

CITY OF
WASILLA
 • ALASKA •

	Presented
Date Action Taken: <i>N/A</i>	<i>1/28/19</i>
Other:	
Verified By: <i>[Signature]</i>	

CITY COUNCIL INFORMATIONAL MEMORANDUM

IM No. 19-01: Monthly financial Reports For The Period Ending December 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: 1/17/2019

Agenda of: 1/28/2019

Route to:	Department Head	Signature	Date
X	Finance Director	<i>[Signature]</i>	<i>1-19-19</i>
X	Deputy Administrator	<i>[Signature]</i>	<i>1/17/19</i>
X	City Clerk	<i>[Signature]</i>	<i>1/18/19</i>

Reviewed by Mayor Bert L. Cottle: *[Signature]* *1/17/2019*

Attachments: See below.

Summary Statement: Attached for your review are the following financial reports for the period ending December 31, 2018:

	Page Number
• Month-To-Date Expenditure Report (Unaudited), Ending December 31, 2018	2
• Expenditures Greater Than \$5,000 (for the period, December 1, 2018 through December 31, 2018)	6
• Quarterly Investment Report, Ending December 31, 2018	7
• Quarterly Report of Businesses That Received a Penalty Waiver for Sales Tax for the Second Fiscal Quarter Ending December 31, 2018; Per WMC 5.16.150(B)	9
• Auditor's Report for the period ending December 31, 2018	11

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	32,409	202,545	22,093	214,090	49
* Records Management	12,550	12,550	236	1,859	2,209	8,482	68
* Council	184,035	184,035	6,695	104,529	41,325	38,181	21
* Administration	295,281	295,281	20,332	128,905	963	165,413	56
* General & Administrative	232,726	232,726	16,113	96,468	7,806	128,452	55
* Human Resources	240,843	240,843	16,554	92,748	5,475	142,620	59
* Planning	315,197	315,197	19,937	146,207	21,948	147,042	47
* Finance	1,286,832	1,286,832	93,997	608,367	10,513	667,952	52
* MIS	436,091	436,091	37,997	170,791	69,259	196,041	45
** General Government	3,441,608	3,442,283	244,270	1,552,419	181,591	1,708,273	50
Public Safety							
* Administration	695,780	695,780	53,905	314,416	64,051	317,313	46
* MultiTask Drug Enforcemnt	164,985	164,985	11,756	85,415	0	79,570	48
* General Investigation	507,030	507,030	22,911	204,918	107	302,005	60
* Police-Patrol	3,273,326	3,303,662	209,002	1,518,103	0	1,785,559	54
* Mat Su SRO	136,419	323,859	6,996	95,053	0	228,806	71
* Dispatch Center	3,819,761	3,819,761	262,806	1,815,333	6,973	1,997,455	52
* Code Compliance	212,019	212,019	9,752	92,830	17,234	101,955	48
** Public Safety	8,809,320	9,027,096	577,128	4,126,068	88,365	4,812,663	53
Public Works							
* Administration	398,229	398,229	28,144	183,541	3,558	211,130	53
* Roads	1,247,503	1,257,414	67,474	546,681	216,457	494,276	39
* Property Maintenance	597,946	600,876	49,993	281,826	39,557	279,493	47
* Meta Rose Square	126,574	126,574	0	121,547	496	4,531	4
** Public Works	2,370,252	2,383,093	145,611	1,133,595	260,068	989,430	42
Cultural & Recreation Svr							
* Museum	277,975	277,975	17,766	119,495	6,782	151,698	55
* Parks Maintenance	788,312	788,312	36,326	360,668	9,323	418,321	53
* Library	1,311,287	1,311,487	92,202	628,952	88,335	594,200	45
* Recreation Services	99,815	99,815	13,578	48,207	0	51,608	52
** Cultural & Recreation Svr	2,477,389	2,477,589	159,872	1,157,322	104,440	1,215,827	49
Debt Service							
* 2007(1998) GO Bond - Road	413,500	413,500	0	413,100	0	400	0
** Debt Service	413,500	413,500	0	413,100	0	400	0
Non-Departmental							
* Non-Departmental	1,684,000	2,590,000	3,103	2,453,247	0	136,753	5
** Non-Departmental	1,684,000	2,590,000	3,103	2,453,247	0	136,753	5
*** General Fund	19,196,069	20,333,561	1,123,778	10,835,751	634,464	8,863,346	44

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

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	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	2,492	345,356	1,437,698	8,000,772	82
** Public Safety	6,000,000	9,783,826	2,492	345,356	1,437,698	8,000,772	82
* Public Works Roads	0	43,426	0	43,426	0	0	0
* Property Maintenance	220,000	849,193	2,444	530,054	175,914	143,225	17
** Public Works	220,000	892,619	2,444	573,480	175,914	143,225	16
* Cultural & Recreation Svr Museum	200,000	262,789	27,476	84,549	47,962	130,278	50
* Parks Maintenance	45,000	201,237	242	88,597	34,630	78,010	39
** Cultural & Recreation Svr	245,000	464,026	27,718	173,146	82,592	208,288	45
*** CIP Fund	6,545,000	11,423,674	32,654	1,091,982	1,696,204	8,635,488	76
Vehicle Replacement Fund							
* Public Safety Police-Patrol	150,000	182,000	480	109,069	38,721	34,210	19
** Public Safety	150,000	182,000	480	109,069	38,721	34,210	19
* Public Works Administration	110,000	110,000	1,612	37,530	59,654	12,816	12
** Public Works	110,000	110,000	1,612	37,530	59,654	12,816	12
*** Vehicle Replacement Fund	260,000	292,000	2,092	146,599	98,375	47,026	16
Right of Way Fund							
* Public Works Roads	15,000	30,070	0	2,750	0	27,320	91
** Public Works	15,000	30,070	0	2,750	0	27,320	91
*** Right of Way Fund	15,000	30,070	0	2,750	0	27,320	91
Road							
* Public Works Roads	75,000	482,527	1,250	92,201	161,489	228,837	47

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

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	75,000	482,527	1,250	92,201	161,489	228,837	47
*** Road	75,000	482,527	1,250	92,201	161,489	228,837	47
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	6,832	42,638	218	60,649	59
** Public Safety	103,505	103,505	6,832	42,638	218	60,649	59
*** Youth Court	103,505	103,505	6,832	42,638	218	60,649	59
Sewer Fund Public Works							
* Sewer - General Admin	254,400	254,400	18,945	123,631	3,135	127,634	50
* Sewer - Cust Accting Svc	92,216	92,216	6,331	44,077	0	48,139	52
* Sewer - O&M Treatment	484,736	484,736	34,573	212,951	4,206	267,579	55
* Collection System O & M	334,955	334,955	20,934	127,240	0	207,715	62
* Sewer Construction	25,000	2,445,560	162,869	980,067	465,941	999,552	41
* NonDepartmental	16,250	16,250	0	16,250	0	0	0
** Public Works	1,207,557	3,628,117	243,652	1,504,216	473,282	1,650,619	46
*** Sewer Fund	1,207,557	3,628,117	243,652	1,504,216	473,282	1,650,619	46
Water Utility Fund Public Works							
* Water - General Admin	245,806	245,806	15,762	126,791	4,609	114,406	47
* Water - Cust Accting Svcs	96,016	96,016	6,489	45,328	0	50,688	53
* Water - Treatment Plant	366,172	366,172	32,011	126,509	16,638	223,025	61
* Water - Distribution	243,535	262,195	20,149	100,790	6,598	154,807	59
* Water - Non-Operating	180,341	180,341	0	0	0	180,341	100
* Water Construction	90,000	376,706	73,712	109,990	85,980	180,736	48
* NonDepartmental	19,250	19,250	0	19,250	0	0	0
** Public Works	1,241,120	1,546,486	148,123	528,658	113,825	904,003	58
*** Water Utility Fund	1,241,120	1,546,486	148,123	528,658	113,825	904,003	58

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

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
Airport Fund							
Public Works							
* Airport	191,688	191,688	9,371	87,099	25,446	79,143	41
* Airport Construction	75,000	4,855,717	16,520	1,093,666	3,703,775	58,276	1
** Public Works	266,688	5,047,405	25,891	1,180,765	3,729,221	137,419	3
*** Airport Fund	266,688	5,047,405	25,891	1,180,765	3,729,221	137,419	3
C. Menard Sports Center							
Cultural & Recreation Svr							
* CMMSC - Operations	1,283,518	1,283,518	97,374	605,126	30,245	648,147	51
* CMMSC Construction	405,990	515,484	14,483	304,215	147,180	64,089	12
** Cultural & Recreation Svr	1,689,508	1,799,002	111,857	909,341	177,425	712,236	40
*** C. Menard Sports Center	1,689,508	1,799,002	111,857	909,341	177,425	712,236	40
Cemetery Fund							
Cultural & Recreation Svr							
* Cemetery	789	789	0	1,089	0	300-	38-
** Cultural & Recreation Svr	789	789	0	1,089	0	300-	38-
*** Cemetery Fund	789	789	0	1,089	0	300-	38-
	30,699,236	44,786,136	1,696,129	16,360,842	7,084,503	21,340,791	48

PREPARED 01/16/2019, 16:40:29
 PROGRAM: GM350L
 City of Wasilla

A/P CHECKS BY PERIOD AND YEAR
 MINIMUM AMOUNT: 5,000.00
 FROM 12/01/2018 TO 12/31/2018

BANK CODE *ALL*

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
12/07/2018	89748	PCMG INC	3019	15,088.20
12/07/2018	89751	PREMIER JANITORIAL SERVICES	2560	7,136.66
12/07/2018	89756	STANTEC CONSULTING SERVICES IN	2655	24,211.41
12/07/2018	89761	STATE OF ALASKA SBS	153	84,069.42
12/14/2018	89779	BIG DIPPER CONSTRUCTION INC	621	116,820.37
12/14/2018	89808	MATANUSKA ELECTRIC ASSOCIATION	432	69,438.64
12/21/2018	89844	HOLIDAY STATIONSTORES LLC	2966	8,876.99
12/21/2018	89849	NATIONAL METER & AUTOMATION	3032	78,829.50
12/28/2018	89858	AK ELECTRIC CONTRACTING LLC	2857	14,483.00
12/28/2018	89859	ALASKA COMMUNICATIONS INTERNET	2998	15,717.40
12/28/2018	89868	AURORA PYROTECHNICS	2337	10,000.00
12/28/2018	89873	CPD ALASKA, LLC	1661	5,029.80
12/28/2018	89874	ENSTAR NATURAL GAS CO	318	17,553.57
12/28/2018	89879	GRAYBAR ELECTRIC COMPANY INC	880	27,117.85
12/28/2018	89882	HDL ENGINEERING CONSULTANTS LL	367	17,770.00
12/28/2018	89902	STANTEC CONSULTING SERVICES IN	2655	19,642.60
12/10/2018	992809	IUOE LOCAL 302/612 TRUST FUNDS	2803	95,811.00
12/10/2018	992810	ALASKA LABORERS TRUST FUNDS	2804	6,885.00
12/10/2018	992811	WELLS FARGO FEDERAL DEPOSIT	51	44,253.12
12/10/2018	992813	IUOE LOCAL 302/612 TRUST FUNDS	2803	90,272.78
12/11/2018	992816	STATE OF ALASKA PERS	152	91,071.22
12/12/2018	992817	WASILLA POLICE DEPARTMENT	3029	6,360.00
12/28/2018	992822	STATE OF ALASKA PERS	152	90,558.11
12/31/2018	992823	WELLS FARGO FEDERAL DEPOSIT	51	40,014.52

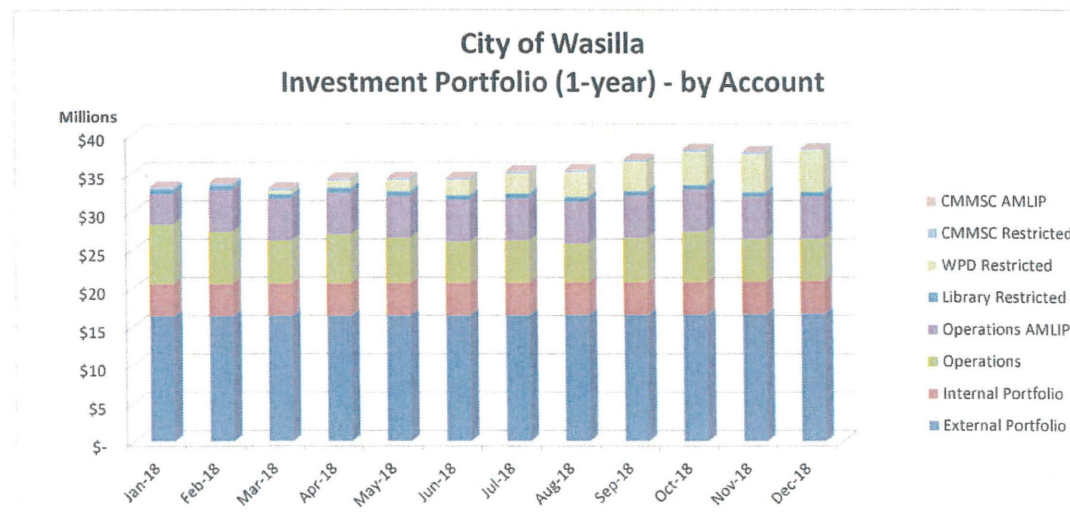
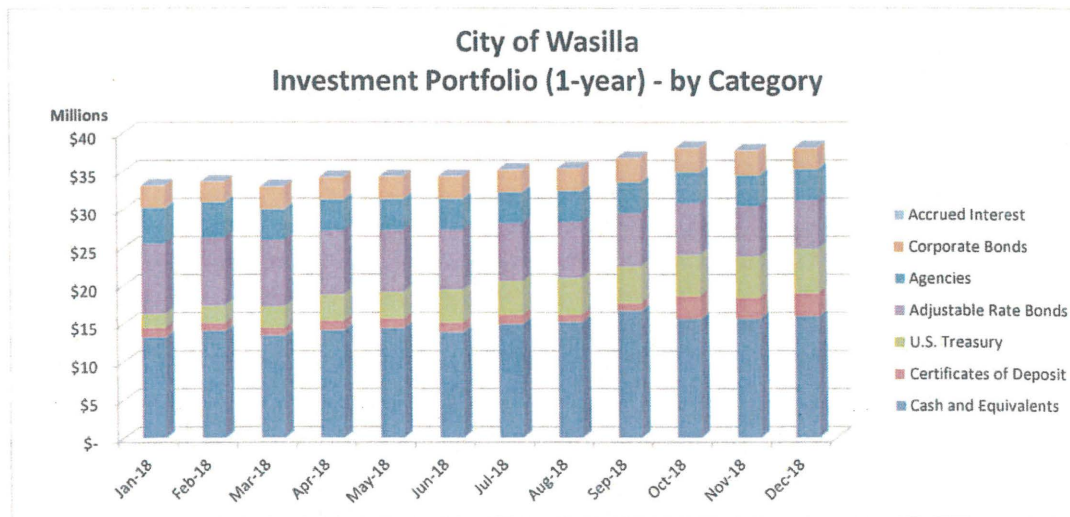
DATE RANGE TOTAL *

997,011.16 *

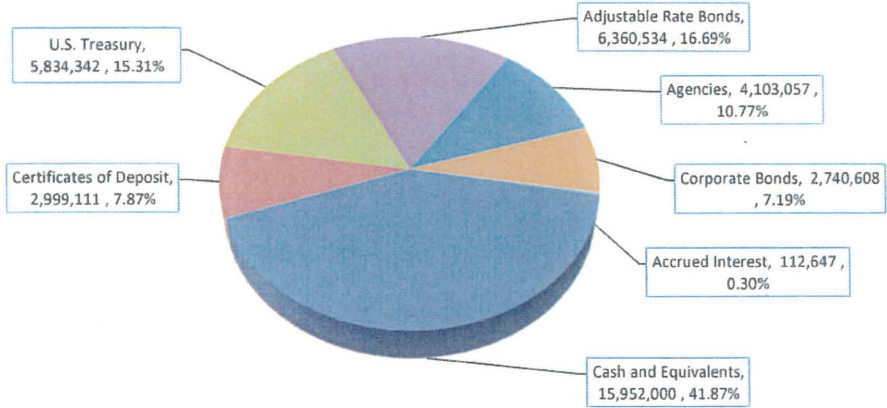
	Total Cost	Market Value	% Allocation
SUMMARY:			
Cash and Equivalents	15,952,000	15,952,000	41.87%
Certificates of Deposit	3,000,000	2,999,111	7.87%
U.S. Treasury	5,832,508	5,834,342	15.31%
Adjustable Rate Bonds	6,422,049	6,360,534	16.69%
Agencies	4,150,548	4,103,057	10.77%
Corporate Bonds	2,746,489	2,740,608	7.19%
Accrued Interest		112,647	0.30%
	38,103,593	38,102,297	100.00%

	Q1	Q2	Q3	Q4	Total
SUMMARY:					
Investment earnings	170,343.63	153,954.85	-	-	324,298.48
Market value adjustments	(48,207.57)	37,753.06	-	-	(10,454.51)
Net revenue (loss)*:	122,136.06	191,707.91	-	-	313,843.97

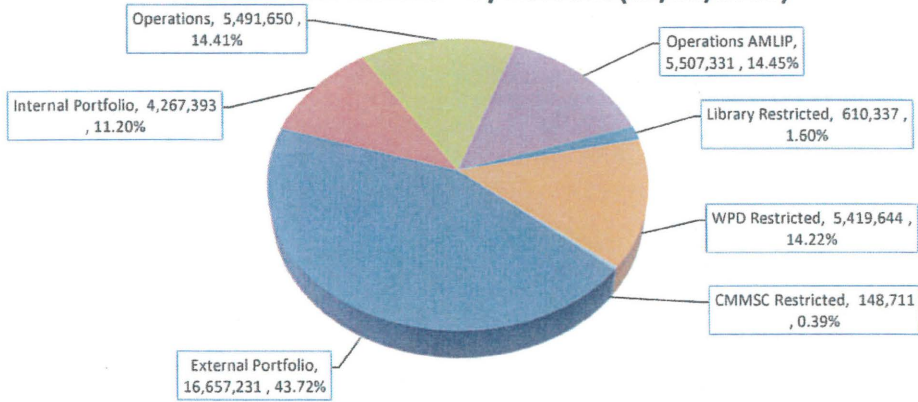
* before professional service fees and bank expenditures



**City of Wasilla
Investment Portfolio - by Category (12/31/2018)**



**City of Wasilla
Investment Portfolio - by Account (12/31/2018)**





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. 19-01

TITLE: Quarterly report of businesses that received a penalty waiver for the fourth quarter ending December 31, 2018 per WMC 5.16.150 B¹

Business Name	Owner Name	Address	City, State, Zip	Waiver Period	Amount of Penalty	Date of Waiver	Approved by:
All Seasons Clothing Company	Drew Lay	3501 N Rainbow St	Wasilla, AK 99654	Aug 2018	\$325.63	October 17, 2018	Troy Tankersley
Sockeye Asphalt Maintenance	Kevin Barksdale	PO Box 876103	Wasilla, AK 99687	June 2018	\$250.00	October 6, 2018	Troy Tankersley
Air Liquide America LP		6415 Arctic Blvd	Anchorage, AK 99518	August 2018	\$108.38	November 9, 2018	Troy Tankersley
Henry Schein Inc		135 Duryea Rd	Melville, NY 11747	August 2018	\$57.09	November 9, 2019	Troy Tankersley
King Asian Buffet	Shine's Asian ValleyRest LLC	301 W Parks Hwy	Wasilla, AK 99654	August 2018	\$78.87	November 9, 2019	Troy Tankersley
Sportsman's Warehouse Inc		7035 S High Tech Dr	Midvale, UT 84047	August 2018	\$2,494.34	November 9, 2018	Troy Tankersley
Matanuska Telephone Assoc Inc	MTA Inc	1740 S Chugach St	Palmer, AK 99645	September 2018	\$260.29	November 19, 2019	Troy Tankersley
Central Pacific Rebuilders of Alaska LLC	Barbara Fulton	1201 W Parks Hwy	Wasilla, AK 99654	September 2018	\$21.30	December 3, 2018	Troy Tankersley



CITY OF WASILLA

Finance Department

290 East Herning Avenue

Wasilla, Alaska 99654 7091

Phone (907) 373-9080 Fax (907) 373-9085

Lithia Chrysler Jeep Dodge Ram	Lithia of Wasilla LLC	2891 E Sun Mountain Ave	Wasilla, AK 99654	May 2018	\$240.82	December 3, 2018	Troy Tankersley
Chevrolet of Wasilla	Lithia of South Central AK Inc	150 N Bartlett St	Medford, OR 97501	May 2018	\$250.94	December 3, 2018	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 *mg*
Date: 1/11/2019
Re: Sales Tax Auditor Update for the period ending December 31, 2018

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

Activity Description	Quantity
Number of audits initiated	5
Number of audits completed	3
Number of audits in review	7
Number of audits awaiting documentation	5
Number of reviews completed (improper rate/unlicensed businesses)	22

Audit Results:	
Number of audits resulting in improper documentation finding	3
Number of audits resulting in balance due finding	3
Number of reviews completed resulting in balance dues	22
Collections due from audit and/or reviews	\$61,667

Other Functions performed this Quarter:	
Sales tax classes offered to local businesses (monthly)	3
Number in attendance to sales tax classes	4
Compliance Letters Mailed	42

Forty-two 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.

Two sales tax classes were held in October and December with 4 in attendance. Classes are scheduled for Jan – April and published on our website. I'll be working with the Wasilla Chamber and Small Business Development Center offices to help boost attendance for these classes. I will be scheduling a real estate sales tax class this quarter in conjunction with the Valley Board of Realtors.

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.