

**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 (July-September 2018)

**DATE:** October 26, 2018

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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 third 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 \$24,623,029 (YTD \$76,092,115) with \$11,467,238 (YTD \$36,738,719) going towards the total city payroll.

In addition to the financial information highlighting the cash that was paid out in the third quarter, there were approximately 173 (YTD 967) Purchase Orders processed and 1,354 (YTD 3,828) 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.

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 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 - (July-September 2018)  
October 26, 2018**

**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)	1,354	\$ 9,220, 893	3,828	\$30,812,172
Purchasing Card Transactions (1)	839	175,716	2,659	561,939
Other Acct. Checks & Transactions	17	2,490,688	57	8,416,616
Reviewed & Audited Petty Cash				
Reimbursements	16	5,558	49	17,460
Employee Mileage & Expense	28	9,103	96	25,699
Reviewed & approved Purchase Orders (see attached)	173	3,016,668	967	18,821,963
<b>Reviewed &amp; approved contracts/ Agreements (outlined below)</b>	<b>88</b>	<b>3,623,330</b>	<b>262</b>	<b>17,440,767</b>
Construction Contracts (2)	17	888,268	59	3,094,730
Employment Related Contracts	5	63,983	34	1,307,492
Services & Goods Contracts	35	1,491,615	95	3,781,477
Grants & Revenue Agreements	15	989,163	36	3,448,543
Use Permits, Developer & Other Agreements (3)	16	190,301	38	5,808,525

(1) These also include escrow checks/transactions. This quarter includes a RACP payment of \$37,500 to Ben Franklin Tech Center (YTD \$1,502,809). 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 \$190,000 this quarter (YTD \$5,807,673). This also includes Collaboration 3, LLC total of \$840,000 (Loan/Grant) for the Goodman Building.

**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. Receipts are significantly ahead of last year.
- Examined and reviewed situations regarding contracts and purchase orders needing additional investigation and follow-up.
- Responded to and resolved 13 calls on the Controller’s hotline. (YTD–40)
- 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 Third Quarter 2018 and Year-To-Date

ATTACHMENT # 1

	# of chks/ trans- actions	Dollar Amount	General	911	Golf	Liquid Fuels	Water	Sewer	Water Capital	Sewer Capital	NUCI - Non Utility Capital	Escrow Acct (not in totals)	Total (No Escrow)	YTD TOTAL **
3rd Quarter														
Check Summary	1,354	\$ 9,220,893	\$ 4,775,739	\$ 39,418	#####	\$ 501,801	\$ 528,262	\$ 549,922	\$ 883,512	\$ 401,698	\$ 854,804	\$ 553,306	\$ 8,667,587	\$28,446,121
P-Card Summary	839	\$ 175,716	\$ 131,670	\$ 1,166	\$ 9,997	\$ 1,858	\$ 21,122	\$ 8,738	\$ -	\$ -	\$ -	\$ 1,165	\$ 174,551	\$ 559,929
<b>TOTAL</b>	<b>2,193</b>	<b>\$ 9,396,609</b>	<b>\$ 4,907,409</b>	<b>\$ 40,584</b>	<b>#####</b>	<b>\$ 503,659</b>	<b>\$ 549,383</b>	<b>\$ 558,660</b>	<b>\$ 883,512</b>	<b>\$ 401,698</b>	<b>\$ 854,804</b>	<b>\$ 554,471</b>	<b>\$ 8,842,138</b>	<b>\$29,006,050</b>
Y-T-D TOTAL	6,487	\$ 31,374,111	\$ 16,798,562	\$ 219,344	#####	\$ 1,331,202	\$ 1,504,712	\$ 1,856,083	\$ 2,477,099	\$ 879,711	\$ 3,652,024	\$ 2,368,061	\$ 29,006,050	
Payroll accounts (inc. tax payments)			\$ 9,033,474	\$ 314,358	#####	\$ 239,713	\$ 876,479	\$ 837,971					\$ 11,467,238	\$36,738,719
Payroll, general account sub-total for QTR			<b>\$13,940,883</b>	<b>\$ 354,942</b>	<b>#####</b>	<b>\$ 743,372</b>	<b>\$1,425,863</b>	<b>\$1,396,631</b>	<b>\$ 883,512</b>	<b>\$ 401,698</b>	<b>\$ 854,804</b>	<b>\$2,368,061</b>	<b>\$ 20,309,376</b>	<b>\$65,744,769</b>
Other accounts (Sub-Total below)													\$ 4,313,653	\$10,347,346
TOTAL CASH OUTLAY													<b>\$ 24,623,029</b>	<b>\$76,092,115</b>

Other Checking

Accounts	# QTD	\$ QTD	# YTD	\$ YTD	
Consolidated					
Cash	2	\$ 1,434,927	7	\$ 1,501,793	Includes 2 PNC Loan payments - \$1,498,041
Capital Account	0	\$ -	0	\$ -	
Medical Benefits	17	\$ 2,490,688	57	\$ 8,416,616	Includes 13 direct transfers per quarter for Capital Blue Cross Does not include \$9,977 (\$18,973 YTD) in Medical included in Check Summary above.
Water & Sewer	1	\$ 388,039	2	\$ 428,937	
<b>SUB-TOTAL</b>	<b>20</b>	<b>\$ 4,313,653</b>	<b>66</b>	<b>\$10,347,346</b>	
Acc't	0	\$ -	0	\$ -	These are now being processed through the on-going A/P check runs.
Escrow	-	\$ -	1	\$ 80,416	Does not include 51 checks - \$553,306 (\$37,500 RACP & \$250,000 ArtsQuest) for Escrow in A/P Checks above nor P-Card charges
<b>SUB-TOTAL</b>	<b>0</b>	<b>\$ -</b>	<b>1</b>	<b>\$ 80,416</b>	These accounts are for holding other's cash and internal transfers; most are now processed through the regular A/P check runs.
<b>TOTAL</b>	<b>20</b>	<b>\$ 4,313,653</b>	<b>67</b>	<b>\$10,427,762</b>	

2017/prior costs  
paid in 2018

	# QTD	\$ QTD	# YTD	\$ YTD	
Checks	9	\$ 72,314	279	\$ 3,415,105	
P-Cards	0	\$ -	295	\$ 62,487	
	9	\$ 72,314 *	574	\$ 3,477,592	11.1%
% 2017 paid to 2018		0.8%	based upon total checks/P-Card expenses paid		

\* 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 July - September 2018**

Attachment # 2

Dept	Bureau or Fund	Blanket \$ per Quarter	Regular \$ per Quarter	Contract \$ per Quarter	Total \$ per Quarter (1)	\$ %	Confirm #	Confirm \$	Confirm %
<b>Elected Officials</b>	<b>City Council, Legal</b>	\$ -	\$ -	\$ -	\$ -	0.0%	0	\$ -	
<b>Adminstratio</b>		\$ 14,100.00	\$ 85,336.24	\$ -	\$ 99,436.24	3.3%	3	\$ 7,511.67	7.6%
	Admin Bureaus	\$ 2,100.00	\$ 73,121.24	\$ -	\$ 75,221.24		1	\$ 1,732.62	2.3%
	Gen, Civic Exp	\$ 12,000.00	\$ 12,215.00	\$ -	\$ 24,215.00		2	\$ 5,779.05	23.9%
<b>Comm &amp; Econ Dev</b>		\$ 1,105.00	\$ 140,276.98	\$ 571,687.02	\$ 713,069.00	23.6%	15	\$ 67,098.20	9.4% (3)
<b>Recreation/ Golf</b>		\$ 2,200.00	\$ 14,941.29	\$ -	\$ 17,141.29	0.6%	1	\$ 1,192.00	7.0%
	Recreation	\$ -	\$ 12,244.29	\$ -	\$ 12,244.29				0.0%
	Golf Fund	\$ 2,200.00	\$ 2,697.00	\$ -	\$ 4,897.00		1	\$ 1,192.00	24.3%
<b>Public Works</b>		\$ 7,950.00	\$ 180,359.48	\$ 512,121.60	\$ 700,431.08	23.2%	31	\$ 75,127.61	10.7%
	Pub Wrks	\$ 7,950.00	\$ 52,413.48	\$ 420,000.00	\$ 480,363.48		27	\$ 49,764.31	10.4%
	Liquid Fuels	\$ -	\$ 127,946.00	\$ 92,121.60	\$ 220,067.60		4	\$ 25,363.30	11.5%
<b>Police Dept</b>		\$ 4,500.00	\$ 50,655.09	\$ -	\$ 55,155.09	1.8%	2	\$ 3,652.74	6.6%
	Police	\$ 4,500.00	\$ 48,970.09	\$ -	\$ 53,470.09		2	\$ 3,652.74	6.8%
	911	\$ -	\$ 1,685.00	\$ -	\$ 1,685.00				0.0%
<b>Fire/EMS</b>		\$ 2,500.00	\$ 27,658.64	\$ -	\$ 30,158.64	1.0%	1	\$ 1,465.44	4.9%
	Fire	\$ -	\$ 22,330.32	\$ -	\$ 22,330.32				
	EMS	\$ 2,500.00	\$ 5,328.32	\$ -	\$ 7,828.32		1	\$ 1,465.44	18.7%
<b>Water Fund</b>		\$ -	\$ 259,735.96	\$ 149,563.90	\$ 409,299.86	13.6%	3	\$ 13,173.48	3.2%
	Water	\$ -	\$ 53,153.36	\$ 26,500.00	\$ 79,653.36		2	\$ 2,664.88	3.3%
	Water Capital	\$ -	\$ 206,582.60	\$ 123,063.90	\$ 329,646.50		1	\$ 10,508.60	3.2% (3)
<b>Sewer Fund</b>		\$ 8,600.00	\$ 266,169.87	\$ 89,600.00	\$ 364,369.87	12.1%	6	\$ 22,863.44	6.3%
	Wastewater	\$ 8,600.00	\$ 40,683.69	\$ 21,750.00	\$ 71,033.69		5	\$ 7,363.44	10.4%
	Sewer Capital	\$ -	\$ 225,486.18	\$ 67,850.00	\$ 293,336.18		1	\$ 15,500.00	5.3%
<b>Non-Utility Capital</b>	<b>NUCI</b>	\$ -	\$ 377,871.77	\$ 249,735.03	\$ 627,606.80	20.8%	3	\$ 9,607.60	1.5%
<b>TOTAL</b>		\$ 40,955.00	\$ 1,403,005.32	\$ 1,572,707.55	\$ 3,016,667.87	100%	65	\$ 201,692.18	6.7%
<b>Total # of PO's</b>		18	129	26	173				
<b>Total # Confirming PO's</b>		46	15	4	65	37.6%			
<b>Total % Confirming PO's</b>		255.6%	11.6%	15.4%					
<b>Total \$ Confirming PO's</b>		\$ 95,218	\$ 63,486	\$ 42,988	\$ 201,692	6.7%			

(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) Eight (8) confirming amounts were contracts that were not signed/encumbered when services/goods were provided (\$ 42,988).

**TOTAL Statistics on PO's Issued January - September 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	\$ 784.00	\$ -	\$ 61,216.00	0.3%	3	\$ 3,815.84	6.2%
<b>Administration</b>		<b>\$2,325,604.32</b>	<b>\$ 498,421.85</b>	<b>\$ 348,506.00</b>	<b>\$ 3,172,532.17</b>	<b>16.9%</b>	<b>18</b>	<b>\$ 63,370.21</b>	<b>2.0%</b>
	Admin. Bureaus	\$ 22,090.00	\$ 313,379.70	\$ 62,500.00	\$ 397,969.70		11	\$ 26,712.86	6.7% (3)
	Gen, Civic Exp	\$2,303,514.32	\$ 185,042.15	\$ 286,006.00	\$ 2,774,562.47		7	\$ 36,657.35	1.3%
<b>Comm &amp; Econ Dev</b>		<b>\$ 230,016.83</b>	<b>\$ 356,957.69</b>	<b>\$2,048,611.39</b>	<b>\$ 2,635,585.91</b>	<b>14.0%</b>	<b>34</b>	<b>\$ 95,556.19</b>	<b>3.6% (3)</b>
<b>Recreation/ Golf</b>		<b>\$ 23,350.00</b>	<b>\$ 345,446.59</b>	<b>\$ 200.00</b>	<b>\$ 368,996.59</b>	<b>2.0%</b>	<b>1</b>	<b>\$ 1,192.00</b>	<b>0.3%</b>
	Recreation	\$ 11,000.00	\$ 119,806.08	\$ -	\$ 130,806.08		0	\$ -	0.0%
	Golf Fund	\$ 12,350.00	\$ 225,640.51	\$ 200.00	\$ 238,190.51		1	\$ 1,192.00	0.5%
<b>Public Works</b>		<b>\$ 779,196.75</b>	<b>\$1,168,834.90</b>	<b>\$1,279,205.60</b>	<b>\$ 3,227,237.25</b>	<b>17.1%</b>	<b>78</b>	<b>\$ 279,148.54</b>	<b>8.6% (3)</b>
	Public Works	\$ 718,242.75	\$ 546,584.61	\$ 574,700.00	\$ 1,839,527.36		61	\$ 123,429.98	6.7%
	Liquid Fuels	\$ 60,954.00	\$ 622,250.29	\$ 704,505.60	\$ 1,387,709.89		17	\$ 155,718.56	11.2%
<b>Police Dept</b>		<b>\$ 422,125.74</b>	<b>\$ 453,925.84</b>	<b>\$ 46,901.00</b>	<b>\$ 922,952.58</b>	<b>4.9%</b>	<b>7</b>	<b>\$ 12,532.91</b>	<b>1.4%</b>
	Police	\$ 419,745.74	\$ 325,389.71	\$ 46,351.00	\$ 791,486.45		7	\$ 12,532.91	1.6%
	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>\$ 271,697.74</b>	<b>\$ 132,000.00</b>	<b>\$ 629,439.94</b>	<b>3.3%</b>	<b>3</b>	<b>\$ 3,413.44</b>	<b>0.5%</b>
	Fire	\$ 177,242.20	\$ 112,447.87	\$ -	\$ 289,690.07		2	\$ 1,948.00	0.7%
	EMS	\$ 48,500.00	\$ 159,249.87	\$ 132,000.00	\$ 339,749.87		1	\$ 1,465.44	0.4%
<b>Water Fund</b>		<b>\$ 715,817.41</b>	<b>\$1,486,808.97</b>	<b>\$2,064,377.25</b>	<b>\$ 4,267,003.63</b>	<b>22.7%</b>	<b>7</b>	<b>\$ 32,618.47</b>	<b>0.8%</b>
	Water	\$ 533,435.85	\$ 701,356.92	\$1,010,924.45	\$ 2,245,717.22		5	\$ 8,919.87	0.4% (3)
	Water Capital	\$ 182,381.56	\$ 785,452.05	\$1,053,452.80	\$ 2,021,286.41		2	\$ 23,698.60	1.2% (3)
<b>Sewer Fund</b>		<b>\$ 349,007.62</b>	<b>\$ 943,675.24</b>	<b>\$ 511,737.39</b>	<b>\$ 1,804,420.25</b>	<b>9.6%</b>	<b>11</b>	<b>\$ 37,172.40</b>	<b>2.1%</b>
	Wastewater	\$ 323,764.40	\$ 468,379.68	\$ 239,787.39	\$ 1,031,931.47		9	\$ 20,593.70	2.0% (3)
	Sewer Capital	\$ 25,243.22	\$ 475,295.56	\$ 271,950.00	\$ 772,488.78		2	\$ 16,578.70	2.1%
<b>Non-Utility Capital</b>	NUCI	<b>\$ 249,000.00</b>	<b>\$ 754,496.97</b>	<b>\$ 729,081.97</b>	<b>\$ 1,732,578.94</b>	<b>9.2%</b>	<b>5</b>	<b>\$ 43,878.47</b>	<b>2.5% (3)</b>
<b>TOTAL</b>		<b>\$5,380,292.87</b>	<b>\$6,281,049.79</b>	<b>\$7,160,620.60</b>	<b>\$18,821,963.26</b>	<b>100%</b>	<b>167</b>	<b>\$ 572,698.47</b>	<b>3.0%</b>
Total # of PO's		28.6% <b>239</b>	33.4% <b>647</b>	38.0% <b>81</b>	<b>967</b>				
<b>Total # Confirming PO's</b>		<b>111</b>	<b>44</b>	<b>12</b>	<b>167</b>	<b>17.3%</b>			
Total % Confirming PO's		46.4%	6.8%	14.8%					
<b>Total \$ Confirming PO's</b>		<b>\$ 303,958</b>	<b>\$ 155,627</b>	<b>\$ 113,112</b>	<b>\$ 572,698</b>	<b>3.0%</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) Twelve (12) confirming amounts were contracts that were not signed/encumbered when services/goods were provided (\$ 113,113).