

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 2017)

DATE: July 31, 2017

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 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 \$28,368,154 (\$50,037,316 YTD) with \$13,605,372 (\$24,565,224 YTD) 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 239 (879 YTD) Purchase Orders processed and 1,308 (2,344 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 first quarter, 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	1,308	\$ 9,284,365	2,344	\$16,715,596
Purchasing Card Transactions	896	168,763	1,591	292,888
Other Acct. Checks & Transactions (1)	70	5,542,283	148	10,584,710
Reviewed & Audited Petty Cash				
Reimbursements	16	4,835	31	10,628
Employee Mileage & Expense	34	7,903	57	11,555
Reviewed & approved Purchase Orders (see attached)	239	10,342,993	871	21,719,293
Reviewed & approved contracts/ Agreements (outlined below)	91	5,966,063	211	11,936,609
Construction Contracts	18	1,966,900	34	3,620,875
Employment Related Contracts	10	164,535	30	1,073,325
Services & Goods Contracts	28	670,079	75	3,245,611
Grants & Revenue Agreements	11	2,008,607	17	2,192,326
Use Permits, Developer & Other Agreements (2)	24	1,185,942	55	1,804,472

(1) Includes \$2,594,470 TIF payment this quarter; YTD excludes two checks (\$3,174,378) to close out Wells Fargo Account but includes two RACP payments totaling \$1,524,868.

(2) Developer Agreements may include amounts for letters of credit that may not be used with a quarter total of \$1,161,632 (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 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 eleven calls on the Controller’s hotline.
- Researched and completed RFP for Consultant to receive and evaluate insurance company quotes for annuitizing the O&E Pension Plan.
- Searched and copied electricity invoices back to 2014 for the Water Department regarding utility rebates.

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 Second Quarter 2017 and Year-To-Date

	# of chks/ trans- actions	Dollar Amount	General	911	Golf	Liquid Fuels	Water	Sewer	Water Capital	Sewer Capital	NUCI - Non Utility Capital	Total	YTD TOTAL
2nd Quarter													
Check Summary	1,308	\$ 9,284,365	\$ 4,742,557	\$ 124,084	\$ 105,138	\$ 173,398	\$ 554,277	\$ 858,130	\$ 539,789	\$ 696,109	\$ 1,490,882	\$ 9,284,365	\$ 16,715,597
P-Card Summary	896	\$ 168,763	\$ 124,373	\$ 2,349	\$ 7,707	\$ 2,653	\$ 19,735	\$ 11,533	\$ -	\$ -	\$ -	\$ 168,350	\$ 292,486
TOTAL	2,204	\$ 9,453,129	\$ 4,866,930	\$ 126,433	\$ 112,845	\$ 176,051	\$ 574,012	\$ 869,663	\$ 539,789	\$ 696,109	\$ 1,490,882	\$ 9,452,715	\$ 17,008,082
Y-T-D TOTAL	3,935	\$ 17,008,495	\$ 8,944,890	\$ 186,740	\$ 154,031	\$ 380,398	\$ 937,578	\$ 1,746,346	\$ 738,730	\$ 2,006,483	\$ 1,912,885	\$ 17,008,082	
Payroll accounts (inc. tax payments)			\$ 10,886,503	\$ 400,999	\$ 184,663	\$ 2,336	\$ 1,108,875	\$ 1,021,995				\$ 13,605,372	\$ 24,565,224
Payroll and general account sub-total			\$ 19,831,393	\$ 587,739	\$ 338,694	\$ 382,734	\$ 2,046,453	\$ 2,768,341	\$ 738,730	\$ 2,006,483	\$ 1,912,885	\$ 23,058,087	\$ 41,573,306
Other accounts												\$ 5,310,067	\$ 8,464,010
TOTAL CASH OUTLAY												\$ 28,368,154	\$ 50,037,316

Other Checking

Accounts	# QTD	\$ QTD	# YTD	\$ YTD	
Consolidated Cash	9	\$ 2,606,332	12	\$ 2,720,394	Inc. TIF payment - \$2,594,471
Capital Account	0	\$ -			
Medical Benefits	17	\$ 2,703,734	46	\$ 5,700,450	Includes 13 direct transfers per quarter for Capital Blue Cross Does not include \$3,513 in Medical included in A/P Checks
Water & Sewer	0	\$ -	2	\$ 43,166	
SUB-TOTAL	26	\$ 5,310,067	60	\$ 8,464,010	
City Trustee Acc't	0	\$ -	0	\$ -	
Escrow	41	\$ 232,359	85	\$ 2,120,699	Includes 3 P-Card payments not included above - \$413
SUB-TOTAL	41	\$ 232,359	85	\$ 2,120,699	These accounts are for holding other's cash and internal transfers
TOTAL	67	\$ 5,542,426	145	\$ 10,584,710	

2016 & prior years costs paid in 2017

	# QTD	\$ QTD	# YTD	\$ YTD	
Checks	30	\$ 321,765	303	\$ 3,143,662	
P-Cards	7	\$ 7,470	230	\$ 58,590	
	37	\$ 329,235 *	533	\$ 3,202,252	18.8%
% 2016 paid to 2017		3.5%	based upon total checks/P-Card expenses paid		

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

Quarter Statistics on PO's Issued Apr - June 2017

Attachment # 2

Dept	Bureau or Fund	Quarter Statistics on PO's Issued Apr - June 2017					Attachment # 2	
		Blanket \$ per Quarter (1)	Regular \$ per Quarter	Contract \$ per Quarter (1)	Total \$ per Quarter (2)	\$ %	Confirm #	Confirm \$
Elected Officials	City Council, Legal	\$ -	\$ -	\$ 46,710.00	\$ 46,710.00	0.5%	1	\$ 63.55
Adminstration		\$ 30,000.00	\$ 69,263.44	\$ 69,500.00	\$ 168,763.44	1.6%	3	\$ 21,224.88
	Admin. Bureaus	\$ 30,000.00	\$ 37,298.94	\$ 37,500.00	\$ 104,798.94		2	\$ 6,725.00
	Gen, Civic Exp	\$ -	\$ 31,964.50	\$ 32,000.00	\$ 63,964.50		1	\$ 14,499.88
Comm & Econ Dev		\$ 34,404.15	\$ 462,675.42	\$ 132,470.00	\$ 629,549.57	6.1%	8	\$ 8,459.96 (3)
Recreation/ Golf		\$ 9,494.00	\$ 25,081.29	\$ 2,500.00	\$ 37,075.29	0.4%	3	\$ 1,261.72
	Recreation	\$ -	\$ 10,877.74	\$ -	\$ 10,877.74			
	Golf Fund	\$ 9,494.00	\$ 14,203.55	\$ 2,500.00	\$ 26,197.55		3	\$ 1,261.72
Public Works		\$ 262,077.94	\$ 126,584.64	\$ 108,065.90	\$ 496,728.48	4.8%	19	\$ 37,674.85
	Public Works	\$ 51,155.84	\$ 106,254.64	\$ 53,952.00	\$ 211,362.48		17	\$ 25,049.73
	Liquid Fuels	\$ 210,922.10	\$ 20,330.00	\$ 54,113.90	\$ 285,366.00		2	\$ 12,625.12
Police Dept		\$ 1,600.00	\$ 173,874.02	\$ 26,320.00	\$ 201,794.02	2.0%	2	\$ 4,041.24
	Police	\$ 600.00	\$ 166,921.72	\$ 24,000.00	\$ 191,521.72		1	\$ 860.00
	911	\$ 1,000.00	\$ 6,952.30	\$ 2,320.00	\$ 10,272.30		1	\$ 3,181.24
Fire/EMS		\$ 4,633.50	\$ 61,135.45	\$ 23,359.07	\$ 89,128.02	0.9%	0	\$ -
	Fire	\$ 4,633.50	\$ 7,863.52	\$ -	\$ 12,497.02			
	EMS	\$ -	\$ 53,271.93	\$ 23,359.07	\$ 76,631.00			
Water Fund		\$ 114,237.64	\$ 342,747.66	\$ 816,737.20	\$ 1,273,722.50	#####	7	\$ 31,809.95
	Water	\$ 98,614.20	\$ 29,206.93	\$ 138,336.20	\$ 266,157.33		5	\$ 19,275.02
	Water Capital	\$ 15,623.44	\$ 313,540.73	\$ 678,401.00	\$ 1,007,565.17		2	\$ 12,534.93 (3)
Sewer Fund		\$ 97,877.28	\$ 170,251.49	\$ 458,312.93	\$ 726,441.70	7.0%	3	\$ 3,198.16
	Wastewater	\$ 75,302.28	\$ 27,585.33	\$ 81,084.61	\$ 183,972.22		2	\$ 2,438.16
	Sewer Capital	\$ 22,575.00	\$ 142,666.16	\$ 377,228.32	\$ 542,469.48		1	\$ 760.00
Non-Utility	NUCI	\$ 160,007.49	\$ 4,177,329.54	\$ 2,335,742.59	\$ 6,673,079.62	#####	3	\$ 37,240.31 (3)
TOTAL		\$ 714,332.00	\$ 5,608,942.95	\$ 4,019,717.69	\$ 10,342,992.64	100%	49	\$144,974.62
Total # of PO's		6.9%	54.2%	38.9%				
		37	165	37	239			
Total # Confirming PO's		20	26	3	49	#####		
Total % Confirming PO's		54.1%	15.8%	8.1%				
Total \$ Confirming PO's		\$ 48,562	\$ 57,709	\$ 38,705	\$ 144,975	1.4%		

(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) Three confirming amounts were contracts that were not signed/encumbered when services/goods were provided (\$ 38,705).

		TOTAL Statistics on PO's Issued January - June 2017				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)	\$ %	Confirm \$	% Confirm \$
Elected Officials	City Council, Legal	\$ 3,500.00	\$ 4,330.24	\$ 46,710.00	\$ 54,540.24	0.3%	\$ 106.05	0.2%
Adminstration		\$ 2,333,240.48	\$ 246,760.48	\$ 169,500.00	\$ 2,749,500.96	12.7%	\$ 70,611.00	2.6%
	Admin. Bureaus	\$ 193,298.48	\$ 90,032.68	\$ 137,500.00	\$ 420,831.16		\$ 7,823.00	1.9%
	Gen, Civic Exp	\$ 2,139,942.00	\$ 156,727.80	\$ 32,000.00	\$ 2,328,669.80		\$ 62,788.00	2.7%
Comm & Econ Dev		\$ 530,659.15	\$ 508,416.25	\$ 132,470.00	\$ 1,171,545.40	5.4%	\$ 24,205.58	2.1% (3)
Recreation/ Golf		\$ 278,020.62	\$ 72,881.49	\$ 7,500.00	\$ 358,402.11	1.7%	\$ 3,764.54	1.1%
	Recreation	\$ 86,920.50	\$ 30,208.11	\$ 5,000.00	\$ 122,128.61		\$ 1,022.82	0.8%
	Golf Fund	\$ 191,100.12	\$ 42,673.38	\$ 2,500.00	\$ 236,273.50		\$ 2,741.72	1.2%
Public Works		\$ 1,384,411.91	\$ 614,219.91	\$ 109,865.90	\$ 2,108,497.72	9.7%	\$ 81,438.01	3.9%
	Public Works	\$ 885,109.81	\$ 280,248.41	\$ 55,752.00	\$ 1,221,110.22		\$ 53,090.08	4.3%
	Liquid Fuels	\$ 499,302.10	\$ 333,971.50	\$ 54,113.90	\$ 887,387.50		\$ 28,347.93	3.2%
Police Dept		\$ 415,142.44	\$ 451,759.28	\$ 26,320.00	\$ 893,221.72	4.1%	\$ 47,512.89	5.3%
	Police	\$ 296,642.44	\$ 359,772.96	\$ 24,000.00	\$ 680,415.40		\$ 39,972.03	5.9%
	911	\$ 118,500.00	\$ 91,986.32	\$ 2,320.00	\$ 212,806.32		\$ 7,540.86	3.5%
Fire/EMS		\$ 227,101.50	\$ 135,375.15	\$ 83,861.07	\$ 446,337.72	2.1%	\$ 4,520.00	1.0%
	Fire	\$ 148,633.50	\$ 19,501.52	\$ -	\$ 168,135.02		\$ -	0.0%
	EMS	\$ 78,468.00	\$ 115,873.63	\$ 83,861.07	\$ 278,202.70		\$ 4,520.00	1.6%
Water Fund		\$ 922,879.82	\$ 1,580,135.49	\$ 1,720,929.70	\$ 4,223,945.01	19.4%	\$ 33,876.92	0.8%
	Water	\$ 728,176.01	\$ 136,432.90	\$ 891,472.70	\$ 1,756,081.61		\$ 19,598.77	1.1%
	Water Capital	\$ 194,703.81	\$ 1,443,702.59	\$ 829,457.00	\$ 2,467,863.40		\$ 14,278.15	0.6% (3)
Sewer Fund		\$ 1,105,396.28	\$ 486,937.73	\$ 571,822.93	\$ 2,164,156.94	10.0%	\$ 3,863.47	0.2%
	Wastewater	\$ 1,069,821.28	\$ 57,005.61	\$ 194,594.61	\$ 1,321,421.50		\$ 3,103.47	0.2%
	Sewer Capital	\$ 35,575.00	\$ 429,932.12	\$ 377,228.32	\$ 842,735.44		\$ 760.00	0.1%
Non-Utility Capital	NUCI	\$ 160,007.49	\$ 5,034,494.97	\$ 2,354,642.59	\$ 7,549,145.05	34.8%	\$ 44,570.90	0.6% (3)
TOTAL		\$ 7,360,359.69	\$ 9,135,310.99	\$ 5,223,622.19	\$ 21,719,292.87	100%	\$ 314,469.36	1.4%
Total # of PO's		393	412	66	871			
Total # Confirming PO's		58	50	4	112	12.9%		
Total % Confirming PO's		14.8%	12.1%	6.1%				
Total \$ Confirming PO's		\$ 120,540	\$ 151,550	\$ 42,379	\$ 314,469	1.4%		

(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) Three confirming amounts were contracts that were not signed/encumbered when services/goods were provided (\$ 38,705).