

	Presented
Date Action Taken: <i>N/A</i>	<i>11/26/18</i>
Other:	
Verified By: <i>[Signature]</i>	

**CITY COUNCIL INFORMATIONAL MEMORANDUM**

**IM No. 18-18: Monthly financial Reports For The Period Ending September 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: 11/7/2018

Agenda of: 11/26/2018

Route to:	Department Head	Signature	Date
X	Finance Director	<i>[Signature]</i>	<i>11-9-18</i>
X	Deputy Administrator	<i>[Signature]</i>	<i>11/9/18</i>
X	City Clerk	<i>[Signature]</i>	<i>11/9/18</i>

Reviewed by Mayor Bert L. Cottle: *[Signature]* *11/9/2018*

**Attachments:** See below.

**Summary Statement:** Attached for your review are the following financial reports for the period ending September 30, 2018:

	Page Number
• Month-To-Date Expenditure Report (Unaudited), Ending September 30, 2018	2
• Expenditures Greater Than \$5,000 (for the period, September 1, 2018 through September 30, 2018)	6
• Quarterly Investment Report, Ending September 30, 2018	7
• Quarterly Report of Businesses That Received a Penalty Waiver for Sales Tax for the First Calendar Quarter Ending September 30, 2018; Per WMC 5.16.150(B)	9
• Auditor’s Report for the period ending September 30, 2018	10

MONTH TO DATE COUNCIL REPORT (UNAUDITED)  
FOR FISCAL YEAR 2019  
FOR SEPTEMBER 2018

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							
* Clerk's Office	438,053	438,728	29,457	101,026	25,607	312,095	71
* Records Management	12,550	12,550	480	1,540	2,250	8,760	70
* Council	184,035	184,035	3,478	29,538	97,833	56,664	31
* Administration	295,281	295,281	19,778	69,359	153	225,769	76
* General & Administrative	232,726	232,726	17,300	51,153	16,331	165,242	71
* Human Resources	240,843	240,843	8,610	58,709	4,502	177,632	74
* Planning	315,197	315,197	19,343	79,946	27,790	207,461	66
* Finance	1,286,832	1,286,832	92,567	323,778	5,666	957,388	74
* MIS	436,091	436,091	17,883	112,959	41,338	281,794	65
** General Government	3,441,608	3,442,283	208,896	828,008	221,470	2,392,805	70
Public Safety							
* Administration	695,780	695,780	53,408	158,285	92,892	444,603	64
* MultiTask Drug Enforcemnt	164,985	164,985	13,490	47,224	0	117,761	71
* General Investigation	507,030	507,030	24,257	130,805	31	376,194	74
* Police-Patrol	3,273,326	3,276,510	205,250	904,780	1,941	2,369,789	72
* Mat Su SRO	136,419	323,859	41,425	70,328	0	253,531	78
* Dispatch Center	3,819,761	3,819,761	249,811	1,024,630	8,014	2,787,117	73
* Code Compliance	212,019	212,019	12,366	56,986	0	155,033	73
** Public Safety	8,809,320	8,999,944	600,007	2,393,038	102,878	6,504,028	72
Public Works							
* Administration	398,229	398,229	18,533	99,995	2,418	295,816	74
* Roads	1,247,503	1,257,414	75,160	265,712	320,881	670,821	53
* Property Maintenance	597,946	600,876	44,379	158,873	25,045	416,958	69
* Meta Rose Square	126,574	126,574	98,216	119,095	12,456	4,977	4
** Public Works	2,370,252	2,383,093	236,288	643,675	360,800	1,378,618	58
Cultural & Recreation Svr							
* Museum	277,975	277,975	17,558	73,086	3,570	201,319	72
* Parks Maintenance	788,312	788,312	50,622	249,996	21,662	516,654	66
* Library	1,311,287	1,311,487	98,433	340,682	105,571	865,234	66
* Recreation Services	99,815	99,815	3,797	26,772	0	73,043	73
** Cultural & Recreation Svr	2,477,389	2,477,589	170,410	690,536	130,803	1,656,250	67
Debt Service							
* 2007(1998) GO Bond - Road	413,500	413,500	0	0	0	413,500	100
** Debt Service	413,500	413,500	0	0	0	413,500	100
Non-Departmental							
* Non-Departmental	1,684,000	2,590,000	0	2,407,340	0	182,660	7
** Non-Departmental	1,684,000	2,590,000	0	2,407,340	0	182,660	7
*** General Fund	19,196,069	20,306,409	1,215,601	6,962,597	815,951	12,527,861	62

MONTH TO DATE COUNCIL REPORT (UNAUDITED)  
FOR FISCAL YEAR 2019  
FOR SEPTEMBER 2018

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	80,000	283,203	0	0	0	283,203	100
** General Government	80,000	283,203	0	0	0	283,203	100
Public Safety							
* Administration	6,000,000	9,783,826	699	163,286	371,580	9,248,960	95
** Public Safety	6,000,000	9,783,826	699	163,286	371,580	9,248,960	95
Public Works							
* Roads	0	43,426	43,426	43,426	0	0	0
* Property Maintenance	220,000	849,193	155,131	180,018	525,084	144,091	17
** Public Works	220,000	892,619	198,557	223,444	525,084	144,091	16
Cultural & Recreation Svr							
* Museum	200,000	262,789	1,090	17,546	112,570	132,673	50
* Parks Maintenance	45,000	201,237	23,106	35,102	84,496	81,639	41
** Cultural & Recreation Svr	245,000	464,026	24,196	52,648	197,066	214,312	46
*** CIP Fund	6,545,000	11,423,674	223,452	439,378	1,093,730	9,890,566	87
Vehicle Replacement Fund							
Public Safety							
* Police-Patrol	150,000	182,000	0	16,290	131,020	34,690	19
** Public Safety	150,000	182,000	0	16,290	131,020	34,690	19
Public Works							
* Administration	110,000	110,000	32,050	32,050	60,872	17,078	16
** Public Works	110,000	110,000	32,050	32,050	60,872	17,078	16
*** Vehicle Replacement Fund	260,000	292,000	32,050	48,340	191,892	51,768	18
Right of Way Fund							
Public Works							
* Roads	15,000	30,070	2,750	2,750	0	27,320	91
** Public Works	15,000	30,070	2,750	2,750	0	27,320	91
*** Right of Way Fund	15,000	30,070	2,750	2,750	0	27,320	91
Road							
Public Works							
* Roads	75,000	482,527	2,057	6,833	131,595	344,099	71

MONTH TO DATE COUNCIL REPORT (UNAUDITED)  
FOR FISCAL YEAR 2019  
FOR SEPTEMBER 2018

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	75,000	482,527	2,057	6,833	131,595	344,099	71
*** Road	75,000	482,527	2,057	6,833	131,595	344,099	71
Technology Replacement Fu General Government							
* MIS	99,000	99,000	0	24,852	0	74,148	75
** General Government	99,000	99,000	0	24,852	0	74,148	75
*** Technology Replacement Fu	99,000	99,000	0	24,852	0	74,148	75
Youth Court Public Safety							
* Youth Court	103,505	103,505	6,866	21,625	557	81,323	79
** Public Safety	103,505	103,505	6,866	21,625	557	81,323	79
*** Youth Court	103,505	103,505	6,866	21,625	557	81,323	79
Sewer Fund Public Works							
* Sewer - General Admin	254,400	254,400	22,788	61,151	8,780	184,469	73
* Sewer - Cust Accting Svc	92,216	92,216	5,720	24,160	0	68,056	74
* Sewer - O&M Treatment	484,736	484,736	29,841	105,771	58,000	320,965	66
* Collection System O & M	334,955	334,955	25,804	65,243	0	269,712	81
* Sewer Construction	25,000	2,445,560	59,498	253,648	1,190,165	1,001,747	41
* NonDepartmental	16,250	16,250	0	16,250	0	0	0
** Public Works	1,207,557	3,628,117	143,651	526,223	1,256,945	1,844,949	51
*** Sewer Fund	1,207,557	3,628,117	143,651	526,223	1,256,945	1,844,949	51
Water Utility Fund Public Works							
* Water - General Admin	245,806	245,806	20,472	69,965	14,619	161,222	66
* Water - Cust Accting Svcs	96,016	96,016	5,938	24,899	0	71,117	74
* Water - Treatment Plant	366,172	366,172	17,742	46,282	29,332	290,558	79
* Water - Distribution	243,535	262,195	15,758	47,549	2,659	211,987	81
* Water - Non-Operating	180,341	180,341	0	0	0	180,341	100
* Water Construction	90,000	376,706	0	0	90,705	286,001	76
* NonDepartmental	19,250	19,250	0	19,250	0	0	0
** Public Works	1,241,120	1,546,486	59,910	207,945	137,315	1,201,226	78
*** Water Utility Fund	1,241,120	1,546,486	59,910	207,945	137,315	1,201,226	78

MONTH TO DATE COUNCIL REPORT (UNAUDITED)  
FOR FISCAL YEAR 2019  
FOR SEPTEMBER 2018

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
Airport Fund							
Public Works							
*    Airport	191,688	191,688	10,090	47,946	30,173	113,569	59
*    Airport Construction	75,000	1,120,617	32,438	993,633	96,089	30,895	3
**    Public Works	266,688	1,312,305	42,528	1,041,579	126,262	144,464	11
***   Airport Fund	266,688	1,312,305	42,528	1,041,579	126,262	144,464	11
C. Menard Sports Center							
Cultural & Recreation Svr							
*    CMMSC - Operations	1,283,518	1,283,518	96,717	317,566	22,553	943,399	74
*    CMMSC Construction	405,990	515,484	21,029	93,550	38,357	383,577	74
**    Cultural & Recreation Svr	1,689,508	1,799,002	117,746	411,116	60,910	1,326,976	74
***   C. Menard Sports Center	1,689,508	1,799,002	117,746	411,116	60,910	1,326,976	74
Cemetery Fund							
Cultural & Recreation Svr							
*    Cemetery	789	789	475	1,264	0	475-	60-
**    Cultural & Recreation Svr	789	789	475	1,264	0	475-	60-
***   Cemetery Fund	789	789	475	1,264	0	475-	60-
	30,699,236	41,023,884	1,847,086	9,694,502	3,815,157	27,514,225	67

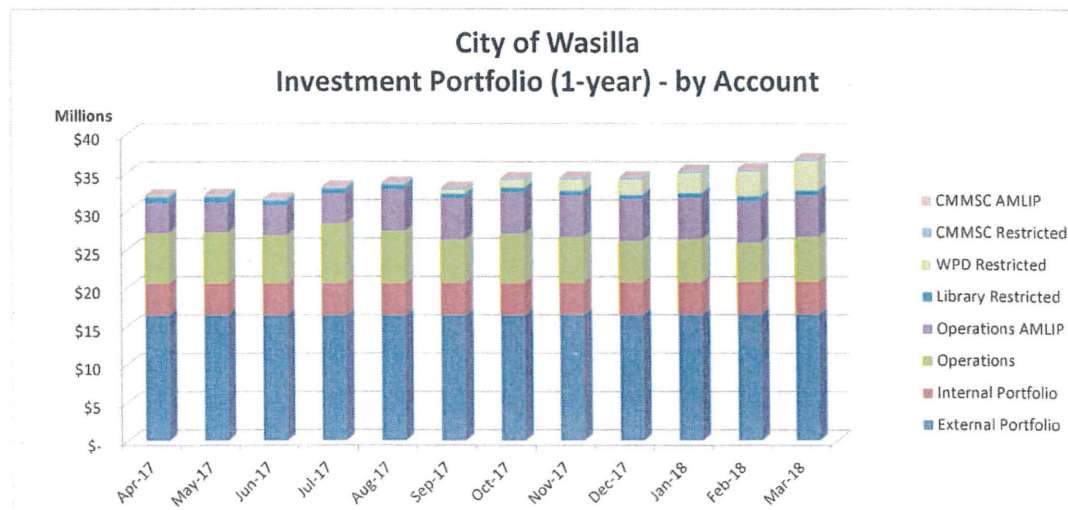
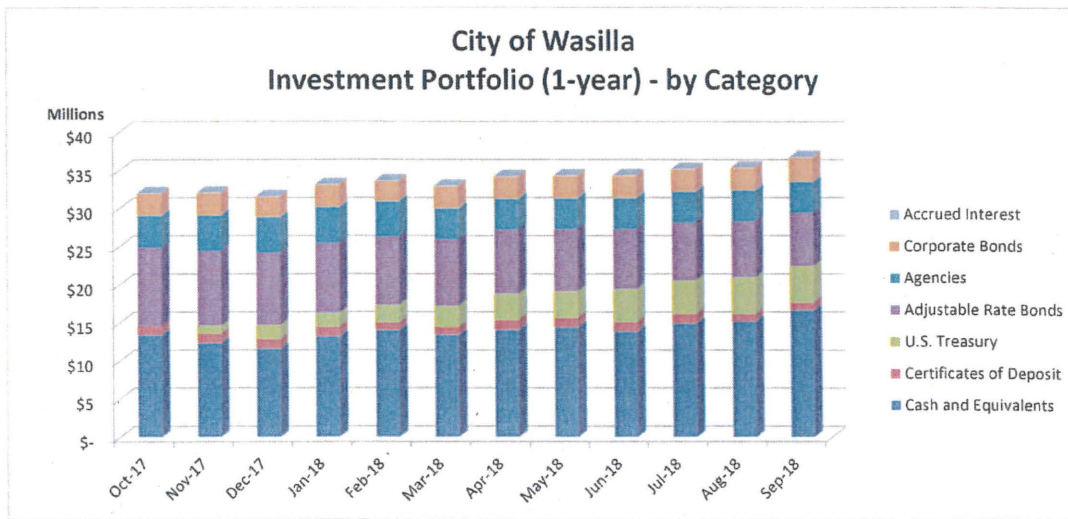
CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
09/07/2018	88997	ALASKA FAMILY SERVICES INC	1743	54,000.00
09/07/2018	89011	CDW GOVERNMENT LLC	766	24,852.00
09/07/2018	89026	LANDYE BENNETT BLUMSTEIN LLP	2717	12,624.00
09/07/2018	89031	MATANUSKA TELEPHONE ASSOCIATIO	23	15,942.09
09/07/2018	89034	PREMIER JANITORIAL SERVICES	2560	13,019.16
09/07/2018	89044	STATE OF ALASKA SBS	153	128,767.88
09/07/2018	89056	WATCHGUARD VIDEO	2700	16,290.00
09/14/2018	89082	MATANUSKA ELECTRIC ASSOCIATION	432	74,296.15
09/14/2018	89088	STANTEC CONSULTING SERVICES IN	2655	57,422.11
09/14/2018	89096	ALDER ARCHITECTURE & DESIGN	2984	25,897.15
09/21/2018	89101	ALASKA COMMUNICATIONS INTERNET	2998	8,000.00
09/21/2018	89115	ATC GROUP SERVICES LLC	2954	8,527.32
09/21/2018	89138	KENDALL FORD LINCOLN OF ANCHOR	2854	32,050.00
09/21/2018	89148	PIONEER ASPHALT SVCS LLC	2018	29,475.50
09/19/2018	89170	HOLIDAY STATIONSTORES LLC	2966	10,604.87
09/28/2018	89181	AXYS LLC	3002	110,861.98
09/28/2018	89182	BEMA CONSTRUCTION CO	2964	10,575.89
09/28/2018	89189	ENSTAR NATURAL GAS CO	318	8,649.31
09/28/2018	89190	FALCON ASPHALT REPAIR EQUIPMEN	2978	43,426.00
09/28/2018	89196	HDL ENGINEERING CONSULTANTS LL	367	34,495.00
09/28/2018	89199	KELLY-CRESWELL	2519	5,195.60
09/28/2018	89215	ALASKA COMMUNICATIONS INTERNET	2998	7,000.00
09/04/2018	992746	WELLS FARGO FEDERAL DEPOSIT	51	42,869.42
09/06/2018	992749	STATE OF ALASKA PERS	152	85,258.80
09/06/2018	992750	TEAMSTERS LOCAL 959	1987	10,845.59
09/10/2018	992752	ALASKA TEAMSTERS	2802	82,784.00
09/10/2018	992753	IUOE LOCAL 302/612 TRUST FUNDS	2803	88,213.00
09/10/2018	992754	ALASKA LABORERS TRUST FUNDS	2804	6,885.00
09/17/2018	992759	WELLS FARGO FEDERAL DEPOSIT	51	41,273.11
09/25/2018	992763	STATE OF ALASKA PERS	152	85,044.87

DATE RANGE TOTAL \* 1,175,145.80 \*

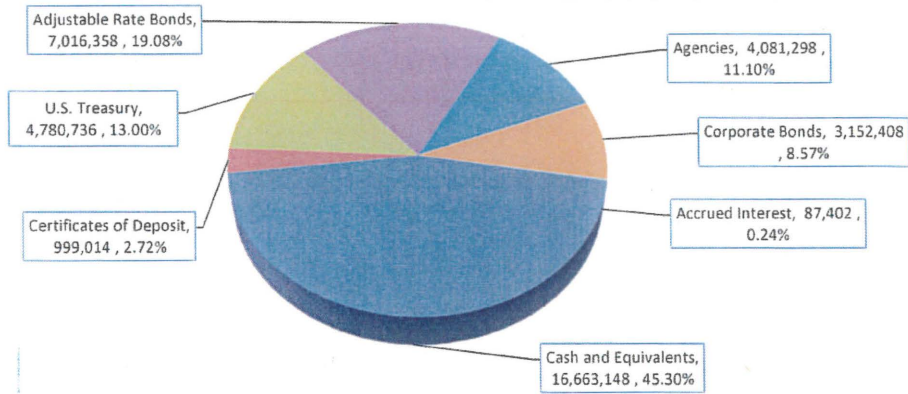
SUMMARY:	Total	Market	%
	Cost	Value	Allocation
Cash and Equivalents	16,663,148	16,663,148	45.30%
Certificates of Deposit	1,000,000	999,014	2.72%
U.S. Treasury	4,808,835	4,780,736	13.00%
Adjustable Rate Bonds	7,082,972	7,016,358	19.08%
Agencies	4,150,548	4,081,298	11.10%
Corporate Bonds	3,160,136	3,152,408	8.57%
Accrued Interest		87,402	0.24%
	36,865,639	36,780,364	100.00%

SUMMARY:	Q1	Q2	Q3	Q4	Total
Investment earnings	170,343.63	-	-	-	170,343.63
Market value adjustments	(48,207.57)	-	-	-	(48,207.57)
Net revenue (loss)*:	122,136.06	-	-	-	122,136.06

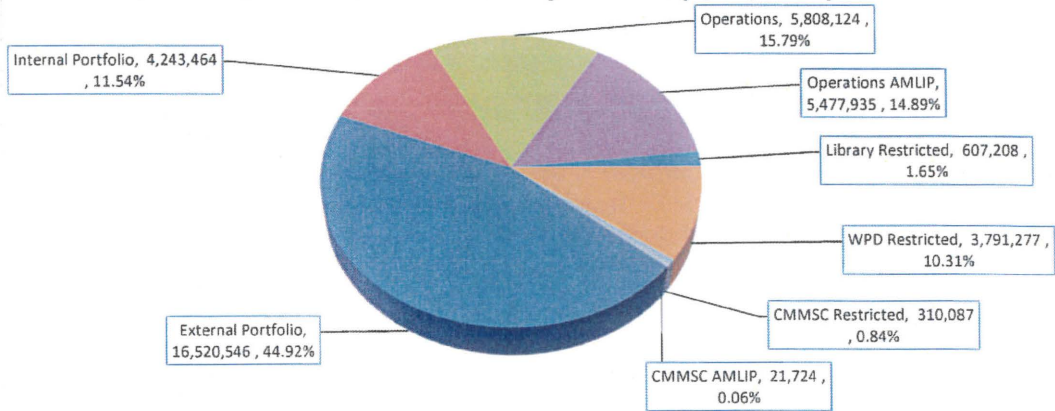
\* before professional service fees and bank expenditures



**City of Wasilla  
Investment Portfolio - by Category (9/30/2018)**



**City of Wasilla  
Investment Portfolio - by Account (9/30/2018)**







**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. 18-18**

TITLE: Quarterly report of businesses that received a penalty waiver for the third quarter ending September 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:
DC 907 Diesels LLC	Daniel & Jenna Chase	PO Box 872803	Wasilla, AK 99687	May 2018	\$23.51	July 3, 2018	Troy Tankersley
Positive Creations	Erin Dewitt	13992 W Knights Dr	Wasilla, AK 99623	Feb 2018	\$250.00	July 24, 2018	Troy Tankersley
Kasco LLC		1569 Tower Grove Ave	Saint Louis MO 63110	Feb 2018	\$250.00	July 31, 2018	Troy Tankersley
AK Tuesday Night Fights	AK Entertainment LLC	PO Box 877233	Wasilla, AK 99687	March 2018	\$250.00	August 7, 2018	Troy Tankersley
MeKong Thai LLC	Kenny Vilayvong	151 E Glen Circle	Wasilla, AK 99654	June 2018	\$37.50	August 9, 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:** 10/4/2018  
**Re:** Sales Tax Auditor Update for the period ending September 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, 2018 to September 30, 2018:

Activity Description	Quantity
Number of audits initiated	3
Number of audits completed	1
Number of audits in review	3
Number of audits awaiting documentation	0
Number of reviews completed (improper rate/unlicensed businesses)	13

Audit Results:	
Number of audits resulting in improper documentation finding	1
Number of audits resulting in balance due finding	1
Number of reviews completed resulting in balance dues	13
Collections due from audit and/or reviews	\$24,746.16

Other Functions performed this Quarter:	
Sales tax classes offered to local businesses (monthly)	1
Number in attendance to sales tax classes	0
Compliance Letters Mailed	50

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

Sales tax classes were not offered in July and August as historically summer class attendance is low. Fall classes are scheduled, and I'll be working with the Wasilla Chamber and Small Business Development Center offices to help boost attendance.

As the renewal process begins, the sales tax and licensing area is gearing up to implement changes made to exemptions and licensing fees adopted by council that take effect in January 2019. I will continue to work on the real estate audit of businesses in the City and begin development of a sales tax policy book in between scheduled audits and reviews.