

CITY OF BETHLEHEM

INTER DEPARTMENTAL CORRESPONDENCE

MEMORANDUM

TO: Robert Donchez - Mayor
Robert Vidoni- City Clerk
Members of City Council

FROM: George Yasso
City Controller

SUBJECT: Quarterly Report - Controller (April-June 2019)

DATE: July 26, 2019

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 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 \$28,441,746 (YTD \$50,871,559) with \$12,775,595 (YTD \$24,328,334) 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 204 (YTD 800) Purchase Orders processed and 1,222 (YTD 2304) 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 \$828,149 (YTD \$920,172) and \$2,710 (YTD \$4,846) in medical along with \$3,471 (YTD \$3,700) in P-Card escrow amount. 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 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.

Please review list below of other activities:

	<u>Qtr. #</u>	<u>Qtr. \$</u>	<u>YTD #</u>	<u>YTD \$</u>
Audited General Acct. Checks (1)	1,222	\$ 12,964,162	2,304	\$20,815,419
Purchasing Card Transactions (1)	996	226,827	1,797	383,909
Other Acct. Checks & Transactions	25	3,306,367	44	6,272,555
Reviewed & Audited Petty Cash				
Reimbursements	15	5,377	28	9,800
Employee Mileage & Expense	38	9,105	55	11,774
Reviewed & approved Purchase Orders (see attached)	204	6,034,734	800	19,945,996
Reviewed & approved contracts/ Agreements (outlined below)	85	15,150,263	210	22,871,331
Construction Contracts (2)	16	3,002,325	31	3,409,338
Employment Related Contracts	4	133,223	35	1,504,971
Services & Goods Contracts	26	1,263,809	83	4,446,738
Grants & Revenue Agreements (3)	13	2,347,174	20	3,129,435
Use Permits, Developer & Other Agreements (4)	26	8,403,731	41	10,380,849

- (1) These also include escrow and medical checks/transactions.
- (2) Outside Engineering, Bidding and Construction oversight are now included with Construction Contracts.
- (3) This category also includes the 911 agreement of sale (\$1.367M) this quarter.
- (4) Developer agreements may include amounts for letters of credit that may not be used with agreements for \$8,388,061 this quarter (YTD \$10,322,879).

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.

- o Input information for the PA Gaming website to project anticipated revenues and confirm actual quarterly receipts. Receipts are approximately \$2,433,000 under last year due to a change in the Gaming Law. The anticipated amount for 2019 remains as budgeted.
- o Controller and Deputy were committee members for city 457 plan provider review.
- o Examined and reviewed situations regarding contracts and purchase orders needing additional investigation and follow-up.
- o Responded to and resolved 16 calls (YTD 33) on the Controller’s hotline.
- o Assisted auditors with checks/invoices and supplied various spreadsheets/reports.

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
 KSA&D,, Website Manager

Cash Expended Second Quarter 2019 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/ Trust Accounts	Total (not inc Escrow)	YTD TOTAL
2nd Quarter														
Check Summ.	1,222	\$ 12,964,162	\$ 8,000,823	\$ 58,458	\$ 417,364	\$ 230,870	\$ 659,271	\$ 873,119	\$ 300,704	\$ 397,303	\$ 1,195,391	\$ 830,859	\$ 12,133,303	\$ 19,890,461
P-Card Summ.	996	\$ 226,827	\$ 172,259	\$ 2,116	\$ 12,480	\$ 1,721	\$ 27,054	\$ 10,852	\$ -	\$ -	\$ -	\$ 347	\$ 226,481	\$ 380,209
TOTAL	2,218	\$ 13,190,989	\$ 8,173,082	\$ 60,574	\$ 429,844	\$ 232,590	\$ 686,325	\$ 883,971	\$ 300,704	\$ 397,303	\$ 1,195,391	\$ 831,205	\$ 12,359,784	\$ 20,270,670
Y-T-D TOTAL	4,101	\$ 21,199,328	\$ 12,621,684	\$ 91,103	\$ 528,390	\$ 649,423	\$ 1,079,527	\$ 1,300,137	\$ 587,829	\$ 953,418	\$ 2,459,158	\$ 928,718	\$ 20,270,670	
Payroll accounts (inc. tax payments)			\$ 10,056,073	\$ 268,632	\$ 149,089	\$ 275,514	\$ 1,069,295	\$ 956,993					\$ 12,775,595	\$ 24,328,334
Payroll and general account sub-total			\$ 22,677,757	\$ 359,735	\$ 677,479	\$ 924,937	\$ 2,148,822	\$ 2,257,130	\$ 587,829	\$ 953,418	\$ 2,459,158	\$ 928,718	\$ 25,135,379	\$ 44,599,003
Other accounts													\$ 3,306,367	\$ 6,272,555
TOTAL CASH OUTLAY													\$ 28,441,746	\$ 50,871,559

Other Checking	# QTD	\$ QTD	# YTD	\$ YTD	
Consolidated Cash	1	\$ 3,049	3	\$ 48,686	Includes Golf loan payment (\$3,049) this quarter and PNC Loan (\$39,085) for first quarter.
Capital Account	1	\$ 48,087	1	\$ 48,087	Hand written check needed for grant expense.
Medical Benefits	23	\$ 3,255,232	39	\$ 6,167,472	Includes 13 direct transfers per quarter for Capital Blue Cross but does not include \$2,710 (\$4,846 YTD) for Medical in A/P checks above
Water & Sewer	0	\$ -	1	\$ 8,311	Wells Fargo Loan
SUB-TOTAL	25	\$ 3,306,367	44	\$ 6,272,555	
City Trustee Acc't	0	\$ -	0	\$ -	- These are now being processed as Escrow through the on-going A/P check runs.
Escrow	0	\$ -	0	\$ -	Does not include 32 (YTD 56) checks for \$828,149 (YTD \$920,172) - \$250,000 ArtsQuest, \$227,838 RACP (Hist. Beth. Part.) & \$286,157 (YTD \$335,117) Magistrate - for Escrow in A/P Checks nor P-Card charges above.
SUB-TOTAL	0	\$ -	0	\$ -	- These accounts are for holding other's cash and internal transfers
TOTAL	25	\$ 3,306,367	44	\$ 6,272,555	

2018/prior costs paid in 2019	# QTD	\$ QTD	# YTD	\$ YTD	
Checks	27	\$ 190,227	321	\$ 2,143,727	
P-Cards	4	\$ 1,843	273	\$ 63,905	
	31	\$ 192,070 *	594	\$ 2,207,632	10.4%
% 2018 paid to 2019		1.5%	based upon total checks/P-Card expenses paid		

* These amounts includes all invoices/services prior to 1/1/19 for all departments and funds

End of Quarter Statistics on PO's Issued April - June 2019

Attachment # 2

Dept	Bureau or Fund	Blanket \$ per Quarter	Regular \$ per Quarter	Contract \$ per Quarter	Total \$ per Quarter (1)	\$ %	# Confirm	\$ Confirm	% Con- firm \$
Elected Officials	City Council, Mayor	\$ -	\$ 588.00	\$ -	\$ 588.00	0.0%	1	\$ 756.00	128.6%
Admin		\$ 20,625.00	\$ 32,308.58	\$ 54,641.00	\$ 107,574.58	1.8%	12	\$ 145,082.89	134.9%
	Admin Bureaus	\$ -	\$ 22,461.68	\$ 22,641.00	\$ 45,102.68		4	\$ 43,274.90	95.9% (3)
	Gen, Civic Exp	\$ 20,625.00	\$ 9,846.90	\$ 32,000.00	\$ 62,471.90		8	\$ 101,807.99	163.0% (3)
Comm & Econ Dev		\$ 159,540.32	\$ 214,519.37	\$ 145,405.00	\$ 519,464.69	8.6%	16	\$ 52,428.43	10.1% (3)
Recreation/ Golf		\$ 20,100.00	\$ 35,007.39	\$ 5,000.00	\$ 60,107.39	1.0%	8	\$ 14,133.73	23.5%
	Recreation	\$ 3,500.00	\$ 3,787.00	\$ -	\$ 7,287.00				0.0%
	Golf Fund	\$ 16,600.00	\$ 31,220.39	\$ 5,000.00	\$ 52,820.39		8	\$ 14,133.73	26.8% (3)
Public Works		\$ 118,529.86	\$ 397,822.26	\$ 226,120.00	\$ 742,472.12	12.3%	31	\$ 155,672.96	21.0%
	Public Works	\$ 99,529.86	\$ 99,752.26	\$ 24,620.00	\$ 223,902.12		18	\$ 25,358.71	11.3% (3)
	Liquid Fuels	\$ 19,000.00	\$ 298,070.00	\$ 201,500.00	\$ 518,570.00		13	\$ 130,314.25	25.1% (3)
Police Dept		\$ 81,275.91	\$ 159,094.62	\$ -	\$ 240,370.53	4.0%	3	\$ 51,403.42	21.4% (3)
	Police	\$ 81,275.91	\$ 159,094.62	\$ -	\$ 240,370.53		2	\$ 51,133.42	21.3% (3)
	911	\$ -	\$ -	\$ -	\$ -		1	\$ 270.00	#DIV/0!
Fire/EMS		\$ 39,433.73	\$ 19,796.37	\$ -	\$ 59,230.10	1.0%	0	\$ -	0.0%
	Fire	\$ 20,239.43	\$ 18,016.40	\$ -	\$ 38,255.83				
	EMS	\$ 19,194.30	\$ 1,779.97	\$ -	\$ 20,974.27				
Water Fund		\$ 39,623.38	\$ 244,137.58	\$ 244,999.50	\$ 528,760.46	8.8%	2	\$ 812.50	0.2%
	Water	\$ 39,623.38	\$ 26,103.62	\$ 37,825.00	\$ 103,552.00		1	\$ 222.50	0.2%
	Water Capital	\$ -	\$ 218,033.96	\$ 207,174.50	\$ 425,208.46		1	\$ 590.00	0.1%
Sewer Fund		\$ 25,887.37	\$ 556,027.89	\$ 1,486,672.00	\$ 2,068,587.26	34.3%	6	\$ 8,003.06	0.4%
	Wastewater	\$ 25,887.37	\$ 51,445.68	\$ 26,650.00	\$ 103,983.05		5	\$ 5,136.56	4.9% (3)
	Sewer Capital	\$ -	\$ 504,582.21	\$ 1,460,022.00	\$ 1,964,604.21		1	\$ 2,866.50	0.1% (3)
Non-Utility Capital	NUCI	\$ -	\$ 134,037.83	\$ 1,573,541.20	\$ 1,707,579.03	28.3%	4	\$ 26,525.96	1.6%
TOTAL		\$ 505,015.57	\$ 1,793,339.89	\$ 3,736,378.70	\$ 6,034,734.16	100%	83	\$ 454,818.95	7.5%
Total # of PO's		32	148	24	204				
Total # Confirming PO's		55	17	11	83	40.7%			
Total % Confirming PO's		171.9%	11.5%	45.8%					
Total \$ Confirming PO's		\$ 273,097	\$ 54,285	\$ 127,436	\$ 454,819	7.5%			

(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 (\$ 127,436).

TOTAL Statistics on PO's Issued January - June 2019							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 \$	% Con- firm \$
Elected Officials	City Council, Mayor	\$ 4,842.00	\$ 1,640.00	\$ 50,420.00	\$ 56,902.00	0.3%	1	\$ 756.00	1.3%
Admin		\$ 2,473,559.00	\$ 183,513.93	\$ 110,641.00	\$ 2,767,713.93	13.9%	19	\$ 159,664.95	5.8%
	Admin. Bureaus	\$ 198,900.00	\$ 86,124.79	\$ 42,641.00	\$ 327,665.79		10	\$ 55,776.96	17.0% (3)
	Gen. Civic Exp	\$ 2,274,659.00	\$ 97,389.14	\$ 68,000.00	\$ 2,440,048.14		9	\$ 103,887.99	4.3% (3)
Comm & Econ Dev		\$ 706,282.32	\$ 343,486.56	\$ 1,159,405.00	\$ 2,209,173.88	11.1%	28	\$ 196,780.52	8.9% (3)
Recreation/ Golf		\$ 276,578.81	\$ 83,310.58	\$ 94,541.00	\$ 454,430.39	2.3%	15	\$ 33,868.98	7.5%
	Recreation	\$ 59,704.00	\$ 18,675.00	\$ -	\$ 78,379.00		1	\$ 308.86	0.4%
	Golf Fund	\$ 216,874.81	\$ 64,635.58	\$ 94,541.00	\$ 376,051.39		14	\$ 33,560.12	8.9% (3)
Public Works		\$ 1,343,239.05	\$ 824,933.32	\$ 405,436.00	\$ 2,573,608.37	12.9%	68	\$ 280,355.93	10.9% (3)
	Public Works	\$ 1,124,139.05	\$ 397,848.32	\$ 153,936.00	\$ 1,675,923.37		42	\$ 69,116.72	4.1%
	Liquid Fuels	\$ 219,100.00	\$ 427,085.00	\$ 251,500.00	\$ 897,685.00		26	\$ 211,239.21	23.5% (3)
Police Dept		\$ 576,962.92	\$ 303,530.77	\$ 234,342.00	\$ 1,114,835.69	5.6%	6	\$ 55,671.22	5.0%
	Police	\$ 506,462.92	\$ 293,966.77	\$ 73,512.00	\$ 873,941.69		5	\$ 55,401.22	6.3% (3)
	911	\$ 70,500.00	\$ 9,564.00	\$ 160,830.00	\$ 240,894.00		1	\$ 270.00	0.1%
Fire/EMS		\$ 314,771.97	\$ 87,173.13	\$ 64,187.00	\$ 466,132.10	2.3%	0	\$ -	0.0%
	Fire	\$ 188,269.43	\$ 62,176.10	\$ -	\$ 250,445.53		0	\$ -	0.0%
	EMS	\$ 126,502.54	\$ 24,997.03	\$ 64,187.00	\$ 215,686.57		0	\$ -	0.0%
Water Fund		\$ 1,279,289.49	\$ 618,201.79	\$ 1,087,069.54	\$ 2,984,560.82	15.0%	4	\$ 11,200.04	0.4%
	Water	\$ 980,970.74	\$ 113,006.25	\$ 720,971.00	\$ 1,814,947.99		2	\$ 6,177.50	0.3% (3)
	Water Capital	\$ 298,318.75	\$ 505,195.54	\$ 366,098.54	\$ 1,169,612.83		2	\$ 5,022.54	0.4% (3)
Sewer Fund		\$ 683,096.37	\$ 896,068.88	\$ 2,699,270.14	\$ 4,278,435.39	21.5%	11	\$ 25,150.39	0.6%
	Wastewater	\$ 668,096.37	\$ 150,373.63	\$ 962,871.00	\$ 1,781,341.00		9	\$ 21,533.89	1.2% (3)
	Sewer Capital	\$ 15,000.00	\$ 745,695.25	\$ 1,736,399.14	\$ 2,497,094.39		2	\$ 3,616.50	0.1% (3)
Non-Utility Capital	NUCI	\$ 3,916.00	\$ 1,065,766.02	\$ 1,970,521.47	\$ 3,040,203.49	15.2%	6	\$ 91,845.70	3.0% (3)
TOTAL		\$ 7,662,537.93	\$ 4,407,624.98	\$ 7,875,833.15	\$ 19,945,996.06	100%	158	\$ 855,293.73	4.3%
		38.4%	22.1%	39.5%	100.0%				
Total # of PO's		396	334	70	800				
Total # Confirming PO's		105	31	22	158	19.8%			
Total % Confirming PO's		26.5%	9.3%	31.4%					
Total \$ Confirming PO's		\$ 410,748	\$ 102,715	\$ 341,830	\$ 855,294	4.3%			

(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) Twenty-two (22) confirming amounts were contracts that were not signed/encumbered when services/goods were provided (\$ 341,830).