


Date Presented to Council: 5/11/2020
 Verified By: Jane Mue
 Clerk's Note: NA

**City of Wasilla
 Informational Memorandum No. 20-06**

Monthly financial Reports For The Period Ending March 31, 2020; 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: 4/29/2020 Agenda of: 5/11/2020

| Route to: | Department Head | Signature | Date |
|-----------|------------------------------|--|-----------|
| X | Finance Director |  | 4-29-20 |
| X | Deputy Administrator | | |
| X | City Clerk <i>Jane Mue</i> ↘ |  | 4/29/2020 |
| X | Mayor |  | 4/30/2020 |

Attachments: See below.

Summary Statement: Attached for your review are the following financial reports for the period ending March 31, 2020:

| | <u>Page Number</u> |
|--|------------------------|
| • Month-To-Date Expenditure Report (Unaudited), Ending March 31, 2020 | 2 |
| • Expenditures Greater Than \$10,000 (for the period, March 1, 2020 through March 31, 2020) | 6 |
| • Quarterly Investment Report, Ending March 31, 2020 | 7 |
| • Quarterly Report of Businesses That Received a Penalty Waiver for Sales Tax for the Third Fiscal Quarter Ending March 31, 2020; Per WMC 5.16.150(B) | 9 |
| • Auditor's Report for the period ending March 31, 2020 | 10 |

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

67% 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 | 30,896 | 332,176 | 10,153 | 123,266 | 26 |
| * Records Management | 14,200 | 14,200 | 998 | 6,075 | 380 | 7,745 | 55 |
| * Council | 187,070 | 187,430 | 6,940 | 128,614 | 27,410 | 31,406 | 17 |
| * Administration | 293,246 | 295,066 | 22,280 | 209,582 | 346 | 85,138 | 29 |
| * General & Administrative | 242,030 | 243,059 | 15,793 | 158,401 | 6,339 | 78,319 | 32 |
| * Human Resources | 226,177 | 227,555 | 14,206 | 153,700 | 583 | 73,272 | 32 |
| * Planning | 318,632 | 320,567 | 20,950 | 217,879 | 10,432 | 92,256 | 29 |
| * Finance | 1,320,106 | 1,328,651 | 98,378 | 958,684 | 4,972 | 364,995 | 27 |
| * MIS | 484,156 | 485,527 | 18,729 | 322,213 | 2,760 | 160,554 | 33 |
| ** General Government | 3,544,918 | 3,567,650 | 229,170 | 2,487,324 | 63,375 | 1,016,951 | 29 |
| Public Safety | | | | | | | |
| * Administration | 673,263 | 674,606 | 45,700 | 428,917 | 48,776 | 196,913 | 29 |
| * MultiTask Drug Enforcemnt | 179,753 | 179,258 | 11,799 | 137,736 | 0 | 41,522 | 23 |
| * General Investigation | 526,547 | 525,551 | 10,664 | 130,265 | 45 | 395,241 | 75 |
| * Police-Patrol | 3,545,688 | 3,564,300 | 255,011 | 2,697,285 | 14,580 | 852,435 | 24 |
| * Mat Su SRO | 466,478 | 466,478 | 24,457 | 237,834 | 4,121 | 224,523 | 48 |
| * Dispatch Center | 4,104,782 | 4,230,690 | 243,907 | 2,671,791 | 3,649 | 1,555,250 | 37 |
| * Code Compliance | 213,083 | 212,229 | 12,918 | 142,376 | 11,039 | 58,814 | 28 |
| ** Public Safety | 9,709,594 | 9,853,112 | 604,456 | 6,446,204 | 82,210 | 3,324,698 | 34 |
| Public Works | | | | | | | |
| * Administration | 416,694 | 419,107 | 29,871 | 294,766 | 2,404 | 121,937 | 29 |
| * Roads | 1,274,660 | 1,275,293 | 69,306 | 803,535 | 167,369 | 304,389 | 24 |
| * Property Maintenance | 619,525 | 619,770 | 43,426 | 396,193 | 41,255 | 182,322 | 29 |
| ** Public Works | 2,310,879 | 2,314,170 | 142,603 | 1,494,494 | 211,028 | 608,648 | 26 |
| Cultural & Recreation Svr | | | | | | | |
| * Museum | 297,040 | 297,975 | 18,540 | 193,589 | 1,534 | 102,852 | 35 |
| * Parks Maintenance | 765,876 | 765,876 | 36,195 | 467,472 | 21,440 | 276,964 | 36 |
| * Library | 1,360,228 | 1,364,982 | 79,678 | 956,698 | 46,264 | 362,020 | 27 |
| * Recreation Services | 104,258 | 108,842 | 4,069 | 70,982 | 3,200 | 34,660 | 32 |
| ** Cultural & Recreation Svr | 2,527,402 | 2,537,675 | 138,482 | 1,688,741 | 72,438 | 776,496 | 31 |
| Non-Departmental | | | | | | | |
| * Non-Departmental | 2,639,000 | 3,011,400 | 2,651 | 2,874,729 | 0 | 136,671 | 5 |
| ** Non-Departmental | 2,639,000 | 3,011,400 | 2,651 | 2,874,729 | 0 | 136,671 | 5 |
| *** General Fund | 20,731,793 | 21,284,007 | 1,117,362 | 14,991,492 | 429,051 | 5,863,464 | 28 |
| CIP Fund | | | | | | | |
| General Government | | | | | | | |
| * Gen Gov't Construction | 40,000 | 131,444 | 0 | 1,564 | 23,540 | 106,340 | 81 |

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

67% 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 | 0 | 1,564 | 23,540 | 106,340 | 81 |
| * Public Safety Administration | 6,000,000 | 12,615,610 | 81,482 | 8,453,975 | 1,648,212 | 2,513,423 | 20 |
| ** Public Safety | 6,000,000 | 12,615,610 | 81,482 | 8,453,975 | 1,648,212 | 2,513,423 | 20 |
| * Public Works Roads | 260,000 | 292,100 | 0 | 10,000 | 282,074 | 26 | 0 |
| * Property Maintenance | 560,000 | 1,130,305 | 5,806 | 336,451 | 359,195 | 434,659 | 38 |
| ** Public Works Cultural & Recreation Svr | 820,000 | 1,422,405 | 5,806 | 346,451 | 641,269 | 434,685 | 31 |
| * Museum | 75,000 | 157,646 | 3,185 | 46,962 | 26,911 | 83,773 | 53 |
| * Parks Maintenance | 225,000 | 255,830 | 17,145 | 131,777 | 42,818 | 81,235 | 32 |
| * Library | 300,000 | 601,530 | 1,125 | 30,735 | 433,971 | 136,824 | 23 |
| ** Cultural & Recreation Svr | 600,000 | 1,015,006 | 21,455 | 209,474 | 503,700 | 301,832 | 30 |
| *** CIP Fund | 7,460,000 | 15,184,465 | 108,743 | 9,011,464 | 2,816,721 | 3,356,280 | 22 |
| Vehicle Replacement Fund | | | | | | | |
| * Public Safety Police-Patrol | 182,000 | 215,397 | 0 | 138,659 | 51,141 | 25,597 | 12 |
| ** Public Safety | 182,000 | 215,397 | 0 | 138,659 | 51,141 | 25,597 | 12 |
| * Public Works Administration | 110,000 | 145,000 | 0 | 0 | 128,411 | 16,589 | 11 |
| ** Public Works | 110,000 | 145,000 | 0 | 0 | 128,411 | 16,589 | 11 |
| *** Vehicle Replacement Fund | 292,000 | 360,397 | 0 | 138,659 | 179,552 | 42,186 | 12 |
| 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 | 0 | 152,110 | 240,952 | 234,720 | 37 |
| ** Public Works | 425,000 | 627,782 | 0 | 152,110 | 240,952 | 234,720 | 37 |
| *** Road | 425,000 | 627,782 | 0 | 152,110 | 240,952 | 234,720 | 37 |

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

67% 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 | 75,261 | 0 | 8,739 | 10 |
| ** General Government | 84,000 | 84,000 | 0 | 75,261 | 0 | 8,739 | 10 |
| *** Technology Replacement Fu | 84,000 | 84,000 | 0 | 75,261 | 0 | 8,739 | 10 |
| Youth Court Public Safety | | | | | | | |
| * Youth Court | 99,704 | 111,014 | 6,213 | 55,014 | 261 | 55,739 | 50 |
| ** Public Safety | 99,704 | 111,014 | 6,213 | 55,014 | 261 | 55,739 | 50 |
| *** Youth Court | 99,704 | 111,014 | 6,213 | 55,014 | 261 | 55,739 | 50 |
| 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 | | | | | | | |
| * Sewer - General Admin | 257,216 | 257,216 | 15,074 | 173,895 | 960 | 82,361 | 32 |
| * Sewer - Cust Accting Svc | 96,288 | 96,745 | 6,544 | 77,689 | 0 | 19,056 | 20 |
| * Sewer - O&M Treatment | 458,953 | 458,953 | 31,835 | 300,371 | 6,364 | 152,218 | 33 |
| * Collection System O & M | 221,643 | 222,642 | 16,686 | 174,917 | 0 | 47,725 | 21 |
| * Sewer Construction | 95,000 | 1,171,608 | 28,449 | 385,139 | 498,695 | 287,774 | 25 |
| * NonDepartmental | 16,250 | 16,250 | 0 | 16,250 | 0 | 0 | 0 |
| ** Public Works | 1,145,350 | 2,223,414 | 98,588 | 1,128,261 | 506,019 | 589,134 | 27 |
| *** Sewer Fund | 1,145,350 | 2,223,414 | 98,588 | 1,128,261 | 506,019 | 589,134 | 27 |
| Water Utility Fund Public Works | | | | | | | |

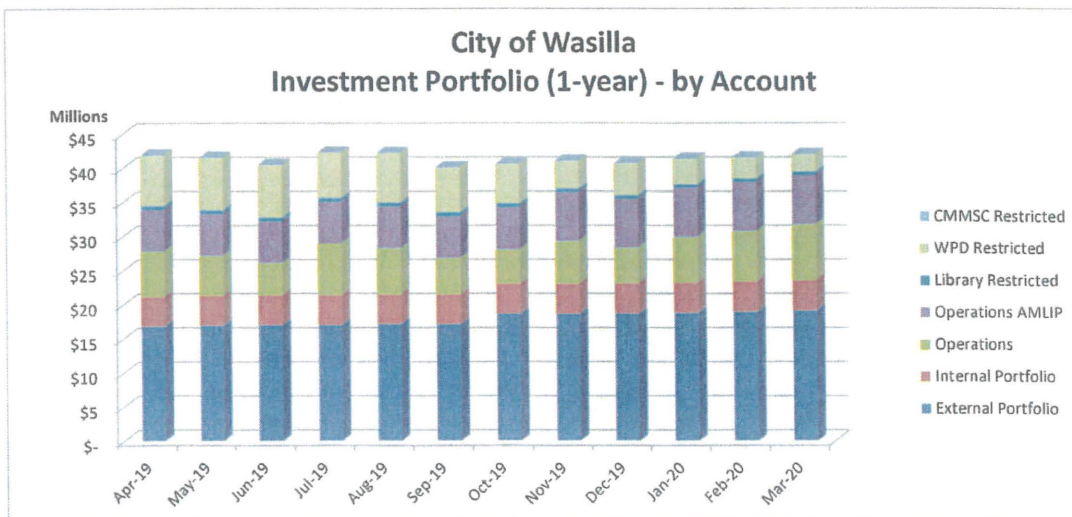
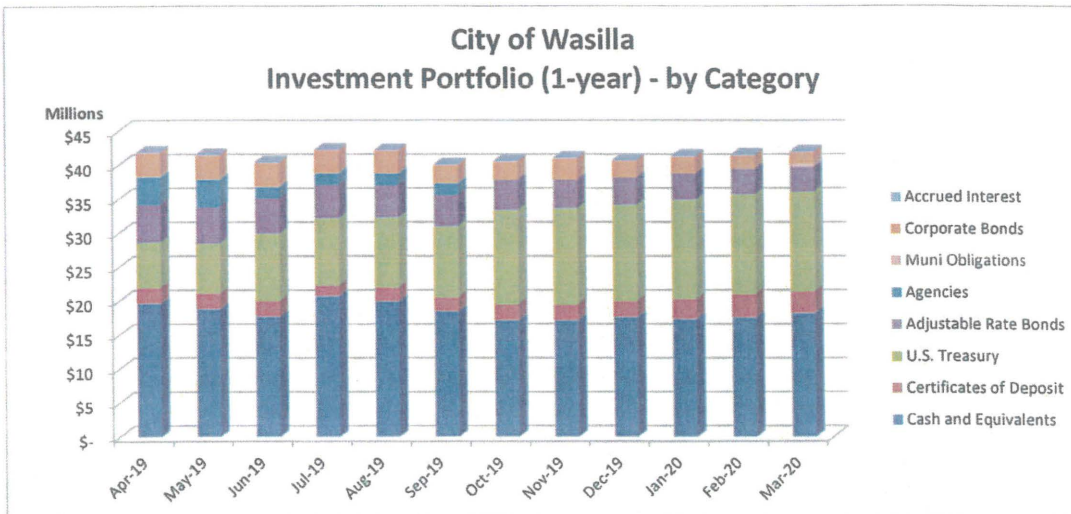
| ACCOUNT DESCRIPTION | ORIGINAL BUDGET | ADJUSTED BUDGET | M-T-D ACTUAL | Y-T-D ACTUAL | CURRENT ENC. | REMAINING BUDGET | PERCENT BUDGET REMAINING |
|------------------------------|-----------------|-----------------|--------------|--------------|--------------|------------------|--------------------------|
| * Water - General Admin | 249,240 | 253,571 | 13,342 | 185,320 | 2,438 | 65,813 | 26 |
| * Water - Cust Accting Svcs | 100,088 | 100,545 | 6,730 | 79,807 | 0 | 20,738 | 21 |
| * Water - Treatment Plant | 392,358 | 392,843 | 25,885 | 242,429 | 26,210 | 124,204 | 32 |
| * Water - Distribution | 335,715 | 336,618 | 24,262 | 239,994 | 0 | 96,624 | 29 |
| * Water - Non-Operating | 177,859 | 177,859 | 177,859 | 177,859 | 0 | 0 | 0 |
| * Water Construction | 685,000 | 866,239 | 0 | 31,183 | 16,296 | 818,760 | 95 |
| * NonDepartmental | 19,250 | 19,250 | 0 | 19,250 | 0 | 0 | 0 |
| ** Public Works | 1,959,510 | 2,146,925 | 248,078 | 975,842 | 44,944 | 1,126,139 | 52 |
| *** Water Utility Fund | 1,959,510 | 2,146,925 | 248,078 | 975,842 | 44,944 | 1,126,139 | 52 |
| Airport Fund | | | | | | | |
| Public Works | | | | | | | |
| * Airport | 250,625 | 250,625 | 13,176 | 153,871 | 17,615 | 79,139 | 32 |
| * Airport Construction | 103,000 | 1,741,171 | 1,490 | 1,217,848 | 368,869 | 154,454 | 9 |
| ** Public Works | 353,625 | 1,991,796 | 14,666 | 1,371,719 | 386,484 | 233,593 | 12 |
| *** Airport Fund | 353,625 | 1,991,796 | 14,666 | 1,371,719 | 386,484 | 233,593 | 12 |
| C. Menard Sports Center | | | | | | | |
| Cultural & Recreation Svr | | | | | | | |
| * CMMSC - Operations | 1,320,648 | 1,324,111 | 99,582 | 972,207 | 19,667 | 332,237 | 25 |
| * CMMSC Construction | 45,000 | 60,222 | 0 | 28,382 | 0 | 31,840 | 53 |
| ** Cultural & Recreation Svr | 1,365,648 | 1,384,333 | 99,582 | 1,000,589 | 19,667 | 364,077 | 26 |
| *** C. Menard Sports Center | 1,365,648 | 1,384,333 | 99,582 | 1,000,589 | 19,667 | 364,077 | 26 |
| 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 | 45,483,758 | 1,693,232 | 28,934,948 | 4,623,651 | 11,925,159 | 26 |

| CHECK DATE | CHECK NUMBER | VENDOR NAME | VENDOR # | BANK CODE | CHECK AMOUNT |
|--------------------|--------------|--------------------------------|----------|-----------|----------------|
| 03/06/2020 | 93127 | AWR ENGINEERING LLC | 3080 | | 17,144.80 |
| 03/06/2020 | 93154 | MATANUSKA TELEPHONE ASSOCIATIO | 23 | | 14,917.65 |
| 03/06/2020 | 93156 | MOTOROLA SOLUTIONS INC | 798 | | 212,605.25 |
| 03/06/2020 | 93163 | STANTEC CONSULTING SERVICES IN | 2655 | | 27,664.28 |
| 03/13/2020 | 93192 | MATANUSKA ELECTRIC ASSOCIATION | 432 | | 71,463.79 |
| 03/13/2020 | 93195 | METAL CREEK AUTO BODY | 2543 | | 12,451.56 |
| 03/20/2020 | 93262 | TRITECH SOFTWARE SYSTEMS | 3024 | | 52,689.50 |
| 03/27/2020 | 93271 | ENSTAR NATURAL GAS CO | 318 | | 22,541.44 |
| 03/02/2020 | 993107 | STATE OF ALASKA - DEC | 595 | | 177,858.75 |
| 03/02/2020 | 993109 | WELLS FARGO FEDERAL DEPOSIT | 51 | | 43,819.66 |
| 03/04/2020 | 993110 | STATE OF ALASKA SBS | 153 | | 41,620.92 |
| 03/04/2020 | 993111 | STATE OF ALASKA SBS | 153 | | 42,501.38 |
| 03/04/2020 | 993112 | STATE OF ALASKA PERS | 152 | | 101,929.33 |
| 03/10/2020 | 993118 | IUOE LOCAL 302/612 TRUST FUNDS | 2803 | | 85,163.00 |
| 03/10/2020 | 993119 | IUOE LOCAL 302/612 TRUST FUNDS | 2803 | | 99,225.00 |
| 03/16/2020 | 993122 | WELLS FARGO FEDERAL DEPOSIT | 51 | | 43,285.32 |
| 03/18/2020 | 993125 | STATE OF ALASKA PERS | 152 | | 100,817.14 |
| 03/18/2020 | 993126 | STATE OF ALASKA SBS | 153 | | 42,228.10 |
| 03/30/2020 | 993130 | WELLS FARGO FEDERAL DEPOSIT | 51 | | 43,640.34 |
| DATE RANGE TOTAL * | | | | | 1,253,567.21 * |

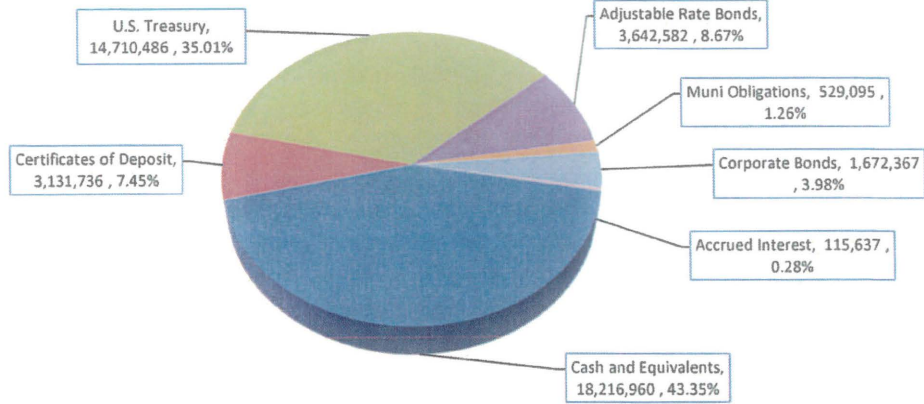
| <u>SUMMARY:</u> | Total Cost | Market Value | % Allocation |
|-------------------------|------------|--------------|--------------|
| Cash and Equivalents | 18,216,968 | 18,216,960 | 43.35% |
| Certificates of Deposit | 3,125,133 | 3,131,736 | 7.45% |
| U.S. Treasury | 14,245,843 | 14,710,486 | 35.01% |
| Adjustable Rate Bonds | 3,721,090 | 3,642,582 | 8.67% |
| Agencies | - | - | 0.00% |
| Muni Obligations | 522,054 | 529,095 | 1.26% |
| Corporate Bonds | 1,680,079 | 1,672,367 | 3.98% |
| Accrued Interest | - | 115,637 | 0.28% |
| | 41,511,167 | 42,018,862 | 100.00% |

| <u>SUMMARY:</u> | Q1 | Q2 | Q3 | Q4 | Total |
|--------------------------|-------------|-------------|------------|----|------------|
| Investment earnings | 223,889.52 | 180,428.10 | 167,909.09 | - | 572,226.71 |
| Market value adjustments | (36,409.30) | (47,627.34) | 320,373.73 | - | 236,337.09 |
| Net revenue (loss)*: | 187,480.22 | 132,800.76 | 488,282.82 | - | 808,563.80 |

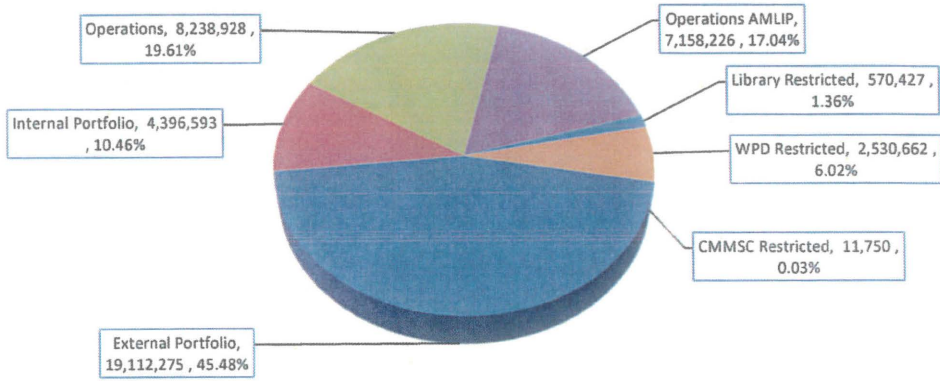
* before professional service fees and bank expenditures



**City of Wasilla
Investment Portfolio - by Category (03/31/2020)**



**City of Wasilla
Investment Portfolio - by Account (03/31/2020)**





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. 20-06

TITLE: Quarterly report of businesses that received a penalty waiver for the first quarter ending March 31, 2020 per WMC 5.16.150 B¹

| Business Name | Owner Name | Address | City, State, Zip | Waiver Period | Amount of Penalty | Date of Waiver | Approved by: |
|----------------------------|---------------------|---------------------|---------------------|---------------|-------------------|----------------|-----------------|
| udbusters Carwash CO#4 | K&S Enterprises LTD | 110 E Herning Ave | Wasilla, AK 99654 | October 2019 | \$72.71 | 01/13/2020 | Troy Tankersley |
| Mudbusters Carwash CO #1 | K&S Enterprises LTD | 110 E Herning Ave | Wasilla, AK 99654 | October 2019 | \$59.10 | 01/13/2020 | Troy Tankersley |
| Mudbusters Carwash CO #3 | K&S Enterprises LTD | 110 E Herning Ave | Wasilla, AK 99654 | October 2019 | \$59.36 | 01/13/2020 | Troy Tankersley |
| Great Alaska Pizza Company | Orion 3 LLC | 8936 Sahalee Drive | Anchorage, AK 99507 | October 2019 | 54.01 | 01/13/2020 | Troy Tankersley |
| Deyoung Electric | Dennis Deyoung | 1250 E Glenwood Ave | Wasilla, Ak 99654 | August 2019 | \$250.00 | 01/13/2020 | Troy Tankersley |
| Jonesers | Gail Jones | PO Box 1203 | Willow, AK 99688 | June 2019 | \$250.00 | 02/13/2020 | Troy Tankersley |
| Affordable Pet Grooming | Luella Murray | 675 W Wasair Dr #1 | Wasilla, AK 99654 | October 2019 | \$250.00 | 02/13/2020 | Troy Tankersley |
| Krazy Moose Subs LLC | Tamara Suders | PO Box 875445 | Wasilla, AK 99687 | December 2019 | \$53.84 | 02/13/2020 | 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/Accountant
Date: 4/6/20
Re: Sales Tax Auditor Update for the period ending March 31, 2020

The tables below reflect the activity conducted on behalf of the sales tax audit program for the current fiscal year July 1, 2019 to March 31, 2020:

| Activity Description | Quantity |
|---|----------|
| Number of audits initiated | 0 |
| Number of audits completed | 1 |
| Number of audits in review | 6 |
| 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 | 1 |
| Number of audits resulting in balance due finding | 1 |
| Number of reviews completed resulting in balance dues | 21 |
| | |
| Collections due from audit and/or reviews | \$121,524.55 |

| 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 | 38 |

Thirty-eight 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.

Changes to WMC 5.16 relating to the online sales tax commission passed February 24, 2020 prompted notice to all taxpayers as well as updates to website publications, City tax forms and software systems.

A sales tax class was offered in January however, scheduling did not allow in February and covid-19 prompted canceling the classes that were to be offered in March and April 2020.

I have reviewed the sales tax and license code to identify changes for parity to ARSSTC and for clarification. I will continue work on the real estate audit and policy manual as time allows.