

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 (Jan.-Mar. 2014)

DATE: April 30, 2014

I am submitting for your review, a summary of the financial expenditures and contractual commitments made by the City of Bethlehem in the first quarter of 2014.

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 \$25,452,251 with about \$12,443,235 going towards the total city payroll.

Attachment #2 provides for statistics on individual Purchase Orders issued, along with Blanket orders.

In addition to the financial information highlighting the cash that was paid out in the first quarter, there were approximately 913 Purchase Orders processed and 1,240 general account checks sent out.

The Controller's Office began to analyze the energy savings program provided by Constellation/Exelon. This program is still very early in its implementation.

We attended BRIA and Bethlehem Authority meetings, as well as most of the City Council and relevant committee meetings.

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The Controller has a rotating seat on the Pension Board which meets the first Friday of every month. The Mayor has also involved the Controller's office in outside Vendor/Partner meetings as it relates to specific fiscal matters.

Please review list below of other activities:

- Audited 1,240 general account checks (\$9,214,090), 132 other account checks and transactions (\$4,138,951) and 379 Purchasing Card transactions (\$111,094) as attached.
- Reviewed and audited five petty cash reimbursement requests (85 items, \$2,361) and 24 employee mileage and expense vouchers (\$6,448).
- Reviewed and approved 913 Purchase Orders (see attached).
- 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).
- 2 desk audits- billings and invoices paid.
- Hot Line calls (4).
- Reviewed and approved 64 contracts/agreements worth \$7,588,220 as outlined below:
 - 16 construction contracts- \$3,406,370
 - 8 employment related contracts- \$243,357
 - 26 service and goods contracts- \$1,375,214
 - 8 grants and revenue agreements- \$289,259
 - 6 use permits, developer and other agreements- \$2,273,690

We do have specific detailed back-up on the information provided.

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

Cash Expended First Quarter 2014

	# of chks/ trans- actions	Dollar Amount	General	911	Golf	Liquid Fuels	Water	Sewer	Water Capital	Sewer Capital	NUCI - Non Utility Capital	Total
Ist Quarter												
Check Summary P-Card	1,240	\$ 9,102,996	\$ 5,344,779	\$ 124,790	\$ 44,253	\$ 326,799	\$ 682,000	\$ 750,141	\$ 803,357	\$ 275,092	\$ 751,784	\$ 9,102,996
Summary	379	\$ 111,094	\$ 39,633	\$ 184	\$ 1,950	\$ 3,512	\$ 39,430	\$ 26,385	\$ -	\$ -	\$ -	\$ 111,094
TOTAL	1,619	\$ 9,214,090	\$ 5,384,412	\$ 124,974	\$ 46,203	\$ 330,311	\$ 721,431	\$ 776,527	\$ 803,357	\$ 275,092	\$ 751,784	\$ 9,214,090
Payroll accounts (inc. tax payments)			\$ 9,818,346	\$ 359,326	\$ 98,148	\$ 310,130	\$ 1,014,409	\$ 842,876				\$ 12,443,235
Payroll and general account sub-total												\$ 21,657,325
Other accounts												\$ 3,794,926
TOTAL CASH OUTLAY												\$ 25,452,251
Other Checking Accounts												
Consolidated												
Cash	50	\$ 1,049,976										
Medical Benefits	25	\$ 2,345,324	Includes 13 direct transfers for Capital Blue Cross									
Water & Sewer	9	\$ 399,626										
SUB-TOTAL	84	\$ 3,794,926										
City Trustee Acc't	20	\$ 254,898	These accounts are for holding other's cash and internal transfers									
Escrow	28	\$ 89,127										
SUB-TOTAL	48	\$ 344,025	These accounts are for holding other's cash and internal transfers									
TOTAL	132	\$ 4,138,951										
2013 costs paid in 2014												
Checks	368	\$ 3,532,005	98.2%									
P-Cards	147	\$ 65,401	1.8%									
	515	\$ 3,597,406 *										
% 2013 paid to 2014		39.0%	based upon total checks/P-Card expenses paid									

* This amount includes all invoices/services prior to 1/1/14 for all departments and funds

End of Quarter Statistics on PO's Issued Jan - March 2014

* Dept	Bureau	Blanket \$ per Quarter	Regular \$ per Quarter	Total \$ per Quarter	\$ %	# Blanket	# Regular	# Total	# %
Elected Officials		\$ 4,000.00	\$ 2,949.49	\$ 6,949.49	0.1%	1	9	10	1.1%
	City Council	\$ 4,000.00	\$ 2,814.49	\$ 6,814.49		1	8	9	
	Mayor	\$ -	\$ 135.00	\$ 135.00			1	1	
	Controller	\$ -	\$ -	\$ -				-	
	Legal	\$ -	\$ -	\$ -				-	
Adminstration		\$ 2,762,634.31	\$ 1,808,686.80	\$ 4,571,321.11	49.4%	43	93	136	15.1%
	Administration	\$ 2,417,902.00	\$ 940,192.32	\$ 3,358,094.32		12	11	23	
	Information Svcs	\$ 215,696.00	\$ 123,554.02	\$ 339,250.02		5	16	21	
	Financial Svcs	\$ 7,000.00	\$ 27,255.57	\$ 34,255.57		1	11	12	
	Purchasing	\$ 64,036.31	\$ 710,270.19	\$ 774,306.50		22	47	69	
	Tax	\$ 45,000.00	\$ -	\$ 45,000.00		1	0	1	
	Human Resources	\$ 13,000.00	\$ 7,414.70	\$ 20,414.70		2	8	10	
Community & Economic Development		\$ 481,710.61	\$ 79,281.07	\$ 560,991.68	6.1%	54	46	100	11.1%
	Comm. Dev.	\$ 1,525.00	\$ 10,307.37	\$ 11,832.37		4	7	11	
	Health	\$ 107,529.60	\$ 888.00	\$ 108,417.60		18	3	21	
	Code Enforcemnt	\$ 16,000.00	\$ 1,145.95	\$ 17,145.95		1	9	10	
	Housing Rehab	\$ 210,056.01	\$ 38,531.00	\$ 248,587.01		6	6	12	
	Planning & Zoning	\$ 33,000.00	\$ 9,379.90	\$ 42,379.90		8	7	15	
	Recycling	\$ 113,600.00	\$ 18,413.85	\$ 132,013.85		17	11	28	
	Housing Inspec.	\$ -	\$ 615.00	\$ 615.00		0	3	3	
Parks & Public Property		\$ 1,381,822.00	\$ 152,650.11	\$ 1,534,472.11	16.6%	203	59	262	29.0%
	P&P Admin	\$ 3,000.00	\$ 57,550.59	\$ 60,550.59		1	16	17	
	P&P Bldg. Maint.	\$ 74,629.00	\$ 39,060.56	\$ 113,689.56		33	25	58	
	Recreation	\$ 12,520.00	\$ 41,858.40	\$ 54,378.40		12	16	28	
	Parks Maint.	\$ 1,110,179.00	\$ 7,198.40	\$ 1,117,377.40		110	1	111	
	Golf Fund	\$ 181,494.00	\$ 6,982.16	\$ 188,476.16		47	1	48	
Public Works **		\$ 531,500.00	\$ 146,598.36	\$ 678,098.36	7.3%	184	18	202	22.4%
	Public Works	\$ 518,250.00	\$ 144,942.86	\$ 663,192.86		170	16	186	
	Mechanical Maint.	\$ 13,250.00	\$ 1,655.50	\$ 14,905.50		14	2	16	
Police Dept (inc 911) **									
	Police	\$ 428,552.00	\$ 62,562.04	\$ 491,114.04	5.3%	41	25	66	7.3%
Fire Department		\$ 237,408.00	\$ 4,393.00	\$ 241,801.00	2.6%	31	3	34	3.8%
	Fire	\$ 137,430.00	\$ 4,393.00	\$ 141,823.00		19	3	22	
	EMS	\$ 99,978.00	\$ -	\$ 99,978.00		12	0	12	
Water Fund **									
	Water	\$ 657,480.00	\$ 150,687.49	\$ 808,167.49	8.7%	26	39	65	7.2%
Sewer Fund **									
	Wastewater	\$ 348,800.00	\$ 12,225.00	\$ 361,025.00	3.9%	35	3	38	4.2%
TOTAL		\$ 6,833,906.92	\$ 2,420,033.36	\$ 9,253,940.28	100%	618	295	913	100.0%
		73.8%	26.2%			67.7%	32.3%		

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

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

NOTE: These represent encumbered funds not actual expenses paid

ATTACHMENT # 2