

**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 (October-December 2018)

**DATE:** January 30, 2019

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I am submitting for your review, a summary of the financial expenditures and contractual commitments made by the City of Bethlehem in the fourth quarter of 2018 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 \$32,127,079 (YTD \$108,219,194) with \$13,313,900 (YTD \$50,052,619) going towards the total city payroll.

In addition to the financial information highlighting the cash that was paid out in the fourth quarter, there were approximately 138 (YTD 1,105) Purchase Orders processed and 1,326 (YTD 5,154) 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. Escrow checks were \$3, 006, 031 and P-card escrow amounts were \$2,892 for the year. These are not included in the totals on Attachment #1.

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. 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.

**Memo – Mayor, City Council  
Quarterly Report - Controller - (October-December 2018)  
January 30, 2019**

**Page Two**

**Please review list below of other activities:**

	<u>Qtr. #</u>	<u>Qtr. \$</u>	<u>YTD #</u>	<u>YTD \$</u>
Audited General Acct. Checks (1)	1,326	\$ 16,209,825	5,154	\$47,021,997
Purchasing Card Transactions (1)	933	187,805	3,592	749,744
Other Acct. Checks & Transactions	20	3,053,520	87	13,481,282
Reviewed & Audited Petty Cash				
Reimbursements	18	6,015	67	23,476
Employee Mileage & Expense	25	4,069	121	29,767
Reviewed & approved Purchase				
Orders (see attached)	138	3,994,730	1,105	22,816,693
<b>Reviewed &amp; approved contracts/ Agreements (outlined below)</b>	<b>67</b>	<b>10,803,873</b>	<b>329</b>	<b>28,244,641</b>
Construction Contracts (2)	14	205,058	73	3,299,789
Employment Related Contracts	3	5,000	37	1,312,492
Services & Goods Contracts	24	1,694,985	119	5,476,463
Grants & Revenue Agreements	14	1,706,691	50	5,155,234
Use Permits, Developer & Other Agreements (3)	12	7,192,138	50	13,000,663

(1) These also include escrow checks/transactions. This includes RACP payments of \$1,502,809 to Ben Franklin Tech Center. The total YTD also includes 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 \$2,189,438 this quarter (YTD \$7,997,111). This also includes Collaboration 3, LLC total of \$840,000 (Loan/Grant) for the Goodman Building and the Penn Dot, LVIA-Airport Rd. Joinder agreement for \$5M.

**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 confirm actual quarterly receipts. Receipts are significantly ahead of last year, with expenses planned in 2019.
- Examined and reviewed situations regarding contracts and purchase orders needing additional investigation and follow-up.
- Responded to and resolved 10 calls on the Controller’s hotline. (YTD–50)
- Researched previous Golf Course Restaurant renovations/assets for the Business Administrator. in conjunction with the new lease agreement.

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                      Linnea Lazarchak, Financial Services Director  
       Mark Sivak, Director of Budget & Finance            Sandra Steidel, Director of Purchasing  
       Blake Kleintop, IS Website Manager

Cash Expended Fourth Quarter 2018 and Year-To-Date

ATTACHMENT # 1

	# of chks/ trans-	Dollar Amount	General	911	Golf	Liquid Fuels	Water	Sewer	Water Capital	Sewer Capital	NUCI - Non Utility Capital	Escrow Acct (not in totals)	Total	YTD TOTAL **
4th Quarter														
Check Sum.	1,326	\$ 16,209,825	\$12,277,523	\$ 175,091	#####	\$ 223,141	\$ 750,175	\$ 712,862	\$ 599,048	\$ 250,285	\$ 446,338	\$ 637,088	\$ 15,572,736	\$ 44,018,857
P-Card Sum.	933	\$ 187,805	\$ 130,752	\$ 1,839	\$ 4,501	\$ 6,797	\$ 32,790	\$ 10,244	\$ -	\$ -	\$ -	\$ 882	\$ 186,923	\$ 746,852
<b>TOTAL</b>	<b>2,259</b>	<b>\$ 16,397,630</b>	<b>\$12,408,275</b>	<b>\$ 176,930</b>	<b>#####</b>	<b>\$ 229,938</b>	<b>\$ 782,965</b>	<b>\$ 723,106</b>	<b>\$ 599,048</b>	<b>\$ 250,285</b>	<b>\$ 446,338</b>	<b>\$ 637,970</b>	<b>\$ 15,759,659</b>	<b>\$ 44,765,709</b>
Y-T-D TOTAL	8,746	47,771,740	29,206,837	396,274	430,090	1,561,140	2,287,677	2,579,189	3,076,147	1,129,995	4,098,362		\$ 44,765,709	
Payroll accounts (inc. tax payments)			\$10,580,687	\$ 377,924	#####	\$ 130,268	\$1,082,646	\$1,015,009					\$ 13,313,900	\$ 50,052,619
Payroll, general account sub-total for QTR			<b>\$22,988,962</b>	<b>\$ 554,853</b>	<b>#####</b>	<b>\$ 360,206</b>	<b>\$1,865,611</b>	<b>\$1,738,115</b>	<b>\$ 599,048</b>	<b>\$ 250,285</b>	<b>\$ 446,338</b>	<b>\$ 637,970</b>	<b>\$ 29,073,559</b>	<b>\$ 94,818,328</b>
Other accounts (Sub-Total No Escrow)													\$ 3,053,520	\$ 13,400,866
TOTAL CASH OUTLAY													<b>\$ 32,127,079</b>	<b>\$ 108,219,194</b>

Other Checking Accounts	# QTD	\$ QTD	# YTD	\$ YTD	
Consolidated Cash	3	\$ 249,925	10	\$ 1,751,718	Includes 2 PNC Loan payments - \$1,498,041.
Capital Acc't	0	\$ -	0	\$ -	This bank account no longer being used.
Medical Benefits	17	\$ 2,803,595	74	\$11,220,211	Includes 13 direct transfers per quarter for Capital Blue Cross. Does not include \$5,998 (\$24,971 YTD) in Medical included in A/P Checks.
Water & Sewer	0	\$ -	2	\$ 428,937	
<b>SUB-TOTAL</b>	<b>20</b>	<b>\$ 3,053,520</b>	<b>86</b>	<b>\$13,400,866</b>	
Acc't	0	\$ -	0	\$ -	These are now being processed as Escrow through the on-going A/P check runs.
Escrow	-	\$ -	1	\$ 80,416	Does not include 36 (YTD 129) checks for \$437,088 (YTD \$3,003,140) - \$359,515 BHA distributions, \$250,000 ArtsQuest, \$1,501,809 RACP & \$505,129 Magistrate - for Escrow in A/P Checks nor P-Card charges above.
<b>SUB-TOTAL</b>	<b>-</b>	<b>\$ -</b>	<b>1</b>	<b>\$ 80,416</b>	These accounts are for holding other's cash and internal transfers
<b>TOTAL</b>	<b>20</b>	<b>\$ 3,053,520</b>	<b>87</b>	<b>\$13,481,282</b>	

2017/prior costs paid in 2018	# QTD	\$ QTD	# YTD	\$ YTD
Checks	4	\$ 36,291	283	\$ 3,451,397
P-Cards	0	\$ -	295	\$ 62,487
	<b>4</b>	<b>\$ 36,291 *</b>	<b>578</b>	<b>\$ 3,513,883</b>

7.4% based upon total checks/P-Card expenses paid

% 2017 paid to 2018 0.2%

\* These amounts includes all invoices/services prior to 1/1/18 for all departments and funds  
 \*\* Includes previous quarterly adjustments

End of Quarter Statistics on PO's Issued October - Dec 2018

Attachment # 2

Dept	Bureau or Fund	Blanket \$ per Quarter	Regular \$ per Quarter	Contract \$ per Quarter (1)	Total \$ per Quarter (2)	\$ %	Confirm #	Confirm \$	% Confirm \$
<b>Elected Officials</b>	<b>City Council, Legal</b>	\$ -	\$ 395.50	\$ 855.00	\$ 1,250.50	0.0%	0	\$ -	0.0%
<b>Adminstration</b>		\$ -	\$ 83,879.14	\$ 60,469.00	\$ 144,348.14	3.6%	10	\$ 80,607.60	55.8% (3)
	Admin. Bureaus	\$ -	\$ 13,502.64	\$ 35,469.00	\$ 48,971.64		4	\$ 40,699.79	83.1%
	Gen, Civic Exp	\$ -	\$ 70,376.50	\$ 25,000.00	\$ 95,376.50		6	\$ 39,907.81	41.8%
<b>Comm &amp; Econ Dev</b>		\$ 1,800.00	\$ 52,035.02	\$ 240,731.00	\$ 294,566.02	7.4%	8	\$ 70,664.54	24.0% (3)
<b>Recreation/ Golf</b>		\$ -	\$ 271,809.06	\$ -	\$ 271,809.06	6.8%	10	\$ 17,742.09	6.5%
	Recreation	\$ -	\$ 6,216.44	\$ -	\$ 6,216.44		1	\$ 165.50	2.7%
	Golf Fund	\$ -	\$ 265,592.62	\$ -	\$ 265,592.62		9	\$ 17,576.59	6.6%
<b>Public Works</b>		\$ 2,260.00	\$ 54,076.41	\$ -	\$ 56,336.41	1.4%	42	\$ 63,492.61	112.7%
	Public Works	\$ -	\$ 34,196.41	\$ -	\$ 34,196.41		39	\$ 35,185.76	102.9%
	Liquid Fuels	\$ 2,260.00	\$ 19,880.00	\$ -	\$ 22,140.00		3	\$ 28,306.85	127.9%
<b>Police Dept</b>		\$ -	\$ 10,340.78	\$ 500.00	\$ 10,840.78	0.3%	7	\$ 13,675.49	126.1% (3)
	Police	\$ -	\$ 10,340.78	\$ 500.00	\$ 10,840.78		7	\$ 13,675.49	126.1%
	911	\$ -	\$ -	\$ -	\$ -				
<b>Fire/EMS</b>		\$ -	\$ 16,773.80	\$ -	\$ 16,773.80	0.4%	1	\$ 749.47	4.5%
	Fire	\$ -	\$ 13,024.33	\$ -	\$ 13,024.33				0.0%
	EMS	\$ -	\$ 3,749.47	\$ -	\$ 3,749.47		1	\$ 749.47	20.0%
<b>Water Fund</b>		\$ -	\$ 112,586.48	\$ 52,066.00	\$ 164,652.48	4.1%	10	\$ 29,384.57	17.8%
	Water	\$ -	\$ 39,505.14	\$ 52,064.00	\$ 91,569.14		5	\$ 15,258.85	16.7%
	Water Capital	\$ -	\$ 73,081.34	\$ 2.00	\$ 73,083.34		5	\$ 14,125.72	19.3%
<b>Sewer Fund</b>		\$ 1,900.00	\$ 161,498.61	\$ 238,325.00	\$ 401,723.61	10.1%	4	\$ 23,131.54	5.8%
	Wastewater	\$ 1,900.00	\$ 144,877.61	\$ 14,003.00	\$ 160,780.61		4	\$ 23,131.54	14.4%
	Sewer Capital	\$ -	\$ 16,621.00	\$ 224,322.00	\$ 240,943.00				
<b>Non-Utility Capital</b>	<b>NUCI</b>	\$ -	\$ 1,233,588.38	\$ 1,398,840.47	\$ 2,632,428.85	65.9%	2	\$ 9,410.11	0.4% (3)
<b>TOTAL</b>		\$ 5,960.00	\$ 1,996,983.18	\$ 1,991,786.47	\$ 3,994,729.65	100%	94	#####	7.7%
<b>Total # of PO's</b>		3	109	26	138				
<b>Total # Confirming PO's</b>		58	30	6	94	68.1%			
<b>Total % Confirming PO's</b>		1933.3%	27.5%	23.1%	68.1%				
<b>Total \$ Confirming PO's</b>		\$ 103,175	\$ 90,915	\$ 114,768	\$ 308,858	7.7%			

(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) Six (6) confirming amounts were contracts that were not signed/encumbered when services/goods were provided (\$ 114,768).

**TOTAL Statistics on PO's Issued January - December 2018**

Attachment # 3

Dept	Bureau or Fund	Blanket \$ per Quarter	Regular \$ per Quarter	Contract \$ per Quarter (1)	Total \$ per Quarter (2)	\$ %	Confirm #	Confirm \$	% Confirm \$
<b>Elected Officials</b>	City Council, Legal	\$ 60,432.00	\$ 1,179.50	\$ 855.00	\$ 62,466.50	0.3%	3	\$ 3,815.84	6.1%
<b>Adminstration</b>		<b>\$2,325,604.32</b>	<b>\$ 582,300.99</b>	<b>\$ 408,975.00</b>	<b>\$ 3,316,880.31</b>	<b>14.5%</b>	<b>28</b>	<b>\$ 143,977.81</b>	<b>4.3%</b>
	Admin. Bureaus	\$ 22,090.00	\$ 326,882.34	\$ 97,969.00	\$ 446,941.34		15	\$ 67,412.65	15.1% (3)
	Gen, Civic Exp	\$2,303,514.32	\$ 255,418.65	\$ 311,006.00	\$ 2,869,938.97		13	\$ 76,565.16	2.7%
<b>Comm &amp; Econ Dev</b>		<b>\$ 231,816.83</b>	<b>\$ 408,992.71</b>	<b>\$ 2,289,342.39</b>	<b>\$ 2,930,151.93</b>	<b>12.8%</b>	<b>42</b>	<b>\$ 166,220.73</b>	<b>5.7% (3)</b>
<b>Recreation/ Golf</b>		<b>\$ 23,350.00</b>	<b>\$ 617,255.65</b>	<b>\$ 200.00</b>	<b>\$ 640,805.65</b>	<b>2.8%</b>	<b>11</b>	<b>\$ 18,934.09</b>	<b>3.0%</b>
	Recreation	\$ 11,000.00	\$ 126,022.52	\$ -	\$ 137,022.52		1	\$ 165.50	0.1%
	Golf Fund	\$ 12,350.00	\$ 491,233.13	\$ 200.00	\$ 503,783.13		10	\$ 18,768.59	3.7%
<b>Public Works</b>		<b>\$ 781,456.75</b>	<b>\$1,222,911.31</b>	<b>\$ 1,279,205.60</b>	<b>\$ 3,283,573.66</b>	<b>14.4%</b>	<b>120</b>	<b>\$ 342,641.15</b>	<b>10.4% (3)</b>
	Public Works	\$ 718,242.75	\$ 580,781.02	\$ 574,700.00	\$ 1,873,723.77		100	\$ 158,615.74	8.5%
	Liquid Fuels	\$ 63,214.00	\$ 642,130.29	\$ 704,505.60	\$ 1,409,849.89		20	\$ 184,025.41	13.1%
<b>Police Dept</b>		<b>\$ 422,125.74</b>	<b>\$ 464,266.62</b>	<b>\$ 47,401.00</b>	<b>\$ 933,793.36</b>	<b>4.1%</b>	<b>14</b>	<b>\$ 26,208.40</b>	<b>2.8% (3)</b>
	Police	\$ 419,745.74	\$ 335,730.49	\$ 46,851.00	\$ 802,327.23		14	\$ 26,208.40	3.3%
	911	\$ 2,380.00	\$ 128,536.13	\$ 550.00	\$ 131,466.13		0	\$ -	0.0%
<b>Fire/EMS</b>		<b>\$ 225,742.20</b>	<b>\$ 288,471.54</b>	<b>\$ 132,000.00</b>	<b>\$ 646,213.74</b>	<b>2.8%</b>	<b>4</b>	<b>\$ 4,162.91</b>	<b>0.6%</b>
	Fire	\$ 177,242.20	\$ 125,472.20	\$ -	\$ 302,714.40		2	\$ 1,948.00	0.6%
	EMS	\$ 48,500.00	\$ 162,999.34	\$ 132,000.00	\$ 343,499.34		2	\$ 2,214.91	0.6%
<b>Water Fund</b>		<b>\$ 715,817.41</b>	<b>\$1,599,395.45</b>	<b>\$ 2,116,443.25</b>	<b>\$ 4,431,656.11</b>	<b>19.4%</b>	<b>17</b>	<b>\$ 62,003.04</b>	<b>1.4%</b>
	Water	\$ 533,435.85	\$ 740,862.06	\$ 1,062,988.45	\$ 2,337,286.36		10	\$ 24,178.72	1.0% (3)
	Water Capital	\$ 182,381.56	\$ 858,533.39	\$ 1,053,454.80	\$ 2,094,369.75		7	\$ 37,824.32	1.8% (3)
<b>Sewer Fund</b>		<b>\$ 350,907.62</b>	<b>\$1,105,173.85</b>	<b>\$ 750,062.39</b>	<b>\$ 2,206,143.86</b>	<b>9.7%</b>	<b>15</b>	<b>\$ 60,303.94</b>	<b>2.7%</b>
	Wastewater	\$ 325,664.40	\$ 613,257.29	\$ 253,790.39	\$ 1,192,712.08		13	\$ 43,725.24	3.7% (3)
	Sewer Capital	\$ 25,243.22	\$ 491,916.56	\$ 496,272.00	\$ 1,013,431.78		2	\$ 16,578.70	1.6%
<b>Non-Utility Capital</b>	NUCI	<b>\$ 249,000.00</b>	<b>\$1,988,085.35</b>	<b>\$ 2,127,922.44</b>	<b>\$ 4,365,007.79</b>	<b>19.1%</b>	<b>7</b>	<b>\$ 53,288.58</b>	<b>1.2% (3)</b>
<b>TOTAL</b>		<b>\$5,386,252.87</b>	<b>\$8,278,032.97</b>	<b>\$ 9,152,407.07</b>	<b>\$22,816,692.91</b>	<b>100%</b>	<b>261</b>	<b>\$ 881,556.49</b>	<b>3.9%</b>
Total # of PO's		23.6%	36.3%	40.1%	1,105				
		<b>242</b>	<b>756</b>	<b>107</b>					
<b>Total # Confirming PO's</b>		<b>169</b>	<b>74</b>	<b>18</b>	<b>261</b>	<b>23.6%</b>			
Total % Confirming PO's		69.8%	9.8%	16.8%					
<b>Total \$ Confirming PO's</b>		<b>\$ 407,134</b>	<b>\$ 246,542</b>	<b>\$ 227,880</b>	<b>\$ 881,556</b>	<b>3.9%</b>			

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

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

(3) Eighteen (18) confirming amounts were contracts that were not signed/encumbered when services/goods were provided (\$ 227,881).