CITY OF BETHLEHEM

INTER DEPARTMENTAL CORRESPONDENCE

MEMORANDUM

то:	Robert Donchez - Mayor Robert Vidoni - City Clerk Members of City Council
FROM:	George Yasso City Controller
SUBJECT:	Quarterly Report - Controller (July-September 2021)

DATE: October 31, 2021

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 2021.

Attachment #1 provides for the cash expended and is broken down by the following categories:

- Checks Dispersed
- \circ P-Card(s)
- o General/Payroll Accounts (approximate)
- Other Checking Accounts

Total Cash Outlay for the quarter was \$21,079,356 with \$12,311,310 going towards the total city payroll. This does not include escrow/trust payments.

In addition to the financial information highlighting the cash that was paid out in the third quarter, there were <u>146</u> Purchase Orders processed and <u>1,317</u> clearing 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 **\$89,576** and \$2,975 in medical along with \$3,743 P-card escrow amounts. 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. Also, the information for non-general funds is included for consistency with Attachment #1. Attachment #3 is total Yearto-Date Purchase Orders and Confirming Purchase Orders.

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.

Page Two

Memo-Mayor **Quarterly Report-Controller (July-September 2021)** October 31, 2021

In addition, the Controller's office reviews the quarterly receipts for gaming revenue received from the Commonwealth of Pennsylvania. Third quarter receipts total \$4,591,707.

Our office continues to review any outstanding Miscellaneous Accounts Receivables and discuss with departments as needed (ongoing).

Please review the list below of other activities:

	<u>Qtr. #</u>	<u>Qtr. \$</u>	<u>YTD #</u>	<u>YTD \$</u>
Audited General Acct. Checks (1)	1,317	8,593,600	3,781	\$ 29,659,604
Purchasing Card Transactions (1)	1,143	267,766	2,873	711,463
Other Acct. Checks & Transactions	36	9,113,255	101	17,622,635
Reviewed & Audited Petty Cash				
Reimbursements	11	3,111	24	6,733
Employee Mileage & Expense	10	1,679	45	8,016
Reviewed & approved Purchase				
Orders (see attached)	146	3,664,060	906	21,976,046
Reviewed & approved contracts/				
Agreements (outlined below)	86	4,034,307	446	23,687,133
Construction and Related Contracts (2)	22	1,996,237	58	4,212,894
Employment Related Contracts	10	82,928	58	1,593,229
Services & Goods Contracts	6	91,004	88	4,485,490
Grants & Revenue Agreements	17	1,262,351	38	5,563,681
Use Permits, Developer & Other				
Agreements (3)	31	601,787	204	7,831,839

(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. The total amount for letters of credit this quarter is \$286,408.

Specific detailed back-up on the information provided is available upon request.

If you have any questions, please feel free to contact Michele Liberto or myself in the Controller's Office at extension 7120.

Cc: Eric Evans, Business Administrator Linnea Lazarchak, Financial Services Director KSA&D Support

Mark Sivak, Director of Budget & Finance Sandra Steidel, Director of Purchasing Judy Kelechava, Assistant City Clerk

Cash Expended Third Quarter 2021

Attachment # 1

# of																				
chks/																CI - Non	Escrow/			YTD TOTA
																-				(NOT INC
actions	Am	ount	Genera	al 👘		Golf	Fuels	Water		Sewer	Water	(Capital	Capital	C	apital	Accounts		Escrow)	ESCROW
												\$	579,001	\$1,227,086	\$	788,157	and the second			\$29,165,4
						4,098			\$	14,285		115		10	-					\$ 699,4
2,460	\$ 8,8	361,366			\$										\$	788,157		\$	8,768,046	\$29,864,9
																11.1%				
6,654	\$30,3	371,067			\$			\$1,482,831	\$			\$2	2,514,956	\$2,920,968	\$3,	373,006	\$ 506,120	\$	29,864,946	
			83	3.7%		1.2%	0.6%	7.1%		7.3%	0.2%									
(inc. tax p	aymen	ts)							-									\$	12,311,310	\$38,043,15
ral accoun	t sub-t	otal	\$ 25,978,	521	\$	630,037	\$1,504,449	\$2,353,737	\$	2,861,111	\$ 39,472	\$2	2,514,956	\$2,920,968	\$3,	373,006	\$ 506,120	\$		
No Trustee	e or Es	crow)																\$		\$17,622,63
UTLAY																		\$	30,192,611	\$85,530,73
#QTR	\$	QTR	# YTD			\$ YTD			Es	crow Detail	# QTR		\$ QTR	# YTD	\$	S YTD				
ash									Esc	crow										
			7		\$	4,120			Fir	re Escrow	3	s	69,913	5	s	117,814				
11	S E	5,163,485	20		\$	6,778,083			Po	olice Cost	4	s	6,382	14	s	32,582				
1	S	1,000	9		\$	6,000			Be	enchmark	4	s	3,176	6	s	3,476				
									R/	ACP	0	s	-	1	\$	43,750				
									Tr	ustee	15	s	7,233	43	s	293,635				
8							_				1	s	108	1	s	108				
14	\$ 3	3,091,627	39		\$	8,172,935	3		Es	scrow Refund	1	s	500	1	s	500				
3	s	163,477	9		s	493.008			He	ealth Cost	1	s	2.264	1	s	2.264				
									Tot	al Escrow	29	\$	89.576	72	\$					
3	s	153.069	9		s	448.275	-													
4	s		8																	
			-																	
		13,255	101		\$	17,622,635														
36	\$ 9.1																			
	1,143 2,460 6,654 (inc. tax p ral accoun No Truste: JTLAY # QTR # QTR 11 1 1 1 3 3	actions Am 1,317 \$ 8,6 1,143 \$ 2 2,460 \$ 8,6 6,654 \$ 30,3 (inc. tax paymen ral account sub-t No Trustee or Es JTLAY # QTR \$ 1 \$ 1 \$ 1 \$ 3 \$ 3 \$	actions Amount 1,317 \$ 8,593,600 1,143 \$ 267,766 2,460 \$ 8,861,366 6,654 \$30,371,067 (inc. tax payments) ral account sub-total No Trustee or Escrow) JTLAY # QTR # QTR \$ QTR # QTR \$ QTR 1 \$ 5,163,485 1 \$ 1,000 s 14 \$ 3,091,627 3 \$ 153,069	actions Amount General 1,317 \$ 8,593,600 \$ 4,583, 1,143 \$ 267,766 \$ 219, 2,460 \$ 8,861,366 \$ 4,802, 57,665 \$ 57,66,51 \$ 57,66,51 \$ 57,67,66 \$ 15,678, 83,61,366 \$ 4,802, 57,66,54 \$ 30,371,067 \$ 15,678, 83,000,007 \$ 15,678, 83,000 \$ 10,300, \$ 25,978, 0,007,007 \$ 10,300, \$ 20,978, 0,007,007 \$ 10,300, \$ 20,978, 0,007,007 \$ 10,300, \$ 11,5,100,007 \$ 10,300, \$ 20,978, 0,007,007 \$ 10,300, \$ 10,307,007 \$ 10,300,078,007	actions Amount General 1,317 \$ 8,593,600 \$ 4,583,478 1,143 \$ 267,766 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Quarter 3, 2021								Attachment # 2			
		Blanket \$ per	Regular \$ per	Contract \$ per	Total \$ per		Confirm				
Dept	Bureau	Quarter	Quarter	Quarter	Quarter	\$%	#			% Confim #	
Elected Official		\$0.00	\$0.00	\$881.65	\$881.65	0%	1	\$1,372.80	156%	100%	(2)
Admin		\$500.00	\$417,095.00	\$14,713.60	\$432,308.60	12%	7	\$74,112.70	17%	39%	
	AD Total	\$500.00	\$392,069.75	\$0.00	\$392,569.75		3	\$70,345.45	18%	30%	
	Gen/Civ Total	\$0.00	\$25,025.25	\$14,713.60	\$39,738.85		4	\$3,767.25	9%	50%	
Comm & Econ											
Dev		\$259,272.00	\$456,758.08	\$141,300.00	\$857,330.08	23%	18	\$79,780.91	9%	82%	(2),(3)
Golf	PPG	\$0.00	\$347,170.94	\$0.00	\$347,170.94	9%	3	\$1 3,643.31	4%	50%	
Public Works		\$14,166.00	\$99,008.31	\$144,084.00	\$257,258.31	7%	41	\$77,959.74	30%	216%	(2)
	PW Total	\$9,066.00	\$99,008.31	\$0.00	\$108,074.31		30	\$58,952.38	55%	188%	
	LF	\$5,100.00	\$0.00	\$144,084.00	\$149,184.00		11	\$1 9,007.36	13%	367%	
Police Dept	Incl. Serv. Ctr.	\$10,075.00	\$96,588.26	\$0.00	\$106,663.26	3%	1	\$52,902.17	50%	8%	
-	PD	\$10,075.00	\$96,588.26	\$0.00	\$106,663.26		1	\$52,902.17	50%	8%	
	Serv. Ctr.	\$0.00	\$0.00	\$0.00	\$0.00		0	\$0.00	0%	0%	
Fire/EMS		\$3,513.17	\$11,613.16	\$0.00	\$15,126.33	0%	1	\$3,040.00	20%	11%	
	FD	\$3,203.81	\$8,907.46	\$0.00	\$12,111.27		0	\$0.00	0%	0%	
	EMS	\$309.36	\$2,705.70	\$0.00	\$3,015.06		1	\$3,040.00	101%	50%	
Water Fund		\$0.00	\$395,099.36	\$8,700.00	\$403,799.36	11%	2	\$20,774.00	5%	11%	
	WS	\$0.00	\$92,964.86	\$8,700.00	\$101,664.86		2	\$20,774.00	20%	33%	
	WC	\$0.00	\$302,134.50	\$0.00	\$302,134.50			\$0.00	0%	0%	
Sewer Fund		\$13,755.00	\$138,537.49	\$138,500.00	\$290,792.49	8%	3	\$20,144.41	7%	13%	
	WW	\$13,755.00	\$33,252.63	\$0.00	\$47,007.63		3	\$20,144.41	43%	21%	(2)
	SC	\$0.00	\$105,284.86	\$138,500.00	\$243,784.86			\$0.00	0%	0%	
Non-Utility											
Capital	NUCI	\$875.00	\$142,879.36	\$808,975.10	\$952,729.46	26%	0	\$0.00	0%	0%	
Totals		\$302,156.17	\$2,104,749.96	\$1,257,154.35	\$3,664,060.48	100%	77	\$343,730.04	9%	53%	
Total # of PO's		8% 22	57% 112	34% 12	100% 14 6			9%			-
Total # Confirming	PO's	56	15	6	77	53%					
Total % Confirming		255%	13%	50%	53%						
Total \$ Confirming		\$190,425.99	\$118,114.85	\$35,189.20	\$343,730.04	9%					

Original Purchase Orders and no change orders which may increase total encumbered funds - not actual expenses paid.
Each Purchase Order is only counted once, but the costs are allocated to each department.
Six (6) confirming amounts were contracts that were not signed/encumbered when services/goods were provided (\$ 34,802.40).

τοτ	AL Statistics on P							Attachment # 3			
	-	Blanket \$ per	· ·	Contract \$ per	T . 14	• • •		~ ~ ^			
Dept	Bureau	YTD	YTD	YTD	Total \$ per YTD	\$ %	Confim #	Confim \$	% Confim \$	% Confim #	- (2)
Elected Officials		\$8,000.00	\$0.00	\$881.65	\$8,881.65	0.04%	2	\$2,123.30	24%	100%	(2)
Admin		\$1,508,325.00	\$693,743.73	\$326,213.60	\$2,528,282.33	11.50%	17	\$157,761.81	6%	23%	(3)
	AD Total	\$191,300.00	\$604,429.64	\$137,300.00	\$933,029.64		6	\$116,886.03	13%	15%	
	Gen/Civ Total	\$1,317,025.00	\$89,314.09	\$188,913.60	\$1,595,252.69		11	\$40,875.78	3%	34%	
Comm & Econ											
Dev		\$2,104,998.00	\$762,247.86	\$1,150,763.25	\$4.018.009.11	18.28%	45	\$172,982.70	4%	39%	(2),(3)
000		\$2,104,330.00	\$102,241.00	\$1,150,105.25	\$4,010,005.11	10.2070	45	\$112,302.10	470	5576	(2),(3)
Golf	PPG	\$252,842.00	\$419,341.84	\$2,600.00	\$674,783.84	3.07%	8	\$25,213.36	4%	21%	
Public Works		\$1,616,270.49	\$674,956.54	\$758,300.45	\$3,049,527.48	13.88%	93	\$203,973.24	7%	43%	(2),(3)
	PW Total	\$1,092,639.62	\$259,178.42	\$606,566.45	\$1,958,384.49		64	\$110,746.07	6%	33%	
	LF	\$523,630.87	\$415,778.12	\$151,734.00	\$1,091,142.99		29	\$93,227.17	9%	126%	
Police Dept	Incl. Serv. Ctr.	\$536,898.00	\$278,826.92	\$7,200.00	\$822,924.92	3.74%	1	\$52,902.17	6%	2%	
i ence bept	PD	\$524,898,00	\$243,543.24	\$7,200.00	\$775,641.24		1	\$52,902.17	7%	2%	
	Serv. Ctr.	\$12,000.00	\$35,283.68	\$0.00	\$47,283.68		Ó	\$0.00	0%	0%	
Fire/EMS		\$280,116.02	\$107,205.07	\$68,097.00	\$455,418.09	2.07%	1	\$3,040.00	1%	2%	
THO/EMS	FD	\$176,404.81	\$77,235.97	\$0.00	\$253,640.78	2.01 /0	o.	\$0.00	0%	0%	
	EMS	\$103,711.21	\$29,969.10	\$68,097.00	\$201,777.31		1	\$3,040.00	2%	6%	
Water Fund		\$1,357,000.68	\$1,447,539.45	\$1,088,444.82	\$3,892,984.95	17.71%	4	\$23,121.99	1%	3%	(2)
Water Fullu	WS	\$998,682.96	\$379,098.09	\$459,242.82	\$1,837,023.87	17.7170	3	\$21,232.25	1%	3%	(3)
	WC	\$358,317.72	\$1,068,441.36	\$629,202.00	\$2,055,961.08		1	\$1,889.74	0%	2%	
	WC	φ330,311.12	\$1,000,441.50	φ02 <i>9</i> ,202.00	\$2,055,501.00			\$1,005.74	0 /6	2 /0	
Sewer Fund		\$806,598.00	\$913,716.07	\$2,060,931.35	\$3,781,245.42	17.21%	6	\$38,448.28	1%	4%	(3)
	WW	\$670,775.00	\$270,039.85	\$899,401.38	\$1,840,216.23		6	\$38,448.28	2%	5%	(2)
	SC	\$135,823.00	\$643,676.22	\$1,161,529.97	\$1,941,029.19		0	\$0.00	0%	0%	
Non-Utility											
Capital	NUCI	\$108,686.80	\$372,563.85	\$2,262,737.44	\$2,743,988.09	12.49%	8	\$60,534.04	2%	13%	(3)
Totals		\$8,579,734.99	\$5,670,141.33	\$7,726,169.56	\$21,976,045.88	100.00%	185	\$740,100.89	3%	20%	
		39.04%	25.80%	35.16%	100.00%			3.37%			
Total # of PO's		403	409	94	906						
Total # Confirming	PO's	126	37	22	185	20%					
Total % Confirmin	g PO's	31%	9%	23%	20%						
Total \$ Confirming	PO's	\$338,536.57	\$220,142.64	\$181,421.68	\$740,100.89	3%	•				

Original Purchase Orders and no change orders which may increase total encumbered funds - not actual expenses paid.
Each Purchase Order is only counted once, but the costs are allocated to each department.
Twenty-two (22) confirming amounts were contracts that were not signed/encumbered when services/goods were provided (\$ 181,034.88).