

Date Presented to Council: August 24, 2020  
 Verified By: [Signature]  
 Clerk's Note: NA

**City of Wasilla  
 Informational Memorandum No. 20-10**

**Monthly Financial Reports For The Period Ending June 30, 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: 8/10/2020

Agenda of: 8/24/2020

Route to:	Department Head	Signature	Date
X	Finance Director		8.12.20
X	Deputy Administrator		8/12/2020
X	City Clerk		8/12/2020
X	Mayor		8/12/2020

**Attachments:** See below.

**Summary Statement:** Attached for your review are the following financial reports for the period ending June 30, 2020:

	Page Number
• Month-To-Date Expenditure Report (Unaudited), Ending June 30, 2020	2
• Expenditures Greater Than \$10,000 (for the period, June 1, 2020 through June 30, 2020)	6
• Quarterly Investment Report, Ending June 30, 2020	7
• Quarterly Report of Businesses That Received a Penalty Waiver for Sales Tax for the Third Fiscal Quarter Ending June 30, 2020; Per WMC 5.16.150(B)	9
• Auditor's Report for the period ending June 30, 2020	11

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

100% 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	36,559	426,969	0	38,626	8
* Records Management	14,200	14,200	1,148	7,927	0	6,273	44
* Council	187,070	187,430	7,445	149,872	0	37,558	20
* Administration	293,246	295,066	40,041	283,930	0	11,136	4
* General & Administrative	242,030	243,059	19,469	208,408	0	34,651	14
* Human Resources	226,177	227,555	15,798	195,732	0	31,823	14
* Planning	318,632	320,567	28,157	287,008	0	33,559	10
* Finance	1,320,106	1,328,651	126,087	1,261,992	0	66,659	5
* MIS	484,156	485,527	30,958	389,842	0	95,685	20
** General Government	3,544,918	3,567,650	305,662	3,211,680	0	355,970	10
Public Safety							
* Administration	673,263	674,606	63,966	573,140	0	101,466	15
* MultiTask Drug Enforcemnt	179,753	179,258	16,393	176,785	0	2,473	1
* General Investigation	526,547	525,551	64,912	236,909	0	288,642	55
* Police-Patrol	3,545,688	3,564,300	314,296	3,435,615	14,580	114,105	3
* Mat Su SRO	466,478	466,478	20,277	296,428	0	170,050	36
* Dispatch Center	4,104,782	4,230,690	329,612	3,450,798	0	779,892	18
* Code Compliance	213,083	212,229	22,392	187,750	0	24,479	12
** Public Safety	9,709,594	9,853,112	831,848	8,357,425	14,580	1,481,107	15
Public Works							
* Administration	416,694	419,107	39,718	391,177	0	27,930	7
* Roads	1,274,660	1,275,293	198,094	1,207,425	0	67,868	5
* Property Maintenance	619,525	619,770	63,102	548,074	0	71,696	12
** Public Works	2,310,879	2,314,170	300,914	2,146,676	0	167,494	7
Cultural & Recreation Svr							
* Museum	297,040	297,975	24,946	247,727	0	50,248	17
* Parks Maintenance	765,876	765,876	104,462	648,449	0	117,427	15
* Library	1,360,228	1,364,982	121,523	1,224,205	0	140,777	10
* Recreation Services	104,258	108,842	7,905	88,805	0	20,037	18
** Cultural & Recreation Svr	2,527,402	2,537,675	258,836	2,209,186	0	328,489	13
Non-Departmental							
* Non-Departmental	2,639,000	3,181,900	24,719	3,151,461	0	30,439	1
** Non-Departmental	2,639,000	3,181,900	24,719	3,151,461	0	30,439	1
*** General Fund	20,731,793	21,454,507	1,721,979	19,076,428	14,580	2,363,499	11
CIP Fund							
General Government							
* General Government	40,000	131,444	1,460	29,483	51,282	50,679	39

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

100% 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	1,460	29,483	51,282	50,679	39
* Public Safety Administration	6,000,000	12,725,610	550,229	9,516,635	725,328	2,483,647	20
** Public Safety	6,000,000	12,725,610	550,229	9,516,635	725,328	2,483,647	20
* Public Works Roads	260,000	292,100	0	292,074	0	26	0
* Property Maintenance	560,000	1,247,805	36,146	530,090	167,926	549,789	44
** Public Works	820,000	1,539,905	36,146	822,164	167,926	549,815	36
* Cultural & Recreation Svr Museum	75,000	157,646	29,623	103,808	19,089	34,749	22
* Parks Maintenance	225,000	330,830	57,057	207,436	20,000	103,394	31
* Library	300,000	601,530	2,955	45,541	425,102	130,887	22
** Cultural & Recreation Svr	600,000	1,090,006	89,635	356,785	464,191	269,030	25
*** CIP Fund	7,460,000	15,486,965	677,470	10,725,067	1,408,727	3,353,171	22
Vehicle Replacement Fund							
* Public Safety Police-Patrol	182,000	215,397	19,364	190,017	0	25,380	12
** Public Safety	182,000	215,397	19,364	190,017	0	25,380	12
* Public Works Administration	110,000	145,000	13,790	92,962	41,631	10,407	7
** Public Works	110,000	145,000	13,790	92,962	41,631	10,407	7
*** Vehicle Replacement Fund	292,000	360,397	33,154	282,979	41,631	35,787	10
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	22,395	174,505	218,557	234,720	37
** Public Works	425,000	627,782	22,395	174,505	218,557	234,720	37
*** Road	425,000	627,782	22,395	174,505	218,557	234,720	37

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	5,401	71,411	0	39,603	36
** Public Safety	99,704	111,014	5,401	71,411	0	39,603	36
*** Youth Court	99,704	111,014	5,401	71,411	0	39,603	36
Asset Forfeiture Public Safety							
* Police-Patrol	0	4,368	1	4,369	0	1-	0
** Public Safety	0	4,368	1	4,369	0	1-	0
*** Asset Forfeiture	0	4,368	1	4,369	0	1-	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	249,826	24,071	229,166	0	20,660	8
* Sewer - Cust Accting Svc	96,288	105,595	6,462	97,755	0	7,840	7
* Sewer - O&M Treatment	458,953	453,343	46,219	411,631	0	41,712	9
* Collection System O & M	221,643	239,192	18,718	233,150	0	6,042	3
* Sewer Construction	95,000	1,196,608	207,167	758,730	216,408	221,470	19
* NonDepartmental	16,250	16,250	0	16,250	0	0	0
** Public Works	1,145,350	2,260,814	302,637	1,746,682	216,408	297,724	13
*** Sewer Fund	1,145,350	2,260,814	302,637	1,746,682	216,408	297,724	13
Water Utility Fund Public Works							

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

100% 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	22,499	235,459	0	18,112	7
* Water - Cust Accting Svcs	100,088	113,445	6,814	100,685	0	12,760	11
* Water - Treatment Plant	392,358	392,843	50,873	350,417	0	42,426	11
* Water - Distribution	335,715	336,618	25,290	307,072	0	29,546	9
* Water - Non-Operating	177,859	177,859	0	177,859	0	0	0
* Water Construction	685,000	866,239	31,665	100,716	68,457	697,066	80
* NonDepartmental	19,250	19,250	0	19,250	0	0	0
** Public Works	1,959,510	2,159,825	137,141	1,291,458	68,457	799,910	37
*** Water Utility Fund	1,959,510	2,159,825	137,141	1,291,458	68,457	799,910	37
Airport Fund							
Public Works							
* Airport	250,625	250,625	39,564	224,839	0	25,786	10
* Airport Construction	103,000	1,771,171	225,184	1,452,583	134,634	183,954	10
** Public Works	353,625	2,021,796	264,748	1,677,422	134,634	209,740	10
*** Airport Fund	353,625	2,021,796	264,748	1,677,422	134,634	209,740	10
C. Menard Sports Center							
Cultural & Recreation Svr							
* CMMSC - Operations	1,320,648	1,324,111	96,298	1,217,757	0	106,354	8
* CMMSC Construction	45,000	65,253	8,504	57,861	0	7,392	11
** Cultural & Recreation Svr	1,365,648	1,389,364	104,802	1,275,618	0	113,746	8
*** C. Menard Sports Center	1,365,648	1,389,364	104,802	1,275,618	0	113,746	8
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	46,042,089	3,269,728	36,431,369	2,102,994	7,507,726	16

BANK CODE

\*ALL\*

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
06/05/2020	93761	CAPITAL OFFICE SYSTEMS	2770	78,798.72
06/05/2020	93775	MATANUSKA TELEPHONE ASSOCIATIO	23	16,444.37
06/05/2020	93786	STANTEC CONSULTING SERVICES IN	2655	44,368.12
06/12/2020	93814	COLLINS CONSTRUCTION INC	3028	22,000.00
06/12/2020	93819	EXERPLAY, INC.	2492	39,530.80
06/12/2020	93838	MATANUSKA ELECTRIC ASSOCIATION	432	49,383.12
06/12/2020	93846	NORTHSTAR SUPPLY LLC	3110	25,205.40
06/12/2020	93865	TRITECH SOFTWARE SYSTEMS	3024	143,746.92
06/19/2020	93888	ANCHORAGE WELL & PUMP SERVICE	609	13,856.20
06/26/2020	93969	COLLINS CONSTRUCTION INC	3028	336,248.00
06/26/2020	93971	EASTSIDE CARPET COMPANY LLC	3137	11,854.68
06/26/2020	93983	LANDYE BENNETT BLUMSTEIN LLP	2717	16,731.00
06/26/2020	93987	MATANUSKA TELEPHONE ASSOCIATIO	23	15,535.60
06/26/2020	93998	STANTEC CONSULTING SERVICES IN	2655	35,574.66
06/26/2020	94001	UNIVERSITY OF ALASKA SOUTHEAST	2975	12,410.55
06/30/2020	94010	ALASKA SAFETY INC	1142	19,684.00
06/30/2020	94017	ARS ALEUT ANALYTICAL, LLC	2698	12,881.00
06/30/2020	94020	BIG DIPPER CONSTRUCTION INC	621	106,449.90
06/30/2020	94040	MOTOROLA SOLUTIONS INC	798	127,563.15
06/08/2020	993183	WELLS FARGO FEDERAL DEPOSIT	51	43,178.21
06/10/2020	993185	STATE OF ALASKA PERS	152	100,238.72
06/10/2020	993186	STATE OF ALASKA SBS	153	42,322.02
06/12/2020	993188	IUOE LOCAL 302/612 TRUST FUNDS	2803	96,075.00
06/12/2020	993190	IUOE LOCAL 302/612 TRUST FUNDS	2803	86,866.26
06/22/2020	993194	WELLS FARGO FEDERAL DEPOSIT	51	53,715.59
06/25/2020	993200	STATE OF ALASKA PERS	152	98,619.13
06/25/2020	993201	STATE OF ALASKA SBS	153	51,311.02

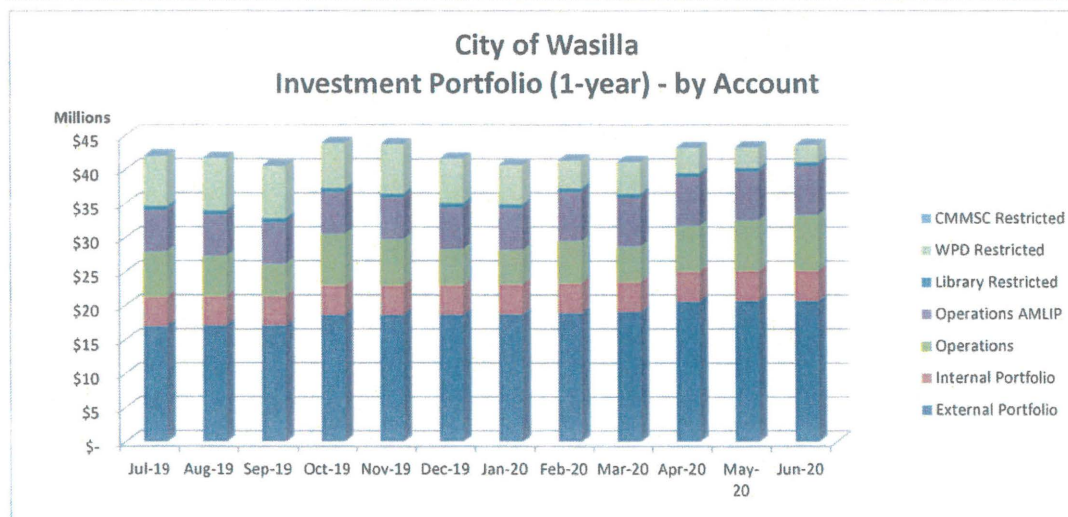
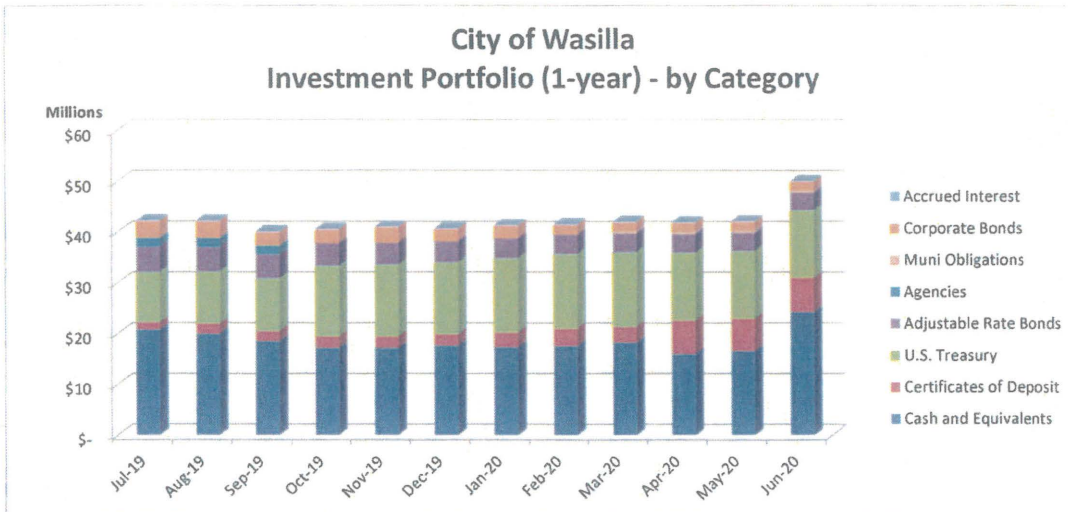
DATE RANGE TOTAL \*

1,700,592.14 \*

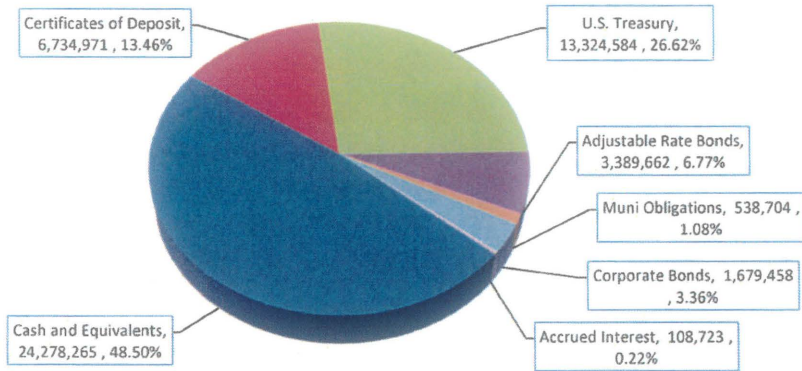
<b>SUMMARY:</b>	<b>Total Cost</b>	<b>Market Value</b>	<b>% Allocation</b>
Cash and Equivalents	24,278,265	24,278,265	48.50%
Certificates of Deposit	6,681,831	6,734,971	13.46%
U.S. Treasury	12,948,903	13,324,584	26.62%
Adjustable Rate Bonds	3,416,460	3,389,662	6.77%
Agencies	-	-	0.00%
Muni Obligations	522,054	538,704	1.08%
Corporate Bonds	1,674,629	1,679,458	3.36%
Accrued Interest	-	108,723	0.22%
	<b>49,522,143</b>	<b>50,054,368</b>	<b>100.00%</b>

<b>SUMMARY:</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>
Investment earnings	223,889.52	180,428.10	167,909.09	141,489.29	713,716.00
Market value adjustments	(36,409.30)	(47,627.34)	320,373.73	44,614.68	280,951.77
Net revenue (loss)*:	187,480.22	132,800.76	488,282.82	186,103.97	994,667.77

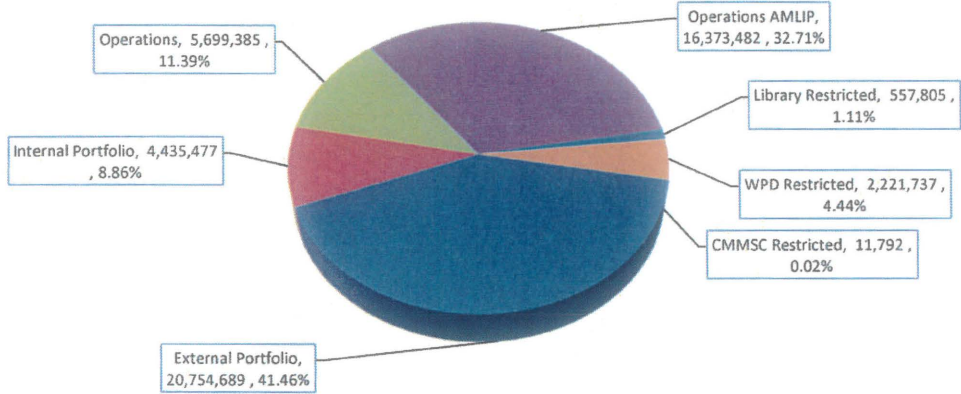
\* before professional service fees and bank expenditures



**City of Wasilla  
Investment Portfolio - by Category (06/30/2020)**



**City of Wasilla  
Investment Portfolio - by Account (06/30/2020)**







# 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. 20-10

TITLE: Quarterly report of businesses that received a penalty waiver for the second quarter ending June 30, 2020 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:
House of Bread	Don and Joann Nelson	PO BOX 875431	Wasilla, AK 99687	November 2019	35.74	4/28/20	Troy Tankersley
Donut King	Nest Investments LLC	490 N Main St	Wasilla, AK 99654	July, 2019	105.74	4/28/20	Troy Tankersley
Red Robin	Wasilla Robin Alaska	4450 Cordova St #200	Anchorage, AK 99503	February, 2020	407.39	4/30/20	Troy Tankersley
Insurance Auto Auctions Inc		Westbrook Corporate Center	Westchester IL 60154	January, 2020	140.65	4/30/20	Troy Tankersley
Basil Ginger	Smile LLC	4538 W Overby St Unit 2	Wasilla, AK 99654	January, 2020	495.75	4/30/20	Troy Tankersley
Mattress Firm	Furniture Enterprises of Alaska Inc	940 E 38 <sup>th</sup> Ave	Anchorage, AK 99503	March, 2020	31.26	5/19/20	Troy Tankersley
CenturyLink Communications LLC		PO BOX 9070	Monroe, LA 71211	March, 2020	25.00	6/8/20	Troy Tankersley
The Valley Cinema	Coming Attractions Theatres	2200 Ashland St	Ashland, OR 97520	February 2020	638.48	6/2/20	Troy Tankersley



# CITY OF WASILLA

Finance Department

290 East Herning Avenue

Wasilla, Alaska 99654 7091

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

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Extreme Fun Center	Coming Attractions Theatres	2200 Ashland St	Ashland, OR 97520	February 2020	622.24	6/2/20	Troy Tankersley
Mat Su Family Restaurant	Mark & Zinaida Egbert	401 W Parks Hwy Ste D-E	Wasilla, AK 99654	February, 2020	169.86	6/10/20	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/Accountant *MB*  
**Date:** 8/10/20  
**Re:** Sales Tax Auditor Update for the period ending June 30, 2020

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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, 2019 to June 30, 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)	25

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	25
Collections due from audit and/or reviews	\$123,315.23

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	0

Due to staffing shortages and Covid-19 much of the last quarter was spent covering the sales tax position.

Changes to WMC 5.16 relating to the Alaska Remote Sellers Sales Tax Commission (ARSSTC) passed February 24, 2020 has created a new group of accounts created in our tax system. As of June 2020, there were 143 accounts registered and collecting city sales tax with the ARSSTC of which only 18 were previous filers with the City. I was asked to serve on the ARSSTC Policy Committee to help identify and streamline issues common to administration of sales tax for both the ARSSTC and local tax jurisdictions as we navigate through this new process of remote sales collection.

Sales tax classes scheduled for April through June were cancelled due to covid-19.

I will continue work on the real estate audit and policy manual as time allows.