

	Presented
Date Action Taken: <i>N/A</i>	<i>10/28/19</i>
Other:	
Verified By: <i>[Signature]</i>	

CITY COUNCIL INFORMATIONAL MEMORANDUM

IM No. 19-12: Monthly Financial Reports For The Period Ending September 30, 2019; To Include The Month-To-Date Expenditure Report; And Disbursements Greater Than \$10,000, Investment Report; Quarterly Report Of Businesses Receiving A Penalty Waiver For Sales Tax; And Auditor’s Report.

Originator: Troy Tankersley, Finance Director
 Date: 10/16/2019

Agenda of: 10/28/2019

Route to:	Department Head	Signature	Date
X	Finance Director	<i>[Signature]</i>	<i>10/17/19</i>
X	Deputy Administrator	<i>[Signature]</i>	<i>10/21/19</i>
X	City Clerk	<i>[Signature]</i>	<i>10/17/19</i>

Reviewed by Mayor Bert L. Cottle: *[Signature]* 10/17/2019

Attachments: See below.

Summary Statement: Attached for your review are the following financial reports for the period ending September 30, 2019:

	Page Number
• Month-To-Date Expenditure Report (Unaudited), Ending September 30, 2019	2
• Expenditures Greater Than \$10,000 (for the period, July 1, 2019 through September 30, 2019)	6
• Quarterly Investment Report, Ending September 30, 2019	9
• Quarterly Report of Businesses That Received a Penalty Waiver for Sales Tax for the First Fiscal Quarter Ending September 30, 2019; Per WMC 5.16.150(B)	11
• Auditor’s Report for the period ending September 30, 2019	12

MONTH TO DATE COUNCIL REPORT (UNAUDITED)
FOR FISCAL YEAR 2020
FOR SEPTEMBER 2020

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	459,301	465,595	38,943	119,444	18,042	328,109	70
* Records Management	14,200	14,200	39	3,702	1,500	8,998	63
* Council	187,070	187,430	14,852	37,832	85,764	63,834	34
* Administration	293,246	295,066	19,765	73,475	159	221,432	75
* General & Administrative	242,030	243,059	18,181	53,944	12,349	176,766	73
* Human Resources	226,177	227,555	15,858	53,486	1,914	172,155	76
* Planning	318,632	320,567	21,694	70,362	15,688	234,517	73
* Finance	1,320,106	1,328,651	96,481	333,791	3,560	991,300	75
* MIS	484,156	485,527	17,575	92,129	0	393,398	81
** General Government	3,544,918	3,567,650	243,388	838,165	138,976	2,590,509	73
Public Safety							
* Administration	673,263	674,606	37,305	144,864	32,378	497,364	74
* MultiTask Drug Enforcemnt	179,753	179,258	12,101	45,294	0	133,964	75
* General Investigation	526,547	525,551	15,494	92,098	20	433,433	82
* Police-Patrol	3,545,688	3,564,300	241,832	1,030,531	43,669	2,490,100	70
* Mat Su SRO	466,478	466,478	22,772	93,863	0	372,615	80
* Dispatch Center	4,104,782	4,130,362	223,809	839,621	6,045	3,284,696	80
* Code Compliance	213,083	212,229	12,047	56,222	23,309	132,698	63
** Public Safety	9,709,594	9,752,784	565,360	2,302,493	105,421	7,344,870	75
Public Works							
* Administration	416,694	419,107	30,294	105,006	6,908	307,193	73
* Roads	1,274,660	1,275,293	60,544	260,893	301,502	712,898	56
* Property Maintenance	619,525	619,770	33,656	142,824	19,343	457,603	74
** Public Works	2,310,879	2,314,170	124,494	508,723	327,753	1,477,694	64
Cultural & Recreation Svr							
* Museum	297,040	297,975	17,398	66,357	3,300	228,318	77
* Parks Maintenance	765,876	765,876	58,426	240,322	23,192	502,362	66
* Library	1,360,228	1,364,982	83,441	346,491	116,247	902,244	66
* Recreation Services	104,258	104,610	3,876	17,541	3,200	83,869	80
** Cultural & Recreation Svr	2,527,402	2,533,443	163,141	670,711	145,939	1,716,793	68
Non-Departmental							
* Non-Departmental	2,639,000	2,858,500	195,240	2,637,775	0	220,725	8
** Non-Departmental	2,639,000	2,858,500	195,240	2,637,775	0	220,725	8
*** General Fund	20,731,793	21,026,547	1,291,623	6,957,867	718,089	13,350,591	63
CIP Fund							
General Government							
* Gen Gov't Construction	40,000	131,444	1,444	1,183	0	130,261	99

MONTH TO DATE COUNCIL REPORT (UNAUDITED)
FOR FISCAL YEAR 2020
FOR SEPTEMBER 2020

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 Government	40,000	131,444	1,444	1,183	0	130,261	99
Public Safety							
* Administration	6,000,000	12,615,610	1,447,333	2,732,741	6,458,272	3,424,597	27
** Public Safety	6,000,000	12,615,610	1,447,333	2,732,741	6,458,272	3,424,597	27
Public Works							
* Roads	260,000	292,100	500	9,950	282,074	76	0
* Property Maintenance	560,000	827,405	23,065	39,319	403,479	384,607	46
** Public Works	820,000	1,119,505	23,565	49,269	685,553	384,683	34
Cultural & Recreation Svr							
* Museum	75,000	157,646	2,736	4,782	20,752	132,112	84
* Parks Maintenance	225,000	255,830	13,163	23,018	151,520	81,292	32
* Library	300,000	601,530	0	598	302,784	298,148	50
** Cultural & Recreation Svr	600,000	1,015,006	15,899	28,398	475,056	511,552	50
*** CIP Fund	7,460,000	14,881,565	1,488,241	2,811,591	7,618,881	4,451,093	30
Vehicle Replacement Fund							
Public Safety							
* Police-Patrol	182,000	215,397	103,643	106,243	50,149	59,005	27
** Public Safety	182,000	215,397	103,643	106,243	50,149	59,005	27
Public Works							
* Administration	110,000	145,000	0	0	0	145,000	100
** Public Works	110,000	145,000	0	0	0	145,000	100
*** Vehicle Replacement Fund	292,000	360,397	103,643	106,243	50,149	204,005	57
Right of Way Fund							
Public Works							
* Roads	25,000	52,320	0	1,232	0	51,088	98
** Public Works	25,000	52,320	0	1,232	0	51,088	98
*** Right of Way Fund	25,000	52,320	0	1,232	0	51,088	98
Road							
Public Works							
* Roads	425,000	627,782	56,137	58,044	333,626	236,112	38
** Public Works	425,000	627,782	56,137	58,044	333,626	236,112	38
* Road	425,000	627,782	56,137	58,044	333,626	236,112	38

MONTH TO DATE COUNCIL REPORT (UNAUDITED)
FOR FISCAL YEAR 2020
FOR SEPTEMBER 2020

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
Technology Replacement Fu General Government							
* MIS	84,000	84,000	0	0	45,360	38,640	46
** General Government	84,000	84,000	0	0	45,360	38,640	46
*** Technology Replacement Fu	84,000	84,000	0	0	45,360	38,640	46
Youth Court Public Safety							
* Youth Court	99,704	100,376	5,095	17,994	259	82,123	82
** Public Safety	99,704	100,376	5,095	17,994	259	82,123	82
*** Youth Court	99,704	100,376	5,095	17,994	259	82,123	82
Asset Forfeiture Public Safety							
* Police-Patrol	0	4,368	4,368	4,368	0	0	0
** Public Safety	0	4,368	4,368	4,368	0	0	0
*** Asset Forfeiture	0	4,368	4,368	4,368	0	0	0
State Asset Forfeiture Public Safety							
* Police-Patrol	0	28,837	28,837	28,837	12,411	12,411-	43-
** Public Safety	0	28,837	28,837	28,837	12,411	12,411-	43-
*** State Asset Forfeiture	0	28,837	28,837	28,837	12,411	12,411-	43-
Sewer Fund Public Works							
* Sewer - General Admin	257,216	257,216	17,806	67,081	10,012	180,123	70
* Sewer - Cust Accting Svc	96,288	96,745	5,860	23,135	0	73,610	76
* Sewer - O&M Treatment	458,953	458,953	30,226	99,418	8,464	351,071	76
* Collection System O & M	221,643	222,642	16,815	61,481	0	161,161	72
* Sewer Construction	95,000	1,126,608	70,269	183,480	737,174	205,954	18
* NonDepartmental	16,250	16,250	0	16,250	0	0	0
** Public Works	1,145,350	2,178,414	140,976	450,845	755,650	971,919	45
*** Sewer Fund	1,145,350	2,178,414	140,976	450,845	755,650	971,919	45

Utility Fund
Public Works

MONTH TO DATE COUNCIL REPORT (UNAUDITED)
FOR FISCAL YEAR 2020
FOR SEPTEMBER 2020

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
* Water - General Admin	249,240	253,571	15,755	67,819	14,908	170,844	67
* Water - Cust Accting Svcs	100,088	100,545	6,168	24,212	0	76,333	76
* Water - Treatment Plant	392,358	392,843	22,672	72,869	38,899	281,075	72
* Water - Distribution	335,715	336,618	23,345	84,781	2,447	249,390	74
* Water - Non-Operating	177,859	177,859	0	0	0	177,859	100
* Water Construction	685,000	866,239	4,410	30,210	71,713	764,316	88
* NonDepartmental	19,250	19,250	0	19,250	0	0	0
** Public Works	1,959,510	2,146,925	72,350	299,141	127,967	1,719,817	80
*** Water Utility Fund	1,959,510	2,146,925	72,350	299,141	127,967	1,719,817	80
Airport Fund							
Public Works							
* Airport	250,625	250,625	11,796	55,676	27,214	167,735	67
* Airport Construction	103,000	1,741,171	1,021,930	1,025,649	257,803	457,719	26
** Public Works	353,625	1,991,796	1,033,726	1,081,325	285,017	625,454	31
*** Airport Fund	353,625	1,991,796	1,033,726	1,081,325	285,017	625,454	31
C. Menard Sports Center							
Cultural & Recreation Svr							
* CMMSC - Operations	1,320,648	1,324,111	85,534	328,431	30,634	965,046	73
* CMMSC Construction	45,000	60,222	16,269	22,124	5,344	32,754	54
** Cultural & Recreation Svr	1,365,648	1,384,333	101,803	350,555	35,978	997,800	72
*** C. Menard Sports Center	1,365,648	1,384,333	101,803	350,555	35,978	997,800	72
Cemetery Fund							
Cultural & Recreation Svr							
* Cemetery	100	100	0	100	0	0	0
** Cultural & Recreation Svr	100	100	0	100	0	0	0
*** Cemetery Fund	100	100	0	100	0	0	0
	33,941,730	44,867,760	4,326,799	12,168,142	99,983,387	22,716,231	51

PREPARED 10/16/2019, 8:08:54
 PROGRAM: GM350L
 City of Wasilla

A/P CHECKS BY PERIOD AND YEAR
 MINIMUM AMOUNT: 10,000.00
 FROM 07/01/2019 TO 07/31/2019

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	BANK CODE	CHECK AMOUNT
07/05/2019	91297	ALASKA COMMUNICATIONS SERVIES	2779		24,293.80
07/05/2019	91313	MCCOOL CARLSON GREEN	2379		173,388.70
07/12/2019	91340	ELECTRIC POWER CONSTRUCTORS IN	3039		103,538.55
07/12/2019	91341	EMA INC	314		33,099.11
07/12/2019	91346	HDL ENGINEERING CONSULTANTS LL	367		48,030.75
07/12/2019	91347	HOLIDAY STATIONSTORES LLC	2966		11,605.08
07/12/2019	91365	MATANUSKA ELECTRIC ASSOCIATION	432		51,679.72
07/12/2019	91380	STANTEC CONSULTING SERVICES IN	2655		32,888.58
07/12/2019	91383	STATE OF ALASKA SBS	153		92,904.80
07/12/2019	91392	COMBS INSURANCE AGENCY, INC.	1799		555,827.50
07/19/2019	91394	ALASKA COMMUNICATIONS INTERNET	2998		15,000.00
07/26/2019	91448	BIG DIPPER CONSTRUCTION INC	621		25,387.05
07/26/2019	91457	DOWL	1307		16,999.00
07/26/2019	91464	HDL ENGINEERING CONSULTANTS LL	367		19,487.00
07/26/2019	91479	PRIORITY DISPATCH CORP	2597		20,320.00
07/26/2019	91480	PROCOMM ALASKA LLC	83		14,000.00
07/26/2019	91495	TELECOMMUNICATION SYSTEMS INC	2945		42,000.00
07/24/2019	91507	DOT/FAA/MMAC	9000002		1,442,971.13
07/08/2019	992942	WELLS FARGO FEDERAL DEPOSIT	51		39,726.70
07/10/2019	992943	STATE OF ALASKA PERS	152		91,540.23
07/10/2019	992944	IUOE LOCAL 302/612 TRUST FUNDS	2803		92,677.00
07/10/2019	992945	IUOE LOCAL 302/612 TRUST FUNDS	2803		90,272.78
07/24/2019	992958	STATE OF ALASKA PERS	152		98,617.66
07/23/2019	992960	WELLS FARGO FEDERAL DEPOSIT	51		43,796.67
07/29/2019	992961	STATE OF ALASKA ESC	149		24,314.28

DATE RANGE TOTAL * 3,204,366.09 *

PREPARED 10/16/2019, 8:09:28
 PROGRAM: GM350L
 City of Wasilla

A/P CHECKS BY PERIOD AND YEAR
 MINIMUM AMOUNT: 10,000.00
 FROM 08/01/2019 TO 08/31/2019

BANK CODE *ALL*

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
08/02/2019	91516	BIG DIPPER CONSTRUCTION INC	621	109,523.42
08/02/2019	91528	MATANUSKA TELEPHONE ASSOCIATIO	23	16,455.42
08/02/2019	91535	STANTEC CONSULTING SERVICES IN	2655	60,114.67
08/02/2019	91540	CITY OF PALMER	279	132,944.68
08/09/2019	91564	COLLINS CONSTRUCTION INC	3028	1,210,921.00
08/09/2019	91598	MATANUSKA ELECTRIC ASSOCIATION	432	68,881.98
08/09/2019	91599	MCCOOL CARLSON GREEN	2379	93,162.84
08/09/2019	91622	STATE OF ALASKA SBS	153	85,819.12
08/16/2019	91635	BDO USA LLP	2720	15,000.00
08/16/2019	91636	BOBS SERVICES INC	186	56,049.31
08/16/2019	91644	HOLIDAY STATIONSTORES LLC	2966	11,670.92
08/23/2019	91707	PND ENINGEERS INC	3069	14,095.00
08/23/2019	91712	SCARSELLA BROTHERS INC	2104	572,695.18
08/05/2019	992964	WELLS FARGO FEDERAL DEPOSIT	51	43,072.12
08/07/2019	992968	STATE OF ALASKA PERS	152	96,335.99
08/12/2019	992972	IUOE LOCAL 302/612 TRUST FUNDS	2803	81,756.48
08/12/2019	992973	IUOE LOCAL 302/612 TRUST FUNDS	2803	99,225.00
08/21/2019	992979	STATE OF ALASKA PERS	152	97,715.39
08/19/2019	992981	WELLS FARGO FEDERAL DEPOSIT	51	43,564.55
DATE RANGE TOTAL *				2,909,003.07 *

PREPARED 10/16/2019, 8:09:50
 PROGRAM: GM350L
 City of Wasilla

A/P CHECKS BY PERIOD AND YEAR
 MINIMUM AMOUNT: 10,000.00
 FROM 09/01/2019 TO 09/30/2019

PAGE 1

BANK CODE *ALL*

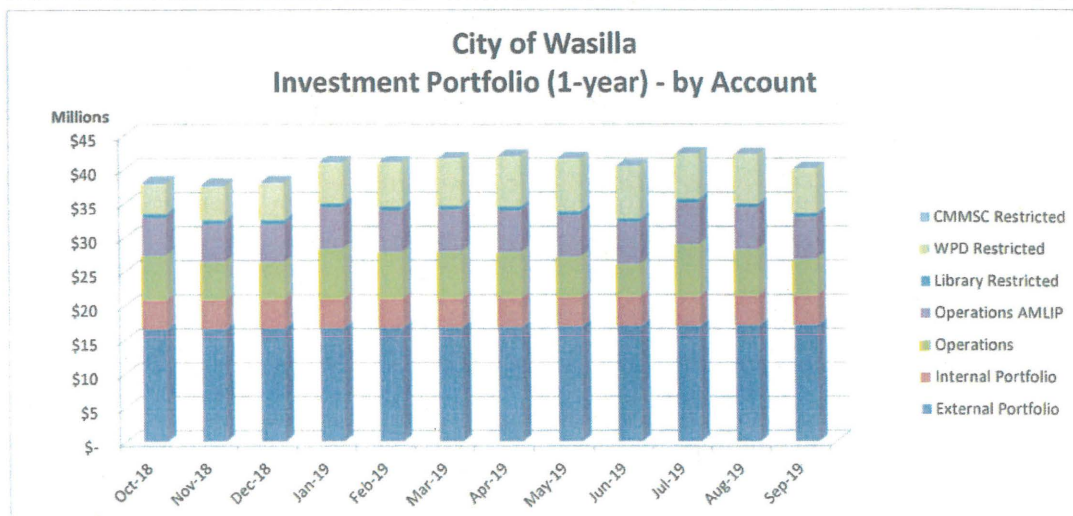
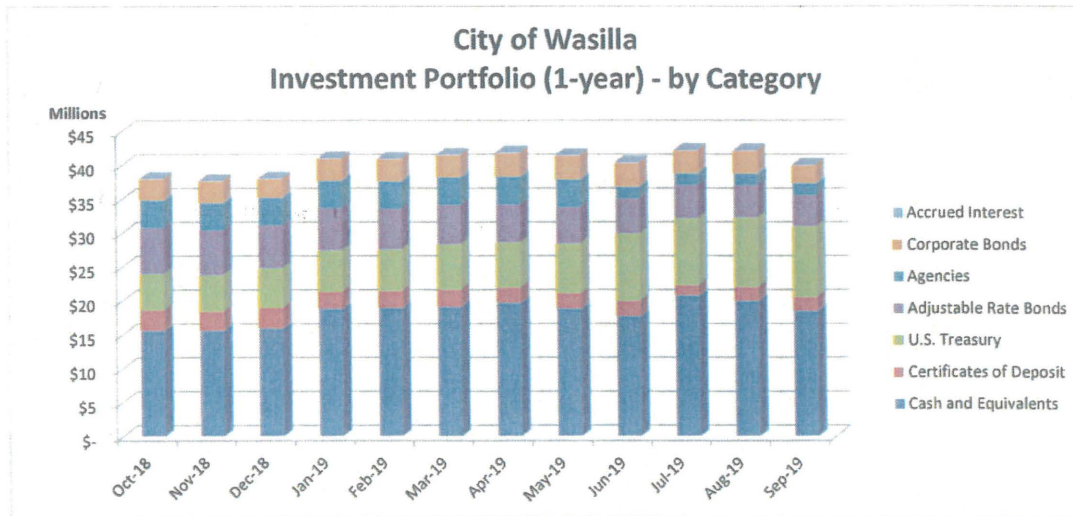
CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
09/06/2019	91793	BIG DIPPER CONSTRUCTION INC	621	14,320.00
09/06/2019	91828	RAVE WIRELESS	3100	40,800.00
09/06/2019	91835	STATE OF ALASKA SBS	153	128,035.84
09/10/2019	91843	MATANUSKA ELECTRIC ASSOC FOR	433	80,000.00
09/13/2019	91852	COLLINS CONSTRUCTION INC	3028	1,364,504.00
09/13/2019	91856	HDL ENGINEERING CONSULTANTS LL	367	43,770.25
09/13/2019	91857	HOLIDAY STATIONSTORES LLC	2966	10,445.47
09/13/2019	91860	KENDALL FORD LINCOLN OF ANCHOR	2854	30,504.00
09/13/2019	91861	KENDALL FORD OF WASILLA	1740	72,204.00
09/13/2019	91864	MATANUSKA ELECTRIC ASSOCIATION	432	69,664.88
09/13/2019	91868	SCARSELLA BROTHERS INC	2104	860,008.58
09/13/2019	91870	STANTEC CONSULTING SERVICES IN	2655	69,188.45
09/13/2019	91874	YUKON EQUIPMENT INC	264	11,299.00
09/20/2019	91895	AXYS LLC	3002	23,065.47
09/20/2019	91898	BIG DIPPER CONSTRUCTION INC	621	26,990.00
09/20/2019	91906	CRAIG TAYLOR EQUIPMENT CO	490	12,211.00
09/20/2019	91909	ELECTRIC POWER CONSTRUCTORS IN	3039	54,706.51
09/20/2019	91919	HDL ENGINEERING CONSULTANTS LL	367	24,265.00
09/20/2019	91936	MCCOOL CARLSON GREEN	2379	28,013.87
09/20/2019	91939	MOTOROLA SOLUTIONS INC	798	54,815.00
09/04/2019	992983	WELLS FARGO FEDERAL DEPOSIT	51	42,955.97
09/10/2019	992986	IUOE LOCAL 302/612 TRUST FUNDS	2803	85,163.00
09/10/2019	992987	IUOE LOCAL 302/612 TRUST FUNDS	2803	99,225.00
09/05/2019	992993	STATE OF ALASKA PERS	152	96,116.64
09/16/2019	992997	WELLS FARGO FEDERAL DEPOSIT	51	42,270.89
09/18/2019	992998	STATE OF ALASKA PERS	152	96,868.02
09/30/2019	993001	WELLS FARGO FEDERAL DEPOSIT	51	42,411.52

DATE RANGE TOTAL * 3,523,822.36 *

SUMMARY:	Total Cost	Market Value	% Allocation
Cash and Equivalents	17,697,972	17,697,972	43.74%
Certificates of Deposit	2,255,137	2,256,334	5.58%
U.S. Treasury	9,822,112	9,937,145	24.56%
Adjustable Rate Bonds	5,174,351	5,131,857	12.68%
Agencies	1,799,750	1,793,699	4.43%
Corporate Bonds	5,744,249	3,497,872	8.64%
Accrued Interest		150,263	0.37%
	42,493,570	40,465,141	100.00%

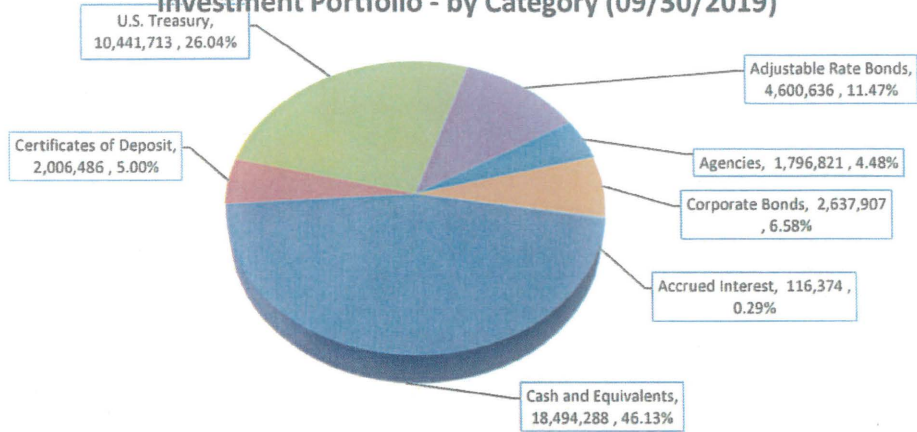
SUMMARY:	Q1	Q2	Q3	Q4	Total
Investment earnings	223,889.52	-	-	-	223,889.52
Market value adjustments	(36,409.30)	-	-	-	(36,409.30)
Net revenue (loss)*:	187,480.22	-	-	-	187,480.22

* before professional service fees and bank expenditures



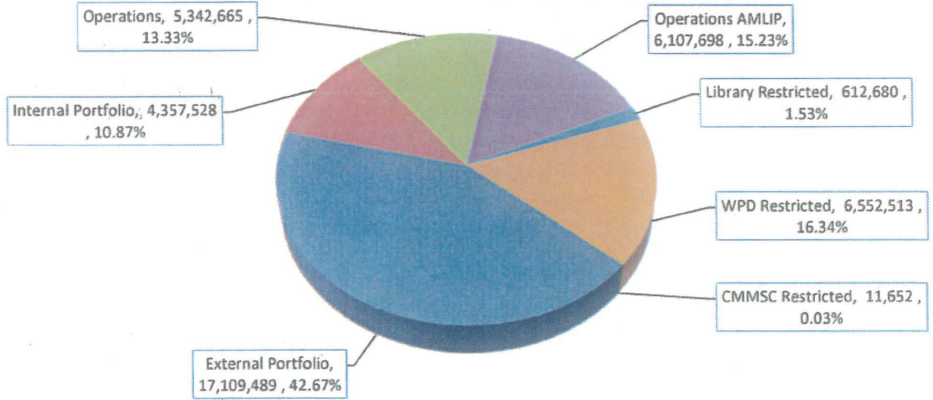
City of Wasilla

Investment Portfolio - by Category (09/30/2019)



City of Wasilla

Investment Portfolio - by Account (09/30/2019)





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. 19-12

TITLE: Quarterly report of businesses that received a penalty waiver for the first fiscal quarter ending September 30, 2019 per WMC 5.16.150 B¹

Business Name	Owner Name	Address	City, State, Zip	Waiver Period	Amount of Penalty	Date of Waiver	Approved by:
Primal Martial Arts	Lisa McConarty	281 E Parks Ave	Wasilla, AK 99654	Feb 2019	\$250.00	07/07/2019	Troy Tankersley
Headquarters Custom Embroidery	Jay Shearer	281 E Parks Ave	Wasilla, AK 99654	Feb 2019	\$250.00	07/07/2019	Troy Tankersley
L Forge Jewelers	Corey Brassard	500 N Main St Ste C	Wasilla, AK 99654	May 2019	\$8.89	07/07/2019	Troy Tankersley
Alaska Learning 4 Life	Kristen Nilsson	601 N Shadowood Cir Unit A	Wasilla, AK 99654	Feb 2019	\$250.00	07/18/2019	Troy Tankersley
A Black Sleep Shop	Alberta & Brian Porterfield	617 S Knik-Goose Bay Rd Ste J	Wasilla, AK 99654	June 2019	\$18.74	08/13/2019	Troy Tankersley
5 Stars Nails Salon	Joseph Nay	617 Seward Meridian Hwy #J	Wasilla, AK 99654	March 2019	\$250.00	07/17/2019	Troy Tankersley

⁽¹⁾ 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 *MG*
Date: 10/16/2019
Re: Sales Tax Auditor Update for the period ending September 30, 2019

The tables below reflect the activity conducted on behalf of the sales tax audit program for the current fiscal year July 1, 2019 to September 30, 2019:

Activity Description	Quantity
Number of audits initiated	0
Number of audits completed	0
Number of audits in review	7
Number of audits awaiting documentation	0
Number of reviews completed (improper rate/unlicensed businesses)	2

Audit Results:	
Number of audits resulting in improper documentation finding	0
Number of audits resulting in balance due finding	0
Number of reviews completed resulting in balance dues	2
Collections due from audit and/or reviews	\$6,060.53

Other Functions performed this Quarter:	
Sales tax classes offered to local businesses (monthly)	0
Number in attendance to sales tax classes	0
Compliance Letters Mailed	14

Fourteen 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. One tax hearing was held with findings of tax due.

I participated in three meetings telephonically of the Drafting Committee related to the Municipal Online Sales Tax Authority. We've been working on identifying, consolidating and streamlining definitions, sourcing and tax exemptions in taxing jurisdictions throughout the State.

Training of the new Sales Tax Administrator is continuing, with business licensing renewals prepared for 2,430 businesses. The first notice of the upcoming sales tax rate change was mailed to businesses tax account holders. Preparations to change the rate to 2.5% effective December 1, 2019 will continue as we approach the date with much to do behind the scenes to facilitate a smooth transition. Sales tax classes have been scheduled and will be promoted with each notice of the rate change for those with questions relating to the transition.