

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 (April-June 2018)

DATE: July 27, 2018

I am submitting for your review, a summary of the financial expenditures and contractual commitments made by the City of Bethlehem in the second quarter of 2018.

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 \$28,030,384 (YTD \$51,469,221) with \$13,250,468 (YTD \$25,271,481) going towards the total city payroll.

In addition to the financial information highlighting the cash that was paid out in the second quarter, there were approximately 198 (YTD 794) Purchase Orders processed and 1,438 (YTD 2,474) general account checks sent out. There are significantly less checks through the other checking accounts due to money going through the regular Accounts Payable checking account.

Attachment #2 provides the quarterly statistics on individual Purchase Orders issued, Blanket Purchase Orders, Contract Purchase Orders, and Confirming Purchase Order statistics. Purchase Orders now include new/amended contracts and many of the blanket Purchase Orders from various departments are now being consolidated under one blanket. 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.

The Controller's Office continues 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 meetings to revamp the contracting process.

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)	1,438	\$ 13,263,714	2,474	\$21,591,279
Purchasing Card Transactions (1)	994	228,634	1,820	386,223
Other Acct. Checks & Transactions	23	2,957,400	50	6,114,109
Reviewed & Audited Petty Cash				
Reimbursements	18	6,353	33	11,903
Employee Mileage & Expense	54	13,164	68	16,683
Reviewed & approved Purchase Orders (see attached)	198	3,814,641	794	15,805,295
Reviewed & approved contracts/ Agreements (outlined below)	74	9,254,944	174	13,817,437
Construction Contracts (2)	23	1,613,253	42	2,206,462
Employment Related Contracts	2	22,154	29	1,243,509
Services & Goods Contracts		947,414	59	2,279,862
Grants & Revenue Agreements	7	1,044,000	21	2,459,380
Use Permits, Developer & Other Agreements (3)	18	5,628,123	23	1,804,472

- (1) These also include escrow checks/transactions. This quarter includes an RACP payment of \$1,464,309 to Ben Franklin Tech Center and a TIF payment of \$2,658,223.
- (2) Outside Engineering, Bidding and Construction oversight are now included with Construction Contracts.
- (3) Developer agreements may include amounts for letters of credit that may not be used with \$5,617,673 total this quarter.

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.

- o Input information for the PA Gaming website to project anticipated revenues and check and confirm actual quarterly receipts. Receipts are approximately \$947,000 over last year.
- o Examined and reviewed situations regarding contracts and purchase orders needing additional investigation and follow-up.
- o Responded to and resolved 17 calls (YTD 27) on the Controller’s hotline.
- o Assisted auditors with checks/invoices and supplied various spreadsheets/reports.

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: Eric Evans, 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 Second Quarter 2018 and Year-To-Date

ATTACHMENT # 1

	# of chks/ trans- actions	Dollar Amount	General	911	Golf	Liquid Fuels	Water	Sewer	Water Capital	Sewer Capital	NUCI - Non Utility Capital	Escrow Account (not in	Total	YTD TOTAL
2nd Quarter														
Check Summary	1,438	\$ 13,263,714	\$ 7,396,627	\$ 145,100	#####	\$ 467,643	\$ 534,643	\$ 726,902	\$ 1,033,216	\$ 344,160	\$ 838,152	\$ 1,669,022	\$ 11,594,692	\$ 19,778,533
P-Card Summary	994	\$ 228,634	\$ 178,007	\$ 4,140	\$ 4,935	\$ 142	\$ 29,508	\$ 11,193	\$ -	\$ -	\$ -	\$ 709	\$ 227,924	\$ 385,514
TOTAL	2,432	\$ 13,492,348	\$ 7,574,634	\$ 149,240	#####	\$ 467,786	\$ 564,151	\$ 738,095	\$ 1,033,216	\$ 344,160	\$ 838,152	\$ 1,669,731	\$ 11,822,616	\$ 20,164,047
Y-T-D TOTAL	4,294	\$ 21,977,502	\$ 11,891,153	\$ 178,760	#####	\$ 827,543	\$ 955,328	\$ 1,297,422	\$ 1,593,587	\$ 478,013	\$ 2,797,220	\$ 1,813,590	\$ 20,163,912	
Payroll accounts (inc. tax payments)			\$ 10,675,773	\$ 368,829	#####	\$ 61,317	\$ 1,023,422	\$ 948,647					\$ 13,250,468	\$ 25,271,481
Payroll and general account sub-total			\$ 22,566,926	\$ 547,588	#####	\$ 888,861	\$ 1,978,750	\$ 2,246,070	\$ 1,593,587	\$ 478,013	\$ 2,797,220	\$ 1,813,590	\$ 25,073,085	\$ 45,435,528
Other accounts													\$ 2,957,400	\$ 6,033,692
TOTAL CASH OUTLAY													\$ 28,030,484	\$ 51,469,221

Other Checking

Accounts	# QTD	\$ QTD	# YTD	\$ YTD	
Consolidated					
Cash	2	\$ 209	5	\$ 66,866	Includes PNC Loan - \$63,964
Capital Account	0	\$ -			
Medical Benefits	21	\$ 2,957,191	40	\$ 5,925,928	Includes 13 direct transfers per quarter for Capital Blue Cross Does not include \$2,449 (\$8,996 YTD) for Medical in A/P Checks above
Water & Sewer	0	\$ -	1	\$ 40,898	
SUB-TOTAL	23	\$ 2,957,400	46	\$ 6,033,692	
Acc't	0	\$ -	0	\$ -	
Escrow	0	\$ -	4	\$ 80,416	Does not include 42 checks (\$1,669,022) for Escrow in A/P Checks above nor P-Card charges
SUB-TOTAL	0	\$ -	4	\$ 80,416	These accounts are for holding other's cash and internal transfers
TOTAL	23	\$ 2,957,400	50	\$ 6,114,109	

years costs paid
in 2017

	# QTD	\$ QTD	# YTD	\$ YTD	
Checks	23	\$ 227,781	270	\$ 3,342,791	
P-Cards	8	\$ 1,129	295	\$ 62,487	
	31	\$ 228,910	565	\$ 3,405,278	15.5%
% 2017 paid to 2018		1.7%	based upon total checks/P-Card expenses paid		

* These amounts includes all invoices/services prior to 1/1/18 for all departments and funds

End of Quarter Statistics on PO's Issued April - June 2018

Attachment # 2

Dept	Bureau or Fund	Blanket \$ per Quarter (1)	Regular \$ per Quarter	Contract \$ per Quarter (1)	Total \$ per Quarter (2)	\$ %	# Blanket	# Regular	# Contract	# Total	# %	# Confirm	\$ Confirm	% Confirm \$
Elected Officials	City Council, Legal	\$ 55,590.00	\$ -	\$ -	\$ 55,590.00	1.5%	2	0	0	2	1.0%	2	\$ 3,031.84	5.5%
Adminstratio		\$ 26,671.32	\$ 60,862.28	\$ 60,056.00	\$ 147,589.60	3.9%	3	16	2	21	10.6%	9	\$ 38,141.78	25.8%
	Admin Bureaus	\$ 11,090.00	\$ 26,780.93	\$ -	\$ 37,870.93		1	9	0	10		4	\$ 7,263.48	19.2% (3)
	Gen, Civic Exp	\$ 15,581.32	\$ 34,081.35	\$ 60,056.00	\$ 109,718.67		2	7	2	11		5	\$ 30,878.30	28.1%
Comm & Econ Dev		\$ 24,135.00	\$ 105,025.71	\$ 206,600.00	\$ 335,760.71	8.8%	8	21	4	33	16.7%	10	\$ 7,448.55	2.2% (3)
Recreation/ Golf		\$ 9,000.00	\$ 27,179.25	\$ -	\$ 36,179.25	0.9%	3	11	0	14	7.1%	0	\$ -	0.0%
	Recreation	\$ 4,000.00	\$ 8,189.89	\$ -	\$ 12,189.89		1	5	0	6				0.0%
	Golf Fund	\$ 5,000.00	\$ 18,989.36	\$ -	\$ 23,989.36		2	6	0	8				0.0%
Public Works		\$ 46,464.15	\$ 97,333.61	\$ 696,884.00	\$ 840,681.76	22.0%	9	15	3	27	13.6%	29	\$104,802.21	12.5%
	Public Works	\$ 30,464.15	\$ 69,872.64	\$ 84,500.00	\$ 184,836.79		7	10	1	18		20	\$ 35,613.93	19.3% (3)
	Liquid Fuels	\$ 16,000.00	\$ 27,460.97	\$ 612,384.00	\$ 655,844.97		2	5	2	9		9	\$ 69,188.28	10.5%
Police Dept		\$ 45,380.00	\$ 120,148.65	\$ -	\$ 165,528.65	4.3%	1	16	0	17	8.6%	4	\$ 8,127.82	4.9%
	Police	\$ 43,000.00	\$ 104,934.32	\$ -	\$ 147,934.32		1	14	0	15		4	\$ 8,127.82	5.5%
	911	\$ 2,380.00	\$ 15,214.33	\$ -	\$ 17,594.33		0	2	0	2				
Fire/EMS		\$ -	\$ 4,708.80	\$ -	\$ 4,708.80	0.1%	0	5	0	5	2.5%	1	\$ 1,039.00	22.1%
	Fire	\$ -	\$ 4,708.80	\$ -	\$ 4,708.80		0	5	0	5		1	\$ 1,039.00	22.1%
	EMS	\$ -	\$ -	\$ -	\$ -		0	0	0	0				
Water Fund		\$ 5,000.00	\$ 294,317.46	\$ 672,375.75	\$ 971,693.21	25.5%	1	27	8	36	18.2%	2	\$ 13,375.00	1.4%
	Water	\$ 3,000.00	\$ 27,734.41	\$ 525,375.75	\$ 556,110.16		1	10	6	17		1	\$ 185.00	0.0%
	Water Capital	\$ 2,000.00	\$ 266,583.05	\$ 147,000.00	\$ 415,583.05		0	17	2	19		1	\$ 13,190.00	3.2%
Sewer Fund		\$ 20,690.00	\$ 99,583.39	\$ 306,729.50	\$ 427,002.89	11.2%	4	17	5	26	13.1%	4	\$ 12,296.79	2.9%
	Wastewater	\$ 18,490.00	\$ 21,973.03	\$ 102,629.50	\$ 143,092.53		3	10	3	16		3	\$ 11,218.09	7.8% (3)
	Sewer Capital	\$ 2,200.00	\$ 77,610.36	\$ 204,100.00	\$ 283,910.36		1	7	2	10		1	\$ 1,078.70	0.4%
Non-Utility Capital	NUCI	\$ 246,000.00	\$ 273,201.05	\$ 310,704.94	\$ 829,905.99	21.8%	2	14	1	17	8.6%	1	\$ 7,846.00	0.9%
TOTAL		\$478,930.47	\$ 1,082,360.20	\$ 2,253,350.19	\$3,814,640.86	100%	33	142	23	198	100%	62	\$196,108.99	5.1%
Total # of PO's		33	142	23	198									
Total # Confirming PO's		45	13	4	62	31.3%								
Total % Confirming PO's (2)		136.4%	9.2%	17.4%	162.9%									
Total \$ Confirming PO's		\$127,372	\$42,403	\$26,335	\$196,109	5.1%								

(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) Four confirming amounts were contracts that were not signed/encumbered when services/goods were provided (\$ 26,335).

TOTAL Statistics on PO's Issued January - June 2018

Attachment # 3

Dept	Bureau or Fund	Blanket \$ per First Half (1)	Regular \$ per First Half	Contract \$ per First Half (1)	Total \$ per First Half (2)	\$ %	# Blanket	# Regular	# Contract	# Total	# %	Confirm #	Confirm \$	% Confirm \$
Elected Officials	City Council, Legal	\$ 60,432.00	\$ 784.00	\$ -	\$ 61,216.00	0.4%	2	1	0	3	0.4%	3	\$ 3,815.84	6.2%
Adminstration		\$2,311,504.32	\$ 413,085.61	\$ 348,506.00	\$ 3,073,095.93	19.4%	14	48	7	69	8.7%	15	\$ 55,858.54	1.8%
	Admin. Bureaus	\$ 19,990.00	\$ 240,258.46	\$ 62,500.00	\$ 322,748.46		2	30	2	34		10	\$ 24,980.24	7.7% (3)
	Gen, Civic Exp	\$2,291,514.32	\$ 172,827.15	\$ 286,006.00	\$ 2,750,347.47		12	18	5	35		5	\$ 30,878.30	1.1%
Comm & Econ Dev		\$ 228,911.83	\$ 216,680.71	\$ 1,476,924.37	\$ 1,922,516.91	12.2%	36	39	7	82	10.3%	19	\$ 28,457.99	1.5% (3)
Recreation/ Golf		\$ 21,150.00	\$ 330,505.30	\$ 200.00	\$ 351,855.30	2.2%	8	62	0	70	8.8%	0	\$ -	0.0%
	Recreation	\$ 11,000.00	\$ 107,561.79	\$ -	\$ 118,561.79		3	26	0	29		0	\$ -	
	Golf Fund	\$ 10,150.00	\$ 222,943.51	\$ 200.00	\$ 233,293.51		5	36	0	41		0	\$ -	
Public Works		\$ 771,246.75	\$ 988,475.42	\$ 767,084.00	\$ 2,526,806.17	16.0%	115	84	4	203	25.6%	47	\$ 204,020.93	8.1%
	Public Works	\$ 710,292.75	\$ 494,171.13	\$ 154,700.00	\$ 1,359,163.88		108	61	2	171		34	\$ 73,665.67	5.4% (3)
	Liquid Fuels	\$ 60,954.00	\$ 494,304.29	\$ 612,384.00	\$ 1,167,642.29		7	23	2	32		13	\$ 130,355.26	11.2%
Police Dept		\$ 417,625.74	\$ 403,270.75	\$ 46,901.00	\$ 867,797.49	5.5%	11	49	2	62	7.8%	5	\$ 8,880.17	1.0%
	Police	\$ 415,245.74	\$ 276,419.62	\$ 46,351.00	\$ 738,016.36		11	42	2	55		5	\$ 8,880.17	1.2%
	911	\$ 2,380.00	\$ 126,851.13	\$ 550.00	\$ 129,781.13		0	7	0	7		0	\$ -	0.0%
Fire/EMS		\$ 223,242.20	\$ 244,039.10	\$ 132,000.00	\$ 599,281.30	3.8%	8	30	1	39	4.9%	2	\$ 1,948.00	0.3%
	Fire	\$ 177,242.20	\$ 90,117.55	\$ -	\$ 267,359.75		6	20	0	26		2	\$ 1,948.00	0.7%
	EMS	\$ 46,000.00	\$ 153,921.55	\$ 132,000.00	\$ 331,921.55		2	10	1	13		0	\$ -	0.0%
Water Fund		\$ 715,817.41	\$1,227,073.01	\$ 1,914,813.35	\$ 3,857,703.77	24.4%	10	88	20	118	14.9%	4	\$ 19,444.99	0.5%
	Water	\$ 533,435.85	\$ 648,203.56	\$ 984,424.45	\$ 2,166,063.86		6	57	15	78		3	\$ 6,254.99	0.3% (3)
	Water Capital	\$ 182,381.56	\$ 578,869.45	\$ 930,388.90	\$ 1,691,639.91		4	31	5	40		1	\$ 13,190.00	0.8%
Sewer Fund		\$ 340,407.62	\$ 677,505.37	\$ 422,137.39	\$ 1,440,050.38	9.1%	14	95	11	120	15.1%	5	\$ 14,308.96	1.0%
	Wastewater	\$ 315,164.40	\$ 427,695.99	\$ 218,037.39	\$ 960,897.78		11	77	9	97		4	\$ 13,230.26	1.4% (3)
	Sewer Capital	\$ 25,243.22	\$ 249,809.38	\$ 204,100.00	\$ 479,152.60		3	18	2	23		1	\$ 1,078.70	0.2%
Non-Utility Capital	NUCI	\$ 249,000.00	\$ 376,625.20	\$ 479,346.94	\$ 1,104,972.14	7.0%	3	22	3	28	3.5%	2	\$ 34,270.87	3.1% (3)
TOTAL		\$5,339,337.87	\$4,878,044.47	\$ 5,587,913.05	\$15,805,295.39	100%	221	518	55	794	100%	102	\$ 371,006.29	2.3%
Total # of PO's		33.8%	30.9%	35.4%	100.0%		27.8%	65.2%	6.9%	100%				
Total # Confirming PO's		65	29	8	102	12.8%								
Total % Confirming PO's		29.4%	5.6%	14.5%										
Total \$ Confirming PO's		\$208,740	\$92,141	\$70,125	\$371,006	2.3%								

(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 (\$ 70,125).