

**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 (January–March 2019)

**DATE:** April 26, 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 first quarter of 2019.

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 \$22,429,813 with \$11,552,738 going towards the total city payroll.

In addition to the financial information highlighting the cash that was paid out in the first quarter, there were 596 Purchase Orders processed and 1,082 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 \$92,023 and \$2,136 in medical along with \$3,353 P-card escrow amounts.

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.

We continue to attend Bethlehem Authority meetings, as well as the majority of 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 usually 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  
Quarterly Report-Controller-(January-March 2019)  
April 26, 2019**

**Page Two**

Please review the list below of other activities:

	<u>Qtr. #</u>	<u>Qtr. \$</u>
Audited General Acct. Checks (1)	1,082	\$ 7,851,257
Purchasing Card Transactions (1)	801	157,082
Other Acct. Checks & Transactions	19	2,966,188
Reviewed & Audited Petty Cash		
Reimbursements	13	4,423
Employee Mileage & Expense	17	2,670
Reviewed & approved Purchase		
Orders (see attached)	596	13,911,262
<b>Reviewed &amp; approved contracts/ Agreements (outlined below)</b>	<b>125</b>	<b>7,721,068</b>
Construction and Related Contracts (2, 3)	15	407,013
Employment Related Contracts	31	1,371,747
Services & Goods Contracts	57	3,182,929
Grants & Revenue Agreements	7	782,261
Use Permits, Developer & Other Agreements	15	1,977,118

- (1) These also include escrow checks /transactions.
- (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 agreements for \$1,934,818 this quarter.
  - Input information for the PA Gaming website to project anticipated revenues and confirm actual quarterly receipts. Receipts are approximately \$2,457,000 under last year due a change in the Gaming Law. The anticipated amount for 2019 remains as budgeted.
  - Review with the departments any outstanding Miscellaneous Accounts Receivables (ongoing).
  - Examined and reviewed several situations regarding contracts and purchase orders needing additional investigations and follow-up.
  - Responded to and resolved seventeen calls on the Controller's hotline.

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

Website Manager

Cash Expended First Quarter 2019

ATTACHMENT # 1

	s/ trans-ollar Amount	General	911	Golf	Liquid Fuels	Water	Sewer	Water Capital	Sewer Capital	NUCI - Non Utility Capital	Escrow/ Trust Account	Total (not inc Escrow)	YTD TOTAL (NOT INC ESCROW)	
<b>1st Quarter</b>														
Check Summ.	1,082	\$ 7,851,257	\$ 4,332,665	\$ 30,063	\$ 95,336	\$ 412,877	\$ 372,280	\$ 406,929	\$ 287,125	\$ 556,115	\$ 1,263,767	\$ 94,159	\$ 7,757,158	\$ 7,757,158
P-Card Summ.	801	\$ 157,082	\$ 115,937	\$ 466	\$ 3,210	\$ 3,956	\$ 20,922	\$ 9,237				\$ 3,353	\$ 153,728	\$ 153,728
<b>TOTAL</b>	<b>1,883</b>	<b>\$ 8,008,339</b>	<b>\$ 4,448,602</b>	<b>\$ 30,529</b>	<b>\$ 98,547</b>	<b>\$ 416,833</b>	<b>\$ 393,202</b>	<b>\$ 416,166</b>	<b>\$ 287,125</b>	<b>\$ 556,115</b>	<b>\$ 1,263,767</b>	<b>\$ 97,513</b>	<b>\$ 7,910,886</b>	<b>\$ 7,910,886</b>
<b>Y-T-D TOTAL</b>	1,883	\$ 8,008,339	\$ 4,448,602	\$ 30,529	\$ 98,547	\$ 416,833	\$ 393,202	\$ 416,166	\$ 287,125	\$ 556,115	\$ 1,263,767	\$ 97,513	\$ 7,910,886	
Payroll accounts (inc. tax payments)			\$ 9,151,941	\$ 309,013	\$ 73,242	\$ 232,060	\$ 954,097	\$ 832,385					\$ 11,552,738	\$ 11,552,738
Payroll and general account sub-total			<b>\$ 13,600,543</b>	<b>\$ 339,542</b>	<b>\$ 171,789</b>	<b>\$ 648,893</b>	<b>\$ 1,347,299</b>	<b>\$ 1,248,550</b>	<b>\$ 287,125</b>	<b>\$ 556,115</b>	<b>\$ 1,263,767</b>	<b>\$ 97,513</b>	<b>\$ 19,463,624</b>	<b>\$ 19,463,624</b>
Other accounts (No Trustee or Escrow)													\$ 2,966,188	\$ 2,966,188
<b>TOTAL CASH OUTLAY</b>													<b>\$ 22,429,813</b>	<b>\$ 22,429,813</b>

<b>Other Checking Accounts</b>	<b># QTR</b>	<b>\$ QTR</b>	<b># YTD</b>	<b>\$ YTD</b>	
Consolidated Cash	2	\$ 45,638	2	\$ 45,638	PNC Loan - \$39,085
Capital Account	0	\$ -	0	\$ -	These are now being processed as Escrow through the on-going A/P check runs.
Medical Benefits	16	\$ 2,912,240	16	\$ 2,912,240	Includes 13 direct transfers per quarter for Capital Blue Cross Does not include 3 checks of \$2,136 for Medical in A/P Checks above
Water & Sewer	1	\$ 8,311	1	\$ 8,311	Wells Fargo Loan
<b>SUB-TOTAL</b>	<b>19</b>	<b>\$ 2,966,188</b>	<b>19</b>	<b>\$ 2,966,188</b>	
City Trustee Acc't	0	\$ -	#REF!	#REF!	These are now being processed as Escrow through the on-going A/P check runs.
Escrow	-	\$ -	0	\$ -	Does not include 24 checks for \$92,023 including \$48,660 Magistrate for Escrow in A/P Checks nor P-Card charges above.
<b>TOTAL</b>	<b>19</b>	<b>\$ 2,966,188</b>	<b>19</b>	<b>\$ 2,966,188</b>	

2018/prior costs paid in 2019*	# QTR	\$ QTR	# YTD	\$ YTD	
Checks	294	\$ 1,953,500	294	\$ 1,953,500	24.9%
P-Cards	269	\$ 62,063	269	\$ 62,063	39.5%
	<b>563</b>	<b>\$ 2,015,562 *</b>	<b>563</b>	<b>\$ 2,015,562</b>	<b>25.2%</b>

% 2018 paid to 2019 25.2% based upon total checks/P-Card expenses paid  
 \* These amounts includes all invoices/services prior to 1/1/19 for all departments and funds

Dept	Bureau or Fund	End of Quarter Statistics on PO's Issued Jan - March 2019					Attachment # 2		
		Blanket \$ per Quarter	Regular \$ per Quarter	Contract \$ per Quarter	Total \$ per Quarter (2)	\$ %	# Confirm	\$ Confirm	% Confir
<b>Elected Officials</b>	<b>City Council, Mayor</b>	\$ 4,842	\$ 1,052	\$ 50,420	\$ 56,314	0.4%	0	\$ -	0.0%
<b>Admin</b>		\$ 2,452,934	\$ 151,205	\$ 56,000	\$ 2,660,139	19.1%	7	\$ 14,582	0.5%
	Admin Bureaus	\$ 198,900	\$ 63,663	\$ 20,000	\$ 282,563		6	\$ 12,502	4.4% (3)
	Gen, Civic	\$ 2,254,034	\$ 87,542	\$ 36,000	\$ 2,377,576		1	\$ 2,080	0.1%
<b>Comm &amp; Econ Dev</b>		\$ 546,742	\$ 128,967	\$ 1,014,000	\$ 1,689,709	12.1%	12	\$ 144,352	8.5% (3)
<b>Recreation/ Golf</b>		\$ 256,479	\$ 48,303	\$ 89,541	\$ 394,323	2.8%	7	\$ 19,735	5.0%
	Recreation	\$ 56,204	\$ 14,888	\$ -	\$ 71,092		1	\$ 309	0.4%
	Golf Fund	\$ 200,275	\$ 33,415	\$ 89,541	\$ 323,231		6	\$ 19,426	6.0%
<b>Public Works</b>		\$ 1,224,709	\$ 427,111	\$ 179,316	\$ 1,831,136	13.2%	37	\$ 124,683	6.8%
	Public Works	\$ 1,024,609	\$ 298,096	\$ 129,316	\$ 1,452,021		24	\$ 43,758	3.0%
	Liquid Fuels	\$ 200,100	\$ 129,015	\$ 50,000	\$ 379,115		13	\$ 80,925	21.3% (3)
<b>Police Dept</b>		\$ 495,687	\$ 144,436	\$ 234,342	\$ 874,465	6.3%	3	\$ 4,268	0.5%
	Police	\$ 425,187	\$ 134,872	\$ 73,512	\$ 633,571		3	\$ 4,268	0.7% (3)
	911	\$ 70,500	\$ 9,564	\$ 160,830	\$ 240,894				
<b>Fire/EMS</b>		\$ 275,338	\$ 67,377	\$ 64,187	\$ 406,902	2.9%	0	\$ -	0.0%
	Fire	\$ 168,030	\$ 44,160	\$ -	\$ 212,190				
	EMS	\$ 107,308	\$ 23,217	\$ 64,187	\$ 194,712				
<b>Water Fund</b>		\$ 1,239,666	\$ 374,064	\$ 842,070	\$ 2,455,800	17.7%	2	\$ 10,388	0.4%
	Water	\$ 941,347	\$ 86,903	\$ 683,146	\$ 1,711,396		1	\$ 5,955	0.3% (3)
	Water Capital	\$ 298,319	\$ 287,162	\$ 158,924	\$ 744,404		1	\$ 4,433	0.6% (3)
<b>Sewer Fund</b>		\$ 657,209	\$ 340,041	\$ 1,212,598	\$ 2,209,848	15.9%	5	\$ 17,147	0.8%
	Wastewater	\$ 642,209	\$ 98,928	\$ 936,221	\$ 1,677,358		4	\$ 16,397	1.0% (3)
	Sewer Capital	\$ 15,000	\$ 241,113	\$ 276,377	\$ 532,490		1	\$ 750	0.1%
<b>Non-Utility Capital</b>	NUCI	\$ 3,916	\$ 931,728	\$ 396,980	\$ 1,332,624	9.6%	2	\$ 65,320	4.9% (3)
<b>TOTAL</b>		\$ 7,157,522	\$ 2,614,285	\$ 4,139,454	\$ 13,911,262	100%	75	\$ 400,475	2.9%
		51.5%	18.8%	29.8%	100.0%				
<b>Total # of PO's</b>		364	186	46	596				
<b>Total # Confirming PO's</b>		50	14	11	75	12.6%			
<b>Total % Confirming PO's</b>		13.7%	7.5%	23.9%					

**Total \$ Confirming PO's    \$    137,651    \$    48,430    \$    214,394    \$    400,475    2.9%**

- (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) Eleven (11) confirming amounts were contracts that were not signed/encumbered when services/goods were provided (\$ 214,394).**