

CITY OF BETHLEHEM

INTER DEPARTMENTAL CORRESPONDENCE

MEMORANDUM

TO: Robert Donchez- Mayor
Cindy Biedenkopf- City Clerk
Members of City Council

FROM: D. T. DiGiacinto
City Controller

SUBJECT: Quarterly Report- Controller (July-Sept. 2014)

DATE: October 31, 2014

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 2014, 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 \$27,335,508 (\$80,254,127 YTD) with \$12,137,024 (\$34,824,659 YTD) going towards the total city payroll.

Attachment #2 provides for statistics on individual Purchase Orders issued, Blanket Purchase Orders, along with confirming Purchase Order statistics. Attachment #3 delineates the year to date information.

In addition to the financial information highlighting the cash that was paid out in the second quarter, there were approximately 253 (1,453 YTD) Purchase Orders processed and 1,371 (4,041 YTD) general account checks sent out.

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 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 is also involved in the continuing CI Purchasing Committee Meetings.

Please review list below of other activities:

	<u>Qtr. #</u>	<u>Qtr. \$</u>	<u>YTD #</u>	<u>YTD \$</u>
Audited General Acct. Checks	1,371	\$ 6,790,912	4,041	\$ 24,487,344
Other Acct. Checks & Transactions	156	8,463,348	462	21,439,057
Purchasing Card Transactions	632	154,362	1,576	419,988
Reviewed & Audited Petty Cash				
Reimbursements	15	4,921	32	12,605
Employee Mileage & Expense	27	5,788	77	20,029
Reviewed & approved Purchase Orders (see attached)	253	810,477	1,453	11,681,978
Reviewed & approved contracts/				
Agreements (outlined below)	90	27,179,105	228	44,383,953
Construction Contracts	29	12,154,173	61	16,603,927
Employment Related Contracts	1	93,740	12	337,097
Services & Goods Contracts	21	640,665	69	2,777,948
Grants & Revenue Agreements	11	11,201,134 (1)	28	14,791,087 (1) (2)
Use Permits, Developer & Other Agreements	28	3,182,594	58	9,873,025

(1) Includes \$9,075,000 RACP pass through grant for Martin Towers amendment.

(2) Includes \$3,000,000 RACP pass through grant for LV Charter Arts School and above RACP grant.

- Input information for the PA Gaming website to project anticipated revenues and check and confirm actual quarterly receipts.
- Review with the departments any outstanding Miscellaneous Accounts Receivables (ongoing).

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
Blake Kleintop, IS Website Manager

[Controller 3rd quarter 2014 report Attachments.xls](#)

	# of chks/ trans- actions	Dollar Amount	General	911	Golf	Liquid Fuels	Water	Sewer	Water Capital	Sewer Capital	NUCI - Non Utility Capital	Total	YTD TOTAL
3rd Quarter Check Summary P-Card Summary TOTAL	1,371 632 2,003	\$ 6,790,911 154,362 \$ 6,945,273	\$4,016,790 88,004 \$4,104,794	\$ 116,899 9 \$ 116,908	\$ 125,076 14,747 \$ 139,823	\$ 195,578 5,465 \$ 201,043	\$ 462,638 24,691 \$ 487,329	\$ 748,638 21,446 \$ 770,084	\$ 308,491 - \$ 308,491	\$ 369,717 - \$ 369,717	\$ 447,084 - \$ 447,084	\$ 6,790,911 154,362 \$ 6,945,273	\$ 24,376,249 \$ 439,989 \$ 24,816,237
Y-T-D TOTAL	5,617	24,816,237	14,023,448	392,897	355,211	909,116	1,808,665	2,628,163	1,318,135	1,513,836	1,866,767	24,816,237	
Payroll accounts (inc. tax payments)			\$9,608,522	\$348,188	\$184,048	\$246,301	\$955,651	\$794,313				\$ 12,137,024	\$ 34,824,659
Payroll and general account sub-total												\$ 19,082,297	\$ 59,640,896
Other accounts												\$ 8,253,211	\$ 20,613,231
TOTAL CASH OUTLAY												\$ 27,335,508	\$ 80,254,127
Other Checking Accounts			# YTD	\$ YTD									
Consolida- ted Cash	47	\$ 3,810,572	169	\$ 8,481,500									
Capital Account	0	\$ -	2	\$ 850									
Medical Benefits	23	\$ 2,496,521	70	\$ 7,659,213	Includes 13 direct transfers per quarter for Capital Blue Cross								
Water & Sewer	10	\$ 1,946,118	32	\$ 4,471,668									
SUB-TOTAL	80	\$ 8,253,211	273	\$ 20,613,231									
City Trustee Acc't	36	\$ 161,675	80	\$ 642,459	These accounts are for holding other's cash and internal transfers								
Escrow	40	\$ 48,462	109	\$ 183,367									
SUB-TOTAL	76	\$ 210,137	189	\$ 825,826	These accounts are for holding other's cash and internal transfers								
TOTAL	156	\$8,463,348	462	\$21,439,057									
2013 & prior years costs paid in 2014			# YTD	\$ YTD									
Checks	3	\$29,308	407	\$3,826,965									
P-Cards	7	\$ 547	196	\$82,496									
	10	\$ 29,855 *	603	\$ 3,909,461	15.8%								
% 2013 paid to 2014		0.4%	based upon total checks/P-Card expenses paid										
* These amount includes all invoices/services prior to 1/1/14 for all departments and funds													

* End of Quarter Statistics on PO's Issued Jul - Sep 2014										ATTACHMENT # 2			
Dept	Bureau	Blanket \$ per QTR	Regular \$ per QTR	Total \$ per QTR	\$ %	# Blanket	# Regular	Total #	% #	Confirm #	Confirm \$	% Confirm ***	% Confirm #
Elected Officials		\$ -	\$ 2,592.08	\$ 2,592.08	0.3%	0	4	4	1.6%	1	\$ 2,115.08	81.6%	25.0%
	City Council	\$ -	\$ 2,202.08	\$ 2,202.08		0	2	2		1	\$ 2,115.08	96.0%	50.0%
	Mayor	\$ -	\$ -	\$ -		0	0	0		0			
	Controller	\$ -	\$ -	\$ -		0	0	0		0			
	Legal	\$ -	\$ 390.00	\$ 390.00		0	2	2		0			
Adminstration		\$ 20,000.00	\$ 252,668.97	\$ 272,668.97	33.6%	1	75	76	30.0%	4	\$ 3,911.72	1.4%	5.3%
	Administration	\$ 20,000.00	\$ 18,729.50	\$ 38,729.50		1	7	8		3	\$ 3,631.72	9.4%	37.5%
	Information Svcs	\$ -	\$ 104,601.41	\$ 104,601.41		0	19	19		0			
	Financial Svcs	\$ -	\$ 19,861.32	\$ 19,861.32		0	3	3		0			
	Purchasing	\$ -	\$ 104,389.49	\$ 104,389.49		0	42	42		0			
	Tax	\$ -	\$ -	\$ -		0	0	0		0			
	Human Res.	\$ -	\$ 5,087.25	\$ 5,087.25		0	4	4		1	\$ 280.00	5.5%	25.0%
Community & Economic Development		\$ 54,355.00	\$ 39,274.87	\$ 93,629.87	11.6%	5	21	26	10.3%	13	\$ 29,329.82	31.3%	50.0%
	Comm. Dev.	\$ 150.00	\$ 22,700.00	\$ 22,850.00		1	5	6		3	\$ 13,131.80	57.5%	50.0%
	Health	\$ 250.00	\$ 6,642.00	\$ 6,892.00		1	4	5		2	\$ 8,721.60	126.5%	40.0% ***
	Code Enforcemnt	\$ -	\$ 261.95	\$ 261.95		0	4	4		1	\$ 126.95	48.5%	25.0%
	Housing Rehab	\$ 53,955.00	\$ -	\$ 53,955.00		3	0	3		0			
	Planning & Zoning	\$ -	\$ 684.70	\$ 684.70		0	2	2		2	\$ 999.60	146.0%	100.0% ***
	Recycling	\$ -	\$ 6,073.37	\$ 6,073.37		0	3	3		5	\$ 6,349.87	104.6%	166.7% ***
	Housing Inspec.	\$ -	\$ 2,912.85	\$ 2,912.85		0	3	3		0			
Property		\$ 3,550.00	\$ 101,088.81	\$ 104,638.81	12.9%	1	46	47	18.6%	11	\$ 30,559.51	29.2%	23.4%
	P&P Admin	\$ -	\$ 72,440.17	\$ 72,440.17		0	27	27		3	\$ 2,764.32	3.8%	11.1%
	P&P Bldg. Maint.	\$ -	\$ 6,463.00	\$ 6,463.00		0	9	9		1	\$ 2,215.00	34.3%	11.1%
	Recreation	\$ -	\$ 2,665.00	\$ 2,665.00		0	4	4		2	\$ 3,484.64	130.8%	50.0% ***
	Parks Maint.	\$ -	\$ 2,126.00	\$ 2,126.00		0	4	4		2	\$ 3,601.62	169.4%	50.0%
	Golf Fund	\$ 3,550.00	\$ 17,394.64	\$ 20,944.64		1	2	3		3	\$ 18,493.93	88.3%	100.0%
Public Works**		\$ 41,400.00	\$ 88,972.78	\$ 130,372.78	16.1%	3	14	17	6.7%	7	\$ 37,109.76	28.5%	41.2%
	Public Works	\$ 33,000.00	\$ 76,854.78	\$ 109,854.78		1	13	14		6	\$ 24,991.76	22.7%	42.9%
	Mech. Maint.	\$ 8,400.00	\$ 12,118.00	\$ 20,518.00		2	1	3		1	\$ 12,118.00	59.1%	33.3% ***
**													
	Police	\$ -	\$ 33,182.61	\$ 33,182.61	4.1%	0	22	22	8.7%	9	\$ 51,894.82	156.4%	40.9% ***
Fire Dept		\$ 9,000.00	\$ 13,920.00	\$ 22,920.00	2.8%	3	3	6	2.4%	1	\$ 208.98	0.9%	16.7%
	Fire	\$ 9,000.00	\$ 13,920.00	\$ 22,920.00		3	3	6		1	\$ 208.98	0.9%	16.7%
	EMS	\$ -	\$ -	\$ -		0	0	0		0			
Water Fund **													
	Water	\$ -	\$ 115,787.03	\$ 115,787.03	14.3%	0	39	39	15.4%	2	\$ 23,167.30	20.0%	5.1%
Sewer Fund **													
	Wastewater	\$ 29,000.00	\$ 5,685.00	\$ 34,685.00	4.3%	13	3	16	6.3%	6	\$ 7,125.26	20.5%	37.5%
TOTALS		19.4%	80.6%			10.3%	89.7%						
		\$ 157,305.00	\$ 653,172.15	\$ 810,477.15	100%	26	227	253	100%	54	\$ 185,422.25	22.9%	21.3%

* Non Utility Capital items and grants are included under the individual Dept/ Bureau

** These departments are not broken down further into individual bureaus

First Nine Months Statistics on PO's Issued Jan - Sept 2014										ATTACHMENT # 3			
* Dept	Bureau	Blanket \$ per Period	Regular \$ per Period	Total \$ per Period *	% \$	# Blanket	# Regular	Total # *	% #	Confirm #	Confirm \$	% Confirm \$	% Confirm #
Elected Officials		\$4,000.00	\$6,954.97	\$10,954.97	0.1%	1	21	22	1.5%	9	\$3,475.27	31.7%	40.9%
	City Council	\$4,000.00	\$5,178.57	\$9,178.57	0.1%	1	12	13	0.9%	9	\$3,475.27	37.9%	69.2% ***
	Mayor	\$0.00	\$135.00	\$135.00	0.0%	0	1	1	0.1%	0		0.0%	0.0%
	Controller	\$0.00	\$0.00	\$0.00	0.0%	0	0	0	0.0%	0			
	Legal	\$0.00	\$1,641.40	\$1,641.40	0.0%	0	8	8	0.6%	0		0.0%	0.0%
Adminstration		\$3,694,043.31	\$1,530,971.98	\$5,225,015.29	44.7%	49	254	303	20.9%	25	\$65,002.60	1.2%	8.3%
	Administration	\$3,342,211.00	\$18,729.50	\$3,442,779.05	29.5%	15	29	44	3.0%	8	\$20,152.82	0.6%	18.2%
	Information Svcs	\$215,696.00	\$272,043.02	\$487,739.02	4.2%	5	51	56	3.9%	2	\$2,902.05	0.6%	3.6%
	Financial Svcs	\$7,000.00	\$48,210.95	\$55,210.95	0.5%	1	18	19	1.3%	2	\$22,553.51	40.8%	10.5% ***
	Purchasing	\$71,136.31	\$1,093,907.53	\$1,165,043.84	10.0%	25	141	166	11.4%	0	\$0.00	0.0%	0.0%
	Tax	\$45,000.00	\$0.00	\$45,000.00	0.4%	1	0	1	0.1%	0	\$0.00	0.0%	0.0%
	Human Res.	\$13,000.00	\$16,242.43	\$29,242.43	0.3%	2	15	17	1.2%	13	\$19,394.22	66.3%	76.5% ***
Community & Economic Development		\$548,765.61	\$197,622.14	\$746,387.75	6.4%	62	96	158	10.9%	40	\$141,406.87	18.9%	25.3%
	Comm. Dev.	\$1,675.00	\$83,469.40	\$85,144.40	0.7%	5	21	26	1.8%	9	\$58,618.80	68.8%	34.6% ***
	Health	\$250.00	\$10,142.98	\$119,122.58	1.0%	20	13	33	2.3%	8	\$40,056.92	33.6%	24.2%
	Code Enforcemnt	\$17,500.00	\$1,659.10	\$19,159.10	0.2%	2	17	19	1.3%	2	\$185.85	1.0%	10.5%
	Housing Rehab	\$264,011.01	\$59,819.00	\$323,830.01	2.8%	9	10	19	1.3%	0	\$0.00	0.0%	0.0%
	Planning & Zoning	\$43,000.00	\$10,579.50	\$53,579.50	0.5%	9	10	19	1.3%	6	\$15,551.12	29.0%	31.6% ***
	Recycling	\$113,600.00	\$28,199.31	\$141,799.31	1.2%	17	18	35	2.4%	15	\$26,994.18	19.0%	42.9% ***
	Housing Inspec.	\$0.00	\$3,752.85	\$3,752.85	0.0%	0	7	7	0.5%	0	\$0.00	0.0%	0.0%
Parks & Public Property		\$321,103.00	\$375,853.41	\$696,956.41	6.0%	115	153	268	18.4%	31	\$82,341.21	11.8%	11.6%
	P&P Admin	\$3,000.00	\$245,146.81	\$248,146.81	2.1%	1	74	75	5.2%	7	\$15,276.42	6.2%	9.3%
	P&P Bldg. Maint.	\$74,629.00	\$47,778.56	\$122,407.56	1.0%	33	37	70	4.8%	9	\$20,948.16	17.1%	12.9%
	Recreation	\$42,020.00	\$52,082.26	\$94,102.26	0.8%	15	30	45	3.1%	6	\$10,604.54	11.3%	13.3%
	Parks Maint.	\$13,750.00	\$5,668.98	\$19,418.98	0.2%	15	8	23	1.6%	3	\$4,590.12	23.6%	13.0% ***
	Golf Fund	\$184,154.19	\$7,782.97	\$191,936.16	1.6%	51	4	55	3.8%	6	\$30,921.97	16.1%	10.9%
Public Works**		\$1,680,329.00	\$440,918.45	\$2,121,247.45	18.2%	284	49	333	22.9%	19	\$285,317.25	13.5%	5.7%
	Public Works	\$561,750.00	\$414,516.67	\$976,266.67	8.4%	172	44	216	14.9%	14	\$253,114.51	25.9%	6.5% ***
	Mech. Maint.	\$1,118,579.00	\$26,401.78	\$1,144,980.78	9.8%	112	5	117	8.1%	5	\$32,202.74	2.8%	4.3%
Police Dept (inc 911) **													
	Police	\$430,552.00	\$183,350.80	\$613,902.80	5.3%	42	62	104	7.2%	20	\$98,906.33	16.1%	19.2%
Fire Dept		\$258,233.00	\$111,121.94	\$369,354.94	3.2%	43	10	53	3.6%	5	\$51,133.92	13.8%	9.4%
	Fire	\$158,255.00	\$55,753.94	\$214,008.94	1.8%	31	9	40	2.8%	5	\$51,133.92	23.9%	12.5%
	EMS	\$99,978.00	\$55,368.00	\$155,346.00	1.3%	12	1	13	0.9%	0	\$0.00	0.0%	0.0%
Water Fund **													
	Water	\$912,479.00	\$550,858.50	\$1,463,337.50	12.5%	29	115	144	9.9%	7	\$40,704.22	2.8%	4.9%
Sewer Fund **													
	Wastewater	\$416,700.00	\$18,621.00	\$435,321.00	3.7%	58	10	68	4.7%	8	\$20,444.94	4.7%	11.8%
TOTALS		70.8%	29.2%	100%	47.0%	53.0%							
		\$8,266,204.92	\$3,416,273.19	\$11,682,478.11	100%	683	770	1,453	100%	164	\$788,732.61	6.8%	11.3%

* Non Utility Capital items and grants are included under the individual Dept/ Bureau; adjusment from previous quarters included

** These departments are not broken down further into individual bureaus