	1,501	26,698	0	1,501	5
*** Asset Forfeiture	0	28,199	1,501	26,698	0	1,501	5
State Asset Forfeiture							
* Public Safety							
* Police-Patrol	0	10,423	706	9,717	0	706	7
** Public Safety	0	10,423	706	9,717	0	706	7

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

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
*** State Asset Forfeiture	0	10,423	706-	9,717	0	706	7
Sewer Fund							
Public Works							
* Sewer - General Admin	224,280	224,623	22,989	200,612	0	24,011	11
* Sewer - Cust Accting Svc	86,007	86,020	6,717	86,679	0	659-	1-
* Sewer - O&M Treatment	482,146	483,067	52,569	457,043	0	26,024	5
* Collection System O & M	330,166	331,203	1,941	309,753	0	21,450	6
* Sewer Construction	135,000	2,981,444	137,691	549,398	930,365	1,501,681	50
* NonDepartmental	16,250	16,250	0	16,250	0	0	0
** Public Works	1,273,849	4,122,607	221,907	1,619,735	930,365	1,572,507	38
*** Sewer Fund	1,273,849	4,122,607	221,907	1,619,735	930,365	1,572,507	38
Water Utility Fund							
Public Works							
* Water - General Admin	218,734	218,986	20,252	194,145	0	24,841	11
* Water - Cust Accting Svcs	86,407	86,420	6,911	88,779	0	2,359-	3-
* Water - Treatment Plant	366,991	367,014	26,969	285,013	0	82,001	22
* Water - Distribution	245,822	246,948	21,691	203,000	0	43,948	18
* Water - Non-Operating	182,823	182,823	166,252-	16,570	0	166,253	91
* Water Construction	65,000	763,404	68,221	597,848	42,705	122,851	16
* NonDepartmental	14,250	14,250	0	14,250	0	0	0
** Public Works	1,180,027	1,879,845	22,208-	1,399,605	42,705	437,535	23
*** Water Utility Fund	1,180,027	1,879,845	22,208-	1,399,605	42,705	437,535	23
Airport Fund							
Public Works							
* Airport	188,057	188,057	18,247	172,538	0	15,519	8
* Airport Construction	100,000	345,195	60,419	205,578	109,316	30,301	9
** Public Works	288,057	533,252	78,666	378,116	109,316	45,820	9
*** Airport Fund	288,057	533,252	78,666	378,116	109,316	45,820	9
C. Menard Sports Center							
Cultural & Recreation Svr							
* CMMSC - Operations	1,241,877	1,252,362	116,119	1,166,569	0	85,793	7
* CMMSC Construction	160,000	305,049	418	195,555	27,698	81,796	27
** Cultural & Recreation Svr	1,401,877	1,557,411	116,537	1,362,124	27,698	167,589	11
*** C. Menard Sports Center	1,401,877	1,557,411	116,537	1,362,124	27,698	167,589	11

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PROGRAM GM601L

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

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
	27,689,470	38,454,066	2,927,380	28,383,125	1,442,970	8,627,971	22

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
06/01/2018	88225	ALASKA SAFETY INC	1142	9,873.00
06/01/2018	88237	DIGITAL MAP PRODUCTS INV	2886	12,480.00
06/01/2018	88248	MATANUSKA TELEPHONE ASSOCIATIO	23	16,867.38
06/01/2018	88254	PURCELL TIRE & RUBBER COMPANY	2827	9,750.00
06/01/2018	88265	TIBURON INC	1111	100,328.00
06/01/2018	88267	TRUCKWELL OF ALASKA	1094	8,763.74
06/01/2018	88268	TUTKA LLC	2924	91,362.50
06/01/2018	88270	VALLEY SAWMILL	2247	7,115.00
06/01/2018	88276	DEPENDABLE USED CARS LLC	2983	18,000.00
06/08/2018	88292	HEWLETT PACKARD ENTERPRISE CO	2926	8,849.58
06/08/2018	88293	INGRAM LIBRARY SERVICES INC	1247	5,494.86
06/08/2018	88306	NC MACHINERY CO	43	9,805.00
06/08/2018	88309	PREMIER JANITORIAL SERVICES	2560	10,694.16
06/08/2018	88310	PRIORITY DISPATCH CORP	2597	93,460.00
06/08/2018	88311	SHERWIN WILLIAMS	1004	5,127.86
06/08/2018	88315	STANTEC CONSULTING SERVICES IN	2655	35,696.91
06/08/2018	88317	STATE OF ALASKA SBS	153	87,277.88
06/08/2018	88319	TEWS INC	2489	5,020.35
06/15/2018	88341	BIBLIOTHECA + 3M LLC	2782	5,480.80
06/15/2018	88358	HDL ENGINEERING CONSULTANTS LL	367	11,451.25
06/15/2018	88362	KENDALL FORD LINCOLN OF ANCHOR	2854	34,599.00
06/15/2018	88371	MATANUSKA ELECTRIC ASSOCIATION	432	54,364.98
06/15/2018	88381	PROCOMM ALASKA LLC	83	8,790.75
06/15/2018	88396	TEWS INC	2489	6,262.00
06/15/2018	88408	HOLIDAY STATIONSTORES LLC	2966	10,341.11
06/22/2018	88414	ALASKA COMMUNICATIONS SYSTEM	2779	18,962.79
06/22/2018	88423	AT&T MOBILITY	1826	5,550.33
06/22/2018	88425	CDW GOVERNMENT LLC	766	20,632.21
06/22/2018	88429	CRAIG TAYLOR EQUIPMENT CO	490	10,096.70
06/22/2018	88432	EPIC SOLUTIONS INC	2969	36,310.20
06/22/2018	88440	HDL ENGINEERING CONSULTANTS LL	367	20,746.50
06/22/2018	88445	LANDYE BENNETT BLUMSTEIN LLP	2717	9,178.00
06/22/2018	88455	P&M GARDEN SERVICES INC	1384	9,554.70
06/22/2018	88457	PRIORITY DISPATCH CORP	2597	10,160.00
06/29/2018	88482	ANCHORAGE WELL & PUMP	609	9,923.00
06/29/2018	88488	ENSTAR NATURAL GAS CO	318	7,815.19
06/29/2018	88497	KAMINSKY, SULLENBERGER & ASSOC	913	9,325.00
06/29/2018	88499	KELLY CRESWELL	2519	81,989.00
06/29/2018	88503	MAT SU BOROUGH	438	5,074.50
06/29/2018	88506	MATANUSKA TELEPHONE ASSOCIATIO	23	18,406.71
06/29/2018	88508	MOTOROLA SOLUTIONS INC	798	38,964.80
06/29/2018	88529	TUTKA LLC	2924	101,303.98
06/29/2018	88537	ALASKA RAILROAD CORP	21	7,269.13
06/29/2018	88565	STANTEC CONSULTING SERVICES IN	2655	40,578.84
06/06/2018	992683	STATE OF ALASKA PERS	152	90,003.82
06/11/2018	992684	WELLS FARGO FEDERAL DEPOSIT	51	43,421.25
06/12/2018	992687	IUOE LOCAL 302/612 TRUST FUNDS	2803	81,274.00
06/12/2018	992688	ALASKA LABORERS TRUST FUNDS	2804	6,885.00
06/13/2018	992690	ALASKA TEAMSTERS	2802	84,376.00
06/13/2018	992691	STATE OF ALASKA PERS	152	92,419.95
06/13/2018	992694	TEAMSTERS LOCAL 959	1987	8,673.72

PREPARED 08/14/2018, 15:35:10  
PROGRAM: GM350L  
City of Wasilla

A/P CHECKS BY PERIOD AND YEAR  
MINIMUM AMOUNT: 5,000.00  
FROM 06/01/2018 TO 06/30/2018

PAGE 2

BANK CODE

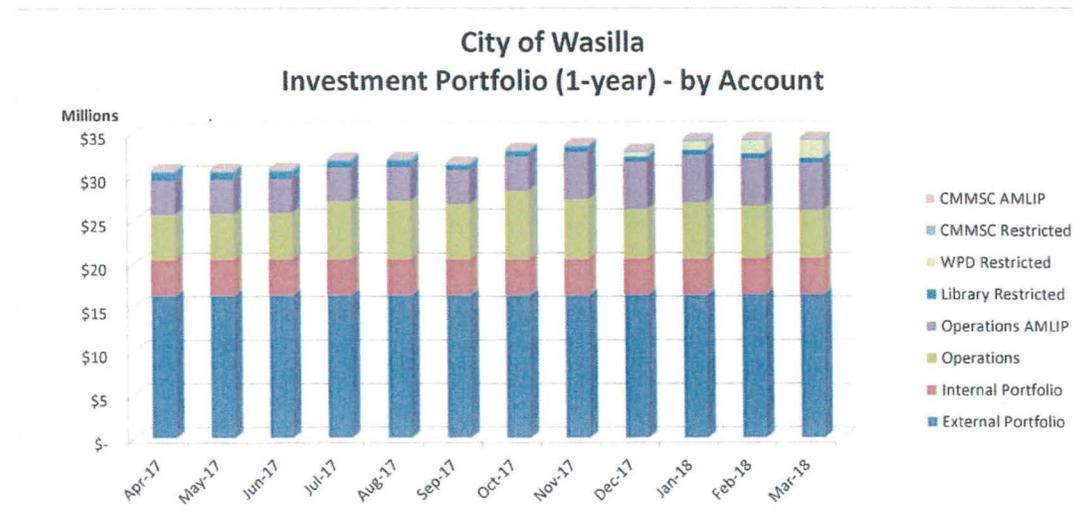
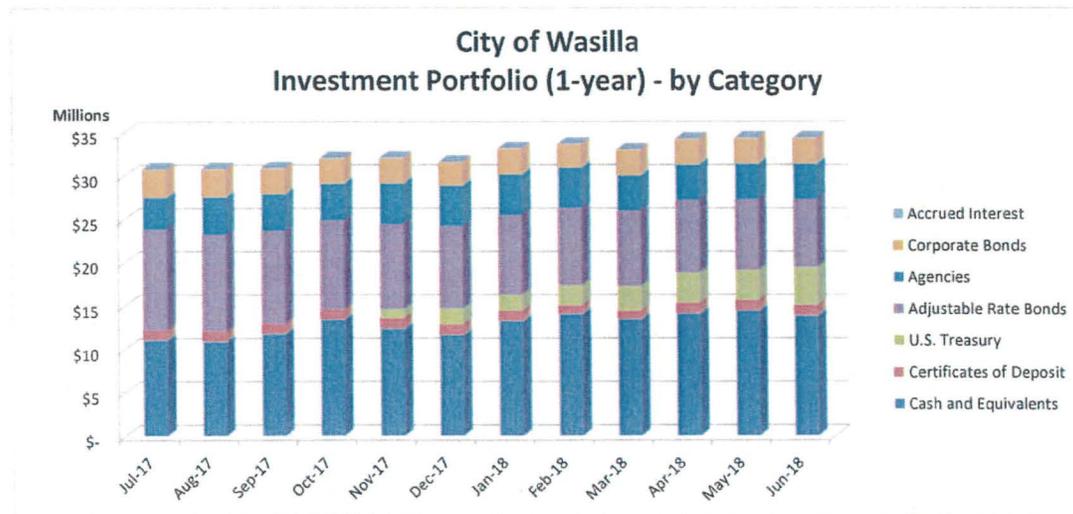
\*ALL\*

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
06/25/2018	992696	WELLS FARGO FEDERAL DEPOSIT	51	48,416.34
06/27/2018	992699	STATE OF ALASKA PERS	152	88,233.91
DATE RANGE TOTAL *				1,672,801.68 *

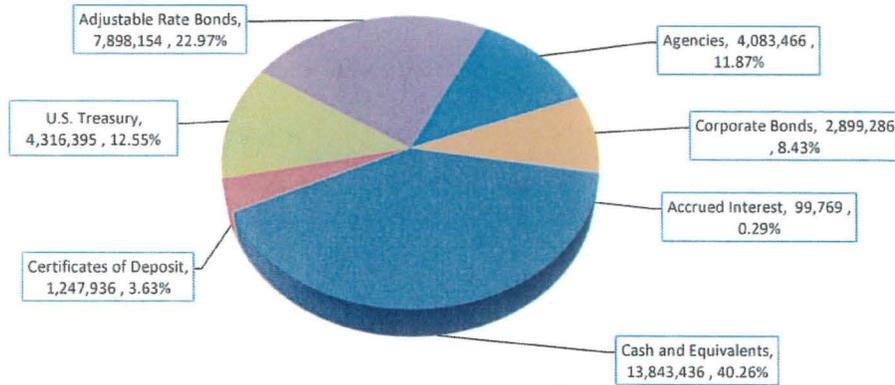
<b>SUMMARY:</b>	<b>Total Cost</b>	<b>Market Value</b>	<b>% Allocation</b>
Cash and Equivalents	13,843,436	13,843,436	40.26%
Certificates of Deposit	1,250,000	1,247,936	3.63%
U.S. Treasury	4,335,643	4,316,395	12.55%
Adjustable Rate Bonds	7,970,842	7,898,154	22.97%
Agencies	4,150,548	4,083,466	11.87%
Corporate Bonds	2,910,323	2,899,286	8.43%
Accrued Interest		99,769	0.29%
	<b>34,460,791</b>	<b>34,388,443</b>	<b>100.00%</b>

<b>SUMMARY:</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>
Investment earnings	112,696.85	133,442.52	132,681.36	128,432.22	507,252.95
Market value adjustments	(44,533.90)	(98,930.43)	(94,337.83)	(22,526.19)	(260,328.35)
Net revenue (loss)*:	68,162.95	34,512.09	38,343.53	105,906.03	246,924.60

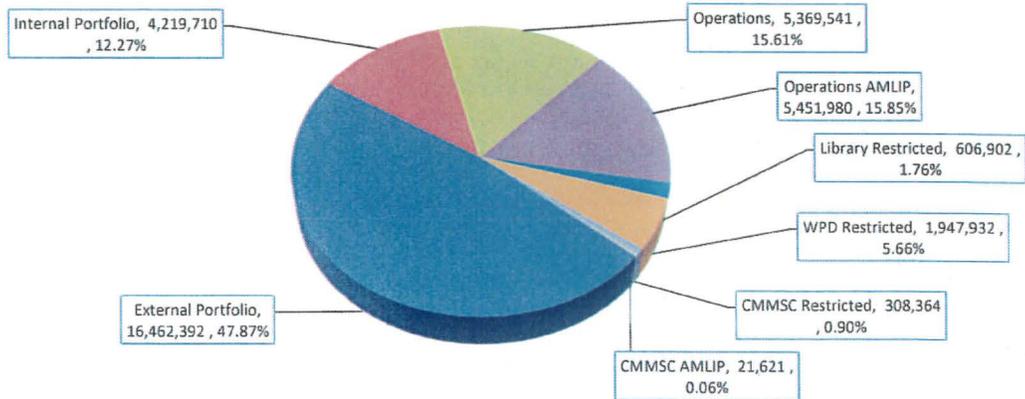
\* before professional service fees and bank expenditures



**City of Wasilla  
Investment Portfolio - by Category (6/30/2018)**



**City of Wasilla  
Investment Portfolio - by Account (6/30/2018)**





# 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. 18-12

TITLE: Quarterly report of businesses that received a penalty waiver for the second quarter ending June 30, 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:
Happy Family Sushi & Wok	Helen Choi	1830 E Parks Hwy A-131	Wasilla, AK 99654	Feb 2018	\$32.08	April 10, 2018	Troy Tankersley
Far North Garden Supply	NHL Inc	PO Box 876169	Wasilla, AK 99687	Mar 2018	\$69.26	May 2, 2018	Troy Tankersley
TCMG Transportation	Chris Evans	2101 N Ashford Blvd	Wasilla, AK 99654	Jan 2018	\$250.00	June 15, 2018	Troy Tankersley
Knik Automotive Repair LLC	Jeffery & Ruth Adolf	1800 S Knik Goose Bay Rd	Wasilla, AK 99654	Apr 2018	\$113.35	June 21, 2018	Troy Tankersley
Northern Comfort	David Bruce LLC	1830 E Parks Hwy, A107	Wasilla, AK 99654	April 2018	\$50.19	June 21, 2018	Troy Tankersley
Alaska Industrial Hardware Inc		2192 Viking Drive	Anchorage, AK 99501	April 2018	\$663.90	June 28, 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:** 7/9/18  
**Re:** Sales Tax Auditor Update for the period ending June 30, 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 June 30, 2018:

Activity Description	Quantity
Number of audits initiated	11
Number of audits completed	6
Number of audits in review	4
Number of audits awaiting documentation	0
Number of reviews completed (improper rate/unlicensed businesses)	21

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	20
Collections due from audit and/or reviews	\$67,359.67

Other Functions performed this Quarter:	
Sales tax classes offered to local businesses (monthly)	5
Number in attendance to sales tax classes	32
Compliance Letters Mailed	48

Forty-eight 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. Additionally, 29 letters were mailed to all Wasilla airport lease holders of business licensing and sales tax requirements as well as restricted business activity at the Wasilla Municipal Airport.

In total five sales tax class were held with 32 in attendance. Four were specifically for real estate professionals explaining the requirements of Wasilla Municipal Code pertaining to commissions as well as other taxable services and to clarify changes to language in Ordinance Serial 18-06 passed by Council on March 12, 2018. Two classes were held at City Hall on April 24<sup>th</sup>, and May 16<sup>th</sup> and two more were hosted with Valley Board of Realtors at their office on June 19<sup>th</sup> and June 26<sup>th</sup>.

Sales tax classes have not been scheduled for July and August as historically class size is small during the summer months, however, classes will resume in early Fall.

I will continue to work on the real estate audit of businesses in the City and will begin development of a sales tax policy book in between scheduled audits and reviews in the upcoming fiscal year.