

CITY OF BETHLEHEM

INTER DEPARTMENTAL CORRESPONDENCE

MEMORANDUM

TO: Robert Donchez - Mayor
Louise Kelchner - City Clerk
Members of City Council

FROM: George Yasso
City Controller

SUBJECT: Quarterly Report - Controller (July-September 2017)

DATE: October 26, 2017

I am submitting for your review, a summary of the financial expenditures and contractual commitments made by the City of Bethlehem in the third quarter of 2017 along with the year to date totals.

Attachment #1 provides for the cash expended and is broken down by the following categories:

- Checks Dispersed
- P-Card(s)
- General/Payroll Accounts (approximate)
- Other Checking Accounts

Total Cash Outlay was \$27,267,387 (\$77,268,557 YTD) with \$11,638,704 (\$36,203,928 YTD) going towards the total city payroll. These amounts exclude escrow payments which are listed separately on Attachment #1.

In addition to the financial information highlighting the cash that was paid out in the third quarter, there were approximately 178 (1,057 YTD) Purchase Orders processed and 1,290 (3,634 YTD) general account checks processed.

Attachment #2 provides the quarterly statistics on individual Purchase Orders issued, Blanket Purchase Orders, Contract Purchase Orders, and Confirming Purchase Order statistics. We are in a period of transition where Purchase Orders are also included for new/amended contracts. As noted in the previous reports, many of the blanket Purchase Orders from various departments are now being consolidated under one blanket, so Attachment #2 & Attachment #3 have been reformatted. Also, the information for non-general funds is included for consistency with Attachment #1. Attachment #3 is total Year-to Date Purchase Orders and Confirming Purchase Orders.

We continue to attend Bethlehem Authority meetings, as well as most of the City Council and Council Committee meetings as appropriate. The Controller's office is also involved in the continuing CI Purchasing Committee Meetings, Safety Committee Meetings, and Contract Workflow Committee Meetings.

The Controller's office has a rotating seat on the Pension Board which meets the first Friday of every month. All board meetings to date have been attended. The Controller's office continues to discuss contracts and purchase orders of concern with the Solicitor's office and Administration.

Please review list below of other activities:

	<u>Qtr. #</u>	<u>Qtr. \$</u>	<u>YTD #</u>	<u>YTD #</u>
Audited General Acct. Checks (1)	1,290	\$11,893,609	3,634	\$28,609,205
Purchasing Card Transactions	883	184,081	2,474	476,980
Other Acct. Checks & Transactions (1)	33	4,562,023	175	15,146,320
Reviewed & Audited Petty Cash				
Reimbursements	15	5,005	46	15,633
Employee Mileage & Expense	28	7,300	85	18,855
Reviewed & approved Purchase Orders (see attached)	178	3,243,948	1,049	24,963,241
Reviewed & approved contracts/ Agreements (outlined below)	102	16,640,721	313	28,577,330
Construction Contracts	24	2,052,867	58	5,673,742
Employment Related Contracts	6	65,753	36	1,139,078
Services & Goods Contracts	37	13,449,313	112	16,694,923
Grants & Revenue Agreements	10	1,069,937	27	3,262,263
Use Permits, Developer & Other Agreements (2)	25	2,851	80	1,807,324

(1) Includes \$1,239,579 PNC loan payment this quarter and 3 RACP checks (\$630,750). YTD excludes two checks (\$3,174,378) to close out Wells Fargo Account but includes five RACP payments totaling \$2,155,618, and a \$2,594,470 TIF payment. The “Other Acct Checks” total above has been adjusted for P-Card and General Account Check transactions.

(2) Developer Agreements may include amounts for letters of credit that may not be used with no dollar total this quarter (YTD \$1,745,766).

NOTE: The quarterly and year-to-date (YTD) information may have variances from the previous reports due to voided or adjusted amounts. The year-to-date numbers have been reconciled.

- Input information for the PA Gaming website to project anticipated revenues and check and confirm actual quarterly receipts. The PA Legislature still has not finalized changes to the Gaming Law which may jeopardize future Sands Casino payments.
- Review with the departments any outstanding Miscellaneous Accounts Receivables (ongoing).
- Examined and reviewed situations regarding contracts and purchase orders needing additional investigation and follow-up.
- Responded to and resolved seven calls on the Controller’s hotline. (YTD – 24)
- Collaborated with the Consultant and the Administration to finalize the annuitizing of the O&E Pension Plan through United of Omaha. The first pension payments were September 15, 2017.

Specific detailed back-up on the information provided is available upon request.

If you have any questions, please feel free to contact Gene Auman or myself in the Controller’s Office at extension 7120.

Cc: David Brong, Business Administrator
Mark Sivak, Director of Budget & Finance
Linnea Lazarchak, Financial Services Director
Sandra Steidel, Director of Purchasing
Blake Kleintop, IS Website Manager

Cash Expended Third Quarter 2017 and Year-To-Date

ATTACHMENT # 1

	chks/ trans- actions	Dollar Amount	General	911	Golf	Liquid Fuels	Water	Sewer	Water Capital	Sewer Capital	NUCI - Non Utility Capital	Total (No Escrow)	YTD TOTAL **
3rd Quarter													
Check Summary	1,290	\$ 11,893,609	\$ 4,386,912	\$ 40,529	\$ 155,558	\$ 332,507	\$ 512,740	\$ 638,668	\$ 1,340,933	\$ 246,851	\$ 3,372,872	\$ 11,027,570	\$ 27,707,020
P-Card Summary	883	\$ 184,081	\$ 132,526	\$ 4,408	\$ 8,261	\$ 2,395	\$ 23,618	\$ 11,879				\$ 183,087	\$ 475,573
TOTAL	2,173	\$ 12,077,690	\$ 4,519,438	\$ 44,937	\$ 163,819	\$ 334,902	\$ 536,358	\$ 650,547	\$ 1,340,933	\$ 246,851	\$ 3,372,872	\$ 11,210,657	\$ 28,182,593
Y-T-D TOTAL	6,108	\$ 29,086,185	\$ 13,428,182	\$ 231,677	\$ 317,850	\$ 715,300	\$ 1,473,936	\$ 2,396,893	\$ 2,079,663	\$ 2,253,334	\$ 5,285,758	\$ 28,182,593	
Payroll accounts (inc. tax payments)			\$ 9,374,482	\$ 304,019	\$ 167,205	\$ 141,589	\$ 876,534	\$ 774,875				\$ 11,638,704	\$ 36,203,928
Payroll, general account sub-total for QTR			\$ 13,893,920	\$ 348,956	\$ 331,024	\$ 476,490	\$ 1,412,891	\$ 1,425,422	\$ 1,340,933	\$ 246,851	\$ 3,372,872	\$ 22,849,361	\$ 64,386,520
Other accounts (Sub-Total below)												\$ 4,418,026	\$ 12,882,036
TOTAL CASH OUTLAY												\$ 27,267,387	\$ 77,268,557

Other Checking

Accounts	# QTD	\$ QTD	# YTD	\$ YTD	
Consolidated Cash	8	\$ 1,240,460	20	\$ 3,960,855	Includes PNC loan payment this Qtr - \$1,239,576 & TIF payment - \$2,594,471 (2nd Qtr).
Capital Account	0	\$ -	0	\$ -	
Medical Benefits	18	\$ 2,783,386	64	\$ 8,483,837	Includes 13 direct transfers per quarter for Capital Blue Cross Does not include \$4,695 (\$8,208 YTD) in Medical included in Check Summary above.
Water & Sewer	1	\$ 394,180	3	\$ 437,345	
SUB-TOTAL	27	\$ 4,418,026	87	\$ 12,882,036	
City Trustee Acc't	0	\$ -	0	\$ -	
Escrow - PCards**	8	\$ 994	11	\$ 1,407	Included in the P-Card totals above
Escrow - A/P checks**	58	\$ 866,039	73	\$ 902,186	Included in the Check Summary above and also includes 3 RACP payments of \$630,750 ths quarter.
Escrow - Other **	6	\$ 143,997	88	\$ 2,264,283	
SUB-TOTAL	72	\$ 1,011,029	172	\$ 3,167,876	These accounts are for holding other's cash and internal transfers
TOTAL	99	\$ 5,429,055	259	\$ 16,049,912	

2016 & prior years costs paid

	# QTD	\$ QTD	# YTD	\$ YTD	
Checks	5	\$ 82,088	308	\$ 3,225,750	
P-Cards	3	\$ 1,597	233	\$ 60,187	
	8	\$ 83,685 *	541	\$ 3,285,937	11.3%

% 2016 paid to 2017 0.7% based upon total checks/P-Card expenses paid

* These amounts includes all invoices/services prior to 1/1/17 for all departments and funds

** Includes previous quarterly adjustments

End of Quarter Statistics on PO's Issued July - Sept 2017

Attachment # 2

Dept	Bureau or Fund	Blanket \$ per	Regular \$ per	Contract \$ per	Total \$ per	\$ %	Confirm	
		Quarter	Quarter	Quarter (1)	Quarter (2)		#	Confirm \$
Elected Officials	City Council, Legal	\$ -	\$ -	\$ -	\$ -	0.0%	0	\$ -
Adminstration		\$ -	\$ 101,967.02	\$ -	\$ 101,967.02	3.1%	5	\$ 24,690.34
	Admin. Bureaus	\$ -	\$ 62,446.14	\$ -	\$ 62,446.14		3	\$ 14,893.46 (3)
	Gen, Civic Exp	\$ -	\$ 39,520.88	\$ -	\$ 39,520.88		2	\$ 9,796.88
Comm & Econ Dev		\$ 1,525.00	\$ 15,458.13	\$ 534,694.00	\$ 551,677.13	17.0%	9	\$ 20,177.45 (3)
Recreation/ Golf		\$ 1,500.00	\$ 5,808.94	\$ -	\$ 7,308.94	0.2%	4	\$ 5,875.48
	Recreation	\$ -	\$ 2,053.79	\$ -	\$ 2,053.79			
	Golf Fund	\$ 1,500.00	\$ 3,755.15	\$ -	\$ 5,255.15		4	\$ 5,875.48
Public Works		\$ 2,421.00	\$ 51,385.69	\$ 124,600.00	\$ 178,406.69	5.5%	17	\$ 64,863.08
	Public Works	\$ 2,421.00	\$ 51,385.69	\$ 2,250.00	\$ 56,056.69		13	\$ 13,893.06
	Liquid Fuels	\$ -	\$ -	\$ 122,350.00	\$ 122,350.00		4	\$ 50,970.02
Police Dept		\$ 4,200.00	\$ 94,088.29	\$ -	\$ 98,288.29	3.0%	4	\$ 5,592.80
	Police	\$ 4,200.00	\$ 15,355.49	\$ -	\$ 19,555.49		4	\$ 5,592.80
	911	\$ -	\$ 78,732.80	\$ -	\$ 78,732.80			
Fire/EMS		\$ -	\$ 29,476.53	\$ -	\$ 29,476.53	0.9%	1	\$ 450.00
	Fire	\$ -	\$ 23,606.54	\$ -	\$ 23,606.54		1	\$ 450.00
	EMS	\$ -	\$ 5,869.99	\$ -	\$ 5,869.99			
Water Fund		\$ 2,067.00	\$ 292,530.59	\$ 615,977.12	\$ 910,574.71	28.1%	2	\$320,273.15
	Water	\$ 2,067.00	\$ 30,087.45	\$ 28,400.00	\$ 60,554.45		1	\$ 5,512.48 (3)
	Water Capital	\$ -	\$ 262,443.14	\$ 587,577.12	\$ 850,020.26		1	\$314,760.67 (3)
Sewer Fund		\$ 113,567.00	\$ 68,546.99	\$ 1.00	\$ 182,114.99	5.6%	3	\$ 11,750.00
	Wastewater	\$ 64,067.00	\$ 19,057.57	\$ -	\$ 83,124.57		3	\$ 11,750.00
	Sewer Capital	\$ 49,500.00	\$ 49,489.42	\$ 1.00	\$ 98,990.42			
Non-Utility Capital	NUCI	\$ 10,000.00	\$ 428,876.11	\$ 745,258.00	\$ 1,184,134.11	36.5%	2	\$ 7,463.37
TOTAL		\$ 135,280.00	\$ 1,088,138.29	\$ 2,020,530.12	\$ 3,243,948.41	100%	47	\$461,135.67
Total # of PO's		19	139	20	178			
Total # Confirming PO's		22	21	4	47	26.4%		
Total % Confirming PO's (2)		115.8%	15.1%	20.0%				
Total \$ Confirming PO's		\$ 84,805	\$ 37,358	\$ 338,973	\$ 461,136	14.2%		

(1) Based upon ongoing Contracts from previous years some Purchase Orders were encumbered as Blankets.

(2) Original Purchase Orders and no change orders which may increase total encumbered funds. Payments may include prior PO's or changes.

(3) Four confirming amounts were contracts that were not signed/encumbered when services/goods were provided (\$ 338,973).

TOTAL Statistics on PO's Issued January - September 2017

Attachment # 3

Dept	Bureau or Fund	Blanket \$ per Quarter	Regular \$ per Quarter	Contract \$ per Quarter (1)	Total \$ per Quarter (2)	\$ %	Confirm #	Confirm \$
Elected Officials	City Council, Legal	\$ 3,500.00	\$ 4,330.24	\$ 46,710.00	\$ 54,540.24	0.2%	2	\$ 106.05
Adminstration		\$ 2,333,240.48	\$ 348,727.50	\$ 169,500.00	\$ 2,851,467.98	11.4%	17	\$ 95,301.34
	Admin. Bureaus	\$ 193,298.48	\$ 152,478.82	\$ 137,500.00	\$ 483,277.30		7	\$ 22,716.46 (3)
	Gen, Civic Exp	\$ 2,139,942.00	\$ 196,248.68	\$ 32,000.00	\$ 2,368,190.68		10	\$ 72,584.88
Comm & Econ Dev		\$ 532,184.15	\$ 523,874.38	\$ 667,164.00	\$ 1,723,222.53	6.9%	31	\$ 44,383.03 (3)
Recreation/ Golf		\$ 279,520.62	\$ 78,690.43	\$ 7,500.00	\$ 365,711.05	1.5%	12	\$ 9,640.02
	Recreation	\$ 86,920.50	\$ 32,261.90	\$ 5,000.00	\$ 124,182.40		3	\$ 1,022.82
	Golf Fund	\$ 192,600.12	\$ 46,428.53	\$ 2,500.00	\$ 241,528.65		9	\$ 8,617.20
Public Works		\$ 1,386,832.91	\$ 665,605.60	\$ 234,465.90	\$ 2,286,904.41	9.2%	58	\$ 146,301.09
	Public Works	\$ 887,530.81	\$ 331,634.10	\$ 58,002.00	\$ 1,277,166.91		52	\$ 66,983.14
	Liquid Fuels	\$ 499,302.10	\$ 333,971.50	\$ 176,463.90	\$ 1,009,737.50		6	\$ 79,317.95
Police Dept		\$ 419,342.44	\$ 545,847.57	\$ 26,320.00	\$ 991,510.01	4.0%	10	\$ 53,105.69
	Police	\$ 300,842.44	\$ 375,128.45	\$ 24,000.00	\$ 699,970.89		8	\$ 45,564.83
	911	\$ 118,500.00	\$ 170,719.12	\$ 2,320.00	\$ 291,539.12		2	\$ 7,540.86
Fire/EMS		\$ 227,101.50	\$ 164,851.68	\$ 83,861.07	\$ 475,814.25	1.9%	3	\$ 4,970.00
	Fire	\$ 148,633.50	\$ 43,108.06	\$ -	\$ 191,741.56		1	\$ 450.00
	EMS	\$ 78,468.00	\$ 121,743.62	\$ 83,861.07	\$ 284,072.69		2	\$ 4,520.00
Water Fund		\$ 924,946.82	\$ 1,872,666.08	\$ 2,336,906.82	\$ 5,134,519.72	20.6%	12	\$ 354,150.07
	Water	\$ 730,243.01	\$ 166,520.35	\$ 919,872.70	\$ 1,816,636.06		9	\$ 25,111.25 (3)
	Water Capital	\$ 194,703.81	\$ 1,706,145.73	\$ 1,417,034.12	\$ 3,317,883.66		3	\$ 329,038.82 (3)
Sewer Fund		\$ 1,218,963.28	\$ 555,484.72	\$ 571,823.93	\$ 2,346,271.93	9.4%	9	\$ 15,613.47
	Wastewater	\$ 1,133,888.28	\$ 76,063.18	\$ 194,594.61	\$ 1,404,546.07		8	\$ 14,853.47
	Sewer Capital	\$ 85,075.00	\$ 479,421.54	\$ 377,229.32	\$ 941,725.86		1	\$ 760.00
Non-Utility Capital	NUCI	\$ 170,007.49	\$ 5,463,371.08	\$ 3,099,900.59	\$ 8,733,279.16	35.0%	5	\$ 52,034.27
TOTAL		\$ 7,495,639.69	\$ 10,223,449.28	\$ 7,244,152.31	\$ 24,963,241.28	100%	159	\$ 775,605.03
Total # of PO's		30.0%	41.0%	29.0%	1,049			
Total # Confirming PO's		80	71	8	159	15.2%		
Total % Confirming PO's		19.4%	12.9%	9.3%				
Total \$ Confirming PO's		\$ 205,345	\$ 188,908	\$ 381,352	\$ 775,605	3.1%		

(1) Based upon ongoing Contracts from previous years some Purchase Orders were encumbered as Blankets.

(2) Original Purchase Orders and no change orders which may increase total encumbered funds - not actual expenses paid.

(3) Eight confirming amounts were contracts that were not signed/encumbered when services/goods were provided (\$ 381,352).