

Date Presented to Council: 1/27/2020
 Verified By: [Signature]
 Clerk's Note: NONE

City of Wasilla
Informational Memorandum No. 20-01

Monthly financial Reports For The Period Ending December 31, 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: 1/15/2020

Agenda of: 1/27/2020

Route to:	Department Head	Signature	Date
X	Finance Director	[Signature]	1-15-20
X	Deputy Administrator	[Signature]	1/15/2020
X	City Clerk	[Signature]	1/15/20
X	Mayor	[Signature]	1/15/2020

Attachments: See below.

Summary Statement: Attached for your review are the following financial reports for the period ending December 31, 2019:

	Page Number
• Month-To-Date Expenditure Report (Unaudited), Ending December 31, 2019	2
• Expenditures Greater Than \$10,000 (for the period, December 1, 2019 through December 31, 2019)	6
• Quarterly Investment Report, Ending December 31, 2019	7
• Quarterly Report of Businesses That Received a Penalty Waiver for Sales Tax for the Second Fiscal Quarter Ending December 31, 2019; Per WMC 5.16.150(B)	9
• Auditor's Report for the period ending December 31, 2019	11

MONTH TO DATE COUNCIL REPORT (UNAUDITED)
FOR FISCAL YEAR 2020
FOR DECEMBER 2019

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
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General Fund							
General Government	459,301	465,595	35,872	228,832	14,477	222,286	48
Clerk's Office	14,200	14,200	0	3,718	1,500	8,982	63
Records Management	187,070	187,430	8,220	111,741	30,066	45,623	24
Council	293,246	295,066	22,821	135,981	8,808	158,279	54
Administration	242,030	243,059	17,284	102,925	8,808	131,326	54
General & Administrative	226,177	227,555	17,006	105,012	1,360	121,183	53
Human Resources	318,632	320,567	23,405	146,772	14,119	159,676	50
Planning	1,320,106	1,328,651	100,660	632,002	6,708	689,941	52
Finance	484,156	485,527	45,616	230,244	53,607	201,676	42
MIS							
** General Government	3,544,918	3,567,650	270,884	1,697,227	131,451	1,738,972	49
Public Safety							
Administration	673,263	674,606	45,954	295,311	27,733	351,562	52
MultiTask Drug Enforcement	179,753	179,258	18,878	92,076	0	87,182	49
General Investigation	526,547	525,551	5,166	113,932	105	411,514	78
Police-Patrol	3,545,688	3,564,300	335,239	1,842,883	22,337	1,699,080	48
Mat Su SRO	466,478	466,478	25,285	163,347	4,121	1,299,010	64
Dispatch Center	4,104,782	4,130,362	327,741	1,847,377	4,451	2,278,534	55
Code Compliance	213,083	212,229	17,136	99,409	16,114	96,706	46
** Public Safety	9,709,594	9,752,784	775,399	4,454,335	74,861	5,223,588	54
Public Works							
Administration	416,694	419,107	28,312	197,616	2,796	218,695	52
Roads	1,274,660	1,275,293	101,331	593,452	194,069	487,772	38
Property Maintenance	619,525	619,770	43,233	267,317	8,183	344,270	56
** Public Works	2,310,879	2,314,170	172,876	1,058,385	205,048	1,050,737	45
Cultural & Recreation Svr							
Museum	297,040	297,975	19,911	131,837	2,783	163,355	55
Parks Maintenance	765,876	765,876	38,249	360,183	13,172	392,521	51
Library	1,360,228	1,364,982	89,526	674,474	68,765	621,743	46
Recreation Services	104,258	104,610	13,824	48,594	3,200	52,816	50
** Cultural & Recreation Svr	2,527,402	2,533,443	161,510	1,215,088	87,920	1,230,435	49
Non-Departmental							
Non-Departmental	2,639,000	3,008,500	199,500	2,840,275	0	168,225	6
** Non-Departmental	2,639,000	3,008,500	199,500	2,840,275	0	168,225	6
*** General Fund	20,731,793	21,176,547	1,580,169	11,265,310	499,280	9,411,957	44
CIP Fund							
General Government	40,000	131,444	381	1,564	0	129,880	99
* Gen Gov't Construction							

MONTH TO DATE COUNCIL REPORT (UNAUDITED)
FOR FISCAL YEAR 2020
FOR DECEMBER 2019

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
** General Government	40,000	131,444	381	1,564	0	129,880	99
* Public Safety Administration	6,000,000	12,615,610	1,534,407	6,650,354	3,126,089	2,839,167	23
** Public Safety	6,000,000	12,615,610	1,534,407	6,650,354	3,126,089	2,839,167	23
* Public Works Roads	260,000	292,100	50	10,000	282,074	26	0
* Property Maintenance	560,000	977,405	172,132	330,215	342,051	305,139	31
** Public Works	820,000	1,269,505	172,182	340,215	624,125	305,165	24
* Cultural & Recreation Svr	75,000	157,646	2,742	19,800	20,959	116,887	74
* Museum	225,000	255,830	0	109,620	64,975	81,235	32
* Parks Maintenance	300,000	601,530	10,891	27,917	436,790	136,823	23
* Library							
** Cultural & Recreation Svr	600,000	1,015,006	13,633	157,337	522,724	334,945	33
*** CIP Fund	7,460,000	15,031,565	1,720,603	7,149,470	4,272,938	3,609,157	24
Vehicle Replacement Fund							
* Public Safety	182,000	215,397	0	114,656	42,226	58,515	27
* Police-Patrol	182,000	215,397	0	114,656	42,226	58,515	27
** Public Safety							
* Public Works Administration	110,000	145,000	0	0	107,570	37,430	26
** Public Works	110,000	145,000	0	0	107,570	37,430	26
*** Vehicle Replacement Fund	292,000	360,397	0	114,656	149,796	95,945	27
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	51,823	157,080	240,952	229,750	37
** Public Works	425,000	627,782	51,823	157,080	240,952	229,750	37
*** Road	425,000	627,782	51,823	157,080	240,952	229,750	37

MONTH TO DATE COUNCIL REPORT (UNAUDITED)
FOR FISCAL YEAR 2020
FOR DECEMBER 2019

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
Technology Replacement Fu							
General Government							
MIS	84,000	84,000	19,008	76,310	0	7,690	9
General Government	84,000	84,000	19,008	76,310	0	7,690	9
Technology Replacement Fu	84,000	84,000	19,008	76,310	0	7,690	9
Youth Court							
Public Safety							
Youth Court	99,704	100,376	6,629	35,810	610	63,956	64
Public Safety	99,704	100,376	6,629	35,810	610	63,956	64
Youth Court	99,704	100,376	6,629	35,810	610	63,956	64
Asset Forfeiture							
Public Safety							
Police-Patrol	0	4,368	0	4,368	0	0	0
Public Safety	0	4,368	0	4,368	0	0	0
Asset Forfeiture	0	4,368	0	4,368	0	0	0
State Asset Forfeiture							
Public Safety							
Police-Patrol	0	28,837	0	28,837	0	0	0
Public Safety	0	28,837	0	28,837	0	0	0
State Asset Forfeiture	0	28,837	0	28,837	0	0	0
Sewer Fund							
Public Works							
General Admin	257,216	257,216	16,908	129,487	2,433	125,296	49
Sewer - Cust Accting	96,288	96,745	11,511	54,368	0	42,377	44
Sewer - O&M Treatment	458,953	458,953	32,878	194,149	7,308	257,496	56
Collection System O & M	221,643	222,642	16,046	111,156	0	111,486	50
Sewer Construction	95,000	1,126,608	79,532	336,026	586,109	204,473	18
NonDepartmental	16,250	16,250	0	16,250	0	0	0
Public Works	1,145,350	2,178,414	156,875	841,436	595,850	741,128	34
Sewer Fund	1,145,350	2,178,414	156,875	841,436	595,850	741,128	34
Water Utility Fund							
Public Works							

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FOR FISCAL YEAR 2020
FOR DECEMBER 2019

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
* * Water - General Admin	249,240	253,571	16,664	130,833	3,446	119,292	47
* * Water - Cust Accting Svcs	100,088	100,545	11,661	55,957	0	44,588	44
* * Water - Treatment Plant	392,358	392,843	24,949	151,151	32,248	209,444	53
* * Water - Distribution	335,715	336,618	25,920	158,501	0	178,117	53
* * Water - Non-Operating	177,859	177,859	0	0	0	177,859	100
* * Water Construction	685,000	866,239	0	31,183	71,713	763,343	88
* * NonDepartmental	19,250	19,250	0	19,250	0	0	0
** Public Works	1,959,510	2,146,925	79,194	546,875	107,407	1,492,643	70
*** Water Utility Fund	1,959,510	2,146,925	79,194	546,875	107,407	1,492,643	70
Airport Fund							
* * Public Works	250,625	250,625	20,969	105,255	22,351	123,019	49
* * Airport	103,000	1,741,171	24,595	1,224,320	436,882	79,969	5
* * Airport Construction							
** Public Works	353,625	1,991,796	45,564	1,329,575	459,233	202,988	10
*** Airport Fund	353,625	1,991,796	45,564	1,329,575	459,233	202,988	10
C. Menard Sports Center							
* * Cultural & Recreation Svr	1,320,648	1,324,111	116,080	646,403	20,557	657,151	50
* * CMWSC - Operations	45,000	60,222	0	28,382	0	31,840	53
* * CMWSC Construction							
** Cultural & Recreation Svr	1,365,648	1,384,333	116,080	674,785	20,557	688,991	50
*** C. Menard Sports Center	1,365,648	1,384,333	116,080	674,785	20,557	688,991	50
Cemetery Fund							
* * Cultural & Recreation Svr	100	100	0	100	0	0	0
* * Cemetery							
** Cultural & Recreation Svr	100	100	0	100	0	0	0
*** Cemetery Fund	100	100	0	100	0	0	0
33,941,730	45,167,760	3,775,945	22,225,844	6,346,623	16,595,293	37	

A/P CHECKS BY PERIOD AND YEAR
 MINIMUM AMOUNT: 10,000.00
 FROM 12/01/2019 TO 12/31/2019

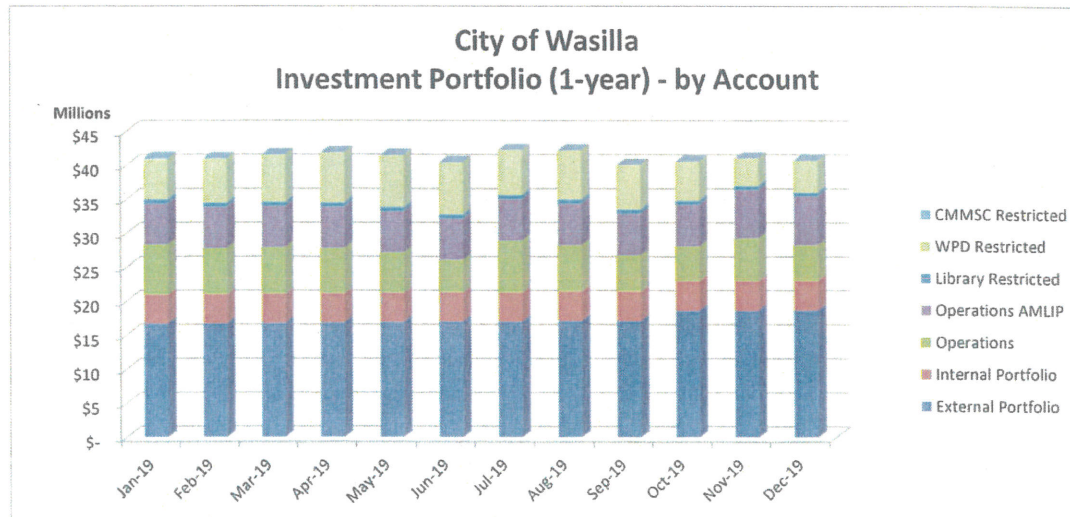
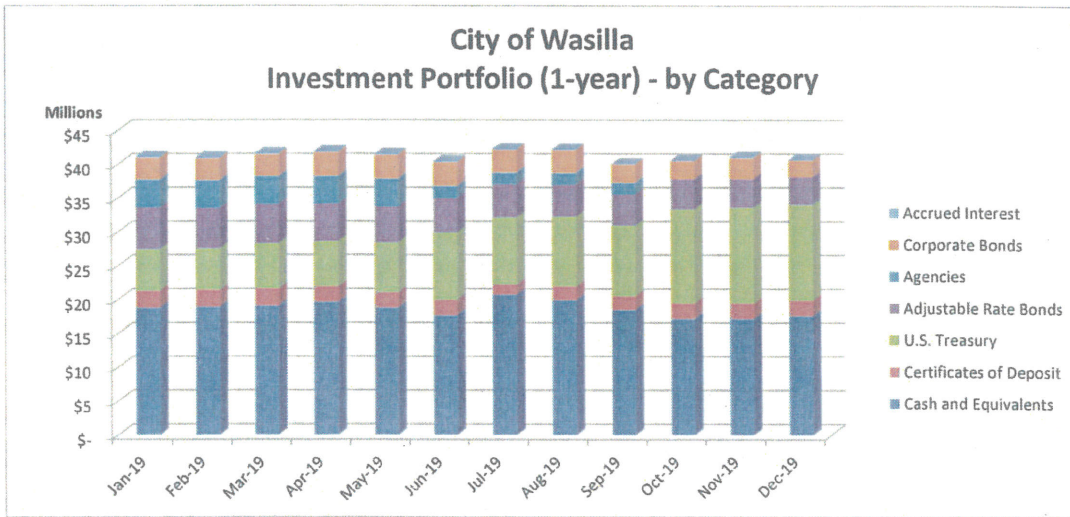
CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
12/06/2019	92504	BIG DIPPER CONSTRUCTION INC	621	41,433.00
12/06/2019	92523	HDL ENGINEERING CONSULTANTS LL	367	15,440.45
12/06/2019	92526	LANDYE BENNETT BLUMSTEIN LLP	2717	11,401.00
12/06/2019	92532	MCCOOL CARLSON GREEN	2379	13,635.80
12/06/2019	92544	STANTEC CONSULTING SERVICES IN	2655	51,335.45
12/13/2019	92563	AXYS LLC	3002	22,360.86
12/13/2019	92567	COLLINS CONSTRUCTION INC	3028	1,276,096.00
12/13/2019	92572	DOWL	1307	10,891.25
12/13/2019	92596	MATANUSKA ELECTRIC ASSOCIATION	432	65,157.73
12/13/2019	92613	STATE OF ALASKA SBS	153	85,731.78
12/20/2019	92633	CAPITAL OFFICE SYSTEMS	2770	254,218.37
12/20/2019	92634	CDW GOVERNMENT LLC	766	16,502.52
12/20/2019	92654	STANTEC CONSULTING SERVICES IN	2655	28,025.95
12/20/2019	92657	SUPERION LLC	2910	70,526.64
12/27/2019	92667	ALASKA RAILROAD CORP	21	13,393.11
12/27/2019	92681	ENSTAR NATURAL GAS CO	318	17,166.98
12/27/2019	92715	YUKON EQUIPMENT INC	264	10,817.00
12/09/2019	993044	WELLS FARGO FEDERAL DEPOSIT	51	44,859.07
12/10/2019	993046	IUOE LOCAL 302/612 TRUST FUNDS	2803	86,866.26
12/10/2019	993047	IUOE LOCAL 302/612 TRUST FUNDS	2803	97,650.00
12/11/2019	993054	STATE OF ALASKA PERS	152	103,095.40
12/23/2019	993058	WELLS FARGO FEDERAL DEPOSIT	51	45,000.05
12/26/2019	993061	STATE OF ALASKA PERS	152	101,246.66
12/30/2019	993062	WELLS FARGO FEDERAL DEPOSIT	51	13,817.77

DATE RANGE TOTAL * 2,496,669.10 *

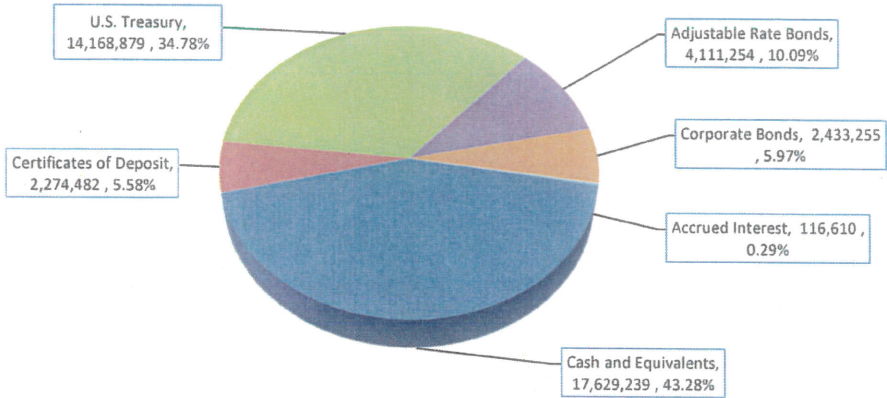
SUMMARY:	Total Cost	Market Value	% Allocation
Cash and Equivalents	17,629,241	17,629,239	43.28%
Certificates of Deposit	2,273,294	2,274,482	5.58%
U.S. Treasury	14,068,704	14,168,879	34.78%
Adjustable Rate Bonds	4,154,777	4,111,254	10.09%
Agencies	-	-	0.00%
Corporate Bonds	2,435,373	2,433,255	5.97%
Accrued Interest	-	116,610	0.29%
	40,561,389	40,733,719	100.00%

SUMMARY:	Q1	Q2	Q3	Q4	Total
Investment earnings	223,889.52	180,428.10	-	-	404,317.62
Market value adjustments	(36,409.30)	(47,627.34)	-	-	(84,036.64)
Net revenue (loss)*:	187,480.22	132,800.76	-	-	320,280.98

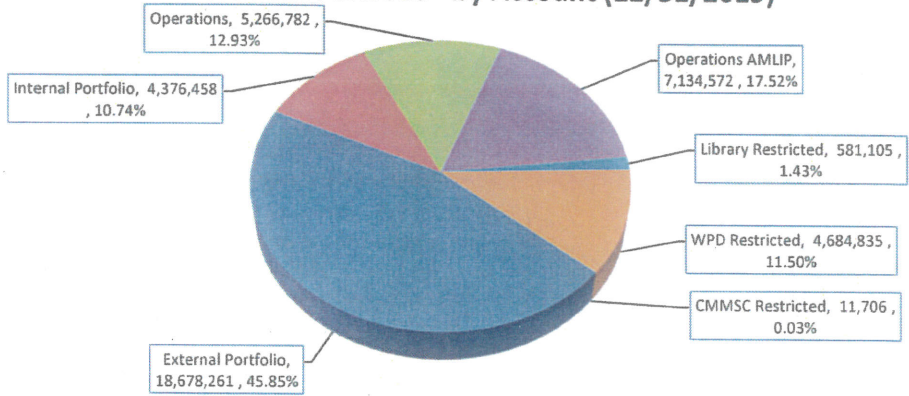
* before professional service fees and bank expenditures



**City of Wasilla
Investment Portfolio - by Category (12/31/2019)**



**City of Wasilla
Investment Portfolio - by Account (12/31/2019)**





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. 20-01

TITLE: Quarterly report of businesses that received a penalty waiver for the fourth quarter ending December 31, 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:
Carquest	General Parts Distribution LLC	790 E Swanson Ave	Wasilla, AK 99654	May 2019	\$126.89	10/11/2019	Troy Tankersley
Crema Coffee House & Pastries	Donna Moma	618 E Eagle Vista Cir	Wasilla, AK 99654	July 2019	\$83.08	09/04/2019	Troy Tankersley
A Black Sleep Shop	Alberta & Brian Porterfield	617 S Knik-Goose Bay Rd Ste J	Wasilla, AK 99654	June 2019	\$18.74	09/19/19	Troy Tankersley
Loco Mamas	Brenda Schurman	PO Box 2845	Palmer, AK 99645	July 2019	\$250.00	10/31/2019	Troy Tankersley
Alaska Plans INC	Jordan Rausa	PO Box 870691	Wasilla, AK 99687	June 2019	\$250.00	12/05/2019	Troy Tankersley
North Folk Supply	Eric Morey	527 W Parks Hwy	Wasilla, AK 99654	June 2019	\$250.00	12/05/2019	Troy Tankersley



CITY OF WASILLA

Finance Department

290 East Herning Avenue

Wasilla, Alaska 99654-7091

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

Business Name	Owner Name	Address	City, State, Zip	Waiver Period	Amount of Penalty	Date of Waiver	Approved by:
Nonna's Osteria	Marian Romano	261 E Luther Ave	Wasilla, AK 99654	June 2019	\$250.00	12/05/2019	Troy Tankersley
First National Bank Alaska	Danielle Faller	PO Box 100720	Anchorage, AK 99510	August 2019	\$4.12	12/05/2019	Troy Tankersley
JD Builders	Jonathan Dunkin	5451 W Phenix Ave	Wasilla, AK 99623	June 2019	\$250.00	12/05/2019	Troy Tankersley
Sockeye Asphalt	Kevin Barksdale	PO Box 876103	Wasilla, AK 99687	August 2019	\$250.00	12/05/2019	Troy Tankersley
Loco Mamas	Brenda Schurman	PO Box 2845	Palmer, AK 99645	June 2019	\$250.00	12/05/2019	Troy Tankersley
Arctic View Photo Gift	Anna Clark	PO Box 870766	Wasilla, AK 99687	July 2019	\$250.00	12/05/2019	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 *TT*
From: Maureen Graham, Sales Tax Auditor *MAG*
Date: 1/13/2019
Re: Sales Tax Auditor Update for the period ending December 31, 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 December 31, 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)	6

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	6
Collections due from audit and/or reviews	\$82,048.27

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	20

Twenty 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.

Taxpayer notifications, newsprint and website publications as well as updates of City tax forms and computer systems were completed to facilitate the decrease in the sales tax rate effective December 1, 2019.

Sales tax classes were offered with an emphasis on questions relating to the transition with 8 in attendance.

Review of the City codes and definitions relating to the online tax commission was done and will continue as we move forward with that process. I will continue work on the real estate audit and policy manual as time allows.