

AGENDA
REGULAR MEETING OF COUNCIL
November 4, 2019
6:00 PM

1. ROLL CALL
2. READING OF MINUTES
3. REPORTS & COMMUNICATIONS FROM MAYOR & HEADS OF DEPARTMENTS AND INTERESTED PARTIES AND CITY CLERK'S NOTES
 - 3.A MINUTES OF THE REGULAR MEETING OF THE ETHICS BOARD HELD OCTOBER 10, 2019.

[Ethics Board Minutes 10-10-19.pdf](#)
 - 3.B MINUTES OF THE SCRANTON LACKAWANNA HEALTH & WELFARE AUTHORITY MEETING HELD JUNE 20, 2019.

[Scranton Lackawanna Health & Welfare Authority Minutes 06-20-19.pdf](#)
 - 3.C TAX ASSESSOR'S REPORT FOR HEARING DATE TO BE HELD NOVEMBER 6, 2019.

[Tax Assessor's Report for 11-06-19.pdf](#)
 - 3.D TAX ASSESSOR'S RESULTS REPORT FOR HEARING DATE HELD OCTOBER 23, 2019.

[Tax Assessor's Results Report for 10-23-19.pdf](#)
 - 3.E SINGLE TAX OFFICE CITY FUNDS DISTRIBUTED COMPARISON REPORT 2018-2019 YEAR TO DATE OCTOBER 31, 2019.

[Single Tax Office City Funds Distributed October 2018-2019.pdf](#)

- 3.F QUARTERLY MINUTES OF THE SHADE TREE COMMISSION MEETING HELD APRIL 9, 2019.

[Shade Tree Commission Meeting Minutes 4-9-19.pdf](#)

4. CITIZENS PARTICIPATION

5. INTRODUCTION OF ORDINANCES, RESOLUTIONS, APPOINTMENT AND/OR RE-APPOINTMENTS TO BOARDS & COMMISSIONS MOTIONS & REPORTS OF COMMITTEES

5.A Motions

- 5.B FOR INTRODUCTION – AN ORDINANCE – AMENDING FILE OF THE COUNCIL NO. 45, 1996, AS AMENDED BY FILE OF THE COUNCIL NO. 110, 2005 UPDATING THE LIST OF HISTORIC PROPERTIES IN THE CITY OF SCRANTON, BY CREATING “THE LOCAL DOWNTOWN HISTORIC DISTRICT” TO EXPAND THE LIST OF HISTORIC PROPERTIES TO INCLUDE ALL BUILDINGS LOCATED WITHIN THE CENTRAL BUSINESS DISTRICT AND AMENDING THE PROCESS FOR LEGISLATIVE REVIEW OF RECOMMENDATIONS MADE BY THE HISTORICAL ARCHITECTURE REVIEW BOARD.

[Ordinance-2019 Creating Local Downtown Historic District.pdf](#)

- 5.C FOR INTRODUCTION – AN ORDINANCE – REGULATING THE OPERATION OF BYOB CLUBS, PROHIBITING THE BUSINESS OF BYOB CLUBS BETWEEN THE HOURS OF 2:00 A.M. AND 8:00 A.M., AND PROVIDING FOR ENFORCEMENT OF THESE PROVISIONS, INCLUDING PENALTIES FOR VIOLATIONS.

[Ordinance-2019 Regulating Operation of BYOB Clubs.pdf](#)

- 5.D FOR INTRODUCTION – A RESOLUTION – RE-APPOINTMENT OF THOMAS J. MCLANE, 601 STAFFORD AVENUE, SCRANTON, PENNSYLVANIA, 18505 AS A MEMBER OF THE SHADE TREE COMMISSION FOR AN ADDITIONAL FIVE (5) YEAR TERM. MR. MCLANE’S CURRENT TERM EXPIRES ON OCTOBER 29, 2019 AND HIS NEW TERM WILL EXPIRE ON OCTOBER 29, 2024.

[Resolution-2019 Re-appt. Tom McLane to Shade Tree Commission.pdf](#)

- 5.E FOR INTRODUCTION – A RESOLUTION – RE-APPOINTMENT OF TERRENCE V. GALLAGHER, ESQUIRE, 1320 ORAM STREET, SCRANTON, PENNSYLVANIA, 18504, AS A MEMBER OF THE BOARD OF THE SCRANTON HOUSING AUTHORITY FOR A TERM OF FIVE (5) YEARS. MR. GALLAGHER’S PRIOR TERM EXPIRED ON SEPTEMBER 27, 2013 AND WAS HELD OVER UNTIL OCTOBER 16, 2019. HIS NEW TERM WILL EXPIRE ON SEPTEMBER 27, 2023.

[Resolution-2019 Re-Appt. Terrence Gallagher, Esq. to Scranton Housing Authority.pdf](#)

- 5.F FOR INTRODUCTION – A RESOLUTION – AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH SPECK AND ASSOCIATES AND BARRY ISETT AND ASSOCIATES (SPECK/ISETT PARTNERSHIP) FOR THE CITY OF SCRANTON DOWNTOWN SCRANTON CONNECTIVITY PLAN.

[Resolution-2019 Contract with Speck Isett for Downtown Connectivity Plan.pdf](#)

6. CONSIDERATION OF ORDINANCES - READING BY TITLE

- 6.A NO BUSINESS AT THIS TIME.

7. FINAL READING OF RESOLUTIONS AND ORDINANCES

- 7.A FOR CONSIDERATION BY THE COMMITTEE ON FINANCE - FOR ADOPTION – RESOLUTION NO. 171, 2019 – RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF LACKAWANNA COLLEGE, TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$202,599.66 FOR THE PROJECT TO BE KNOWN AS “LACKAWANNA COLLEGE – MOBILE E-SPORTS ARENA SPACE” LOCATED 501 VINE STREET, SCRANTON, PENNSYLVANIA, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO

ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$202,599.66 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

[Resolution-2019 LSA Grant Lackawanna College.pdf](#)

7.B

FOR CONSIDERATION BY THE COMMITTEE ON FINANCE - FOR ADOPTION - RESOLUTION NO. 172, 2019 - RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF GARDEN OF CEDAR, TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$100,000.00 FOR THE PROJECT TO BE KNOWN AS "GARDEN OF CEDAR - GROWING COMMUNITY, JOBS, AND FOOD PARK PROJECT" LOCATED AT 715 CEDAR AVENUE, SCRANTON, PENNSYLVANIA AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$100,000.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

[Resolution-2019 LSA Grant Garden of Cedar.pdf](#)

7.C

FOR CONSIDERATION BY THE COMMITTEE ON FINANCE - FOR ADOPTION - RESOLUTION NO. 173, 2019 - RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF THE SCRANTON CULTURAL CENTER TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH

FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$140,000.00 FOR THE PROJECT TO BE KNOWN AS "SCRANTON CULTURAL CENTER - ELEVATOR REPLACEMENT PROJECT" LOCATED AT 420 NORTH WASHINGTON AVENUE, AND AUTHORIZING THE MAYOR AND OTHER APPROPRAITE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$140,000.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

[Resolution-2019 LSA Grant Scranton Cultural Center.pdf](#)

- 7.D FOR CONSIDERATION BY THE COMMITTEE ON FINANCE- FOR ADOPTION - RESOLUTION NO. 174, 2019 - RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON POLICE DEPARTMENT TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED) FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS) MONROE COUNTY IN THE AMOUNT OF \$38,740.00 TO PURCHASE AND INSTALL SECURITY CAMERAS AT EACH OF THE FOUR (4) CITY PARKS: CONNORS PARK, CONNELL PARK, TRIPP PARK, AND FELLOWS PARK, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT, IF SUCCESSFUL, AND DISBURSE THE GRANT FUNDS FOR THE CITY OF SCRANTON POLICE DEPARTMENT TO PURCHASE AND INSTALL SECURITY CAMERAS AT EACH OF THE FOUR (4) CITY PARKS.

[Resolution-2019 Security Cameras for Four City Parks.pdf](#)

- 7.E FOR CONSIDERATION BY THE COMMITTEE ON FINANCE- FOR ADOPTION - RESOLUTION NO. 175, 2019 - RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED) FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS) MONROE COUNTY IN THE AMOUNT OF \$50,892.00 TO PURCHASE AND INSTALL SECURITY CAMERAS AT FOUR (4) DOWNTOWN PARKING GARAGES: MEDALLION PARKING GARAGE LOCATED ON ADAMS AVENUE, THE CASEY PARKING GARAGE LOCATED ON ADAMS AVENUE, THE CONNELL PARKING GARAGE LOCATED ON NORTH WASHINGTON AVENUE, AND THE LINDEN STREET PARKING GARAGE; AND AUTHORIZING THE MAYOR AND

OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT, IF SUCCESSFUL, AND DISBURSE THE GRANT FUNDS FOR THE PURCHASE AND INSTALLATION OF SECURITY CAMERAS AT FOUR (4) DOWNTOWN PARKING GARAGES.

[Resolution-2019 Security Cameras for Parking Garages.pdf](#)

- 7.F FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC WORKS - FOR ADOPTION - RESOLUTION NO. 176, 2019 - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT APPLICATION BY THE CITY OF SCRANTON TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT ("DCED") FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS-MONROE COUNTY) IN THE AMOUNT OF \$75,000.00 FOR THE PURCHASE AND INSTALLATION OF A NEW LINER (MEMBRANE) FOR THE POOL AT THE NAY AUG PARK SWIM COMPLEX.

[Resolution-2019 LSA Grant for New Liner for Nay Aug Pool.pdf](#)

- 7.G FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 177, 2019 - APPOINTMENT OF CAROL ANN MIGLIORINO, 1114 MARION STREET, SCRANTON, PENNSYLVANIA, 18509 AS A MEMBER OF THE BOARD OF ETHICS FOR A ONE (1) YEAR TERM, AND HER EFFECTIVE DATE WILL BE AUGUST 29, 2019. HER TERM WILL EXPIRE ON AUGUST 31, 2020.

[Resolution-2019 Appt. Carol Migliorino to Ethics Board.pdf](#)

- 7.H FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC SAFETY - FOR ADOPTION - RESOLUTION NO. 178, 2019 - AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF SCRANTON TO SIGN AND SUBMIT THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION ("PENNDOT") APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR TRAFFIC SIGNAL PERMIT NO. 40166 NORTH MAIN AVENUE AT SCHIFF'S DRIVEWAY AND JOHNSON COLLEGE DRIVEWAY UNDER PROPOSED PROJECT ECMS/MPMS #105713; THIS INTERSECTION, WITHIN THE PROJECT LIMITS, WILL RECEIVE TRAFFIC SIGNAL UPGRADES/MODIFICATIONS AND NEW DURABLE PAVEMENT MARKING. THE OVERALL PROJECT INCLUDES VARIOUS ROADWAY IMPROVEMENTS TO K-0107 (MAIN AVENUE/MAIN STREET- COUNTY ROAD).

[Resolution-2019 PennDOT app Traffic Signal Approval 40166.pdf](#)

- 7.I FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC SAFETY - FOR ADOPTION - RESOLUTION NO. 179, 2019 - AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF SCRANTON TO SIGN AND SUBMIT THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION ("PENNDOT") APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR TRAFFIC SIGNAL PERMIT NO. 40167 NORTH MAIN AVENUE AT INTERSTATE 81 SOUTHBOUND RAMPS (SR8011) UNDER PROPOSED PROJECT ECMS/MPMS #105713; THIS INTERSECTION, WITHIN THE PROJECT LIMITS, WILL RECEIVE TRAFFIC SIGNAL UPGRADES/MODIFICATIONS AND NEW DURABLE PAVEMENT MARKING. THE OVERALL PROJECT INCLUDES VARIOUS ROADWAY IMPROVEMENTS TO K-0107 (MAIN AVENUE/MAIN STREET- COUNTY ROAD).

[Resolution-2019 PennDOT app Traffic Signal Approval 40167.pdf](#)

- 7.J FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC WORKS - FOR ADOPTION - RESOLUTION NO. 180, 2019 - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE THE GRANT APPLICATION BY THE CITY OF SCRANTON TO THE DEPARTMENT OF COMMONWEALTH FINANCING AUTHORITY OF THE COMMONWEALTH OF PENNSYLVANIA FOR A MULTIMODAL TRANSPORTATION FUNDS GRANT IN THE AMOUNT OF \$1,586,000.00 FOR THE COMPLETE REPLACEMENT OF THE ASH STREET BRIDGE.

[Resolution-2019 Grant Application Replace Ash Street Bridge.pdf](#)

8. ADJOURNMENT



City of Scranton

Ethics Board

340 N. Washington Avenue

Scranton, PA 18503

SOLICITOR: TBD

Board Members: Andrew Heller, Joan Hodowanitz,
Bruce Reddock, Mary Jo Sheridan

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OCT 25 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Minutes of the Regular Meeting October 10, 2019, 5 p.m.

I. Roll call:

Present: Andrew Heller
Bruce Reddock
Mary Jo Sheridan
Joan Hodowanitz

II. Public comment on agenda items only.

III. Reading and approval of minutes: Not applicable.

IV. Bills and Communications: None.

V. Report of the Secretary: Not applicable.

VI. Reports of the Committees: Not applicable.

VII. Financial Statements: Not applicable.

VIII. New Business:

a. Appointment of Board Chairperson.

i. Joan Hodowanitz made a motion to nominate Mary Jo Sheridan as Board Chairperson. The motion was seconded by Bruce Reddock.

Roll call vote: Andrew Heller, no.
Bruce Reddock, yes.
Mary Jo Sheridan, no
Joan Hodowanitz, yes.

Motion failed.

ii. Mary Jo Sheridan made a motion to nominate Joan Hodowanitz as Board Chairperson. The motion was seconded by Andrew Heller.

Roll call vote: Andrew Heller, yes.
Bruce Reddock, yes.
Mary Jo Sheridan, yes
Joan Hodowanitz, abstain.

Motion passed.

b. Appointment of Vice Chairperson.

- i. Joan Hodowanitz made a motion to nominate Mary Jo Sheridan as Board Vice Chairperson. The motion was seconded by Bruce Reddock.

Roll call vote: Andrew Heller, yes.
Bruce Reddock, yes.
Mary Jo Sheridan, abstain.
Joan Hodowanitz, yes.

Motion passed.

c. Appointment of Acting Secretary.

- i. Joan Hodowanitz made a motion to nominate Bruce Reddock as Acting Secretary. The motion was seconded by Andrew Heller.

Roll call vote: Andrew Heller, yes.
Bruce Reddock, abstain.
Mary Jo Sheridan, yes
Joan Hodowanitz, yes.

Motion passed.

d. Appointment of two members to the Gifts Subcommittee.

- i. Joan Hodowanitz made a motion to nominate Andrew Heller to the Gifts Subcommittee. The motion was seconded by Bruce Reddock.

Roll call vote: Andrew Heller, abstain.
Bruce Reddock, yes.
Mary Jo Sheridan, yes.
Joan Hodowanitz, yes.

Motion passed.

- i. Mary Jo Sheridan made a motion to nominate Bruce Reddock to the Gifts Subcommittee. The motion was seconded by Joan Hodowanitz.

Roll call vote: Andrew Heller, yes.
Bruce Reddock, abstain.
Mary Jo Sheridan, yes.
Joan Hodowanitz, yes.

Motion passed.

e. Adoption of Robert's Rules of Order.

- i. Joan Hodowanitz made a motion to adopt Robert's Rules of Order (most recent edition) to govern the Board's proceedings. The motion was seconded by Andrew Heller.

Roll call vote: Andrew Heller, yes.
Bruce Reddock, yes.
Mary Jo Sheridan, yes.
Joan Hodowanitz, yes.

Motion passed.

IX. Other Business:

Mary Jo Sheridan expressed her opinion that Section 2, Subsections B1 and B5 of the Ethics Code, gives the Board the authority to conduct a formal review of the policies and procedures governing the procurement of contracts and the monitoring of contracting services. Also, Section 6, Subsection H2, details the Board's duties with regard to no-bid contracts. Ms. Sheridan stated that the Board should work with the Mayor and City Council to make recommendations to improve the procurement and execution of contracts. She pointed out that some contracts may be subject to automatic renewal or the contractor may fail to meet the terms of the contract. Poor contract policies and procedures make the city vulnerable to corruption. Other Board members agreed, but pointed out that the Board's Solicitor, once appointed, should provide a legal opinion on the Board's actions with regard to contracts.

Bruce Reddock pointed out that the Board must take care not to exceed its mandate. If the Ethics Code requires revisions, the Board should propose appropriate amendments to the Administration for enactment by City Council. Such changes, however, are a long-term goal.

Joan Hodowanitz stated that she asked the City Clerk, Lori Reed, if there were any files from the prior Ethics Board. The only files on hand contained resolutions appointing Board members up through 2012. There were no files containing minutes of prior meetings or a copy of the Board's original by-laws. Ms. Hodowanitz then volunteered to write a new set of by-laws for the Board.

Bruce Reddock volunteered to consult with the Information Technology (IT) Department regarding the Board's requirement for a web page on the city's website. This page would be used to post documents and information of use to the public.

Andrew Heller volunteered to research the process for obtaining a post office box for receipt of complaints and other correspondence. Only the Board's Secretary (assuming he/she is not a Board member) and the Investigative Officer would have access to this box. The option of receiving complaints via the Board's web page was discussed. However, formal complaints must be signed and notarized, and it may not be possible to use the city's web site for this purpose. The option of having mail delivered to City Hall (care of the City Clerk or the Controller) was also discussed. However, Board members agreed a conflict of interest could arise if the receiving office was the subject of the complaint.

Mary Jo Sheridan volunteered to contact the State Ethics Commission to develop a plan for ethics training of members of the Board.

Joan Hodowanitz made a motion to send a letter to the Law Department (info the Mayor and the Business Administrator) requesting assistance in preparing an RFP to hire a Solicitor for the Board. The motion was seconded by Mary Jo Sheridan.

Roll call vote: Andrew Heller, yes.
 Bruce Reddock, yes.
 Mary Jo Sheridan, yes.
 Joan Hodowanitz, yes.

Motion passed. (See Exhibit A)

Joan Hodowanitz stated she would draft letters to the Law Department (info the Mayor and the Business Administrator) requesting assistance in recruiting a Secretary and an Investigative Officer. The Secretary would probably have to be an

independent contractor. The Investigative Officer would be paid a retainer and contacted only when needed.

Joan Hodowanitz informed the Board that there were approximately 486 city employees requiring training. This figure includes part-time personnel such as crossing guards and lifeguards. She also stated that Mayor Evans was going to print a copy of the Ethics Code for all employees and require them to sign a document affirming that they read and understood the Code. That document would then become a part of their personnel file.

Joan Hodowanitz also informed the Board that Scott Thomas, CEO of the Albright Memorial Library, offered the Board the use of the Henkleman Room for training events. That room can accommodate up to 45 students per session. However, many employees work shift schedules and cannot attend training when not on shift. Therefore, the Board is considering training the department heads first and making those individuals responsible for training their subordinates. Mary Jo Sheridan volunteered to edit a PowerPoint presentation on the Ethics Code written by Joan Hodowanitz. She will include a voice-over for the slides. This presentation could then be converted into a webinar for use by all departments.

Joan Hodowanitz informed the Board that she and Mayor Evans discussed how best to provide ethics training to contractors and vendors. The Mayor suggested that new contractors and vendors be provided a copy of the Ethics Code when they are hired to do business with the city. They would also sign a document acknowledging receipt of the Code and their understanding of its provisions. Board members pointed out that there was still a need to provide training to existing contractors and vendors, and that a list of those personnel should be available within City Hall. Future amendments to the Code would be provided to contractors and vendors by certified mail.

Joan Hodowanitz volunteered to draft a letter to the Business Administrator requesting that the Board's budgetary requirements be included in the 2020 and all future operating budgets.

The Board discussed the format of the complaint form. It is based on the form used by the State Ethics Committee and requires the complainant provide a notarized signature.

Mary Jo Sheridan volunteered to call the State Ethics Committee for advice on how to hire necessary staff and how to perform the duties listed in Section 2 of the Ethics Code.

Joan Hodowanitz advised the Board that the Solicitor, once appointed, would have to write a plain-English version of Section 12 (Campaign Contributions and Reporting Requirements) for posting on the Board's web page.

Joan Hodowanitz also advised the Board that Section 1E of the Ethics Code states that, in the event of a conflict with existing labor rights by statute or union contract, the statute or contract would supersede the Ethics Code. She then volunteered to draft a letter to Mayor Evans requesting copies (preferably electronic) of the city's union contracts, including all amendments, for eventual review by the Board's Solicitor.

Joan Hodowanitz informed the Board that she submitted her Statement of Financial Interests (SFI) to the City Clerk on October 9, 2019 in accordance with Section 4 of the Ethics Code. She then provided each Board with a blank SFI.

X. Public Comment:

Marie Schumacher was the only member of the public present. She advised the Board that it should tape each meeting and keep the tapes for future reference. She also recommended that the Board pursue online ethics training and that it publish, as a legal notice in the Times-Tribune, its proposed schedule of regular meetings for 2020 as soon as possible. She asked the Board how the public could contact them and how the public could get guidance on complaint procedures and/or requests for advice. She stated that the Board should be able to receive and act on anonymous tips. This led to a discussion of the need to work with the IT Department to obtain municipal email addresses for each Board member and, if possible, a restricted phone line. Otherwise, members may have to give out their personal phone numbers. Board members agreed that there were a lot of grey areas that require further discussion, and this was just one of them.

Reporter Jim Lockwood, representing the Times-Tribune newspaper, asked which ethics code takes precedence – the state's code or the city's. The Board agreed that the state's code takes precedence.

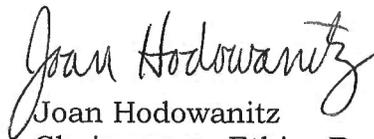
- XI. The next meeting of the Ethics Board is scheduled for 5 p.m. on Thursday, October 24, 2019, in the Governor's Room of City Hall.

XII. Adjournment:

- i. Joan Hodowanitz made a motion to adjourn. The motion was seconded by Mary Jo Sheridan.

Roll call vote: Andrew Heller, yes.
 Bruce Reddock, yes.
 Mary Jo Sheridan, yes.
 Joan Hodowanitz, yes.

Motion passed. The meeting was adjourned at 7 p.m.



Joan Hodowanitz
 Chairperson, Ethics Board

Date approved: Oct 24, 2019

Scranton Board of Ethics
340 N. Washington Avenue
Scranton, PA 18503

October 10, 2019

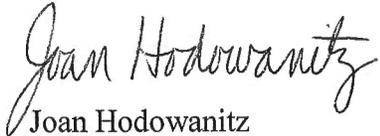
Jessica Eskra, Esq.
Law Department
340 N. Washington Avenue
Scranton, PA 18503

Dear Attorney Eskra:

Section 2A6 of the City of Scranton Code of Ethics mandates that the Board of Ethics appoint a solicitor.

Request your assistance in preparing a request for qualifications (RFQ) and/or a request for proposal (RFP), as appropriate, to fulfill this requirement. In addition, request your assistance in determining compensation for this individual and identifying an appropriate line item in the city's operating budget.

Respectfully submitted,



Joan Hodowanitz
Chairperson, Board of Ethics

Cc: Wayne E. Evans, Mayor
David M. Bulzoni, Business Administrator

EXHIBIT A

**SCRANTON LACKAWANNA HEALTH & WELFARE AUTHORITY
MINUTES OF MEETING
June 20, 2019**

Attended By:**Authority Members:**

Vincent O'Bell, Chairman
William Lazor, Vice Chairman
Jerry Preschutti, 2nd Vice Chairman
Jerry Weinberger, Secretary
William Boyle, Member

John Granahan, Asst. Secretary
Joseph DeAntona, Member
Gary Cicerini, Member

Staff Members

Brian Koscelansky, Solicitor
Mary Ellen Clarke, Asst. Administrator

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OCT 28 2019

**OFFICE OF CITY
COUNCIL/CITY CLERK**

Also Present

Don Piragas, Michael A. Barbetti, LLC

Mr. O'Bell, the Chairman of the Scranton Lackawanna Health and Welfare Authority called the regular board meeting to order at 5:30PM.

I. APPROVAL OF MINUTES

Mr. O'Bell presented the Minutes of the March 21, 2019, meeting which had previously been mailed to the board members. Mr. Preschutti moved that the minutes be approved as presented. Mr. DeAntona seconded the motion and it passed unanimously.

II. TREASURER'S REPORT**A. Approval of Expenditures**

Ms. Clarke presented the Treasurer's Reports for March, April and May 2019, a copy of which is incorporated with the Minutes of this Meeting. As of May 31, 2019, expenditures total \$22,533.65. The balance in the Budget is \$45,466.35. The balance in the Operating Fund is \$52,557.77. Income received and deposited for the month was \$2.30. A motion was made by Mr. Boyle to approve the Treasurer's Report for May 31, 2019. Mr. Lazor seconded and it passed unanimously.

B. Investment Report

Ms. Clarke stated that a CD matured in February at P S Bank and was reinvested at P S Bank for 18 months with a rate of 2.60%.

Two CD's will mature in August and Ms. Clarke will call for rates at that time.

III. NEW BUSINESS

A. 2018 Audit – Michael Barbetti LLC

Mr. O’Bell introduced Mr. Don Piragas of Michael A. Barbetti LLC. Mr. Piragas presented the 2018 Audit of the Scranton Lackawanna Health & Welfare Authority.

Each member was given a copy of the Combined Financial Statement. Mr. Piragas noted that there were 10 individual issues along with the Funds in Custody

Mr. Piragas noted that this year’s audit shows a comparative with the 2017 audit as requested last year. Mr. Piragas highlighted some areas for discussion: Statement of Assets, Liabilities and Equity along with the Statement of Cash Receipts and Disbursements comparing these to the 2017 Audit. The Authority had no new issues in 2018.

Mr. Lazor noted that he had reviewed the draft of the 2018 Audit and had discussed certain items with Mr. Piragas prior to issuing the final audit.

With no questions for Mr. Piragas, Mr. Lazor made a motion to approve the 2018 Audit as presented. It was seconded by Mr. Granahan and passed unanimously.

On behalf of the board, Mr. O’Bell thanked Mr. Lazor for his time spent coordinating with Mr. Piragas and expressed the Board’s appreciation to Mr. Piragas.

IV. OTHER BUSINESS

A. Marywood 2019 Project Update

Atty. Koscelansky reported that the project is moving along but no date for closing as of now. The Bond Counsel is on vacation so the closing will probably take place in July.

B. Scranton Parking Bond Issue Audit Update

Atty. Koscelansky reported that the Authority received a letter from the Department of the Treasury (copy enclosed) pertaining to the Audit on the Scranton Parking Revenue Bonds Project of 2016. The letter stated that they have closed the examination with no change to the position that interest paid to beneficial owners of the Bonds is excludable from gross income.

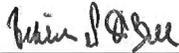
C. Fee Schedule Review and Discussion

The board discussed the Authority’s current fee schedule and Atty. Koscelansky stated that the Authority’s fees are on the high side in this area. The Lehigh Valley area has larger fees but pertaining to Lackawanna and Luzerne Counties, we are on the high side. The Authority’s fees are incorporated into the project documents so any current deal can’t be changed. Atty. Koscelansky does not feel it is taking any business away from the Authority especially with the bigger borrowers but that the smaller client will probably look around for better rates.

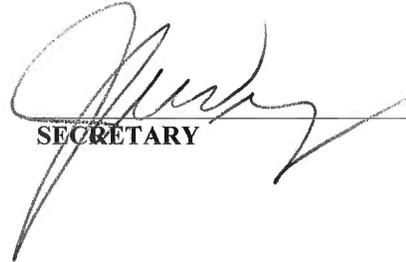
The board members felt that the Fee Schedule should stay as is for now.

V. ADJOURNMENT

With no further business, Mr. Preschutti moved to adjourn the meeting. Mr. DeAntona seconded and the meeting adjourned at 5:50PM



CHAIRMAN



SECRETARY

SCRANTON/LACKAWANNA HEALTH AND WELFARE AUTHORITY

LACKAWANNA COUNTY GOVT CENTER • P.O Box 860 • 123 WYOMING AVENUE, • SCRANTON, PA 18501-0860

(570) 342-2353

FAX (570) 342-4088

October 18, 2019

Scranton City Council
Attention: Ms. Lori Reed, City Clerk
340 N. Washington Avenue
Scranton, PA 18503

RE: SCRANTON-LACKAWANNA HEALTH & WELFARE AUTHORITY MINUTES

Dear Ms. Reed:

Pursuant to the Pennsylvania Municipality Authorities Act of 1945, enclosed you will find the Minutes of the Scranton-Lackawanna Health & Welfare Authority's Regular Board Meeting of June 20, 2019.

If you have any questions, or need additional information, please call at any time.

Sincerely,



Mary Ellen Clarke
Asst. Administrator

Enc.

TAX ASSESSOR'S REPORT

Hearing Date: 11/06/19

Name

Boro/Twp.

Pin Number

Attorney

Proposed/Current Assessed Value

After Appeal Value

Time	Name	<i>Boro/Twp.</i>	Pin Number	Attorney	Proposed/Current Assessed Value	After Appeal Value
10:00 AM	MCLAIN MARIA L	THROOP	1250302000134		38500	
10:10 AM	RADLE JEFFERY ALAN & LINDA	THROOP	1250302000115		9000	
10:20 AM	MIRZA SALMAN & BARBARA	WAVERLY TWP	0810307000616	PATRICK LAVELLE	101460	
10:20 AM	BOTSCHHELLER ASSOCIATES	DALTON	0790207000115	PATRICK LAVELLE	22500	
10:35 AM	JENKINS ROBERT C	BENTON	02802010019		28750	
10:45 AM	BALISH BRUCE M & MICHELE E	ROARING BROOK TWP	1900103002001		56500	
10:55 AM	RD NOTO & SON CONSTRUCTION IN	NEWTON TWP	1110102000101		22500	
11:05 AM	COLEMAN WILLIAM & JANET	NEWTON TWP	1310301000303		52200	
11:15 AM	DAVISON RICHARD B & MARY ELLE	SOUTH ABINGTON TWP	09003010003		23000	
11:25 AM	BLANCHI CHRISTOPHER J & TORO J	SOUTH ABINGTON TWP	0810306000153		62000	
11:35 AM	HINE ROBERT JR	JEFFERSON	1490205000146		50000	
11:45 AM	VENN MICHAEL & HECKMAN CURTI	JEFFERSON TWP	13802050028		44000	
11:55 AM	SWARTZ KATHLEEN & GARRETT	JEFFERSON	16101010011		54000	
12:05 PM	GAMBUCCI JASON M & PACIOTTI	JEFFERSON TWP	1490205000145		43000	
12:15 PM	CALDARA ROBERT H	ARCHBALD	09417040010	WALTER CASPER	21000	
12:25 PM	TURANO DAVID M & DELLAH V	ARCHBALD	09402040074		28000	
12:35 PM	RUPE ANTHONY & COLLEEN	OLYMPANT	11414010015		5200	
12:45 PM	DEPIETRO ROCCO SR	BLAKELY	10319010001		5000	
12:55 PM	SHEERIN JOHN & SUSAN	BLAKELY	1031202004133	JAMES CONABOY	43500	
1:05 PM	TENIO RICHARD D & KIM A	RANSOM TWP	14204030005		10000	
1:15 PM	WALKER CHAD P	RANSOM	1420204001106		40350	
1:25 PM	FERRARIO JOSEPH	JEFFERSON	13802030010	MARK CONWAY	12500	
1:35 PM	PIERCE FORREST M & ANNE L	COVINGTON TWP	21204030042	JASON OMALLEY	29450	
1:35 PM	PIERCE FOREST M & ANNE L	COVINGTON TWP	21902040002	JASON OMALLEY	33500	
1:50 PM	SACCO ANTHONY	NEWTON TWP	1220102000729		51000	
2:00 PM	PAGNOTTI SHANE & CANDICE	BENTON TWP	0100101000905		1000	
2:10 PM	CONNOR ROBERT J & ROSANNE C	RANSOM TWP	14204020002	DANIEL PENETAR	17675	
2:20 PM	CAVANAUGH JEFFREY S JR & ERIK	GREENFIELD	03303010004		50000	
2:30 PM	SCHWATZMAN SUSAN & HOYER EIC	ARCHBALD	09402040077		28000	

TOTAL RECORDS RECEIVED

OCT 30 2019

OFFICE OF CITY COUNCIL/CITY CLERK

TAX ASSESSOR'S REPORT

Hearing Date: 10/23/19

Time Name

Boro/Twp.

Pin Number

Attorney

Proposed/Current Assessed Value

After Appeal Value

Time	Name	Boro/Twp.	Pin Number	Attorney	Proposed/Current Assessed Value	After Appeal Value
9:00 AM	HOPE COMMUNITY PRESB CHURCH	COVINGTON	22803030012	JA-HONG PARK	20000	300 <i>Exempt</i>
9:05 AM	WHITES CROSSING VOLUNTEER FI	CARBONDALE TWP	04502030016	RICHARD REED	300	300
10:00 AM	SLBCO	ARCHIBALD	10504010001	ROCCO VALVANO JR	157000	157000
10:15 AM	PAVUK PETER P & JOANNE T	BLAKELY	114060050030	HENRY LACAP	97000	80000
10:30 AM	EMERY FACILITIES INC	THROOP	13601030007	HENRY LACAP	672000	672000
10:30 AM	PENALLEN CORP C/BT NEWYO LLC	TAYLOR	15507010010	HENRY LACAP	9457	9457
10:30 AM	PENALLEN CORPORATION	TAYLOR	15507010011	HENRY LACAP	253200	253200
10:30 AM	PENALLEN CORP C/BT NEWYO LLC	TAYLOR	15507010012	HENRY LACAP	44134	44134
10:30 AM	UPS GROUND FREIGHT INC	OLD FORGE	18509050007	HENRY LACAP	134000	134000
10:30 AM	GHAFFAS ENTERPRISES	JESSUP	1150301000320	HENRY LACAP	89100	89100
10:30 AM	PANEL PRINTS INC	OLD FORGE	18509050009	JOEL WOLFF	579960	579960
11:30 AM	NIVERT METAL SUPPLY INC	THROOP	13601020004	PAUL PUGLIESE	589125	495000
12:15 PM	RAAP INVESTMENTS&FJN&W REAL	SOUTH ABINGTON TWP	0810401000202	PAUL TANNENBAUM	209966	209966
12:30 PM	LG-OH CLARK SUMMIT LP	SOUTH ABINGTON	10113030019	GERALD SCHIRATO	850400	674000
12:45 PM	SCRAN LLC	SCRANTON	13410010027	GERALD SCHIRATO	970336	849060
12:45 PM	CALVERT LABORATORIES INC	SCOTT	07102030001	GERALD SCHIRATO	460000	320000
12:45 PM	PENNA EXTRUDED TUBE COMPANY	SOUTH ABINGTON TWP	0810205000301	GERALD SCHIRATO	154000	154000
12:45 PM	LCIDA C/O SANDVIK STEEL INC	SCOTT TWP	08102010002	GERALD SCHIRATO	690000	690000
12:45 PM	SANDVIK INC	SCOTT TWP	0810201000101	GERALD SCHIRATO	444000	444000
12:45 PM	SANDVIK INC	SOUTH ABINGTON TWP	08102050004	GERALD SCHIRATO	30000	30000
12:45 PM	PENNA EXTRUDED TUBE COMPANY	SCOTT TWP	08102010001	GERALD SCHIRATO	286000	286000
1:45 PM	MIMI EQUITIES LLC	SCRANTON	14576020001	PATRICK LAVELLE	125000	110000
1:45 PM	MIMI EQUITIES LLC	SCRANTON	14576020002	PATRICK LAVELLE	37000	20000
1:45 PM	MIMI EQUITIES LLC	SCRANTON	14576020003	PATRICK LAVELLE	86000	86000
1:45 PM	MIMI EQUITIES LLC	SCRANTON	14576020003	PATRICK LAVELLE	758700	758700
1:45 PM	TAYLOR WAREHOUSING LLC	TAYLOR	15507010002	PATRICK LAVELLE	368000	368000
1:45 PM	TAYLOR WAREHOUSING LLC	TAYLOR	1550701000207	PATRICK LAVELLE	8200	4500
1:45 PM	MIMI EQUITIES LLC	SCRANTON	1457602000202	PATRICK LAVELLE	116000	116000
1:45 PM	BOTSCHHELLER DAVID J	DALTON	0790207000101	PATRICK LAVELLE	353500	353500
1:45 PM	TAYLOR WAREHOUSING LLC	TAYLOR	1550701000210	PATRICK LAVELLE	460000	460000
1:45 PM	TAYLOR WAREHOUSING LLC	TAYLOR	1550701000205	PATRICK LAVELLE	460000	460000
TOTAL RECORDS					30	

RECEIVED

OCT 30 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

**SINGLE TAX OFFICE
CITY FUNDS DISTRIBUTED
COMPARISON 2018 - 2019**

		<u>YTD</u> <u>10/31/2019</u>	<u>YTD</u> <u>10/31/2018</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Increase</u> <u>(Decrease)</u>
Real Estate	\$	28,885,077.71	\$28,916,015.08	(\$30,937.37)	-0.1%
Delinquent Real Estate	\$	1,488,247.92	\$1,420,179.53	\$68,068.39	4.8%
LST/EMS	\$	3,919,322.28	\$3,899,185.62	\$20,136.66	0.5%
Bus Priv/Merc	\$	2,526,299.87	\$2,514,221.31	\$12,078.56	0.5%
TOTALS		\$36,818,947.78	\$36,749,601.54	\$69,346.24	

RECEIVED

OCT 31 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

SHADE TREE COMMISSION

CITY OF SCRANTON

Quarterly Meeting Minutes

Approved

April 9, 2019

7:00 p.m.

I. Pledge of Allegiance

II. Roll Call

Present: Anthony Santoli, Chair; Mayor David J. Wenzel (via phone); Joseph A. Riccardo, Jr.;

Absent: Thomas J. McClane; Anne McNally

III. Shade Tree Commission Business

- Mayor Wenzel made a motion and Mr. Riccardo seconded to pay the following invoices:

Flagger Force (925 Moosic Street – removal of 3 trees)	\$662.06
Scranton Times Ad	\$101.00
- Completion of 150 trees planted for the Sesquicentennial.
- Treehouse at Nay Aug Park is secured – and will be power washed and painted
- Discussion was held regarding the posts that holds the 85lb. sign at the Nay Aug Treehouse. The posts are split from the top to the bottom – replacement will need to take place. Mr. Santoli will discuss with Mr. Fallon while contractors are finishing the work on the treehouse. Also, discussed were new benches for treehouse.
- Four (4) handicapped parking spaces will be dedicated across from the treehouse.
- One bid was received for the Downtown Tree Planting. Mr. Santoli will place a call to “One” to check for any water or gas lines before the Downtown Tree Planting starts.
- Tree removal was completed for several trees in Scranton – See Mr. Santoli for list.
- Future tree planting will be in the near future in Scranton – See Mr. Santoli for list.
- Arbor Day is Friday, April 26, 2019 this will be commemorated by tree planting along the Lackawanna Heritage Trail by students from several City schools as well as students from the University of Scranton.
- Mr. Riccardo will apply to the State for a plaque to be placed at Duffy Park with a history of Mr. Duffy.

Motion to Adjourn

Mayor Wenzel made a motion to adjourn, Mr. Riccardo seconded; all in favor.

FILE OF THE COUNCIL NO. _____

2019

AN ORDINANCE

AMENDING FILE OF THE COUNCIL NO. 45, 1996, AS AMENDED BY FILE OF THE COUNCIL NO. 110, 2005 UPDATING THE LIST OF HISTORIC PROPERTIES IN THE CITY OF SCRANTON, BY CREATING "THE LOCAL DOWNTOWN HISTORIC DISTRICT" TO EXPAND THE LIST OF HISTORIC PROPERTIES TO INCLUDE ALL BUILDINGS LOCATED WITHIN THE CENTRAL BUSINESS DISTRICT AND AMENDING THE PROCESS FOR LEGISLATIVE REVIEW OF RECOMMENDATIONS MADE BY THE HISTORICAL ARCHITECTURE REVIEW BOARD.

WHEREAS, by File of the Council No. 45, 1996, the City of Scranton established a list of designated historic properties and delegated certain powers to the Historical Architecture Review Board for oversight of such properties; and

WHEREAS, by File of the Council No. 110, 2005, the City of Scranton agreed to include an updated list of historic properties; and

WHEREAS, the City now wishes to create the "Local Downtown Historic District" to expand the list of historic properties as an overlay of its Central Business District as depicted in the Map attached hereto as Exhibit "A;" and

WHEREAS, the City also desires to simplify the process for property owners who are requesting approval from the Historic Architecture Review Board so that improvements to buildings in the City are not unnecessarily delayed; and

WHEREAS, key stakeholders throughout the City have expressed support for the new historic overlay. Attached hereto are letters of support from Scranton Tomorrow, the Lackawanna Heritage Valley, and the Lackawanna Historical Society, marked collectively as Exhibit "B."

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that File of the Council No. 45, 1996 is amended as follows:

SECTION 1. File of the Council No. 45, 1996 is hereby amended to expand the list of historic properties to include those which are depicted in the Map attached hereto and marked as Exhibit "A" to create the "Local Downtown Historic District." This map indicates that the historic district will overlay the entire Central Business District as delineated in the City's Zoning Code and adopted by File of Council No. 74, 1993.

SECTION 2. Section 9(d) of File of the Council No. 45, 1996 shall be repealed in its entirety and shall read:

(d) DECISION:

The Board shall notify the applicant of its decision as soon as possible, by Certified Mail, Return Receipt Requested, but no later than thirty (30) days after the submission of the application to the Building Code Official.

If the Board decides to recommend the granting of a Certificate of Appropriateness, the Board shall, simultaneously with notifying the applicant, submit its advice/report, in writing, to the Building Code Official for issuance of a permit.

If the Board, on the basis of the information received at the meeting, and from its general knowledge and background information, decides to recommend a denial of the Certificate of Appropriateness, it shall indicate to the applicant the changes, if any, in the plans and specifications which would enable the applicant to meet the requirements of this Ordinance, and shall forward its report to the Governing Body of the City of Scranton. The Board shall withhold its report from the Governing Body of the City of Scranton for a period of five (5) days following its notice to the applicant that the Board intends to recommend against the granting of a Certificate of Appropriateness. This grace period, which is intended to allow the applicant time to decide whether or not to make the suggested changes, may be extended by an additional fifteen (15) days upon written request of the applicant. At the expiration of this grace period, the Board shall forward its advice/report denying a Certificate of Appropriateness to the Governing Body of the City of Scranton, including any pertinent information regarding suggested changes to the proposed plan/application in question, and the applicant's response(s) to said suggested changes.

SECTION 3. Section 10 of File of the Council No. 45, 1996 shall be repealed in its entirety and shall read:

In the event that the Board denies an application, the Board shall submit its advice/report, in writing, to the Governing Body of the City of Scranton within thirty (30) days of the date of the submission of the application unless the time limitation is waived, in writing, by the applicant. This thirty (30) day period shall be extended, automatically, by the number of grace period days given pursuant to SECTION 9. Should the Board fail to provide its advice/report to the Governing Body of the City of Scranton within the time limits specified herein, it shall be deemed as a matter of law that the Board has recommended that the City of Scranton issue the subject Certificate of Appropriateness, and the applicant may notify the Building Code Official accordingly.

Should the Board decide to deny the application, it shall provide its advice/report to the Governing Body of the City of Scranton, it shall be in writing, and it shall include the following:

- (1) The exact location of the area in which the work is to be done;
- (2) The exterior changes to be made, or the exterior character of the structure to be constructed or erected.
- (3) A list of the surrounding structures with their general exterior characteristics and the names of their owners;
- (4) The effect of the proposed change(s) upon the general historical and architectural nature of the area;
- (5) The appropriateness of the exterior architectural features which can be seen from a public street or way;

- (6) The general design, arrangement, texture, and material of the building or structure, and the relation of such factors to similar features of the buildings or structures in the area;
- (7) The opinion of the Board (pro and con) as to the appropriateness of the work proposed as it will preserve, destroy, the historical or visual aspects and nature of the area.

SECTION 4. Section 11 of File of the Council No. 45, 1996 shall be repealed in its entirety and shall read:

(a) RECEIPT OF BOARD ADVICE/REPORT:

Upon receipt of the written denial of a Certificate of Appropriateness and the advice/report of the Board, or, absent the Board's advice/report, notification to the Building Code Official of the City of Scranton, the Governing Body of the City of Scranton shall consider within forty five (45) working days the question of upholding or remanding the denial of the application to the Board.

(b) NOTICE:

The applicant shall be advised by the City Clerk of the City of Scranton, by Certified Mail, Return Receipt Requested, of the time and place of the meeting at which time the denial will be reviewed by City Council and the applicant shall be advised that they have the right to attend the meeting and be heard as to their reasons for filing the application. If the applicant is not the owner of the property, then the owner shall be notified in the same manner.

(c) CRITERIA AND PROCEDURES:

In determining whether or not to uphold the denial of a Certificate of Appropriateness of the proposed erection, reconstruction, alteration, restoration, demolition, or razing of all or part of any building or structure, the Governing Body of the City of Scranton shall consider the same factors as considered by the Board, set forth in SECTION 5 (b) of this Ordinance, as well as the advice/report of the Commission. Any Hearing shall be conducted in accordance with the provisions of 53 P.S. §10908(2), (3), (4), (5), (6), (8), and (9), except that the time periods shall be those prescribed by this Ordinance.

(d) DECISION:

If the Governing Body of the City of Scranton concurs with the denial of a Certificate of Appropriateness, it shall do so in writing and copies shall be given to the applicant, the Board, and to the Pennsylvania Historical and Museum Commission, where applicable, by Certified Mail, Return Receipt Requested. The notice, rejecting the application, shall indicate what changes, if any, in the application's plans and specifications would enable the applicant to meet the requirements of this Ordinance.

If the Governing Body of the City of Scranton does not concur with the Board's denial of the Certificate of Appropriateness, it shall remand the matter to the Board, with an explanation for its rationale, and provide a copy its decision to the Board. Thereafter, the Board shall evaluate the Governing Body's recommendations, and revise its decision and report accordingly.

SECTION 5. In all other respects, File of the Council No. 45, 1996 shall remain in full force and effect.

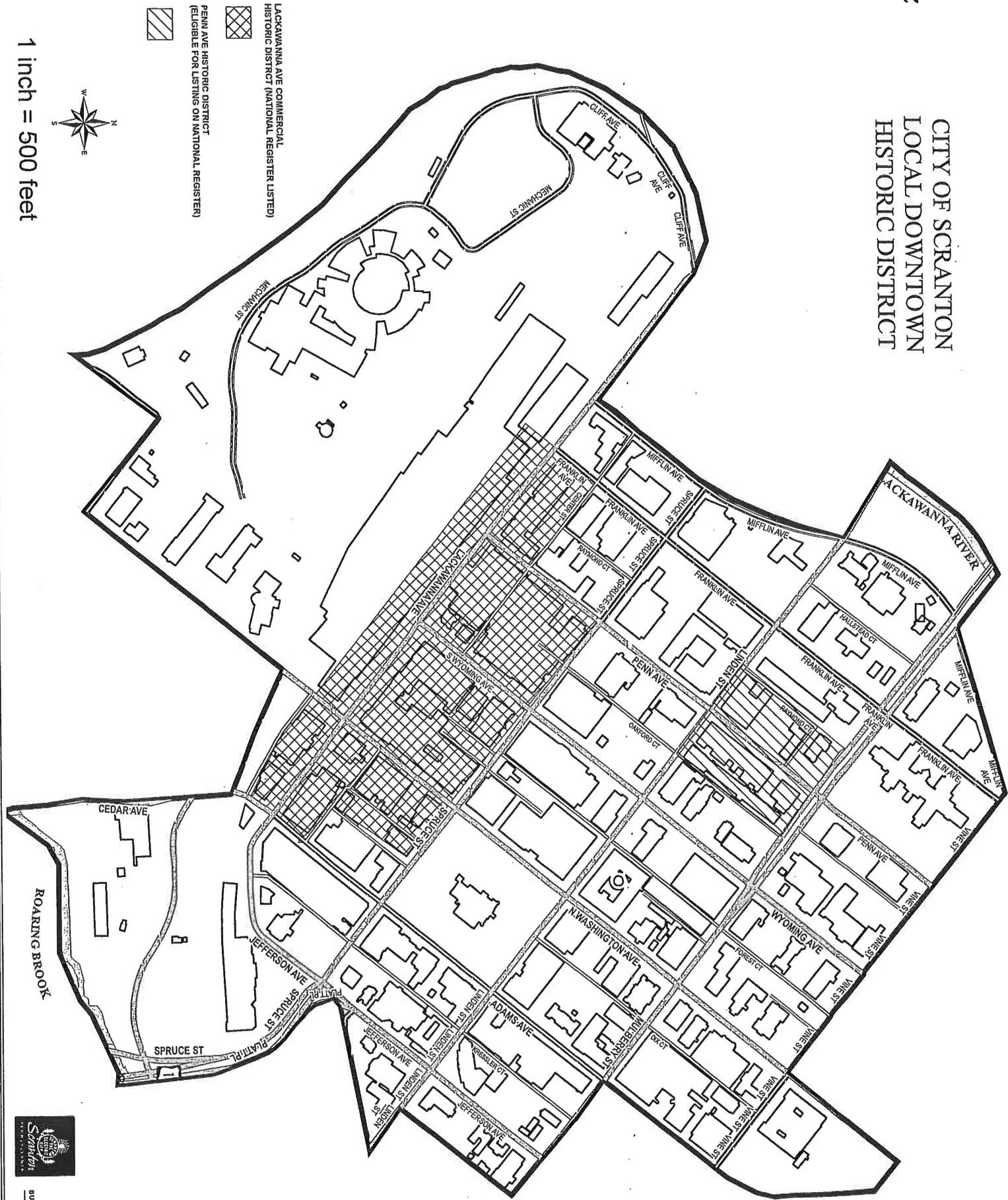
SECTION 6. If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally

enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 7. This Ordinance shall become effective immediately upon approval.

SECTION 8. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Option Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.

CITY OF SCRANTON LOCAL DOWNTOWN HISTORIC DISTRICT



EXHIBIT

tabbles:

"A"





Mayor Wayne Evans
City of Scranton
340 North Washington Avenue
Scranton, Pa 18503

September 25, 2019

Re: Local Historic District Overlay

Dear Mayor Evans,

On behalf of Scranton Tomorrow, I am writing this letter in support of legislation for downtown Scranton's Local Historic District overlay.

Scranton Tomorrow, a non-profit 501c(3) is a strong advocate of historic preservation-based development strategies. Historic preservation efforts are a necessary component of the comprehensive plan for vibrant business districts, while protecting their unique sense of place.

Our city's downtown is comprised of beautifully detailed and unique architecture. These structures are cultural treasures and important reminders of our past and merit our collective support for future generations.

Scranton Tomorrow is very much in support of the downtown Local Historic District overlay, and believe that every effort should be made to ensure our community's long-term sustainability.

Very Sincerely,

A handwritten signature in cursive script that reads "Leslie Collins".

Leslie Collins
Executive Director



LACKAWANNA HERITAGE VALLEY
 NATIONAL & STATE HERITAGE AREA
 213 Railroad Avenue
 Scranton, PA 18505



October 3, 2019

The Honorable Mayor Wayne Evans
 Scranton City Hall
 340 North Washington Avenue
 Scranton, Pennsylvania 18505

RE: The Establishment of a Local Historic District Overlay within Downtown Scranton

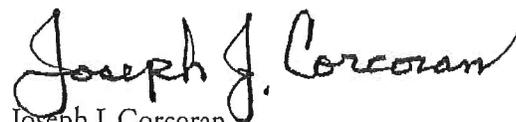
Mayor Evans:

I am writing on behalf of the Lackawanna Heritage Valley Authority to express support for the establishment of a Historic Overlay District within Downtown Scranton. Alongside the continued efforts of Scranton's Historic Architectural Review Board, this legislation will help to preserve the historic character of the downtown district and maintain and enhance upon the quality of life for those who live, work, shop and visit this significant local area.

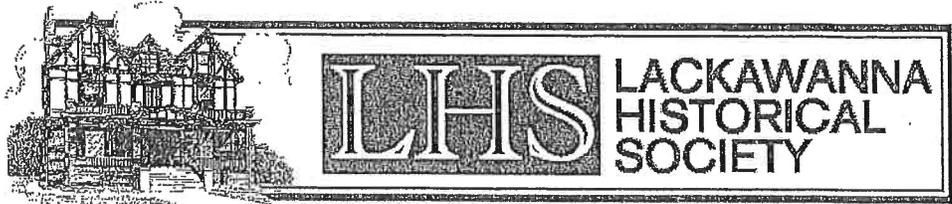
Downtown Scranton is a distinctive regional asset with historic architecture that helps to tell the stories of our proud industrious past. It is essential that legislation exists to preserve and properly improve upon the historic buildings that stand in our city. This will, in turn, help to stabilize property values and stimulate new investment within the area, while preserving the overall historic atmosphere and appearance of downtown as a whole.

As you know, the preservation and promotion of our region's rich history is an integral component to the mission of Lackawanna Heritage Valley. It is with that goal in mind that we strongly support this vital effort to establish a Local Historic District overlay in Downtown Scranton. If we may be able to provide additional feedback or support, we hope to hear from you at your convenience.

Thank you for your time and dedication to our region.


 Joseph J. Corcoran
 Executive Director

*Saving Yesterday
for Tomorrow*



The Catlin House 232 Monroe Avenue Scranton, PA 18510 . Phone (570) 344-3841

Board of Trustees
2019

Michael Gilmartin
President

Donald J. Frederickson, Jr., Esq.
1st Vice President/Solicitor

Laurie Cadden
2nd Vice President

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Mary Jane Memolo
Leni Plasky
Christine Posly
Ella S. Rayburn
William Rinaldi, Esq.
Elaine Shepard

EMERITUS
Richard Bovard

Mary Ann Moran Savakinus
Executive Director

September 27, 2019

Honorable Wayne Evens
Scranton City Hall
340 N Washington Ave # 1
Scranton, PA 18503

Dear Mayor Evans,

The Lackawanna Historical Society is pleased to support legislation for a Local Historic District overlay in Downtown Scranton. The city's history as a significant place in the country's industrial development is evident by the excellent samples of period architecture that characterize the downtown. Therefore it is vital that we continue to promote and preserve these buildings. By establishing a historic district, this mission will be supported and strengthened.

We commend you and City Council for your great work on this project and for all you do to keep our city's history alive.

Sincerely,

Mary Ann Moran Savakinus
Executive Director



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 28, 2019

RECEIVED

OCT 29 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 45, 1996, AS AMENDED BY FILE OF THE COUNCIL NO. 110, 2005 UPDATING THE LIST OF HISTORIC PROPERTIES IN THE CITY OF SCRANTON, BY CREATING "THE LOCAL DOWNTOWN HISTORIC DISTRICT" TO EXPAND THE LIST OF HISTORIC PROPERTIES TO INCLUDE ALL BUILDINGS LOCATED WITHIN THE CENTRAL BUSINESS DISTRICT AND AMENDING THE PROCESS FOR LEGISLATIVE REVIEW OF RECOMMENDATIONS MADE BY THE HISTORICAL ARCHITECTURE REVIEW BOARD.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. _____

2019

AN ORDINANCE

REGULATING THE OPERATION OF BYOB CLUBS, PROHIBITING THE BUSINESS OF BYOB CLUBS BETWEEN THE HOURS OF 2:00 A.M. AND 8:00 A.M., AND PROVIDING FOR ENFORCEMENT OF THESE PROVISIONS, INCLUDING PENALTIES FOR VIOLATIONS.

WHEREAS, the City of Scranton wishes to regulate the operation of BYOB clubs, to preserve the residential character if the City’s neighborhoods and urban areas, to protect the rights of residents and business owners to the quiet enjoyment of their property, and to protect the health, welfare, and safety of the citizens of the City of Scranton. It is the express purpose of this article to legislate a balance between the constitutional rights of BYOB Club owners and patrons and the constitutional rights of the residents and business owners of the City of Scranton.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON AS FOLLOWS:

SECTION 1. DEFINITIONS AND INTERPRETATION. The following words, terms and phrases when used in this Ordinance shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

- a. **Alcoholic Beverages:** Any and all beverages including malt beverages, which contain alcohol, liquor or such other intoxicating substances as are further defined in the Pennsylvania Liquor Code, 47 P.S. §1-101, et seq.
- b. **BOYB Club:** Any business facility, such as a dance hall, club, or association not licensed by the Pennsylvania Liquor Control Board, wherein patrons 21 years of age or older may, after payment of a fee, cover charge, or other entry fee, consume alcoholic beverages which said patrons have carried in, into or onto the BYOB club premises.

SECTION 2. PROHIBITED ACTIONS. It shall be unlawful for any person, persons, corporation, partnership, joint venture, trust, firm or association who or which owns, operates, leases, manages, or controls a BYOB Club to:

- a. Transact any business at the BYOB Club between the hours of 2:00 a.m. and 8:00 a.m.
- b. Allow any patrons of the BYOB Club to be present or on the premises of the BYOB Club between the hours of 2:00 a.m. and 8:00 a.m.
- c. Transact any business at the BYOB Club without possessing and prominently displaying on or in the premises of the BYOB Club a valid Certificate of Occupancy issued by the City of Scranton.
- d. Transact any business at the BYOB Club without conspicuously displaying in or upon the premises of the BYOB Club the hours of operation of the BYOB Club such that patrons thereof are sufficiently apprised of the same.

- e. Allow any person under the age of 21 to be present or in the premise when alcohol is being consumed on the premise, unless accompanied

SECTION 3. HOURS OF OPERATION; AGE LIMITS.

- a. It shall be unlawful for any patron of a BYOB Club to be present on or in the premises of a BYOB Club between the hours of 2:00 a.m. and 8:00 a.m. each day.
- b. It shall be unlawful for any person under the age of 21 to be present on or in the premise when alcohol is being consumed on the premise, unless accompanied by a parent or legal guardian.

SECTION 4. UNLAWFUL ACTIVITIES.

- a. In the event that any of the unlawful activities specified herein are conducted by or in the name of a corporation, partnership, joint venture, trust, firm, or association, in addition to (corporate) entity liability, the officers, agents, and/or principals of said corporation, partnership, joint venture, trust, firm, or association shall be deemed in violation hereof, as well as the person or persons who engaged in unlawful activities.
- b. The unlawful activities specified herein shall constitute separate and distinct offenses for each and every day in which said activities are conducted.

SECTION 5. VIOLATIONS AND PENALTIES.

Any person, persons, or entity violating the provisions of this article shall, upon conviction thereof, be sentenced to a fine not exceeding \$300.00 and/or imprisonment not to exceed 90 days, or both.

SECTION 6. If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 7. This Ordinance shall become effective immediately upon approval.

SECTION 8. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Option Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.



DEPARTMENT OF LAW

PENNSYLVANIA

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 30, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 31 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE REGULATING THE OPERATION OF BYOB CLUBS, PROHIBITING THE BUSINESS OF BYOB CLUBS BETWEEN THE HOURS OF 2:00 A.M. AND 8:00 A.M., AND PROVIDING FOR ENFORCEMENT OF THESE PROVISIONS, INCLUDING PENALTIES FOR VIOLATIONS.

Respectfully,

Jessica Eskra (S)
Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

RE-APPOINTMENT OF THOMAS J. MCLANE, 601 STAFFORD AVENUE, SCRANTON, PENNSYLVANIA, 18505 AS A MEMBER OF THE SHADE TREE COMMISSION FOR AN ADDITIONAL FIVE (5) YEAR TERM. MR. MCLANE'S CURRENT TERM EXPIRES ON OCTOBER 29, 2019 AND HIS NEW TERM WILL EXPIRE ON OCTOBER 29, 2024.

WHEREAS, Thomas J. McLane's current term on the Shade Tree Commission expires on October 29, 2019; and

WHEREAS, the Mayor of the City of Scranton desires to re-appoint Thomas J. McLane as a member of the Shade Tree Commission for an additional five (5) year term. His current term will expire on October 29, 2019 and new term will expire October 29, 2024; and

WHEREAS, Thomas J. McLane has the requisite experience, education and training necessary to serve as a member of the Shade Tree Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that Thomas J. McLane, 601 Stafford Avenue, Scranton, Pennsylvania 18505 is hereby re-appointed to the Shade Tree Commission for an additional five (5) year term. His current term will expire on October 29, 2019 and new term will expire on October 29, 2024.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

October 21, 2019

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, Pa. 18503

RE: Scranton Shade Tree Commission Re-Appointment

Dear Council Members:

Please be advised that I am re-appointing Thomas J. McLane, 601 Stafford Ave., Scranton, Pa. 18505, as a member of the Scranton Shade Tree Commission.

Mr. McLane's current term will expire Oct. 29, 2019: his new five (5) year term term will expire on October 29, 2024.

I respectfully request City Council's concurrence in this appointment.

Sincerely,

Wayne E. Evans
Mayor, City of Scranton

WEE/mm

CC: Jessica Eskra, City Solicitor
David Bulzoni, Business Administrator
Scranton Shade Tree Commission
Thomas J. McLane

Sent: Monday, October 14, 2019 11:52 AM
Subject: FW: Shade Tree Commission

Good morning Denise,

I wanted to confirm that I am very much interested in continuing to serve on the Scranton Shade Tree Commission for another term.

Thank you

Tom McLane



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 24, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 28 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING RE-APPOINTMENT OF THOMAS J. MCLANE, 601 STAFFORD AVENUE, SCRANTON, PENNSYLVANIA, 18505 AS A MEMBER OF THE SHADE TREE COMMISSION FOR AN ADDITIONAL FIVE (5) YEAR TERM. MR. MCLANE'S CURRENT TERM EXPIRES ON OCTOBER 29, 2019 AND HIS NEW TERM WILL EXPIRE ON OCTOBER 29, 2024.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,

Jessica Eskra
Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

RE-APPOINTMENT OF TERRENCE V. GALLAGHER, ESQUIRE, 1320 ORAM STREET, SCRANTON, PENNSYLVANIA, 18504, AS A MEMBER OF THE BOARD OF THE SCRANTON HOUSING AUTHORITY FOR A TERM OF FIVE (5) YEARS. MR. GALLAGHER'S PRIOR TERM EXPIRED ON SEPTEMBER 27, 2013 AND WAS HELD OVER UNTIL OCTOBER 16, 2019. HIS NEW TERM WILL EXPIRE ON SEPTEMBER 27, 2023.

WHEREAS, Terrence V. Gallagher, Esquire's prior term as a member of the Board of the Scranton Housing Authority expired on September 27, 2013 and was held over until October 16, 2019; and

WHEREAS, the Mayor of the City of Scranton desires to re-appoint Terrence V. Gallagher, Esquire as a member of the Board of the Scranton Housing Authority for a term of five (5) years. Mr. Gallagher's new term will expire September 27, 2023; and

WHEREAS, Terrence V. Gallagher, Esquire has the requisite, experience, education and training necessary to serve on the Board of the Scranton Housing Authority.

NOW, THEREFORE, BE IT RESOLVED that Terrence V. Gallagher, Esquire, 1320 Oram Street, Scranton, Pennsylvania is hereby appointed to the Board of the Scranton Housing Authority for a term of five (5) years. Mr. Gallagher's prior term expired on September 27, 2013 and was held over to October 16, 2019. His new term will expire on September 27, 2023

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



OFFICE OF THE MAYOR

P E N N S Y L V A N I A

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

October 16, 2019

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, PA 18503

RE: Scranton Housing Authority

Dear Council Members:

Please be advised that I am re-appointing Terrance V. Gallagher, Esq., 1320 Oram Street, Scranton, Pennsylvania 18504 as a member of the Board of the Scranton Housing Authority.

Atty. Gallagher's term expired September 27, 2013, and was held over until October 16, 2019. His new five (5) year term is effective September 27, 2018 and will expire on September 27, 2023.

I respectfully request City Council's concurrence in this appointment.

Sincerely,

Wayne E. Evans
Mayor, City of Scranton

WEE/mm

CC: Scranton Housing Authority
Jessica Eskra, City Solicitor
David Bulzoni, Business Administrator
Terrance V. Gallagher, Esq.

GALLAGHER LAW OFFICES, P.C.

JEFFERSON PROFESSIONAL BUILDING
418 JEFFERSON AVENUE
SCRANTON, PA 18510
WWW.GALLAGHERLAWOFFICESPC.COM

TERRENCE V. GALLAGHER
CATHERINE A. GALLAGHER
SEAN E. GALLAGHER

TELEPHONE 570-347-8818
FACSIMILE 570-347-8828
GALLAGHERLAW@COMCAST.NET

March 25, 2014

City of Scranton
Attn: Solicitor Jason Shrive, Esquire
340 North Washington Avenue
Scranton, PA 18503

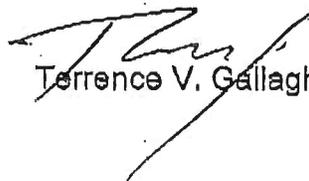
RE: Re-Appointment

Dear Jason:

I wanted express my appreciation and thanks to Mayor Bill Courtright in notifying me of his decision to re-appointment me to the Scranton Housing Authority Board. The Housing authority is under the understanding that my term expires in September 2014. However the Mayor desires to proceed is acceptable to me.

Best regards, I am

Very truly yours,


Terrence V. Gallagher

TVG/mb



DEPARTMENT OF LAW

PENNSYLVANIA CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 24, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 31 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING RE-APPOINTMENT OF TERRENCE V. GALLAGHER, ESQUIRE, 1320 ORAM STREET, SCRANTON, PENNSYLVANIA, 18504, AS A MEMBER OF THE BOARD OF THE SCRANTON HOUSING AUTHORITY FOR A TERM OF FIVE (5) YEARS. MR. GALLAGHER'S PRIOR TERM EXPIRED ON SEPTEMBER 27, 2013 AND WAS HELD OVER UNTIL OCTOBER 16, 2019. HIS NEW TERM WILL EXPIRE ON SEPTEMBER 27, 2023.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH SPECK AND ASSOCIATES AND BARRY ISETT AND ASSOCIATES (SPECK/ISETT PARTNERSHIP) FOR THE CITY OF SCRANTON DOWNTOWN SCRANTON CONNECTIVITY PLAN.

WHEREAS, a request for Proposals was advertised for the City of Scranton Downtown Scranton Connectivity Plan and three (3) proposals were submitted for review; and

WHEREAS, after review of the proposals submitted, it was determined that it would be in the best interest of the City to award the Contract to Speck and Associates and Barry Isett and Associates (Speck/Isett Partnership) for the reasons provided in the attached Memorandum from the Business Administrator.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City Officials are authorized to execute and enter into a Contract, substantially in the form attached hereto marked as Exhibit "A" and incorporated herein by reference thereto with Speck and Associates and Barry Isett and Associates (Speck/Isett Partnership) for the City of Scranton Downtown Scranton Connectivity Plan.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intend of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

CONTRACT

This contract entered into this ____ day of _____ 2019 effective from
October 1, 2019 to September 30, 2022 by and between the City of Scranton, 340 North
 Washington Avenue, Scranton, PA 18503, hereinafter called "Scranton" and

Speck & Associates, LLC
 1561 Beacon Street #3
 Brookline, MA 02446
 Phone No. (202) 236-0140

Barry Isett & Associates, Inc.
 1170 Highway 315, Suite 3
 Wilkes Barre, PA 18702
 Phone No. (570) 285-8200

hereinafter called "Contractors".

WITNESSETH:

WHEREAS, Scranton desires the Contractors to perform certain work and services in accordance with the terms and conditions hereinafter set forth and the Contractors are ready, willing and able to perform such work and services.

NOW THEREFORE, in consideration of the promises contained herein and the promises each to the other made, the parties do agree and intend to be legally bound as follows:

ARTICLE I - CATEGORY OF WORK AND SERVICES

The work and services to be performed by Contractors shall be in the general fields of assisting the City of Scranton with the Downtown Scranton Connectivity Plan. The Contractors hereby covenants, contracts and agrees to furnish Scranton with a full range of solutions for city officials and likely include recommendations surrounding the following issues:

- Changes to the existing street network, including reconsideration of one-way streets;
- Changes to the number and width of lanes on certain streets;
- Changes to the provisions and design of turn lanes;
- Changes to the signalization regimes at downtown intersections;
- Introduction of better and more inviting bicycle facilities;
- Changes to on-street parking;
- Changes to off-street parking and strategy;
- Changes to parking pricing, policy, and management;
- Strategies for connecting key activity centers with multi-modal transport;
- Improvements in traffic signage in the downtown section and those sections identified in the Proposal;
- Identification of key redevelopment parcels and strategies for their prioritization;
- Identification of other City Policies for encouraging Downtown growth;
- Incorporating the Iron District into the City of Scranton Downtown section;
- Creating connectivity to the University of Scranton Sports Complex in the South Scranton section; and
- Creating connectivity to the peripheral sections identified in Section 1 of the Proposal.

Said services to be furnished and delivered in strict and entire conformity with Scranton's Specifications marked as Exhibit "A" attached hereto and incorporated herein by reference thereto and the Bid Proposal submitted by Speck/Isett Partnership dated September 6, 2019 attached hereto marked as Exhibit "B" and incorporated herein by reference thereto. Said Bid Proposal and Specifications are hereby made part of this Agreement as fully and with the same effect as if set forth at length herein.

ARTICLE II – GENERAL

(1) In the performance of the work and services hereunder, the Contractors shall act solely as independent contractors, and nothing contained or implied shall at any time be so construed as to create the relationship of employer and employee, partnership, principal/agent, or joint adventurer as between Scranton and the Contractors.

(2) Failure of either party to enforce any of its rights hereunder shall not constitute a waiver of such rights, or of any other rights hereunder.

(3) As stated in the proposal, Speck and Associates intends utilize the firm of Nelson\Nygaard Consulting Associates, Inc. as a subconsultant. Contractors agree and acknowledge that no contractual relationship exists between the City of Scranton and Nelson\Nygaard or any other subcontractor or subconsultant contractors decide to employ or retain.

In the performance of the work and services hereunder, the Subcontractor shall act solely as independent contractor, and nothing contained or implied shall at any time be so construed as to create the relationship of employer and employee, partnership, principal/agent, or joint adventurer as between Scranton and the Subcontractor.

ARTICLE III - FEES

Said services to be furnished and delivered in strict and entire conformity with the Bid Proposal and Specifications attached hereto. Said Bid Proposal and Specifications are incorporated herein by reference as though set forth at length.

Scranton agrees to pay the Contractors for furnishing the above services if said services are provided in full compliance with the terms and conditions of this Contract to the satisfaction and approval of the Business Administrator. Such approval shall not be unreasonably withheld. The terms and conditions of this contract are set forth herein and may be supplemented by any attachments or exhibits incorporated herein by reference.

ARTICLE IV - INDEMNIFICATION

The Contractors shall indemnify, defend, and hold harmless Scranton from and against any and all claims and actions, based upon or arising out of damage to property or injuries to person or other acts caused or contributed to by Contractors or anyone acting under the Contractors direction or control or on the Contractors behalf in the course of the Contractors performance under this contract.

The Contractor shall indemnify, defend, and hold harmless Scranton from and against any and all claims and actions, based upon or arising out of damage to property or injuries to person or other acts caused or contributed to by Subcontractor or anyone acting under the Subcontractors' direction or control or on the Subcontractors' behalf in the course of the Subcontractors' performance under this contract.

ARTICLE V - INSURANCE

(1) Contractors represent that they now carry, and agree they will continue during the term of this Contract to carry, at a minimum: Workers' Compensation, Comprehensive General and Contractual Liability, and Professional Liability Insurance in the following amounts:

<u>TYPE OF INSURANCE</u>	<u>LIMITS OF LIABILITY</u>
Workers' Compensation	Statutory
Employer's Liability	\$ 500,000.00
Professional Liability	\$1,000,000.00 each occurrence

Comprehensive General Liability (including Blanket Contractual Liability Insurance)	\$1,000,000.00 aggregate
Bodily Injury	\$ 1,000,000 each person \$ 1,000,000 each occurrence \$ 1,000,000 aggregate
Property Damage	\$ 500,000 each occurrence
Personal Injury	\$ 500,000
Comprehensive Automobile Liability:	
Bodily Injury	\$ 300,000 each person \$ 500,000 each occurrence
Property Damage	\$ 500,000 each occurrence

(2) Certificates of all insurance provided by the Contractors shall be available for Scranton's review and will be furnished to Scranton if requested. Such copies of certificates shall include the following:

- (a) Name of insurance company, policy number, and expiration data;
- (b) The coverage required and the limits on each, including the amount of deductibles or self-insured retentions (which shall be for the account of the Contractors);
- (c) A statement indicating Scranton shall receive thirty (30) days notice of cancellation or significant modification of any of the policies which may affect Scranton's interest;
- (d) A statement confirming Scranton has been named an additional insured (except for Worker's Compensation) on all policies; and
- (e) A statement confirming that Scranton, its agents and employees, have been provided a waiver of any rights or subrogation, which the Contractor may have against them.

ARTICLE VI: TERMINATION OF CONTRACT

If through any cause either CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or in the event of violation of any of the covenants contained herein, or in the event of violation of the laws applicable to implementation of the project contemplated by this Agreement, or in the event of misuse of funds, mismanagement, criminal activity or malfeasance in the implementation of this Agreement, Scranton shall thereupon have the right to terminate this Agreement by giving written notice to the CONTRACTOR specifying the effective date of termination. Said notice shall be given in writing to the CONTRACTOR and will be effective upon receipt by the CONTRACTOR. In such an event, all project records, unused grant monies, and such amounts as may have been expended contrary to the terms of this Agreement shall be returned to the Scranton.

ARTICLE VII: DEFAULT

In the event of a default by a Contractor under this Agreement, the defaulting party then shall reimburse the non defaulting party for all costs and expenses incurred by the non defaulting party in connection with the default, including without limitation, court costs and attorneys fees at the trial level and on appeal.

ARTICLE VIII: JURISDICTION

This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania and all obligations hereunder are to be performed in Lackawanna County, Pennsylvania. Jurisdiction over the subject matter and performance of this

IN WITNESS WHEREOF the parties hereto have, in due form of law, caused this agreement to be executed the day and year first above written.

ATTEST:

CITY CLERK

BY: _____
MAYOR

DATE: _____

DATE: _____

COUNTERSIGNED:

CITY CONTROLLER

BUSINESS ADMINISTRATOR

DATE: _____

DATE: _____

APPROVED AS TO FORM:

CITY SOLICITOR

DATE: _____

SPECK & ASSOCIATES,LLC

BY: _____

TITLE: _____

DATE: _____

BARRY ISETT & ASSOCIATES, INC.

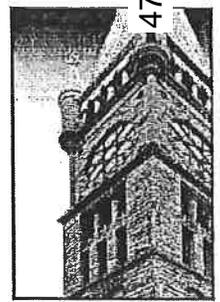
BY: _____

TITLE: _____

DATE: _____

BUSINESS ADMINISTRATION

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON

October 1, 2019

Memo

To: Wayne Evans, Mayor
Jessica Eskra, Solicitor
Lori Reed, City Clerk
Don King, City Planner

From: David Bulzoni, Business Administrator

Re: Appointment of a Firm to Complete a Downtown Connectivity Analysis

All,

The City of Scranton received four proposals on April 24 in conjunction with the Connectivity project. Those submissions were received as qualifications proposals. I reviewed the proposals but had difficulty justifying an award since one of the submissions included a fixed cost. This circumstance created an unfair advantage since the cost was considered favorable. An attempt to quantify the value of the remaining submissions proved unsuccessful. The firms submitting proposals at the time were:

- Barry Isett and Associates;
- Speck and Associates;
- Simone Collins;
- Urban Research and Development (URD)

Because of the inability to secure a recommendation based on the content of those proposals, a determination was made to reject all of the proposals and advertise for a resubmission as a fixed cost proposal. The readvertised request was due on September 13.

Three proposals were received:

1. Speck/Isett
2. Simone Collins
3. Urban Research and Development

Costs were assigned as follows using three components:

1. Planning (fixed cost)
2. Add alternate – Traffic Impact Study in PaDOT format (fixed cost)
3. Plan Implementation (hourly cost)

I was more pragmatic with the process as I wanted to expand the identified service scope by incorporating a PaDOT approved traffic study and analysis as a distinct component of the connectivity recommendations.

The costs for each proposal are as follows:

Speck/Isett

Planning	\$168,000
Add alternate – Traffic Impact Study	\$ 50,000
Add alternate – Implementation	not identified

The Traffic Impact Study costs were further identified by intersection. Signalized intersections would cost \$5,500; unsignalized intersections would cost \$4,000. The proposal incorporated nine intersections into the Study cost. Less intersections evaluated would reduce the cost, more would be calculated as noted. **Total cost: \$218,000**

Urban Research and Development Corporation

Planning	\$ 77,750
Add alternate – Traffic Impact Study	\$ 12,300
Add alternate – Implementation	not identified

The proposal does reference meeting attendance. Three meetings are included with an additional cost of \$575 for each subsequent meeting and \$.50/mile. While the traffic component is included, the scope is not identified in a PaDOT format. The transportation is limited. The firm concludes that much information relevant to the project may be obtained from the Bicycle Study presently conducted by Isett and Associates for Lackawanna County. The study includes the City of Scranton. This conclusion does not consider any alteration of city streets or the specific PaDOT requirement for submission. **Total cost: \$90,050**

Simone Collins

Planning	\$125,890
Add alternate – Traffic Impact Study	not identified
Add alternate – Implementation	\$ 28,685

The proposal incorporates the traffic component in the Planning segment but only to the extent of the use of the Bicycle Study findings. This study was previously referenced. **Total Cost: \$154,755**

As is the case in instances where the scope of work is broad based, several proposals included firms as partners to complement their respective areas of expertise. The resubmission of Barry Isett and Jeff Speck has resulted in a partnership to complete the project. As noted previously, Barry Isett and Associates is presently undertaking the Bicycle Study on behalf of Lackawanna County which will incorporate the City of Scranton. Barry Isett relies principally on in-house expertise. Speck and Associates also uses Nelson/Nygaard as a sub consultant. Simone Collins partners with LaBella Associates, the present City Engineer, and Walker Consultants, the firm of record for the Community Development Properties on-street parking initiative. URDC combines efforts with Peters Design Associates, presently the engineer of record for the Novembrino Park initiative and the Public Safety Building Improvement Project.

All of the submitting firms are qualified. I more thoroughly reviewed the proposal key attributes, especially the fulfillment of each of the specific requirements with a cost comparison of the firms. Because of the potential recommendation for traffic flow adjustments, I heavily weighted the importance of the PennDOT approved analysis as a valued addition to the basic planning component. While the cost is greater, my focus is on the partnership of Isett and Speck. Jeff Speck wrote the book on downtown connectivity. Literally. His 2012 book has served as a guide for downtown connectivity studies. His efforts are well documented and include noteworthy projects throughout the country. He presented his thoughts on downtown connectivity and urban planning recently in Scranton.

Lackawanna and Luzerne Counties have retained Isett, in partnership with Campbell Thomas & Company and Steven Spindler Cartography, to complete a bicycle study for the downtowns of Scranton and Wilkes-Barre. The bicycle study is focusing on the alternative transportation of the cyclist and will identify a safe, efficient, and equitable bicycle network within the cities. The proposed bicycle network will follow federal and state guidelines for bicycle and pedestrian facilities, such as the PennDOT Bicycle Facilities design and the Federal Highway Administration Small Towns and Rural Multimodal Networks. This effort is viewed as highly complementary to the connectivity analysis, especially with regard to the traffic study. Isett will deliver a traffic study in PennDOT approved format, which is a distinct advantage.

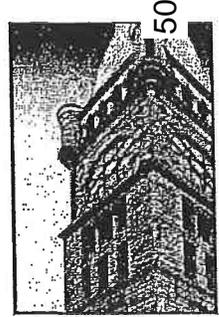
Less tangible although equally important, I believe the national recognition associated with retention of Speck and Associates would add value to the City's efforts.

To offset the costs of the study, the City has \$196,000 in dedicated funds which reside in a Scranton Parking Authority escrow account. The funds were received as a construction escrow at the time of the concession lease of the parking assets. Legislation identifying those funds is included in the attached 2018 legislation. The total amount of the funding source is \$696,000; \$500,000 was received by the City in a Special Cities account in 2018. Any remaining funds needed to offset costs would be paid from the Professional Services budget in the Office of Business Administration.

Although I find no distinct cost advantage in recommending the Speck/Isett partnership, the value associated with the delivery of services by that partnership and the fulfillment of the two most important components provides an advantage to the City. Based on the above rationale, the Office of the Business Administrator recommends the retention of the Speck/Isett to undertake the connectivity study and traffic analysis.

Department of Business Administration

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON

September 13, 2019

Mr. David Bulzoni
Municipal Building
340 N. Washington Ave.
Scranton, Penna. 18503

Dear Mr. Bulzoni,

This is to inform you that bids were opened on Friday, September 13, 2019 in Council Chambers for the City Of Scranton Downtown Scranton Connectivity Plan, October 12, 2019-September 30, 2022. I attached copies of the bid submitted by the following companies:

**Speck/Isett
Urban Research and Development Corp.
Simone Collins**

After your review of these bids, please inform the Law Department of your decision so they may call for a contract or reject the bid. Thank you for your cooperation in this matter.

Sincerely,

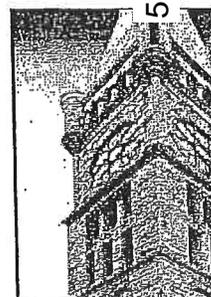
Julie Reed,
Purchasing Clerk

Attachments

Cc: Mrs. Roseann Novembrino, City Controller
Mr. David Bulzoni, Business Administrator
Mrs. Lori Reed, City Clerk
Mrs. Jessica Eskra, City Solicitor
File

Department of Business Administration

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON

August 14, 2019



Mr. David Bulzoni
Business Administrator
City of Scranton
Municipal Building
Scranton Pa, 18503

Dear Mr. Bulzoni

This is to inform you that proposals will be opened in City Council Chambers on Friday, September 13, 2019 at 10:00 AM for the following:

**City of Scranton
Downtown Scranton Connectivity Plan
October 1, 2019—September 30, 2022**

Attached, please find RFP and Specifications.

Thank you for your cooperation in this matter.

Sincerely,

Julie Reed,
Purchasing Clerk

CC: Mayor Wayne Evans
Mr. David Bulzoni, Business Administrator
Mrs. Roseann Novembrino, City Controller
Mrs. Lori Reed, City Clerk
Mrs. Rebecca McMullen, Financial Manager
✓Mrs. Jessica Eskra, City Solicitor
File

REQUEST FOR PROPOSAL

Separate sealed proposals will be received by the City of Scranton, 340 North Washington Avenue, Scranton, PA 18503 until 10:00 a.m. September 13, 2019, at which time such proposals will be opened in the City Council Chambers for the following:

CITY OF SCRANTON DOWNTOWN SCRANTON CONNECTIVITY PLAN October 1, 2019 – September 30, 2022

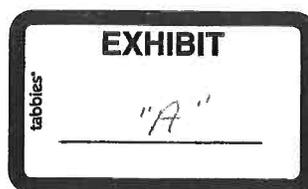
The City of Scranton will award the qualifications proposal to assist with the Project described in the Request for Proposal. All proposals shall be in accordance with the Request for Qualifications Proposal (RFP) specifications which are now available and can be picked up at the Office of the Bureau of Purchasing, 4th Floor, City Hall, 340 North Washington Avenue, Scranton, PA 18503.

Sealed envelopes containing the proposals will be received and identified by "City of Scranton Downtown Scranton Connectivity Plan". The envelopes should be delivered or mailed to the Office of the City Controller, at the address listed above, so as to arrive by the date and time specified above. The City of Scranton will require four (4) copies of this proposal.

If you have any questions, please call David M. Bulzoni, Business Administrator, at (570) 348-4118.

David M. Bulzoni

Business Administrator



1. PURPOSE

The City of Scranton (hereinafter the "City") is a Class 2-A City governed jointly by a mayor and city council. Like many similar cities, Scranton has been witnessing new investment and growth in its downtown core, particularly as millennials and empty-nesters opt into more urban, walkable lifestyles. Experience in other cities suggests that this investment and its positive outcomes will increase as the downtown becomes more accessible and appealing to people walking and biking, and better connected to other activity centers by means other than just driving.

All services must and recommendations must consider all federal, state, and local statutes, rules, regulations, ordinances, orders, and codes (including but not limited to the rules, orders, directives, and regulations promulgated by requisite federal and state agencies).

The downtown section of the City of Scranton shall be delineated for this proposal as the street boundaries of Lackawanna Avenue and Mulberry Street, and Jefferson Avenue and Mifflin Avenue, notwithstanding the inclusion, as noted below of the Iron District (upper Cedar Avenue Corridor to the vicinity of River Street), and the South Scranton Sports Complex (in the vicinity of Broadway and South Washington Avenue). For purposes of connectivity to the downtown, the peripheral areas of North 7th Avenue in the vicinity of Lackawanna Avenue, Linden Street, and Olive Street as well as Vine Street from Mifflin Avenue to Jefferson Avenue will also be included.

2. SCOPE OF SERVICES

The successful respondent shall be required to provide the full range of solutions for City officials to contemplate. With the goal of jump-starting these outcomes, the City of Scranton is requesting team qualifications for the completion of a Downtown Connectivity Plan. Such a plan is likely to include recommendations surrounding the following issues:

- Changes to the existing street network, including reconsideration of one-way streets;
- Changes to the number and width of lanes on certain streets;
- Changes to the provision and design of turn lanes;
- Changes to the signalization regimes at downtown intersections;
- Introduction of better and more inviting bicycle facilities;
- Changes to on-street parking provision;
- Changes to off-street parking provision and strategy;
- Changes to parking pricing, policy, and management;
- Strategies for connecting key activity centers with multi-modal transport;
- Improvements in traffic signage in the Downtown section and those sections identified below;
- Identification of key redevelopment parcels and strategies for their prioritization; and
- Identification of other City policies for encouraging downtown growth.
- Incorporating the Iron District into the City of Scranton Downtown section;

- Creating connectivity to the University of Scranton Sports Complex in the South Scranton section.
- Creating connectivity to the peripheral sections identified in Section 1.

QUALIFICATIONS

In addition to the ability to perform the above, all respondents shall meet the following minimum requirements:

- A. Is authorized to do business in the Commonwealth of Pennsylvania;
- B. Has the capability to provide the full scope of services described herein.
- C. Has experience in the scope of planning recommendations noted in the scope of services in municipal jurisdictions similar to the City of Scranton.
- D. Has the ability to partner with other firms/organizations as needed to meet the desired results of the City of Scranton.

3. SUBMISSION OF PROPOSALS

All Proposals must be sealed and received to the City of Scranton, Office of the City Controller (via mail, courier service such as Fed Ex or UPS, or hand-delivery only) no later than 10:00 AM on September 13, 2019 at the following address:

City of Scranton
 Office of the City Controller
 2nd Floor City Hall
 340 North Washington Avenue
 Scranton, Pennsylvania 18503

ATTN: Roseann Novembrino, City Controller

The sealed envelope must be marked "**City of Scranton Downtown Scranton Connectivity Plan**".

4. PROPOSAL REQUIREMENTS

A. General - Proposals shall be submitted on the company letterhead and signed by the owner or executive officer of the firm. Interested firms should have at least five (5) years' experience.

B. Executive Summary - Provide a brief non-technical overview of the Respondent's business including the range of services offered. Respondents should demonstrate how and why their

services meet the City's needs and qualification requirements.

- C. Company Profile** - Provide a history of the business and resumes of key staff to be involved in all aspects of municipal planning and evaluation. This shall include both the firm's history providing such services for cities and other public entities of similar size and circumstance.
- D. Service Costs** - The response will include a fixed cost proposal. In addition to the cost assigned to the Planning component, the City requests, as an add alternate, a fixed cost associated with a transportation study, which will be received in approved PennDOT format and will be engineer certified. Add alternate number two will be a hourly cost associated with assistance in executing the provisions of the Proposal.
- E. Contract Term** – The City of Scranton reserves the right to extend the contract with the named firm(s) for a period of one year following the expiration of the original contract date noted above.

F. Insurance- Respondents shall possess the following insurance coverages:

The proposer shall assume the defense of and indemnity and hold harmless the City of Scranton, its officers, agents, and employees from and against any and all claims, demands, actions, suits, and proceedings by others and against all liability, both negligent and non-negligent, arising directly out of the actions of the firm/proposer in their performance of this contract. By submitting a Proposal, the proposer agrees that it now carries or will carry throughout the term of any Contract generated as a result of this Request for Qualifications, at a minimum, the following types and amounts of insurance:

Workers' Compensation	Statutory
Employer's Liability	\$500,000
Professional Liability	\$1,000,000 each occurrence \$1,000,000 aggregate
Comprehensive General Liability (including Blanket Contractual Liability Insurance)	
Bodily Injury	\$1,000,000 each person \$1,000,000 each occurrence \$1,000,000 aggregate
Property Damage	\$500,000 each occurrence
Personal Injury	\$500,000
Comprehensive Automobile Liability	
Bodily Injury	\$300,000 each person \$500,000 each occurrence
Property Damage	\$500,000 each occurrence

Additional certificates of Insurance shall be furnished to the City of Scranton upon request.

5. PROPOSAL REVIEW

- A. All proposals will be reviewed by the City Business Administrator and City Planner with approval recommendations made to the Mayor and City Council.

6. GENERAL CONDITIONS

A.No verbal information to bidders will be binding on the City. The written requirements will be considered clear and complete, unless written attention is called to any apparent discrepancies or incompleteness before the opening of the proposals. All alterations to the Request for Proposal will be made in the form of a written communication emailed to all prospective proposers. The communications shall then be considered to be part of the Request for Proposal.

B.Submission of a proposal will be considered as conclusive evidence of the proposer's complete examination and understanding of the request.

C.The City of Scranton reserves the right to reject any and all proposals submitted and to request additional information from any Proposer. The City of Scranton reserves the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interests of the City of Scranton. The City may elect, at its sole and absolute discretion, to award a Contract based on the initial proposals with pricing clarification, or, to open negotiations, either written or oral, with one or more proposers to address performance, technical, pricing, delivery, or other provisions. If negotiations are opened, the City may elect, at its sole and absolute discretion, to conclude negotiations at any time if it is determined to be in its best interest, or they will be closed upon settlement of all questions and clarifications. Proposals may be rejected and negotiations terminated by the City. The award will be based on the offers submitted, as well as any and all negotiations conducted. The City further reserves the right to reject all proposals and seek new proposals when such procedure is considered to be in the best interest of the City.

D.The award will be made to that responsive and responsible proposer whose proposal, conforming to requirements of the request, will be most advantageous to the City, price and other factors considered. The award may or may not be made to the firm with the lowest negotiated cost.

E. The City shall have the right, without invalidating the contract, to make additions to or deductions from the items or work covered by the Request for Proposal. In case such deductions or additions are made, an equitable price adjustment shall be made between the City and the Proposer. Any such adjustments in price shall be made in writing.

F. After notice from the City, the selected proposer will be required to enter into a contract upon receipt of a Notice of Award. If a contract is not executed by the selected proposer, then the City reserves the right to retract the Notice of Award and enter into a contract with another proposer.

G.Proposals must be in typewritten form. Unsigned proposals will not be accepted. Proposers are expected to examine the content of the request and respond accordingly. Failure to do so will be at the Proposer's risk.

H.No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears to the City in the payment of any fees or is in default to the City upon any contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City or who had failed to faithfully perform any previous contract with the City.

I. Unless otherwise specified, all formal proposals submitted shall be binding for ninety (90) calendar days following the bid opening date and may be extended at the agreement of both parties.

J. AUTHORITY

The Business Administrator, as the designee of the Mayor, has the sole responsibility to respond to inquiries regarding the Request for Proposal.

K. COMPLIANCE WITH LAWS

The firm selected shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, City and other local government agencies, which may in any manner affect the performance of the contract. If applicable, the firm selected shall also maintain any licenses issued by the City and/or its third party, including, but not limited to licenses to perform electrical, plumbing, HVAC, construction, etc. and be in good standing with all City departments and its affiliates. Failure to maintain required licenses and be in good standing may result in bid disqualification and/or voiding of any contract that may result therefrom.

L. CONTRACTOR COMPLIANCE

If applicable, each respondent is required to be in compliance with the City of Scranton local tax requirements. Failure to be in compliance with City of Scranton local tax requirements may result in bid disqualification and/or voiding of any contract that may result therefrom.

M. CONTRACT TERMINATION

A contract may be canceled by the City by giving the respondent written notice of intent to cancel.

N. CONTROLLING LAW

This Request for Proposal is governed by, and will be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania without regard to any conflict of law provisions.

P. BIDDER'S ETHICS AND COLLUSION

Collusive Bidding: Any firm that submits more than one proposal in such a manner as to make it appear that one of the proposals submitted is competitive with that of a different proposer, or any two or more firms that agree to fix their respective proposals in such a manner as to be awarded the contract shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Bribery: Any firm that attempts to influence a City official to award this contract to such proposer's firm by promising to provide or by providing to such City official any gratuity, entertainment, commission or any other gift, in exchange for a promise to award the contract to such firm shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Conflict of Interest: Any firm that knows of any City official having a material direct or indirect financial interest in such proposer's firm shall be required to submit a written statement, along with the Form of Proposal, detailing such interest. Failure to disclose a known such financial interest shall result in the firm's disqualification from further consideration of award of this

contract.

Q. INDEMNIFICATION

1. This agreement shall be binding on the parties hereto, their heirs, successors and assigns.

R. OPEN RECORDS LAW/PUBLIC INFORMATION

Under the Pennsylvania Right-to-Know Law (the "Law"), 65 P. S. Section 67.101 et. seq., a record in the possession of the City is presumed to be a public record subject to disclosure to any legal resident of the United States, upon request, unless protected by a statutory exception.

Any contract dealing with the receipt or disbursement of funds by the City or the City's acquisition, use or disposal of services, supplies, materials, equipment or property is subject to disclosure under the Law. The following are not subject to disclosure under an exception in the Law:

1. A proposal pertaining to the City's procurement or disposal of supplies, services or construction prior to the award of a contract or prior to the opening and rejection of all bids; and
2. Financial information of a bidder or proposer requested in an invitation to bid or request for proposals to demonstrate the bidder's or proposers economic capability.

S. TRANSFERS AND ASSIGNMENTS

1. Consultant shall not, without written consent of the City, assign, hypothecate or mortgage this agreement. Any attempted assignment, hypothecation or mortgage without the consent of the City shall render this agreement null and void.
2. Neither this agreement nor any interest therein shall be transferable in proceedings in attachment or execution against bidder or in voluntary or involuntary proceedings in bankruptcy or insolvency or receivership taken by or against the respondent, or by any process of law including proceedings under Chapter X and XI of the Bankruptcy Act.

**ATTACHMENTS
DATA SUBMISSION DOCUMENTS**

Attachment A. Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it; such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with

affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

- (7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess
- (8) documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.
- (9) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- (10) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (11) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE:

NAME OF PROPOSER: _____

BY: _____

TITLE: _____

Attachment B. Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal sub-contractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

DATE:

NAME OF PROPOSER:

BY: _____

TITLE: _____

Attachment C.
Non-Collusion Affidavit of Prime Bidder

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that:

1. He is _____

(Owner, partner, officer, representative or agent)

of _____, the Bidder that has submitted the bid;

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Non-Collusion Affidavit
Signature Page

Signed _____

(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____
_____, 20 _____

(TITLE)

MY COMMISION EXPIRES _____
_____, 20 _____

Attachment D. Disclosures by Firm or Contractor

1. Included in the proposal shall be a provision for the names and titles of all individuals providing professional services to the City of Scranton. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
 - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton, their position, and dates of employment or public service.
2. Within the past five years, has the firm or contractor made a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made.
3. Does the firm or contractor have a direct financial, commercial, or business relationships with any municipal official or employee of the City of Scranton. With regard to every municipal official for which the answer is yes, identify that individual and provide a summary description of that relationship.
4. Within the past five years, has the firm or contractor conferred any gift of more than nominal value to any municipal official or employee of the City of Scranton within their capacity as a municipal official or employee of the City? A gift includes money, services, loans, travel, and entertainment, at value or discounted value.
5. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the firm or contractor and officials or employees of the City of Scranton. If yes, please provide a summary written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.
6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, _____, hereby state that I am (title) _____ for,
 _____ and am authorized to make this verification.

Signature: _____

**THIS PROPOSAL, WHICH INCLUDES ATTACHMENTS A, B, C AND D
MUST BE RECEIVED IN THE
OFFICE OF THE CITY CONTROLLER IN A SEALED ENVELOPE NO LATER THAN
10:00 a.m. September 13, 2019**

TO THE ATTENTION OF:

Roseann Novembrino

City Controller

City of Scranton

340 North Washington Avenue

2nd Floor

Scranton, PA 18504

NAME OF FIRM: _____

CONTACT PERSON: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

FILE OF THE COUNCIL NO. 37

2016

AN ORDINANCE

Introduced in Council on above date and referred to Committee on June 16, 2016

RULES

L. Reed

City Clerk

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO CONCESSION ARRANGEMENTS WITH COMMUNITY DEVELOPMENT PROPERTIES, SCRANTON, INC. (THE "CONCESSIONAIRE") WITH RESPECT TO METERED PARKING IN THE CITY OF SCRANTON (THE "CITY") AND THE GARAGES OWNED BY THE PARKING AUTHORITY OF THE CITY OF SCRANTON, PENNSYLVANIA (THE "AUTHORITY") PURSUANT TO THE SCRANTON METERED PARKING SYSTEM CONCESSION AND SERVICES AGREEMENT (THE "METERED SYSTEM CONCESSION AGREEMENT") AND SCRANTON PARKING FACILITIES SYSTEM CONCESSION AND LEASE AGREEMENT (THE "FACILITIES CONCESSION AGREEMENT"), AND TO AUTHORIZE CERTAIN ACTIONS AND ANCILLARY AGREEMENTS CONTEMPLATED BY THE METERED SYSTEM CONCESSION AGREEMENT AND THE FACILITIES CONCESSION AGREEMENT.

WHEREAS, the City acknowledges that administering, supervising and enforcing an efficient system of on-street parking regulations and providing sufficient off-street parking facilities are governmental functions necessary for the health, safety and general welfare of the public; and

WHEREAS, the Authority owns or leases and operates certain off-street parking facilities in the City (collectively, the "Parking Facilities System"); and

WHEREAS, the City has established a system of parking meters located on certain public streets and rights-of-way located within the City and on the surface parking lot located at 100 Spruce Street, Scranton, PA 18503 (the "Metered Parking System"), together with regulations relating to the operation and enforcement thereof; and

WHEREAS, pursuant to Chapter 439 of the Code of the City of Scranton, the Pennsylvania Motor Vehicle Code, 75 Pa. C.S.A. §6109(f), and the Parking Authority Law, 53 Pa. C.S.A. §5505(d)(21), the Authority has been delegated authority to manage the Metered Parking System, including the enforcement and administration of the Ordinances and regulations adopted by the City with respect thereto; and

Scranton, PA June 30, 2016
Committee on Rules reports favorably on the
within ordinance

John A. Allen
Chairman

SIXTH ORDER:
June 23, 2016

CERTIFIED COPY

L. Reed City Clerk

WHEREAS, the City and Authority cooperated in issuing a Request for Proposals (“RFP”) to solicit proposals to pre-qualified proposers (the “Proposers”) to enter into the Metered System Concession Agreement and the Facilities Concession Agreement, pursuant to which the Authority and City received a proposal from, *inter alia*, the Concessionaire; and

WHEREAS, all other Proposers except for the Concessionaire voluntarily withdrew from the RFP process; and

WHEREAS, the Authority and City have negotiated favorable terms with the Concessionaire with respect to the Metered System Concession Agreement and Facilities Concession Agreement; and

WHEREAS, City Council has reviewed the Metered System Concession Agreement and Facilities Concession Agreement, copies of which are attached hereto as Exhibit “A” and Exhibit “B,” respectively; and

WHEREAS, the Authority has adopted a resolution, contingent upon the action contemplated hereunder, authorizing the execution, delivery and performance of the Facilities Concession Agreement and the Metered System Concession Agreement; and

WHEREAS, under the Facilities Concession Agreement, in exchange for the payment of substantial up-front consideration, the Authority will lease to the Concessionaire for a period of up to 45 years the Parking Facilities System, and the Concessionaire will provide certain parking facilities services (the “*Parking Facilities Services*”) to the operation, maintenance, repair and rehabilitation of the Parking Facilities System and to undertake certain capital improvements to the Parking Facilities System and for such services, will be paid from proceeds derived from the Parking Facilities System; and

WHEREAS, because title to the Parking Facilities System would revert to the City in the event of the dissolution or termination of the Authority, the City must be a party to the Facilities Concession Agreement; and

WHEREAS, under the Metered System Concession Agreement, in exchange for the payment of substantial up-front consideration, the Concessionaire will be engaged to provide certain services (the “*Metered Parking Services*”) relating to the operation, administration, enforcement, management, maintenance, rehabilitation and improvement of the Metered Parking System, and for such services, the Concessionaire will be paid from the proceeds derived from the Metered Parking System; and

WHEREAS, certain of the citation revenue to be generated from Metered Parking Services will be deposited and distributed in accordance with Metered Parking Citation Revenues Custody Agreement (the "*Custody Agreement*") among the Authority, the City, the Concessionaire and a fiduciary (the "*Fiduciary*"); and

WHEREAS, the City has determined that the terms and conditions of the Facilities Concession Agreement assure that the Parking Facilities System remains publicly-owned property and that the Parking Facilities System will continue to be operated, and that the Parking Facilities Services will be provided, in a manner that lessens the burdens of government, benefits the public and fulfills the public purposes of the Parking Facilities System, and that such public benefits and public purposes will be preserved by, among others (1) requirements that the Parking Facilities System be maintained and the Parking Facilities Services be performed, in accordance with certain prescribed operating standards; (2) requirements for the preservation of a required percentage of spaces for transient parking; and (3) reservation by the Authority and City of certain reserved powers (as detailed in the Facilities Concession Agreement); and

WHEREAS, the City has determined that the terms and conditions of the Metered System Concession Agreement will assure that the Metered Parking System will continue to be operated, and the Metered Parking Services will be provided, in a manner that lessens the burden of government, benefits the public and fulfills the public purposes of the Metered Parking System, and that such public benefits and public purposes will be preserved by, among others, (1) requirements that the Metered Parking System be maintained, and the Metered Parking Services be performed, in accordance with prescribed operating standards; and (2) reservation by the Authority and City of certain reserved powers, including the City's powers to approve changes to the schedule of metered parking rates as provided in the Metered System Concession Agreement; and

WHEREAS, the City has further determined that the transactions contemplated by the Facilities Concession Agreement and the Metered System Concession Agreement (collectively, the "*Transaction*") will provide for predictability, stability, and certainty in the management and operation of the Parking Facilities System and Metered Parking System and also secure for the City the benefits contemplated by the Transaction, including the payment of the upfront consideration and the lessening of burdens of government; and

WHEREAS, it has been determined that the Transaction is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SCRANTON that

SECTION 1. City Council hereby approves the Transaction and authorizes the Mayor and other appropriate City officials to enter into, execute and deliver the following documents, together with related ancillary documents as are, in the opinion of the City Solicitor, necessary and proper to consummate the Transaction (collectively, the "*Transaction Documents*").

(a) the Facilities Concession Agreement by and among the City, the Authority and Concessionaire, in a form substantially similar to the form attached hereto as Exhibit "A";

(b) the Metered System Concession Agreement by and among the City, the Authority and Concessionaire, in a form substantially similar to the form attached hereto as Exhibit "B";
and

(c) the Metered Parking Citation Revenues Custody Agreement among the Authority, the City, Concessionaire, and the Fiduciary, in a form substantially similar to the form attached to the Metered System Concession Agreement.

SECTION 2. The City is hereby authorized to perform all of its obligations under the Transaction Documents and the Mayor and other appropriate City officials are hereby further authorized to execute and deliver or cause to be executed and delivered all such further modifications, amendments, agreements, and/or undertakings, and to incur and pay all such fees and expenses, all on behalf of the City, as in the Mayor's judgment shall be necessary, appropriate, or desirable to carry into effect the purpose and intent of this Ordinance, and to take any and all other actions which the Mayor deems necessary or advisable to carry out the foregoing Ordinance and the transactions contemplated thereby.

SECTION 3. The execution by the Mayor and other appropriate City officials of any of the documents contemplated by the foregoing Ordinance or the performance by the Mayor and other appropriate City officials of any actions in connection with the foregoing matters shall conclusively establish the Mayor's authority therefor from City Council and the approval and ratification by City Council of the documents so executed and the actions so taken.

SECTION 4. All actions previously taken by the City in connection with the matters set forth in this Ordinance, which actions would have been authorized by the foregoing Ordinance, be and they hereby are, authorized, approved and ratified and confirmed as being the actions of the City.

SECTION 5. If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 6. This Ordinance shall become effective immediately upon approval.

SECTION 7. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.

Passed by the Council
June 30, 2016
Receiving the Affirmative votes of Council Persons
Perry, Rogan, Evans, Gaughan, Wechsler
Negative NONE
Joseph M. Stetler
President

Approved 7-1-16
W. J. [Signature] Mayor
L. C. Reel City Clerk
Certified Copy

FILE OF THE COUNCIL NO. 23

2018
AS AMENDED
AN ORDINANCE

AMENDING FILE OF THE COUNCIL NO. 37 OF 2016, AN ORDINANCE "AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO CONCESSION ARRANGEMENTS WITH COMMUNITY DEVELOPMENT PROPERTIES, SCRANTON, INC. (THE "CONCESSIONAIRE") WITH RESPECT TO METERED PARKING IN THE CITY OF SCRANTON (THE "CITY") AND THE GARAGES OWNED BY THE PARKING AUTHORITY OF THE CITY OF SCRANTON, PENNSYLVANIA (THE "AUTHORITY") PURSUANT TO THE SCRANTON METERED PARKING SYSTEM CONCESSION AND SERVICES AGREEMENT (THE "METERED SYSTEM CONCESSION AGREEMENT") AND SCRANTON PARKING FACILITIES SYSTEM CONCESSION AND LEASE AGREEMENT (THE "FACILITIES CONCESSION AGREEMENT"), AND TO AUTHORIZE CERTAIN ACTIONS AND ANCILLARY AGREEMENTS CONTEMPLATED BY THE METERED SYSTEM CONCESSION AGREEMENT AND THE FACILITIES CONCESSION AGREEMENT" TO AUTHORIZE THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO THE SECOND AMENDMENT TO CONCESSION AND LEASE AGREEMENT.

WHEREAS, the City acknowledges that administering, supervising, and enforcing an efficient system of on-street parking regulations and providing sufficient off-street parking facilities are governmental functions necessary for the health, safety, and general welfare of the public; and

WHEREAS, by File of the Council No. 37 of 2016, the City entered into Concession Arrangements with Community Development Properties, Scranton, Inc., with respect to Metered Parking in the City of Scranton and the Garages owned by the Parking Authority of the City of Scranton, Pennsylvania pursuant to the Scranton Metered Parking System Concession and Services Agreement and Scranton Parking Facilities System Concession and Lease Agreement; and

WHEREAS, as a part of those Concession and Lease Agreements, Four Million (\$4,000,000) Dollars was placed into escrow for capital improvements to the Parking Systems; and

WHEREAS, the Parties to the Concession and Lease Agreements desire to amend certain provisions of Article 4 of the Concession and Lease Agreement regarding:

- (a) The responsibility for funding the cost of Required Capital Improvements,
- (b) The amendment to, and release of monies from and under, the Required Capital Improvements Escrow Agreement, and

introduced in Council on above date and referred to Committee on June 11, 2018
Rules

L. Reed
City Clerk

Scranton, PA June 25, 2018
Committee on Rules reports favorably on the within ordinance

[Signature]
Chairman

SIXTH ORDER:
June 18, 2018

CERTIFIED COPY

L. Reed City Clerk

- (c) Certain matters relating to the Multimodal Grant and the completion of the Required Capital Improvements, as well as expediting certain other capital improvements to the Parking Facilities System and the Metered System.

A copy of the Second Amendment to Concession and Lease Agreement is attached hereto as Exhibit "A," and

WHEREAS, upon execution of the Second Amendment to the Concession and Lease Agreement, escrowed funds shall be dispersed as follows:

- (a) \$696,000 to the City of Scranton immediately;
- (b) Up to \$1,500,000 on an as needed basis for the required match for the Multimodal Grant, and thereafter for such other capital improvements;
- (c) Up to \$1,804,000 for the acquisition of an updated on-street metered parking system;

The foregoing disbursements shall be subject to the remaining terms and conditions set forth in the Second Amendment to Concession and Lease Agreement; and

WHEREAS, this transaction withstanding, Concessionaire's obligations contained in Article 4 of the original Concession Arrangements shall remain in full force and effect for future capital improvements; and

WHEREAS, it has been determined that the Transaction is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SCRANTON that

SECTION 1. City Council hereby approves the Transaction and authorizes the Mayor and other appropriate City officials to enter into, execute and deliver the following Second Amendment to Concession and Lease Agreement, in a form substantially similar to the form attached hereto as Exhibit "A."

SECTION 2. The City is hereby authorized to perform all of its obligations under the Second Amendment to Concession and Lease Agreement, and the Mayor and other appropriate City officials are hereby further authorized to execute and deliver or cause to be executed and delivered all such further modifications, amendments, agreements, and/or undertakings, and to incur and pay all such fees and expenses, all on behalf of the City, as in the Mayor's judgment shall be necessary, appropriate, or desirable to carry into effect the purpose and intent of this

Ordinance, and to take any and all other actions which the Mayor deems necessary or advisable to carry out the foregoing Ordinance and the transaction contemplated thereby.

SECTION 3. The execution by the Mayor and other appropriate City officials of the document contemplated by the foregoing Ordinance or the performance by the Mayor and other appropriate City officials of any actions in connection with the foregoing matters shall conclusively establish the Mayor's authority therefor from City Council and the approval and ratification by City Council of the documents so executed and the actions so taken.

SECTION 4. All actions previously taken by the City in connection with the matters set forth in this Ordinance, which actions would have been authorized by the foregoing Ordinance, be and they hereby are, authorized, approved and ratified and confirmed as being the actions of the City.

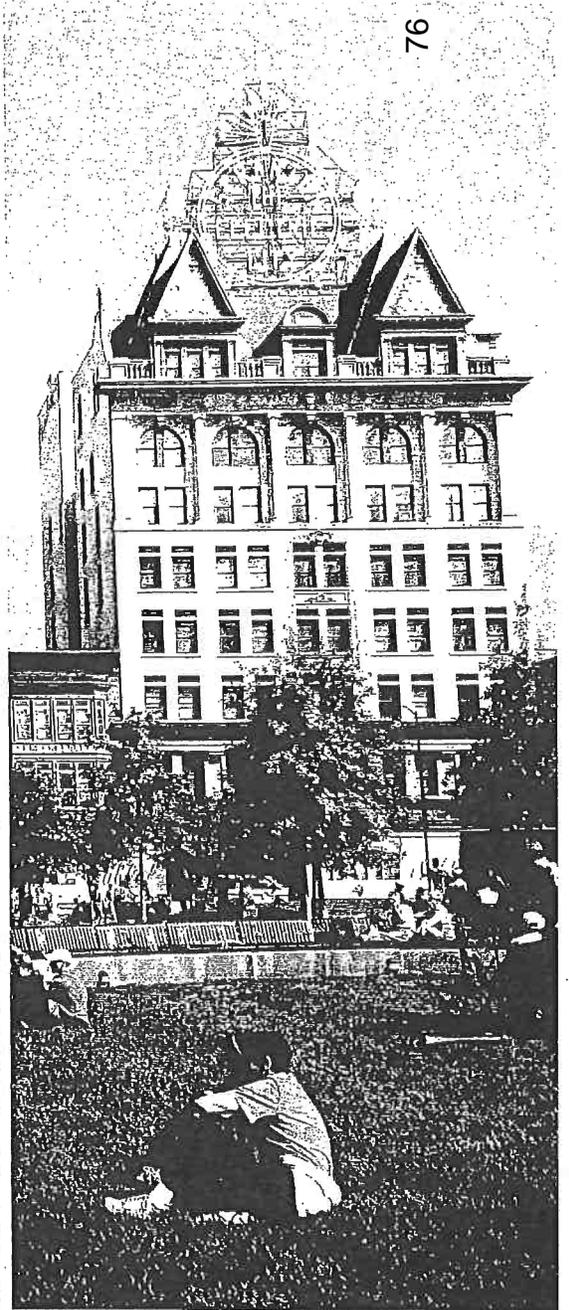
SECTION 5. If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 6. This Ordinance shall become effective immediately upon approval.

SECTION 7. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.

Passed by the Council
June 25, 2018
Receiving the Affirmative votes of Council Persons
Perry, Donahue, Gaughan, Rogan
Negative NONE Absent-Evans
[Signature] President

Approved [Signature]
[Signature] Mayor
[Signature] City Clerk
Certified Copy



CITY OF SCRANTON

Downtown Scranton Connectivity Plan

EXHIBIT

tabbies

"B"

SPECK & ASSOCIATES LLC

CITY OF SCRANTON

Downtown Scranton Connectivity Plan



SPECK & ASSOCIATES LLC

Submitted by:

Jeff Speck, Principal
 Speck & Associates LLC
 1561 Beacon Street #3
 Brookline, MA 02446
 202-236-0140
 jeff@jeffspeck.com

In association with:

Nelson\Nygaard consulting Associates, Inc.
 Barry Isett & Associates, Inc.



SPECK & ASSOCIATES LLC

September 13, 2019

City of Scranton
Office of the City Controller
2nd Floor City Hall
340 North Washington Avenue
Scranton, PA 18503

RE: Downtown Scranton Connectivity Plan

Dear Mayor Courtright, City Council members, Mr. King, and Mr. Bulzoni:

On behalf of Speck & Associates, I am pleased to submit this statement of qualifications to complete the Downtown Scranton Connectivity Plan. We are excited about the possibility of working with the City on this important project, and we are committed to its success.

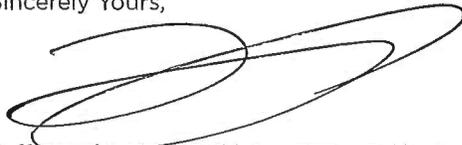
Since September of 2017, I have been in contact with members of your community regarding the revitalization of your downtown. These conversations culminated this winter, with my visit and well-attended lecture on December 12. It was clear to me from that experience that Scranton is poised to take its downtown to the next level and that a plan of this nature is the right vehicle to get it there.

In order to best serve the City, I have engaged my frequent collaborator, Nelson\Nygaard Consulting Associates, Inc., to join me in this effort. Since 2009, our firms have teamed up on many similar projects, including recent plans for in Tulsa, Rogers (AR), Midtown Atlanta, and Des Moines. Because I prefer leading city planning projects to managing a large firm, collaborating with Nelson\Nygaard is the main way that I approach projects of this type. I chose them as my partner because I believe they are the smartest transportation planning firm in the U.S., with a deep well of resources and best practices that I use to inform our work. We will be joined by Barry Isett & Associates, Inc., who will provide traffic analysis and coordination with the regional planning activities currently underway in the area.

Projects of this nature are important and time-intensive. Together, our firms launch only one such effort each year. I would be very excited for 2019 to be the year to direct our focus and resources towards downtown Scranton.

If I can provide any additional information about our firms or this proposal, please do not hesitate to contact me at jeff@jeffspeck.com or 202.236.0140.

Sincerely Yours,



Jeff Speck, ATCP, CNU-A, LEED-AP, Honorary ASLA
Principal

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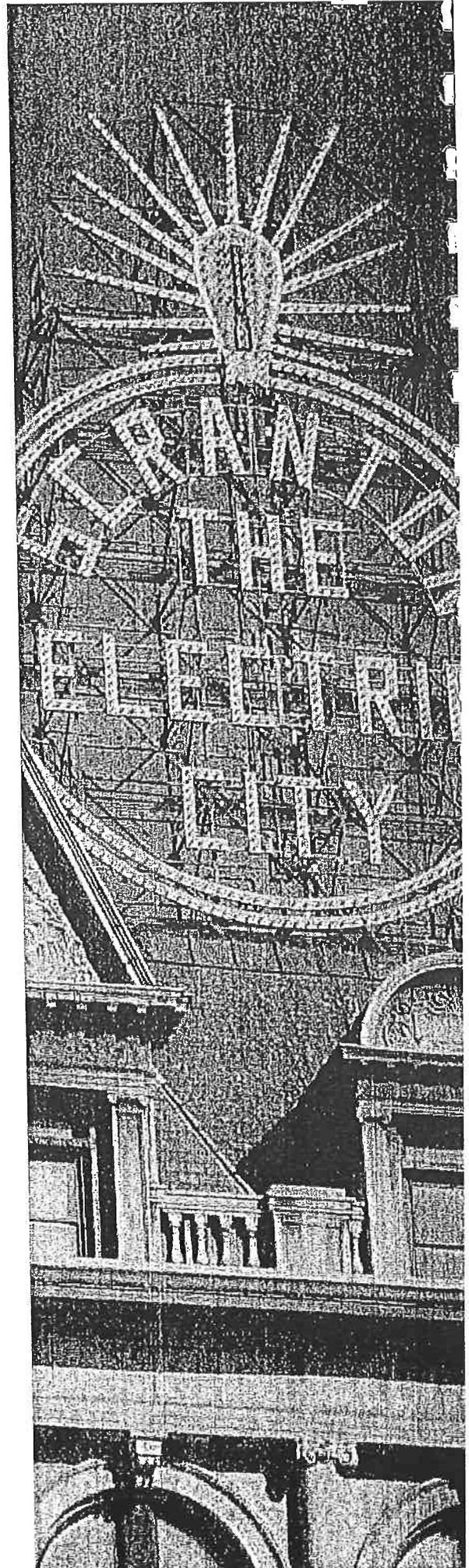
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Appendix

- A. FULL STAFF RESUMES**
- B. REQUIRED FORMS**



1

Executive Summary

AN EXPERIENCED TEAM FOR SCRANTON

Speck & Associates is a multidisciplinary planning firm founded in 2007, principally as a vehicle for the consultancy of Jeff Speck, AICP, who started the firm after completing his tenure as Design Director at the National Endowment for the Arts. Prior to his federal service, Jeff spent ten years as Director of Town Planning at Duany Plater-Zyberk & Co. (DPZ), the firm most associated with the rise of the New Urbanism movement.

Nelson\Nygaard, who will collaborate on this project as a subconsultant to Speck & Associates, specializes in planning for streets and cities that are safe, comfortable, and convenient for people of all ages. Their services include street design, traffic analysis, complete streets planning, pedestrian/bicycle planning, parking and demand management, curbside management, transit planning, and more. Founded by two women in 1987, Nelson\Nygaard has grown from its roots in transit planning to a full-service transportation firm with 125 planners in offices across the United States.

Individually, our two firms set the national standard for downtown transportation plans. Together, we've collaborated on some of the most innovative and successful plans in the country, including the Downtown Rogers Street Design Study, the Tulsa Downtown Walkability Study, Des Moines Downtown Walkability Study, and the Davenport in Motion Master Plan. Our history of collaboration with similar projects means we don't have a steep learning curve to get moving and successfully complete this project for Scranton.

Joining us will be Barry Isett & Associates, In.c (Isett), who will lead the traffic analysis and provide valuable local knowledge and coordination regarding ongoing planning efforts in the area.

A HOLISTIC APPROACH FOR SCRANTON

Many firms provide planning services intended to make downtowns more vital and connected to their surrounding neighborhoods and regions. Only some of these firms focus holistically on all of the issues described in the City's RFQ, reflecting the deep interconnected influence of street design, parking policy, property redevelopment, and multimodal transport on the success of a downtown. Among these few firms, we are not aware of any others with a ten-year history of creating plans specifically organized around this approach.

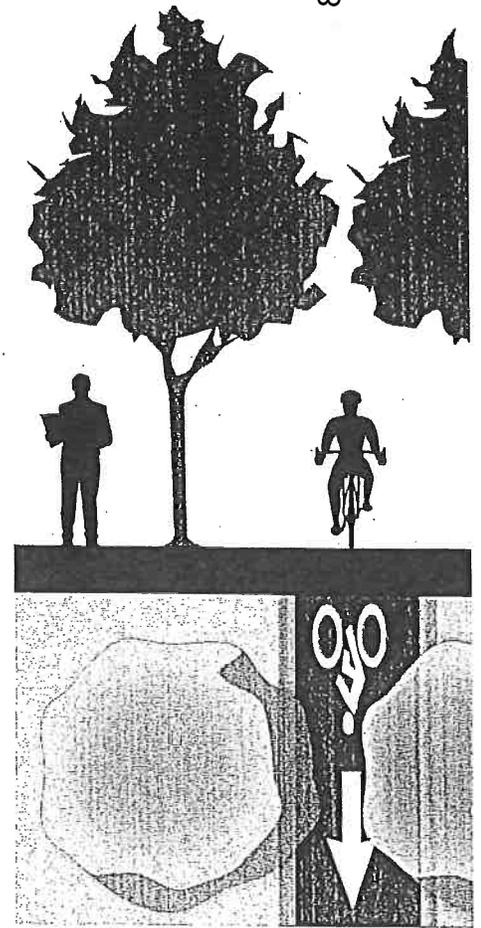
At Speck & Associates, we call these plans Walkability Studies, and we have created more than a dozen of them. The first such project, for Oklahoma City, led to the reconstruction of almost every street in the City's 40-block central business district, an effort credited with that city's dramatic turnaround. More recently, our similar studies for Lowell (MA), Fort Lauderdale, New Albany (IN), Lancaster (PA), and elsewhere have resulted in new traffic patterns and street designs bringing greater safety, multi-modality, and vitality to those downtowns.

What makes efforts of this nature effective is that they look at all the factors that are likely to have a significant impact on the amount of pedestrian activity in a downtown. Economists like Chris Leinberger and Joe Cortright have properly identified walkability as a key indicator of, and contributor to, a downtown's success. This is no surprise, since talent is mobile and can choose to locate where the quality of life is superior, and walkability is consistently identified as key characteristic of the places where people want to live and do business.

Whether it is called a walkability study, a connectivity plan, or something else, a plan for downtown Scranton that investigates the issues discussed above is likely to have a profound impact on the City's success. As the inventor and most experienced practitioner of the walkability study, Speck & Associates is uniquely qualified to execute this effort for the City.

In sum, we hope this discussion and the further qualifications that follow demonstrate how our team is best positioned to complete the scope of work the City has identified. Given the City's clear conceptual alignment with the approach that we bring to our practice, we are more than optimistic that we can work together to create an outcome that has an immediate and lasting impact on the safety, mobility, and success of downtown Scranton.

We can work together to create an outcome that has an immediate and lasting impact on the safety, mobility, and success of downtown Scranton.”

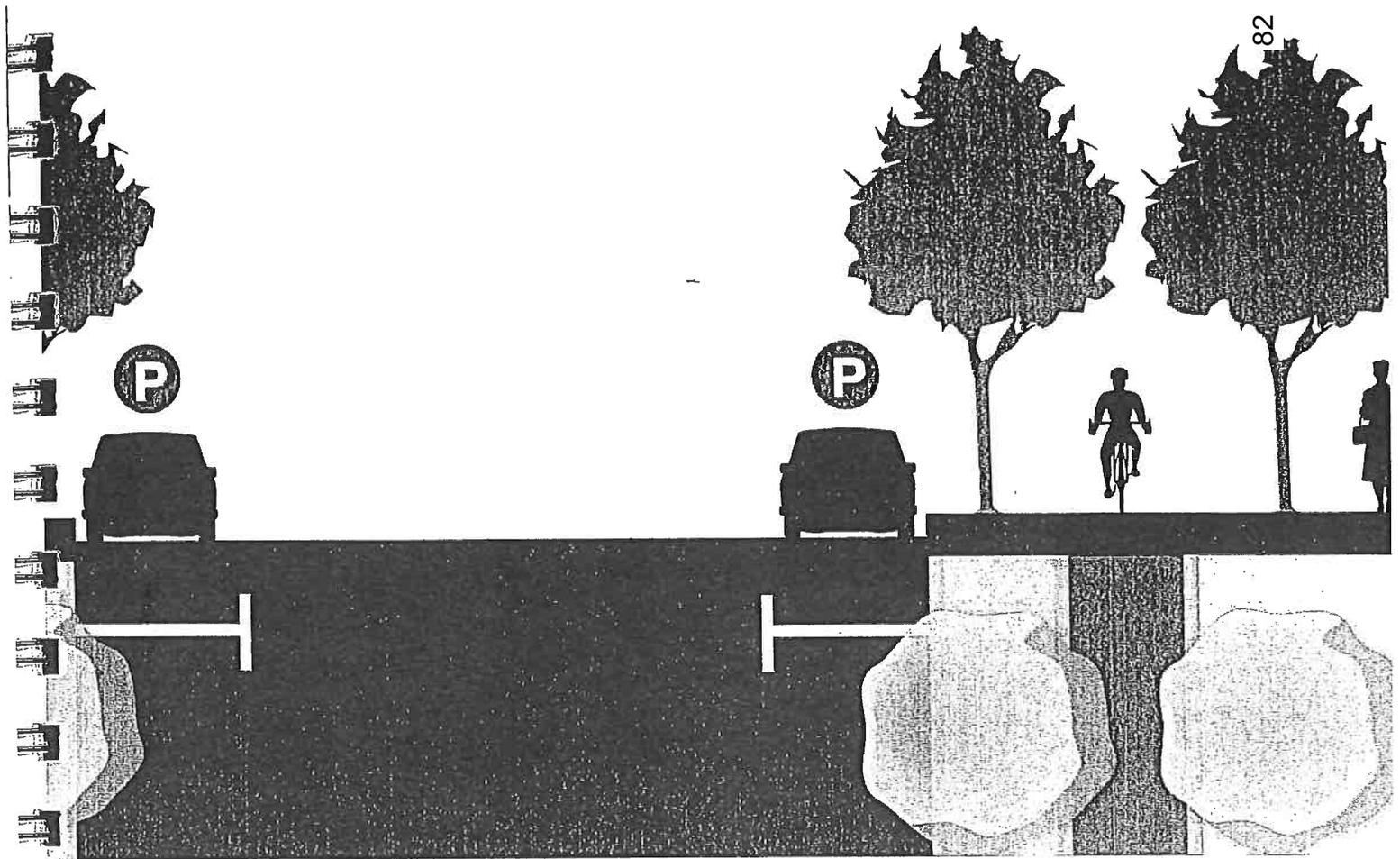


Cross section example from the Downtown Rogers Street Design Study.

SCOPE OF SERVICES - PLANNING COMPONENT

The Speck & Associates team will conduct a Walkability Analysis for downtown Scranton, consisting principally of the following steps and product:

- **Plan Review** of all relevant documents concerning the planning of the study area. This new study will appropriately reference prior work that it supports and potentially contradicts.
- **Initial Public Presentation** kicking off the planning effort. This presentation will outline the process ahead, the study area, and the project's goals and underlying principles.
- **Organized Meetings** (up to 9) with identified entities for fact-finding purposes. These meetings will take place over three consecutive mornings during the principal on-site workshop.
- **Recommended changes to the existing street network, including reconsideration of one-way streets:** Multi-lane one way streets often increase danger to pedestrians while hampering the success of businesses. Reverting these streets to two-way traffic can produce positive outcomes.
- **Recommended changes to the number and width of lanes on certain streets:** Downtown Scranton's has some street with more lanes than their traffic demands, and some streets whose lanes are wider than the conventional urban standard, encouraging drivers to speed. Correcting these conditions can improve safety without increasing congestion.
- **Recommended changes to the provision and design of turn lanes:** Unnecessary or over-long left-turn lanes increase vehicle speeds without significantly improving traffic flow. Right-turn lanes, while appropriate to certain locations, are generally not a best practice in urban downtowns. Each dedicated turn lane in the study area will be considered on its merits.
- **Recommended changes to the signalization regimes at downtown intersections:** The replacement of unwarranted signals with all-way stop signs can reduce serious injuries to road users. Downtown Scranton may have a number of locations where such a change is advisable.
- **Recommended bicycle facilities:** Many American cities competing for young, educated talent have acknowledged that a more robust, protected cycle network is a key factor in attracting this population. Safe bike networks are also a key tool in achieving social equity, as they have been demonstrated to disproportionately serve lower-income workers.
- **Recommended changes to on-street parking provision:** On-street parking, in addition to serving local businesses, can be a key factor in reducing vehicle speeds and protecting pedestrians on the sidewalk. A survey of downtown Scranton is likely to finds opportunity for increasing the supply of curb parking.



- Recommended changes to off-street parking provision and strategy:** On-site parking requirements bear reconsideration, as they can be a strong detriment to property redevelopment and business growth. Additionally, reconsidering your downtown parking lots collectively can allow for strategic location of parking that benefits walkability and business downtown.
- Recommended changes to parking pricing, policy, and management:** Only by managing and pricing public parking collectively, in response to demand, do cities allow the market for parking to function, leading people to make rational choices about where to put their cars. Scranton's downtown parking regime will be considered in light of current best practices.
- Recommended strategies for connecting key activity centers with multi-modal transport:** While this scope of work does not include a bus-system redesign, there are often opportunities identified in which slight changes to the existing transit provision can impact on downtown connectivity and access. Special attention will be paid to connecting downtown to the important destinations of the Iron District to the south and the University of Scranton sports complex to the east.
- Recommended improvements to traffic signage:** Studying a downtown area almost always leads to the identification of ways in which existing traffic signs—both for safety and wayfinding—could be improved.
- Identification of key redevelopment parcels and strategies for their prioritization:** While most downtowns have a number of “missing teeth” that would benefit from redevelopment, some of these are more likely than others to have a strong influence on walkability. Specifically, those that are located along the key networks of walkability will be identified and potentially given priority status for municipal incentives.
- Identification of other City policies for encouraging downtown growth:** Best practices in other communities may suggest other ways in which the City, through its policies, can jumpstart downtown redevelopment.
- First-Draft Submission to Client Team** to collect suggestions for refinement. It is requested that all City suggestions be compiled in a single marked-up draft, conveyed within 3 weeks of submittal.
- Refinement of Plan** in response to Client input. This effort includes conversations with client team to clarify requests and iron out any items requiring discussion.
- Final Presentation to Public**, outlining the specific recommendations of the Plan, explaining their justification, and encouraging their implementation.
- Written Presentation of Key Findings** into a fully illustrated Downtown Scranton Connectivity Plan, formatted in Microsoft Word and submitted as a pdf.

SCOPE OF SERVICES - TRAFFIC IMPACT STUDY

Isett will prepare a TIS to be submitted to the City of Scranton and PennDOT, Engineering District 4-0, for the proposed intersection improvements as determined by the route selected in Phase I of the project in the City of Scranton.

Preliminary traffic analyses will be provided on an as-needed basis during Phase I of the project to determine feasibility of the proposed changes to an intersection.

For the purposes of this TIS, Isett has assumed that a total of 9 intersections will be analyzed. The analysis of each of the 9 intersections will include either or both preliminary and final analyses. The final number of intersections that will be included in this TIS is determined by the final analyses of the intersections.

The following scope of work will be completed for each intersection where applicable:

1. Conduct manual intersection traffic counts from 7:00 a.m. to 9:00 a.m. and from 4:00 p.m. to 6:00 p.m.
2. Obtain Traffic Signal Permit Plan from PennDOT.
3. Conduct capacity analyses of the intersection for existing conditions using Synchro software.
4. Redistribute existing traffic, as needed, depending on the improvement recommended/proposed for the intersection.
5. Apply the PennDOT approved traffic growth rate to the existing traffic counts to estimate traffic for build year and five-years after build year proposed improvements.
6. Conduct capacity analyses of the intersection for proposed conditions using Synchro software.
7. Summarize the data collected; provide analyses in a letter report suitable for an initial submission to the City of Scranton and PennDOT; and provide two (2) resubmissions as required. If any additional resubmissions are required, an authorization and a new proposal for this work will be provided.

This proposal specifically excludes the following:

1. Any permitting to local or state agencies.
2. Construction plans, approvals, and bidding documents.
3. Revisions to traffic signal timing, layout, and ADA curb ramp designs.

2

Company Profile

SPECK & ASSOCIATES

Speck & Associates is a multidisciplinary planning firm founded in 2007, principally as a vehicle for the consultancy of Jeff Speck, AICP, who started the firm after completing his tenure as Design Director at the National Endowment for the Arts. Prior to his federal service, Mr. Speck spent ten years as Director of Town Planning at Duany Plater-Zyberk & Co. (DPZ), the firm most associated with the rise of the New Urbanism movement.

Important work of Speck & Associates includes the Lowell, MA, Downtown Evolution Plan; walkability studies for twelve different cities; and the vision plans for two transit oriented developments along the Long Island Rail Road in Babylon, NY: Wyandanch and East Farmingdale. Jeff also led the street design for Project 180 in Oklahoma City, which is currently rebuilding 40 blocks of downtown city streets. This project has converted a one-way street system back to two way, doubled the amount of on-street parking, and introduced a full bicycle network where none existed.

With Andres Duany and Elizabeth Plater-Zyberk, Jeff is the co-author of the "modern classic" *Suburban Nation*, which the *Wall Street Journal* calls "the urbanist's bible." With Andres Duany, he wrote *The Smart Growth Manual*, published in 2010 by McGraw Hill. His 2012 book, *Walkable City*—which the *Christian Science Monitor* calls "timely and important, a delightful, insightful, irreverent work"—was the best selling city-planning book of 2013-2016. Its sequel, *Walkable City Rules*, has been called "a must read for urbanists, city-builders, and everyone who lives in cities."



NELSON\NYGAARD

Nelson\Nygaard puts people first.

Nelson\Nygaard Consulting Associates, Inc. is an internationally recognized firm committed to developing transportation systems that promote vibrant, sustainable, and accessible communities. Founded by two women in 1987, Nelson\Nygaard has grown from its roots in transit planning to full-service transportation firm with over 125 people in offices across the United States.

In keeping with the values set by our founders, Nelson\Nygaard puts people first. They recognize that transportation is not an end by itself but a platform for achieving broader community goals of mobility, equity, economic development, and healthy living. Their hands-on, national experience informs but doesn't dictate local solutions. Built on consensus and a multimodal approach, their plans are renowned as practical and implementable.

9 DOWNTOWN SCRANTON CONNECTIVITY PLAN

NELSON\NYGAARD SPECIALIZATIONS:



STREETS AND CITIES

Balancing the mobility needs of everyone to create thriving places



PARKING AND DEMAND MANAGEMENT

Creating livable places with better management of parking supply and demand



ACTIVE TRANSPORTATION AND SAFETY

Making places better for people to walk, bike, and gather



EMERGING MOBILITY

Collaborating on solutions for people in a new era of mobility



TRANSIT

Designing and developing great transit services for people



ENGINEERING DESIGN AND DEVELOPMENT

Analyzing movement to improve connectivity and reduce environmental impacts



ISETT



At Barry Isett & Associates, Inc., they understand that it is their people who make the difference in finding creative and cost-effective solutions for the array of challenges that any project can present.

They are proud of the staff they have assembled and the capabilities they bring to their clients. Barry Isett founded the firm in 1977 to provide structural engineering, civil

land development, and survey services to the Lehigh Valley area. They have now grown to be a 170+-member firm with seven additional offices throughout eastern Pennsylvania—including locations in the Hazleton Area, Wyoming Valley, and Greater Pocono Region. Their scope of services now includes mechanical/electrical/plumbing engineering & fire protection, environmental consulting, municipal, geotechnical, construction inspections & materials testing, forensics building investigation, code inspection & plan review, traffic planning, water & wastewater, grantsmanship, project management & construction services, and landscape architecture.

The Isett team can provide single-source responsibility or start-to-finish project involvement in the design, construction, operation, maintenance, renovation, and replacement of facilities. From feasibility studies, boundary surveys, soil testing, property condition assessments and subsurface investigations, to traffic impact studies, MS4 assistance, cost estimation, bidding assistance and special inspections—they are experienced in every step of the development, building, and renovation process.

In 1998, Isett instituted an Employee Stock Ownership Plan: they believe that employee ownership is a catalyst in providing an extra measure of client centered service. Both their founder and firm have been honored by peers and professional organizations for their contributions to their profession and community, including the Societas Award for Responsible Corporate Conduct, the Lehigh Valley Business Corporate Citizen of the Year and Business of the Year, and one of The Morning Call Top Workplaces.

They are proud of the ongoing relationships they have developed with clients in many different fields, including the private industry, residential and commercial real estate, federal and state agencies, municipalities, healthcare providers, and educational institutions. They understand that engineering services provide a means for clients to achieve their goals. Their clients focus upon the project they are creating or renovating and look to Isett staff to guide them through the steps that are required to make their vision a reality.

PROJECT TEAM

To meet the needs of the City of Scranton, we have assembled a team of experts in downtown transportation studies. The staff below have led or contributed to innovative connectivity and walkability plans for cities and towns throughout the U.S. Our team organization is represented below. Brief bios follow and full resumes can be found in Appendix A.

Organizational Chart:



JEFF SPECK,
PRINCIPAL
PROJECT MANAGER



ALYSON FLETCHER,
SENIOR ASSOCIATE
DEPUTY PROJECT MANAGER

KEY:

- Speck & Associates
- Nelson\Nygaard
- Isett

NELSON\NYGAARD

- MICHAEL CARRAHER,**
GIS ANALYST
GIS ANALYST
- MATTHIAS NEILL,**
ASSOCIATE/JUNIOR
DESIGNER
GRAPHIC DESIGNER

ISETT

- STEPHANIE MILEWSKI, RLA,**
LANDSCAPE ARCHITECT
PROJECT PLANNER
- ROBERTO GONZALEZ,**
SENIOR PROJECT DESIGNER
TRAFFIC ENGINEERING
- DONALD TOTINO, PE,**
SENIOR PROJECT MANAGER
CIVIL ENGINEER

Nelson\Nygaard support staff of transportation planners, GIS specialists, graphic designers, and communications and engagement specialists.

KEY STAFF

SPECK & ASSOCIATES LLC



JEFF SPECK, AICP, CNU-A, LEED-AP, HONORARY ASLA, PRINCIPAL
Role: Project Manager

Jeff offers a holistic approach to downtown vitality.

Jeff is a city planner who advocates internationally for more walkable cities. As Director of Design at the National Endowment for the Arts from 2003 through 2007, he presided over the Mayors' Institute on City Design and created the Governors' Institute on Community design. Prior to his federal appointment, Jeff spent ten years as Director of Town Planning at Duany Plater-Zyberk & Co., where he directed or managed more than forty of the firm's projects. Since 2007, he has led Speck & Associates LLC, a boutique planning firm that serves cities, non-profits, and private developers.

With Andres Duany and Elizabeth Plater-Zyberk, he is the co-author of *Suburban Nation: The Rise of Sprawl and the Decline of the American Dream*—which the Wall Street Journal calls “the urbanist’s bible.”—as well as *The Smart Growth Manual*. His latest book, *Walkable City: How Downtown Can Save America, One Step at a Time*, was the best-selling planning/design book of 2013-2016 and a Best Book of the Year according to Planetizen and the American Society of Landscape Architects.

N NELSON
NYGAARD



ALYSON FLETCHER, SENIOR ASSOCIATE
Role: Deputy Project Manager

Alyson is an expert in bridging planning and design for walkable, bikable communities.

Alyson specializes in complete streets, bicycle and pedestrian planning, and multimodal transportation masterplans. She is a talented and attentive project manager, offering a unique combination of technical excellence with a client-centered management style. Most recently, she developed active transportation facility designs for Boston's iconic Charles River Esplanade; the Downtown Rogers Street Design Study; the Tulsa Downtown Walkability Study; the Santa Cruz Rail Trail Study; the New Rochelle Complete Streets Plan; the Newton Transportation Strategy; Forest Park Great Streets in St. Louis, MO; and the Broadway redesign in the downtown area of Chelsea, MA. She has considerable experience representing ideas through 3-D modeling and rendering. Alyson's background combines strong design and policy analysis skills with an understanding of multimodal planning, in particular for bicyclists and pedestrians.



MICHAEL CARRAHER, GIS ANALYST

Role: Geographic Information Systems Analyst

Michael makes maps to help communities better understand people and movement.

Michael has a background in GIS with the ability to create, design, and maintain geographic databases and information across disciplines. He is experienced in field surveying, data acquisition with Trimble devices, and the interplay between mobile and desktop user interface concerning GIS. Michael creates visually compelling cartographic maps and graphics to convey complex ideas in a clear and concise manner. Michael's recent experience includes developing all the maps for the Downtown Rogers Street Design Study.



MATTHIAS NEIL, ASSOCIATE/JUNIOR DESIGNER

Role: Graphic Designer

Matthias plans and visualizes better transportation for people and the planet.

Matthias thinks holistically about making transportation safer and more sustainable, and works as both a planner and designer to analyze, design, and communicate transportation improvements. He believes strongly in planning for safe, enjoyable, people-friendly environments. Matthias is a member of the firm's Visual Communications team, and is able to present important ideas through compelling visuals. His work is informed by experience in multiple built environment disciplines. At Nelson\Nygaard, he works on transit and pedestrian/bicycle infrastructure projects. Previously, at rail planning agencies in his native Switzerland, he optimized schedules for European rail operators. At architecture and real estate firms in New York City, he worked at the intersection of tech and urban planning to visualize complex zoning policies.



STEPHANIE MILEWSKI, RLA

Role: Project Planner

Stephanie Milewski joined the Landscape Architecture group of Barry Isett & Associates, Inc. in 2015, following a nearly eight-year career as the trail manager and environmental program officer for the Lackawanna Heritage Valley National and State Heritage Area. Her responsibilities there included the long-range strategic planning and implementation of the Lackawanna Heritage Trail, consistent with the Management Action Plan of the Heritage Area, a \$54 million project. During this period, she helped secure over \$7 million in grant funding. Earlier in her professional life, she provided outdoor recreation planning and project management to several design firms. At Isett, she is involved with the preparation of master plans, trail designs, planting designs and schedules, work schedules, cost estimates and construction documentation and specifications. She also assists clients achieve MS4 compliance by conducting field assessments, updating storm system mapping, identifying BMPs and preparing annual reports to the DEP.



ROBERTO GONZALEZ, SENIOR PROJECT DESIGNER

Role: Traffic Engineer

Roberto Gonzalez joined the Traffic Engineering group of Barry Isett & Associates, Inc. in 2010. He is experienced in preparing traffic impact studies, concept development, traffic signal design, closed-loop system design and traffic signal permitting. He also performs corridor studies, master plan studies and air quality analyses. Prior to joining Isett, he provided technical and traffic assistance to the engineering staff at Pennoni Associates and Carroll Engineering Corporation and for the City of Newark, NJ, where he reviewed site plans, traffic signal designs, access and roadway occupancy permits and NJDOT projects that affected the City of Newark.

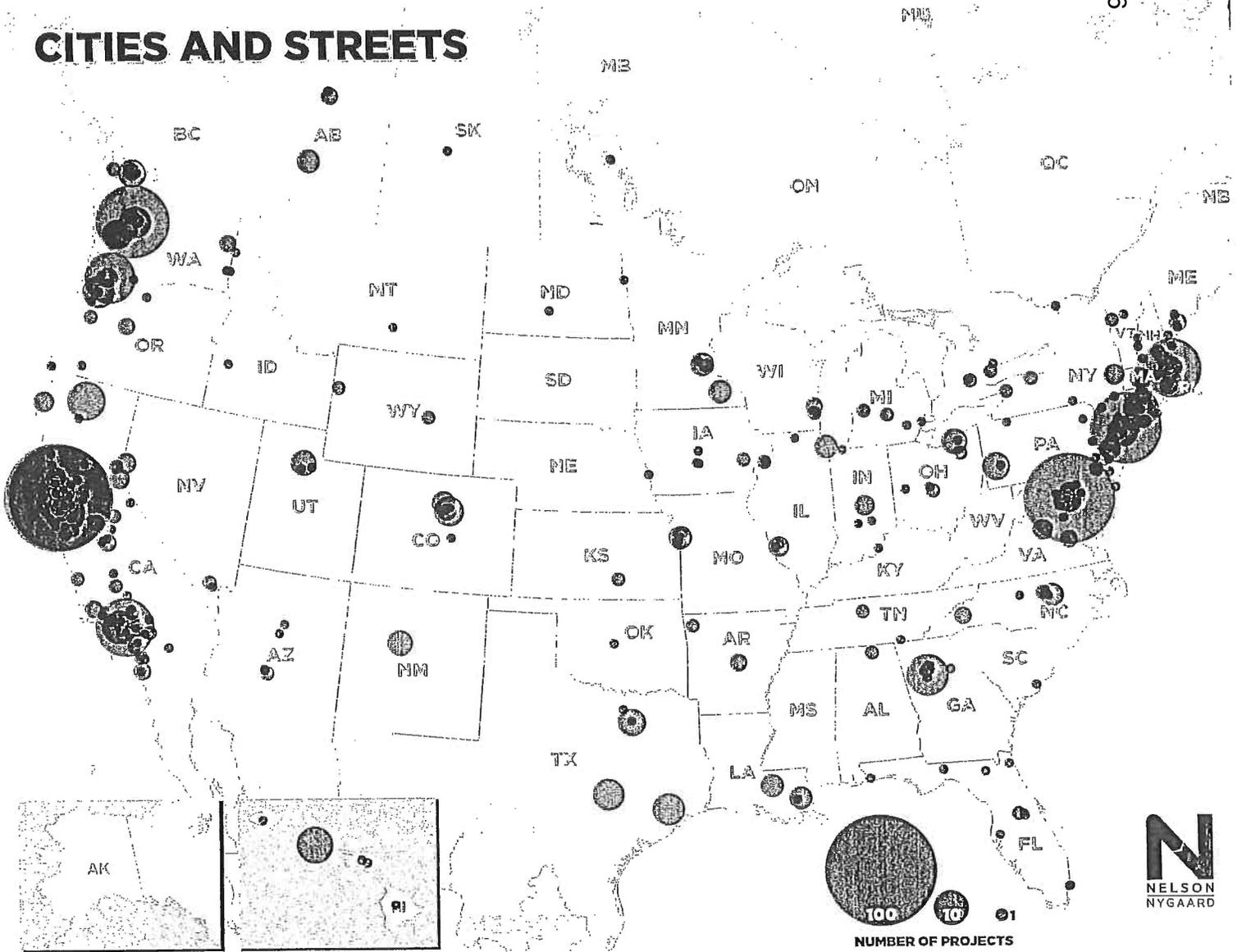


DONALD TOTINO, PE, SENIOR PROJECT MANAGER

Role: Civil Engineer

Donald Totino, PE, joined the Municipal Engineering Services Department of Barry Isett & Associates, Inc. in 2018, bringing 15 years of experience in transportation, construction and municipal engineering. He is skilled in all aspects of highway and transportation engineering, including roadway geometry design, cross sections design, ADA curb ramp design, traffic signal design, traffic studies, signage and striping, detours, utilities design, drainage system design, reports, estimates and quantity calculations. Mr. Totino has managed PennDOT-funded projects through the ECMS system in Districts 4-0 and 5-0. He has provided design and construction phase services on roadway reconstruction projects, drainage improvements and bridge replacements throughout northeast Pennsylvania.

CITIES AND STREETS



EXTENSIVE NATIONWIDE EXPERIENCE

The map above depicts Nelson\Nygaard's recent experience with downtown and corridor transportation projects nationwide. Nelson\Nygaard has served hundreds of clients and is proud of its record of positive relationships with clients enjoyed both during and after completion of project engagements.

The projects on the following pages highlight a selection of recent and relevant collaborations by Speck & Associates and Nelson\Nygaard. For each project, contact information is provided; we encourage the City of Scranton to contact these individuals for references on our team.



DOWNTOWN WALKABILITY STUDIES

Location: Nationwide

Duration: 2009–Present

Client Contact for Bethlehem, PA: John Callahan, former Mayor of Bethlehem, 610-691-7900

Client Contact for Lancaster, PA: J. Richard Gray, former Mayor of Lancaster, 717-291-4701

In 2008, Prevention magazine named Oklahoma City the “least walkable city in America.” Mayor Mick Cornett reached out to Jeff Speck for help, and the concept of the Walkability Study was born. Seven years later, the majority of the streets in the City’s downtown core had been remade in line with that study’s recommendations.

Since that effort—the first “walkability study” on record—Speck and Associates has completed similar projects for a dozen other cities: Bethlehem and Lancaster, PA; Grand Rapids, MI; Memphis, TN; Davenport, IA; Fort Lauderdale, FL; Norwalk, CT; Boise, ID; West Palm Beach, FL; Albuquerque, NM; Tulsa, OK; Rogers, AR; and Newaygo, MI. These efforts vary based on need, but all include detailed recommendations for the reconfiguration of streets, the improvement of cycling infrastructure, the development of key private and public properties, and the provision and management of transit and parking, all towards the stated goal of quickly increasing the amount of walking and biking downtown.

Implementation has varied, based on each City’s political commitment to becoming more walkable and bikeable. In some cities, like Fort Lauderdale and Albuquerque, the Walkability Study has become a central document shaping City investment. In others, shifts in leadership or other factors have limited the Study’s impact to fewer locations. For this reason, Speck & Associates now chooses its Walkability Study clients with great care, typically completing only one such effort each year.

With each assignment, a great effort is made to further refine the Study’s methodology. The need for more precise traffic assessments has led to a partnership with the transportation planners Nelson\Nygaard on most such assignments.



DOWNTOWN ROGERS STREET DESIGN STUDY

Location: Rogers, AR

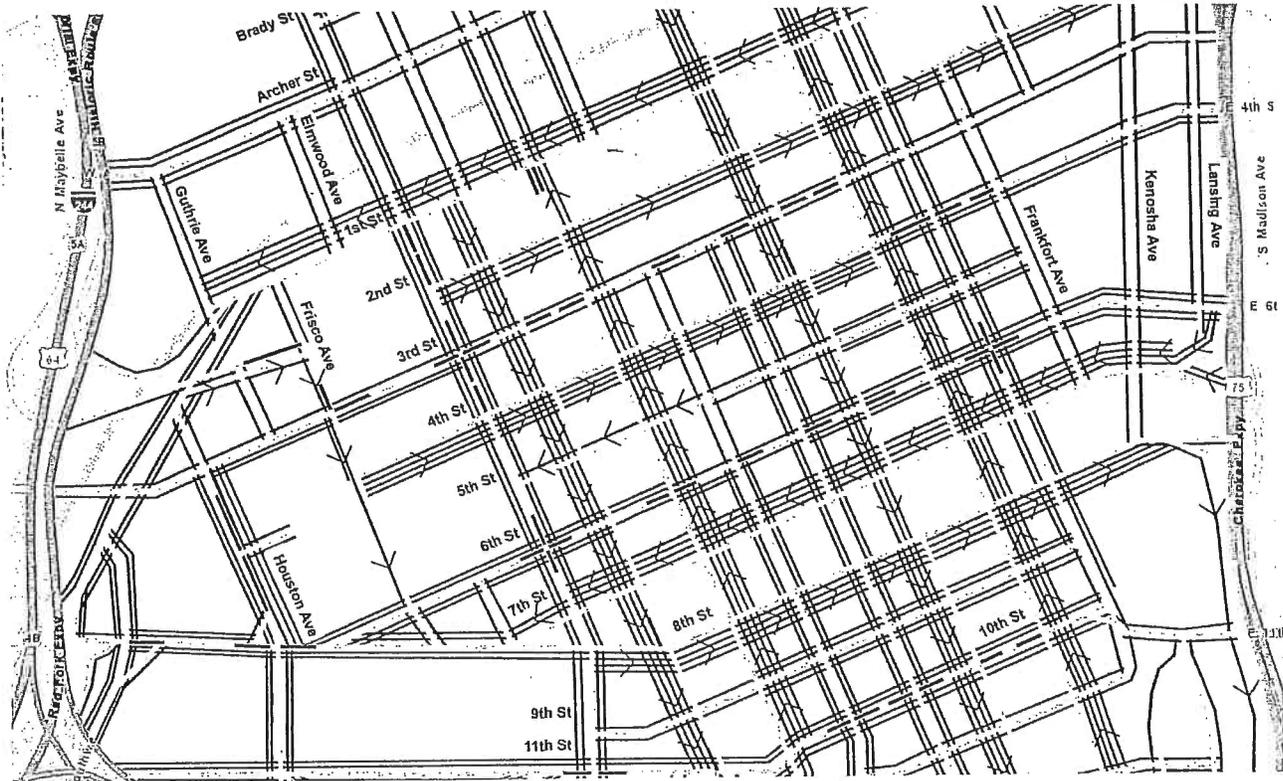
Client: City of Rogers

Duration: 2018–2019

Client Contact: Lance Jobe, 479-621-1186, ljobe@rogersar.gov

The City of Rogers understands how downtown street investments can profoundly impact the physical form, economic success, and social vitality of its downtown. In this context, local political and business leaders have also asked how downtown Rogers can become more walkable and livable, and—by extension—safer, healthier, and more sustainable. With the planned rebuild of Frisco Park and new trails connecting into downtown, it was an opportune time to assess how downtown Rogers' streets could balance mobility for all users, sustain parking supply where it both supports adjacent uses and reduces speeding, and improve walking and biking connectivity to and within the downtown area.

A team of Speck & Associates and Nelson\Nygaard led the effort. The design process began with a review of all previous and ongoing plans and a workshop to survey all street conditions—including width, lane allocations, and parking supply and regulations—and meetings with stakeholders to provide local context to the data. The strategies proposed aim toward the central goal of determining which solutions can be implemented in the least amount of time to have the largest measurable impact on the amount of walking and biking in downtown Rogers. These strategies included ways to sustain on-street parking around upcoming park changes, especially in places where the presence of parking could increase overall safety. The final plan also lays the groundwork for a downtown bike network to be developed comprised of world class protected bike lanes, trails, and neighborhood greenways. The team continues to advise the City and their on-call consultants with innovative and best practices for developing bike facility designs.



TULSA DOWNTOWN WALKABILITY STUDY

Location: Tulsa, OK

Client: Tulsa Downtown Coordinating Council

Duration: 2016–2017

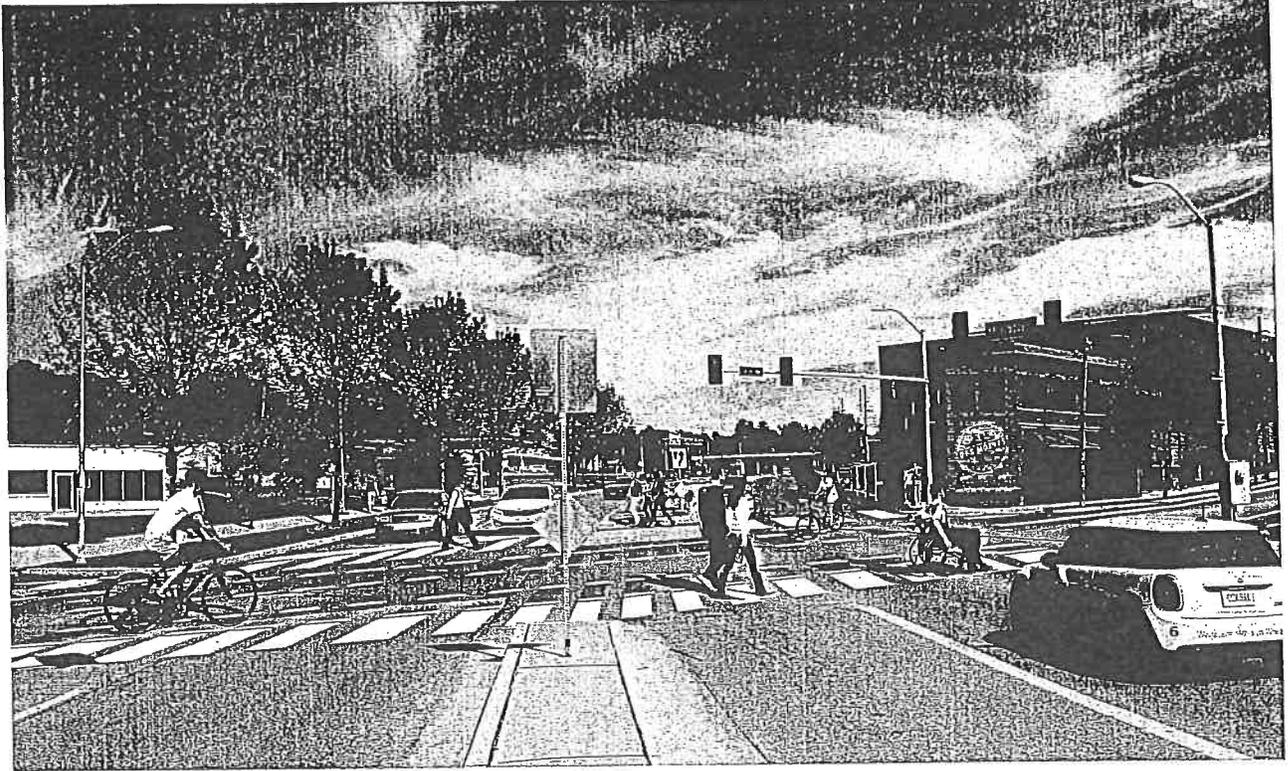
Client Contact: Thomas Baker, 918-671-0564, tbaker@cityoftulsa.org

Downtown Tulsa is the center of a metropolitan region of more than a million people. Historically a vibrant hub of commercial and cultural activity surrounding the booming oil industry, Tulsa was not immune to the suburban migration experienced by so many of our cities during the latter half of the 20th century. But today, after a decade of ongoing revitalization and growing private investment, there is every reason to believe that Tulsa's downtown is poised for a true transformation. However, unlike many cities with far less to offer, Tulsa suffers from traffic patterns and behaviors that almost certainly impede its development of a robust street life.

Speck & Associates and Nelson\Nygaard collaborated on a walkability study in downtown Tulsa, addressing the principal factors that determine driver speed and pedestrian exposure, both of which discourage walking. The team performed a preparatory corridor analysis that included a review and compilation of existing conditions and the development of preliminary, planning-level recommendations for an improved street network, identifying the number and

direction of all driving lanes within the study area. After a week-long site visit to understand the issues, opportunities, goals, and potential outcomes of the study, the team worked with the city and numerous stakeholders to draft a report of its recommendations, including new street designs for nearly every downtown street. A traffic analysis was conducted by Nelson\Nygaard, which consisted of converting many of the one-way streets to two-way directionality due to the walkability benefits of two-way streets. The traffic analysis was performed using Highway Capacity Manual analysis procedures to ensure that the proposed street designs could be fully implemented.

The project team's recommendations will help create a downtown environment that welcomes and supports walking, encouraging further economic investment in the downtown and continuing Tulsa's transformation.



CONNECT DOWNTOWN DES MOINES WALKABILITY STUDY

Location: Des Moines, IA

Client: Greater Des Moines Partnership

Duration: 2016–2017

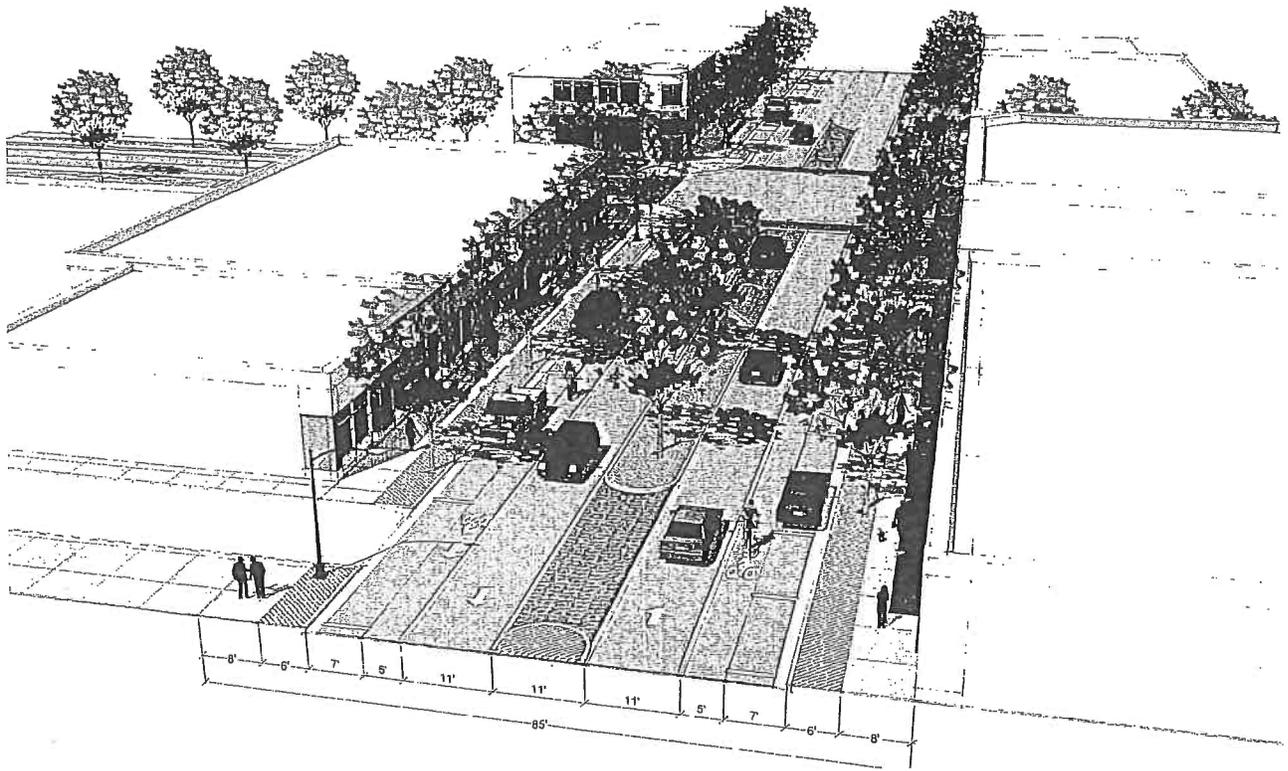
Client Contact: Meg Schneider, 515-286-4934, mschneider@DSMpartnership.com

Downtown Des Moines has experienced remarkable growth, with more people choosing to live downtown and business activity on the upswing. In spite of this rapid growth, street life remained relatively subdued, primarily owing to the design of streets throughout the area, which has historically prioritized vehicular access and remained less accommodating to pedestrians. The Des Moines community expressed a desire to see the city become safer and friendlier to pedestrians and bicyclists. In 2016, Speck & Associates and Nelson\Nygaard conducted a comprehensive study to explore ways to create a more vibrant, walkable downtown area.

The project was guided by a stakeholder advisory committee and had a robust public and stakeholder engagement process that included meetings with a wide range of stakeholders, a series of open houses, and meetings with City staff to review existing processes, discuss best practices, and establish design parameters for the street concepts. Systematic traffic modeling of the proposed network concepts evaluated changes in travel times as well as opportunities to refine initial proposals.

The project team identified a range of cost-efficient improvements that will expand transportation options and enhance the safety, walkability, and vibrancy of downtown streets. Adding parallel parking and bicycling facilities to streets with excess or overly wide travel lanes will help create physical barriers that protect pedestrians on the sidewalk from moving vehicles while also enhancing access to retail establishments. A network of bike lanes, especially “low-stress” lanes protected by parked cars, will allow Des Moines’ burgeoning bicycling culture to flourish, attract young professional talent, and make the streets safer for all users.

Speck & Associates and Nelson\Nygaard provided block-by-block cross sections of the proposals to guide implementation, and the city implemented its first protected bicycle lane in August 2017. Feedback has been overwhelmingly positive, with employers, residents, and retailers recognizing the unique opportunity to achieve the economic, health, safety, and equity benefits of a street network that helps make downtown Des Moines a great place to live, work, and visit.



DAVENPORT IN MOTION TRANSPORTATION MASTER PLAN

Location: Davenport, IA

Client: City of Davenport

Duration: 2009-2011

Client Contact: Matthew G. Flynn, 563-326-7743, mflynn@ci.davenport.ia.us

The City of Davenport set a balanced, sustainable, multimodal Transportation Master Plan as a high-priority, short-term goal. The plan, called Davenport in Motion, is the vehicle for implementing the policies of Davenport 2025, which calls for a transportation system that is multimodal, interconnected, and supportive of a pedestrian-friendly urban community where residents can access daily needs and activities by foot, bike, or transit.

Speck & Associates and Nelson\Nygaard developed a comprehensive master plan for Davenport. The methodology for this document takes into account Davenport's unique river culture and status as the economic and cultural hub of the Quad-cities. Prior to the release of the completed master plan, the consultant team produced a transportation Fact Book that provided public representatives, policymakers, and citizens an accessible document that outlined existing conditions for all aspects of the transportation system, guiding principles for the City's transportation future, best practices, and other topical considerations

such as environmental impacts of transportation and using active transportation strategies to promote public health. This document assisted in educating stakeholders on the many complex transportation issues at hand while providing best practices in developing a multimodal transportation system.

The Davenport in Motion process provided the City with more than its first ever comprehensive transportation plan; Davenport in Motion is visionary plan for creating a world class multimodal system in a post-industrial city in the American heartland. To help the City implement this multimodal vision, the project team developed a set of street types and design guidelines, action plan priorities for the development of a comprehensive bicycle network, transit system development recommendations, and parking management guidelines.

This project won the 2011 American Planning Association-Iowa Chapter Excellence Award for Best Practice.



3

Service Costs

COST FOR PLANNING COMPONENT

The total cost for the planning component of the study is \$168,000, including all labor and direct expenses (travel, accommodations, printing, postage).

COST FOR TRANSPORTATION STUDY

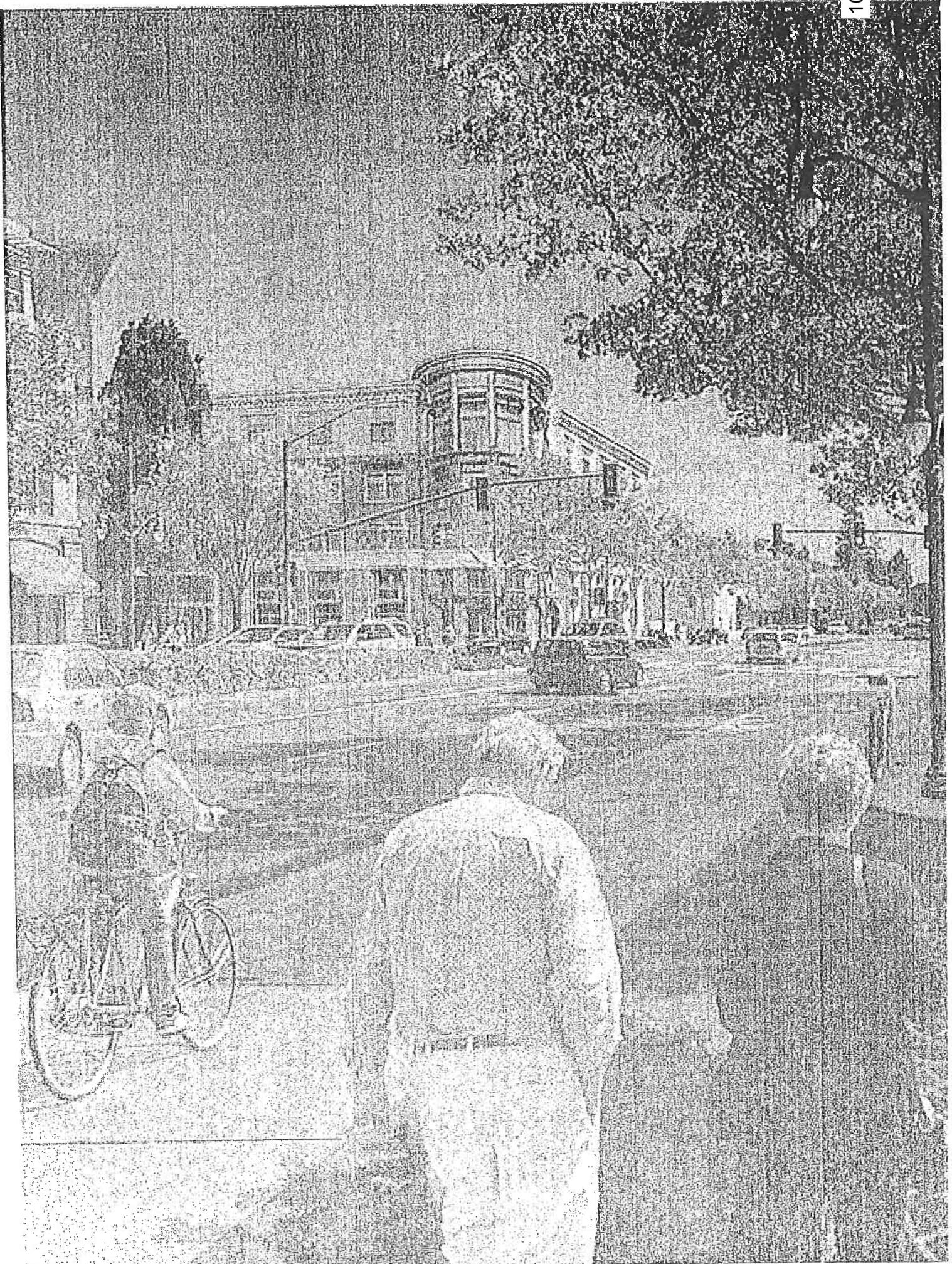
The total cost for the planning component of the study is \$50,000, including all labor and direct expenses (travel, accommodations, printing, postage).

NOTE: Should the Scope of Services be reduced in scope (less than 9 intersections) or increased in scope (more than 9 intersections), the \$50,000.00 fee will be adjusted accordingly using the following per intersection fee:

- Cost per Signalized Intersection: \$5,500.00
- Cost per Unsignalized Intersection: \$4,000.00

A

Appendix: Full Resumes





JEFF SPECK, AICP, CNU-A, LEED-AP, HONORARY ASLA

Role: Project Manager

LOCATION: BROOKLINE, MA

Jeff offers a holistic approach to downtown vitality.

Jeff Speck is a city planner who advocates internationally for more walkable cities. As Director of Design at the National Endowment for the Arts from 2003 through 2007, he presided over the Mayors' Institute on City Design and created the Governors' Institute on Community design. Prior to his federal appointment, Jeff spent ten years as Director of Town Planning at Duany Plater-Zyberk & Co., where he directed or managed more than forty of the firm's projects. Since 2007, he has led Speck & Associates LLC, a boutique planning firm that serves cities, non-profits, and private developers.

With Andres Duany and Elizabeth Plater-Zyberk, he is the co-author of *Suburban Nation: The Rise of Sprawl and the Decline of the American Dream*—which the Wall Street Journal calls “the urbanist’s bible.”—as well as *The Smart Growth Manual*. His latest book, *Walkable City: How Downtown Can Save America, One Step at a Time*, was the best-selling planning/design book of 2013-2016 and a Best Book of the Year according to Planetizen and the American Society of Landscape Architects.

EDUCATION:

Master of Architecture with Distinction, Harvard Graduate School of Design

Master of Fine Arts Degree in Renaissance Architectural History.
Florence Graduate Fellow, Syracuse University

Bachelor of Arts degree with Honors, Magna cum Laude, Williams College

EXPERIENCE

SPECK & ASSOCIATES ASSOCIATES LLC

Principal, 2007-Present

Downtown Walkability Studies

Speck and Associates has completed walkability studies for twelve cities: Grand Rapids, MI; Oklahoma City, OK; Memphis, TN; Davenport, IA; Bethlehem, PA; Fort Lauderdale, FL; Norwalk, CT; Boise, ID; West Palm Beach, FL; Albuquerque, NM; Lancaster, PA; and Tulsa, OK. These efforts vary based on need, but all include detailed recommendations for the reconfiguration of streets, the development of key private and public properties, and the provision and management of transit and parking, all towards the stated goal of quickly increasing the amount of walking and biking downtown.

Downtown Street Plans

Often, it is the configuration of downtown streets that proves the greatest impediment to revitalization. Many American cities have streets that contain more lanes than traffic volumes demand, wider lanes than speed limits suggest, fewer cycle facilities than residents desire, sidewalks that are unprotected by on-street parking, and one-way systems that confuse visitors, confound locals, and deter shopping. Speck & Associates has completed efforts to transform such street systems in cities including:

- Oklahoma City: Jeff Speck was responsible for the curb-to-curb redesign of all streets in the city's 40-block urban core. This effort, called Project 180—and spurred by a Speck & Associates Walkability Study—is rebuilding the entirety of this system in five years. It is reverting a one-way system to two-way, doubling the amount of on-street parking, introducing a comprehensive cycle network, and welcoming a new downtown streetcar. (“An 180-Degree Turnaround” in *Planning* magazine, May/June 2011.)
- Cedar Rapids, Iowa: Not every city has Oklahoma City's mineral wealth, and most street reconfigurations can be accomplished using only paint and signals. Speck & Associates' plan for Cedar Rapids, now in engineering review, requires no reconstruction, and transforms a mostly four-lane, half one-way downtown to a mostly two-lane, all two-way downtown, with greatly enhanced parking and cycling. It also proposes the removal of eleven (out of fifteen) traffic signals in favor of four-way stop signs, and introduces seasonal dining parklets, some already installed.

Downtown Master Plans

Speck & Associates specializes in completing plans for small to mid-size downtowns. Since managing DPZ's landmark plans for Baton Rouge and Fort Myers in the late 1990s, Jeff Speck has refined a technique that integrates conventional New Urban practice with a focus on walkability, urban cycling, transportation/ parking management, and spurring development. This technique, which has been published in the textbook *Sustainable Urbanism and Beyond* (see Publications, below), has been brought to bear on plans including:

- Lowell, Massachusetts, Downtown Evolution Plan: Completed in 2010, this plan rationalizes a convoluted street network, introduces cycle facilities, and proposes a broad range of short-, mid-, and long-term infill projects, some already complete. The proposed comprehensive reversion of downtown streets from one-way to two-way has recently been funded.
- Ada Township, Michigan, Downtown Village Master Plan: Nearing completion, this plan includes the restriping of all thoroughfares in the downtown to better support walking and biking, the creation of a central public green, the introduction of several new thoroughfares connecting the Village to MI-21 and to its riverfront, the reconfiguration of a conventional strip shopping center, and the design of a new residential hamlet on adjacent property.

New Neighborhoods

In his decade as Director of Town Planning at DPZ, Jeff Speck led or managed the design of some of the most influential New Urbanist new towns, villages, and neighborhoods yet built. These include Rosemary Beach, FL; Middleton Hills, WI; Loreto Bay, Baja Sur, Mexico; and Heulebrug, Knokke-Heist, Belgium.

Transit Oriented Development Plans

Speck & Associates has produced both vision plans and detailed design for the development and redevelopment of sites surrounding rail stations, most notably for two stops along the Long Island Rail Road in Babylon, NY. The firm's vision plan for Wyandanch contributed to the Town receiving a \$1,500,000 grant from the State of New York, and a subsequent plan (by a team including Speck & Associates) has led to the sale of the site to a developer. Construction is underway, with Jeff Speck designing the monumental stair tower. Speck & Associates has also led the urban design surrounding two new stations to be built along the MBTA's Green Line in Somerville, Massachusetts.

Urban And Suburban Infill Plans

Aside from downtown plans, the majority of Speck & Associates' master planning work consists of projects for neighborhoods, districts, and corridors within cities and suburbs. Recent efforts of this type include plans and design codes for three large districts in Carmel, Indiana—Midtown, Merchants' Square, and Grammercy—as well as a proposals for several key corridors in downtown Grand Rapids, Michigan.

Lectures/Teaching

Jeff Speck has been giving public lectures on design for more than twenty years, most actively since the publication of *Walkable City*. A list of recent keynote lecture venues, including TED and the Aspen Ideas Festival, can be found ahead. Mr. Speck also leads an annual Executive Education course at the Harvard Graduate School of Design.

PREVIOUS EXPERIENCE

NATIONAL ENDOWMENT FOR THE ARTS, WASHINGTON, DC

Director of Design, 2003 – 2007

A presidential appointee, Jeff Speck was responsible for federal grant making in the fields of planning, urban design, architecture, landscape architecture, interior design, product design, graphic design, and historic preservation. He directed two NEA leadership initiatives, the Mayors Institute on City Design and Your Town, both of which teach design skills to community leaders nationwide. He also founded a new leadership initiative, the Governors' Institute on Community Design to teach state executives about smart growth. In his role overseeing the Mayors' Institute, Mr. Speck worked closely with more than 150 U.S. mayors on the most pressing design challenges facing their cities.

DUANY PLATER-ZYBERK & COMPANY, MIAMI, FLORIDA

Director of Town Planning, 1993 – 2003

Led or managed over fifty town planning projects, about half of which are under construction or complete. These efforts included downtown master plans for Baton Rouge and Fort Myers, and new town plans for Middleton Hills, WI; Rosemary Beach, FL; Mt. Laurel and Providence, AL; Liberty Harbor North, NJ; and Heulebrug, Belgium.

THE FIRST BOSTON CORPORATION, NEW YORK, NY
Investment Banking Analyst in Public Finance, 1985 – 1987.

Structured and coordinated bond issues raising capital for low-income housing programs.

SERVICE

- Board of Advisors, the Coalition for Smarter Growth, 2010 – 2014.
- U.S. Department of Homeland Security, Task Force on Sustainability, 2009 – 2014.
- Board of Directors, National Charrette Institute, 2007 – present.
- Board of Directors, Miami Beach Design Preservation League, 2002 – 2003.
- Board of Directors, Miami Beach Development Corporation, 2000 – 2002.

SELECTED PUBLICATIONS

- Walkable City Rules: 101 Steps to Making Better Places. Washington, DC: Island Press, 2018.
- "The Simplest Way to Avoid Bad Street Design," CityLab, April 22, 2016.
- "Why 12-Foot Lanes are Disastrous for Safety," CityLab, October 26, 2014.
- Walkable City: How Downtown Can Save America, One Step at a Time. NY: Farrar, Straus & Giroux, 2012.
- "Best Practices in Downtown Revitalization, New Urban Style," in Tigran Haas, ed., Sustainable Urbanism and Beyond. NY: Rizzoli, 2012.
- The Smart Growth Manual, co-Authored with Andres Duany. NY: McGraw Hill, November, 2009.
- "Ten Design Resolutions for Mayors," syndicated op-ed, January 2005.
- Suburban Nation: The Rise of Sprawl and the Decline of the American Dream, co-authored with Andres Duany and Elizabeth Plater-Zyberk. NY: North Point / Farrar Straus & Giroux, 2000.

SELECTED MEDIA COVERAGE

- MSNBC's The Cycle (11.15.13).
- NPR's Weekend Edition with Scott Simon (11.17.12).
- APM's Marketplace: "Big Book" (1.03.13).
- Atlantic Cities with Richard Florida: "Toward the Walkable City" (1.07.13).
- U.S. News and World Report: "How American Cities Can Thrive Again" (12.13.12).
- Los Angeles Times: "Walkable City a recipe for vibrant street life" (12.07.12).

SELECTED PLENARY LECTURES

- NEOM Placemaking Workshop, Tabuk, Saudi Arabia, May, 2018.
- International Mobility Conference, Bogota, Colombia, April 2018
- AARP Livable Communities Conference, November, 2017.
- Provincial Housing Conference, Saratov, Russia, May, 2017.
- US Conference of Mayors Winter Conference, January, 2017.
- Built Environment Meets Parliament, Sydney, Australia, August, 2016.
- Green Building Council South Africa, Johannesburg, July, 2016.
- The Menil Collection, Houston Texas, April, 2015.
- University of Helsinki, Finland, April, 2015.
- Aspen Ideas Festival, June 2014.
- Exploraciones para una Megalopolis, Mexico City, February 2014.
- Adelaide Festival of Ideas, Australia, October, 2013.
- Virginia Commonwealth University: First Annual Morton Gulak Lecture, Richmond, October, 2013.
- TED City 2.0, New York City, September, 2013.

- National Main Streets Conference, New Orleans, Louisiana, April, 2013.
- Annual Colombian Real Estate Conference, Cali, Colombia, October, 2010.
- National Building Museum, Washington DC, May, 2010.
- New York City Planning Commission, January, 2010.
- Canadian Institute of Planners, Winnipeg, Manitoba, July, 2008
- Mayors' Hemispheric Forum, Miami, Florida, September, 2006.
- National City Planning Conference, Glasgow, Scotland, October, 2005.

SELECTED AWARDS

- Certificate of Merit, International Downtown Association, for the River District, Elkhart, IN, 2018.
- Congress for the New Urbanism. Charter Award: Providence, Huntsville, AL, 2018.
- Bicentennial Medal, Williams College, Williamstown, MA, 2016.
- Congress for New Urbanism New England, Urbanism Award: Gilman Square TOD, 2015.
- American Institute of Architects, Tampa, FL. President's Award: The Water District, 2015.
- American Institute of Architects, Washington DC. Merit Award in Urban Design: Wyandanch Rising, Babylon, NY, 2015.
- Congress for the New Urbanism. Charter Award: Wyandanch Rising, Babylon, NY, 2015.
- 2014 Community of the Year, National Association of Homebuilders Best in Living Awards: Providence, Huntsville, AL.
- 2013 Green Prize in Sustainable Literature—Urban Renewal: Walkable City.
- First Place, Walkable Neighborhoods Category, National Making Cities Livable Conference: Fort Myers Downtown Streetscape, 2010.
- E.U. Rotthier Prize for the Reconstruction of the City, Best Garden City in Europe of the Past 25 Years: Heulebrug, Knokke-Heist, Belgium, 2008.
- Congress for New Urbanism. Charter Award: Johannisviertel, Berlin, Germany, 2003.
- American Planning Association, New Jersey. Best Redevelopment Plan: Liberty Harbor North, 2001.

AWARD JURIES

- Jury Chair, Congress for New Urbanism, Charter Awards, 2014.
- ArtPrize, Grand Rapids, Michigan, 2010.
- American Planning Association, Annual Awards, 2009.
- Congress for New Urbanism, Charter Awards, 2008.
- Cooper Hewitt National Design Awards, 2005.



ALYSON FLETCHER, SENIOR ASSOCIATE

Role: Deputy Project Manager

LOCATION: BOSTON, MA



Alyson is an expert in bridging planning and design for walkable, bikable communities.

Alyson specializes in complete streets, bicycle and pedestrian planning, and multimodal transportation masterplans. She is a talented and attentive project manager, offering a unique combination of technical excellence with a client-centered management style. Most recently, she developed active transportation facility designs for Boston's iconic Charles River Esplanade; the Downtown Rogers Street Design Study; the Tulsa Downtown Walkability Study; the Santa Cruz Rail Trail Study; the New Rochelle Complete Streets Plan; the Newton Transportation Strategy; Forest Park Great Streets in St. Louis, MO; and the Broadway redesign in the downtown area of Chelsea, MA. She has considerable experience representing ideas through 3-D modeling and rendering. Alyson's background combines strong design and policy analysis skills with an understanding of multimodal planning, in particular for bicyclists and pedestrians.

EDUCATION:

M.C.R.P., Cornell University, NY 2014

M. Landscape Architecture, Cornell University, NY 2014

B.A., Art & Art History, Literary & Cultural Studies, College of William & Mary, VA 2007

EXPERIENCE

NELSON\NYGAARD CONSULTING ASSOCIATES, INC.

Senior Associate, 2019-Present; Associate, 2014-2019; Intern, 2013-2014

Active Transportation & Downtown Street Design

Downtown Rogers Street Design Study, City of Rogers (Rogers, AR) 2018-2019. Alyson was the project manager to assess how the street network in downtown Rogers could balance mobility for all users, including how well its parking supply supports adjacent uses and reduces speeding and how Rogers can improve walking and biking connectivity to and within the downtown area.

Tulsa Downtown Walkability Study, Tulsa Downtown Coordinating Council (Tulsa, OK) 2016-2017. Alyson served as the project manager for this walkability study in downtown Tulsa that addressed the principal factors determining driver speed and pedestrian exposure, both of which discourage walking. The project included a corridor analysis that included a review and compilation of existing conditions and the development of preliminary, planning-level recommendations for an improved street network, identifying the number and direction of all driving lanes within the study area.

Wichita Downtown Streets Plan, Wichita Area MPO (Wichita, KS) 2018-Ongoing. Alyson is serving as the deputy project manager for this Downtown Streets Conceptual Plan for Wichita. The goal for this project is to take a comprehensive approach to mobility and safety issues by developing conceptual designs for the downtown Wichita streets, with a special focus on whether one-way streets should be converted to two-way traffic.

Chelsea Downtown Streets Plan, City of Chelsea (Chelsea, MA) 2016-2018. Nelson\Nygaard provided the City of Chelsea with two downtown streetscape and circulation design concepts designed to address identified issues and incorporate local desire for additional public space on the Broadway corridor.

Boston Esplanade Pathway Improvement and Safety Plan, Esplanade Association (Boston, MA) 2018-2019. As Deputy Project Manager, Alyson worked with the Esplanade Association to develop a multimodal vision and action plan for all active transportation users within, to, and from the Esplanade. The plan establishes a set of design guidelines to guide overall pathway improvements for pedestrians, runners, bicyclists, and other users as well as identify specific infrastructure projects and priorities, and implementation strategies. The overarching strategy improves the current system, enhances safety, but also respects the Esplanade's landscape character and history.

Forest Park Great Streets, East-West Gateway Council of Governments (St. Louis, MO) 2016–2018. Alyson provided multimodal transportation management and improved street designs that will enhance safety and access to and from Forest Park and its many institutions.

Route 9 Active Transportation Conceptual Design Plan, Village of Irvington (Sleepy Hollow to Hastings-on-Hudson, NY) 2017–2018. Alyson managed a parking evaluation process to understand what parking space could be used for bike facilities. Alyson also designed trail crossing interfaces with the corridor.

Santa Cruz Rail Trail (Santa Cruz, CA) 2016–2017. Developed designs and photo-simulation visualizations for world class rail trail, incorporating best practice separated facility designs for walking and biking, intersection crossings, landscape and signage, paint and pavement treatments.

Separated Bikeway Designs, Rochester Destination Medical Community Services (Rochester, MN) 2014–2016. Alyson provided designs for this urban design, infrastructure, and transportation improvement plan to create an accessible destination community. Created renderings of options for cycle track, light rail and bus rapid transit in existing right of way.

New Rochelle Complete Streets, City of New Rochelle (New Rochelle, NY) 2013–2014. Alyson prepared sketches and cross section graphics for corridor redesigns.

Parking & Demand Management

Downtown Poughkeepsie Parking Improvement Plan, City of Poughkeepsie (Poughkeepsie, NY) 2018. Alyson served as an advisor for this comprehensive parking management plan to implement strategies for on- and off-street parking resources to support the continued revitalization and economic growth of the City's downtown.

Chelsea Parking Study, City of Chelsea (Chelsea, MA) 2017–2018. Alyson served as the project manager for this parking study in Chelsea, a rapidly developing inner suburb of Boston. Tasked with modernizing parking management in the City to accommodate new development, the study provided comprehensive management and regulatory recommendations to future-proof Chelsea's on-street parking facilities.

Chapel Hill Circulation & Parking Study, City of Chapel Hill (Chapel Hill, NC) 2017–2018. Alyson served as the deputy project manager for this study to prepare a downtown circulation study and parking review collaborating with past Mobility Studies to provide a package of strategic mobility recommendations. Alyson analyzed the parking supply and utilization and led the design for an inter-planning-decision-making visualization tool.

Concord Parking Implementation Plan, City of Concord (Concord, NH) 2017. Alyson served as the project manager for the implementation rollout of parking management strategies for Concord, including presenting at a public hearing for the outreach effort.

Princeton Parking Study, City of Princeton (Princeton, NJ) 2016–2018. Alyson provided support for this parking study that proposed innovative solutions to the unique parking pressures created by the presence of Princeton University in downtown Princeton. With a focus on downtown revitalization and economic development, the study proposed a range of smart parking technologies, zoning code revisions, and resident permit parking options to improve the parking experience for customers, University affiliates, and residents.

Braintree Parking Inventory, Town of Braintree (Braintree, MA) 2017. Alyson created a GIS repository of all on- and off-street parking facilities within the two main village squares in Braintree.

Newton Centre Parking Strategy, City of Newton (Newton, MA) 2015–2016. Alyson assisted in the creation of a parking management plan for Newton Centre with principles to be replicated in other villages within the City of Newton.

Barrington Village Center Parking Study and Complete Streets Plan, Town of Barrington (Barrington, RI) 2015–2016. This project included shared parking opportunities, added curbside parking, and improved bicyclist and pedestrian connections throughout the Village Center.

Arlington Parking Management Plan, Town of Arlington (Arlington, MA) 2013–2014. Alyson assisted in the development of a parking management plan with specific strategies to alleviate real and perceived parking problems in the core of the central business district.

Lexington Parking Management Implementation Plan, Town of Lexington (Lexington, MA) 2013–2014. Alyson provided planning assistance on this project, which included public participation, surveys, reviewing existing conditions, developing implementation options and outreach strategies, and studying their impacts.



MICHAEL CARRAHER, GIS ANALYST

Role: Geographical Information Systems Analyst

LOCATION: NEW YORK, NY

Michael makes maps to help communities better understand people and movement.

Michael has a background in GIS with the ability to create, design, and maintain geographic databases and information across disciplines. He is experienced in field surveying, data acquisition with Trimble devices, and the interplay between mobile and desktop user interface concerning GIS. Michael creates visually compelling cartographic maps and graphics to convey complex ideas in a clear and concise manner. Michael's recent experience includes developing all the maps for the Downtown Rogers Street Design Study.

EDUCATION:

B.A., Geography, Vassar College,
Poughkeepsie, NY, 2014

EXPERIENCE

NELSON\NYGAARD CONSULTING ASSOCIATES, INC.

GIS Analyst, 2014-Present

Downtown Rogers Street Design Study, City of Rogers (Rogers, AR) 2018-2019. Michael served as the GIS analyst, assessing how the street network in downtown Rogers could balance mobility for all users, including how well its parking supply supports adjacent uses and reduces speeding and how Rogers can improve walking and biking connectivity to and within the downtown area. Michael developed all the maps for this project.

Eastport Traffic Study, City of Annapolis (Annapolis, MD) 2015-2017. Managed the collection of existing street inventories (sidewalks, curb cuts, ADA ramps, etc.) and conditions (good, poor, etc.) into GIS format for mapping and coverage analysis.

New Rochelle Complete Streets Study, City of New Rochelle (New Rochelle, NY) 2016-2017. Lead GIS Analyst in identifying roadways for the city's Complete Streets conceptual designs. Analyzing existing roadway, bicycle, and pedestrian infrastructure conditions, desire line patterns, origin-destination pairs, and the relationship between biking and walking with transit access and parking. Developing conceptual designs of proposed streets.

Route 9 Active Transportation Study, Village of Irvington (Irvington, NY) 2017-Ongoing. Lead GIS Analyst of Complete Streets corridor study. Performing network analyses to study multimodal travel flows along the corridor and identify key areas of concern and for improvement. Led community outreach component which included developing a public input web map for

NYCDOT Curbside Management and Parking Blueprint, NYCDOT (New York, NY) 2015-2017. Overseeing the design and creation of a complete spatial geodatabase of New York City's curbside parking inventory, and the use of this data in GIS and SPSS analyses to understand and recommend a metered parking plan throughout the city.

Montclair Parking Study, Township of Montclair (Montclair, NJ) 2015-Ongoing. Mapped on-street and off-street parking trends at various times of the day/day of the week to study parking demand. Developed and mapped alternatives to existing parking conditions.

Ann Arbor Downtown Parking and TDM Study, City of Ann Arbor (Ann Arbor, MI) 2015-2017. Led the GIS analysis and mapping of existing conditions and inventory of parking, transit, biking, and walking access. Created service areas of each mode to calculate existing coverage and recommend areas for expansion.

Downtown Charlottesville Parking Consultant, City of Charlottesville (Charlottesville, VA) 2014-2015. Performed a comprehensive study of on-street parking supply and demand throughout the downtown area. Used raster analysis to identify 'hot spots' of high demand, turnover, and duration, among other variables.

MNDOT Southeast Minnesota Travel Study, MNDOT (Rochester, MN) 2015-2017. Managed GIS analysis and mapping components of the regional transit plan. Conducted analysis examining demographic trends, existing transit service performance, and potential travel patterns and ridership.

Palo Alto Shuttle Evaluation, City of Palo Alto (Palo Alto, CA) 2015–2017. Lead the GIS analysis of existing transit access in Palo Alto by creating detailed walk sheds from all transit stops in the city. Identified areas of high need, mapped service alternatives, and calculated the potential benefits of service in terms of population and job access.

SFCTA Late-Night Transit Demand Analysis, San Francisco Transit Authority (San Francisco, CA) 2016–2018. Developed and implemented a methodology in GIS to score areas for late night travel demand in the Bay Area down to the census tract level of geography. Performed ridership analysis of major carriers in the area, and used this data in conjunction with the late night travel demand scores to recommend specific service expansions.

SCTA Transit Mode Shift Action Plan, Sonoma County Transit Authority (Santa Rosa, CA) 2015–2016. Conducted a complete demographic and existing transportation conditions analysis of Sonoma County, CA. Performed raster analysis to map and identify areas of optimal carshare and bikeshare expansion.

Boston Mobility Action Plan, City of Boston (Boston, MA) 2014–2016. Developed an innovative GIS modelling workflow to score publically suggested projects based on criteria to improve accessibility through all modes within the city of Boston. Results are feeding into the mayor's comprehensive transit plan for 2030.

PREVIOUS EXPERIENCE

RISK MANAGEMENT SOLUTIONS, HOBOKEN, NJ

Model Development Intern, June 2014–August 2014

- Member of Hurricane Sandy Field Study Project that aimed to assess building flood vulnerability in metro NYC area for insurance companies
- Photographed and collected detailed inventory of physical building data and land usage of at-risk areas

NYS DEPARTMENT OF TRANSPORTATION, POUGHKEEPSIE, NY

GIS Intern, October 2013–May 2014

- Within the Planning Department and utilizing ArcGIS10x technology, updated and maintained region-wide asset inventory data to accuracy
- Authored instruction manual for statewide field data collection with Trimble GeoXT devices; created bike routes geodatabase for planning and public use; produced maps for internal and commercial use
- Presented a statewide webinar of As Built borehole workflow, field data acquisition, and documentation

UNDERGRADUATE RESEARCH SUMMER INSTITUTE (URSI), POUGHKEEPSIE, NY

Research Fellow, May 2013–August 2013

- Created and maintained geodatabase for ArcGIS driven research on Susquehannock tribe history
- Experienced with MobileMapper and GPS field data collection at archaeological site locations
- Ran SQL analyses/queries of data and produced maps of tribe movements for future analysis/publication

HUDSON RIVER SLOOP CLEARWATER, POUGHKEEPSIE, NY

Fallkill Assessment Team Member, September 2012–December 2012

- Performed Neighborhood Source Assessment surveys throughout Fallkill Watershed for watershed pollution potential and restoration opportunities at the neighborhood level
- Compiled data into individual site reports and was secondary author of finalized published report for local community use: http://www.clearwater.org/pdf/FallKillINSARreport2013_Optimized.pdf



MATTHIAS NEILL, ASSOCIATE/JUNIOR DESIGNER



Role: Graphic Designer

LOCATION: NEW YORK, NY

Matthias plans and visualizes better transportation for people and the planet.

Matthias thinks holistically about making transportation safer and more sustainable, and works as both a planner and designer to analyze, design, and communicate transportation improvements. He believes strongly in planning for safe, enjoyable, people-friendly environments. Matthias is a member of the firm's Visual Communications team, and is able to present important ideas through compelling visuals. His work is informed by experience in multiple built environment disciplines. At Nelson\Nygaard, he works on transit and pedestrian/bicycle infrastructure projects. Previously, at rail planning agencies in his native Switzerland, he optimized schedules for European rail operators. At architecture and real estate firms in New York City, he worked at the intersection of tech and urban planning to visualize complex zoning policies.

EDUCATION:

M.S. Urban Planning, Columbia University, 2017

BSc. Urban Planning, Design & Management, University College London, 2015

EXPERIENCE

NELSON\NYGAARD CONSULTING ASSOCIATES, INC.

Associate/Junior Designer, 2017–Present

Graphic Design

- **Mapping.** Matthias produces maps of demographics, infrastructure elements, and travel patterns for a variety of complete streets and transit projects, including the Route 119 Complete Streets Plan.
- **Presentation Design.** Matthias designs presentations for public outreach meetings, and has done so for the Rt. 119 Complete Streets Plan.
- **Public Outreach Material.** Matthias produces flyers and posters for public outreach meetings and general distribution, and has done so for projects in New York, California, Washington, and Louisiana.
- **Report Production.** Matthias synthesizes and styles the work of multiple planners to produce coherent, visually appealing reports.

Streets and Cities

Route 119 Complete Streets Design Plan, Village Consortium/Town of Greenburgh (Greenburgh, NY) 2017–2018. Matthias is carrying out design and analysis work to help transform Route 119 into a complete street. He has conducted parking and travel analyses of the corridor, has designed public presentation materials, and has completed detailed CAD designs for the implementation of safety measures such as bicycle lanes, cross walks, and other road alterations.

Downtown Hudson, NY Street Network Revitalization Plan, Town of Hudson (Columbia County, NY) 2018. As part of a team working to enhance the public realm of downtown Hudson, Matthias analyzed transportation patterns in the town's core area, and designed bicycle and pedestrian infrastructure improvements to provide a more complete transportation network for non-drivers.

Santa Clara County 'Traffic Safe Communities Network' Action Plan, Santa Clara County Department of Health, (Santa Clara County, CA) 2018. To support county efforts to mitigate the public health and safety impacts of transportation systems, Matthias researched and presented national best practices in traffic safety metrics, street design guidelines, autonomous vehicle safety legislation, and congestion management strategies.

Transit

MBTA Systemwide Service Redesign, MBTA (Boston, MA). Matthias was part of a team that analyzed existing service patterns of the entire MBTA bus system. He profiled several existing bus routes to identify opportunities for service improvement, and provided mapping and research skills that led to a suite of recommendations to modify and improve bus services throughout Boston.

B-Line or Better Project, Translink (Vancouver, BC). Nelson\Nygaard helped Translink identify and plan targeted service improvement measures for the expansion of B-Line rapid bus service in the city. As part of this effort, Matthias provided CAD drawings of proposed bus lane and queue jump infrastructure on two corridors in Vancouver.

Yavapai Transit Implementation Plan, CYMPI (Prescott, AZ). Matthias is supporting the development of an implementation plan for a unified transit system in the Prescott region, which currently has disparate transit service provision. Towards this effort, Matthias has led project branding, mapping, and graphic design efforts, and has also synthesized previous transit plans.

TCRP J-11 Task 23 Strategic Communications for Transit Priority Projects (TRB). Nelson\Nygaard is nearing the completion of a research project for TRB examining the role of strategic communications in the delivery of transit priority projects. Matthias has interviewed staff from multiple transit agencies about their outreach and communications tactics relating to such projects, and has written and designed a report outlining the findings of this research effort.

PREVIOUS EXPERIENCE

ENVELOPE CITY INC., NEW YORK CITY, NY
Intern, Design & Zoning Analysis 2016-2017

SMA & PARTNERS, ZÜRICH, SWITZERLAND
Intern, Rail Planning - 2015

ARUP, LONDON, UK
Intern, Urban Planning Team - 2015

PHILADELPHIA REDEVELOPMENT AUTHORITY, PHILADELPHIA, PA
Intern, GIS and AutoCAD - 2014

SWISS FEDERAL RAILWAYS, BERN, SWITZERLAND
Intern, Rail Planning - 2013

SYNGENTA, BASEL, SWITZERLAND
Intern, Logistics Team - 2012





STEPHANIE MILEWSKI, RLA

Role: Project Planner



Stephanie Milewski joined the Landscape Architecture group of Barry Isett & Associates, Inc. in 2015, following a nearly eight-year career as the trail manager and environmental program officer for the Lackawanna Heritage Valley National and State Heritage Area. Her responsibilities there included the long-range strategic planning and implementation of the Lackawanna Heritage Trail, consistent with the Management Action Plan of the Heritage Area, a \$54 million project. During this period, she helped secure over \$7 million in grant funding. Earlier in her professional life, she provided outdoor recreation planning and project management to several design firms. At Isett, she is involved with the preparation of master plans, trail designs, planting designs and schedules, work schedules, cost estimates and construction documentation and specifications. She also assists clients achieve MS4 compliance by conducting field assessments, updating storm system mapping, identifying BMPs and preparing annual reports to the DEP.

EDUCATION:

Bachelor of Landscape Architecture,
1998, The Pennsylvania State
University

PROFESSIONAL REGISTRATIONS:

Registered Landscape Architect
Pennsylvania, 2006, LA002668

Certified Stormwater Inspector
2018, #9018

EXPERIENCE

BARRY ISETT & ASSOCIATES, INC.

Landscape Architect, 2015–Present

City Center Park, Hazleton, PA – Milewski is a member of a team involved in the design of a pocket park adjacent to the Hazleton Arts Center. The site is proposed to be a focal point for organized events as well as an outdoor space for Arts Center activities. Improvements include a paved plaza, performance space, seating and lighting.

Playground Improvements, Montrose Area School District, Montrose, PA – In our service as Engineer of Record for Montrose Area School District, Ms. Milewski was a member of the project team in the design of upgrades to the Choconut and Lathrop Street Elementary School playground. The existing playground surface and equipment at each location was removed. The project involved site layout for new equipment; research into safety surfaces; the preparation of cost estimates; and final design.

Ramos Elementary School Playground Improvements, Allentown School District, Allentown, PA – Ms. Milewski was a member of a project team that prepared site plans for a playground at this urban school. Three concept plans were prepared that provided options for future expansion. The selected plan created the foundation for a fundraising campaign, and volunteers installed the selected equipment when the funds were in place.

Scranton Levee Trail Master Plan, Lackawanna County, PA – Ms. Milewski was the project manager responsible for the planning of open space along four miles of Levee Trail in Scranton. The study looked at new access points onto Levee Trail as well as access to the river. Green spaces were inventoried for potential future development. The study resulted in the design and development of the first natural play area in the region.

Center Street Park Master Site Plan, Kingston Township, Luzerne County, PA – Ms. Milewski was the project manager in the preparation of a master site plan demonstrating how the 13-acre Center Street Park that the township currently owned would incorporate an adjacent five-acre parcel that the township was considering acquiring. Isett conducted sessions to gain public input and to acquire master plan goals and objectives; assembled background data to inform decision making; analyzed site usage, facilities and activities; developed concept sketches and evaluated alternatives; and based upon public input, prepared a final master site plan. Isett prepared a cost estimate for the site improvements and a phasing plan. The master plan report summarized all data, findings and recommendations. Deliverables included site plans that reflected the final, proposed, long-term, full development of each park.

Park Master Plans, Dallas Township, Luzerne County, PA – Ms. Milewski was the project manager in the design of master site plans for Kunkle Park (over 50 acres) and Dallas Township Park (about six acres), which were funded in part by grants from the Community Conservation Partnership Program, administered by the Pennsylvania Department of Conservation of Natural Resources. The project involved public participation to solicit community ideas; the collection of background data and current information; an analysis and description of each park and their facilities; the preparation of designs, design alternatives and cost estimates; the preparation of operational and maintenance cost estimates for each park when developed according to plans; the preparation of reports and site plans; and a security analysis. A forest stewardship plan was prepared for Kunkle Park.





ROBERTO GONZALEZ, SENIOR PROJECT DESIGNER



Role: Traffic Engineer

Roberto Gonzalez joined the Traffic Engineering group of Barry Isett & Associates, Inc. in 2010. He is experienced in preparing traffic impact studies, concept development, traffic signal design, closed-loop system design and traffic signal permitting. He also performs corridor studies, master plan studies and air quality analyses. Prior to joining Isett, he provided technical and traffic assistance to the engineering staff at Pennoni Associates and Carroll Engineering Corporation and for the City of Newark, NJ, where he reviewed site plans, traffic signal designs, access and roadway occupancy permits and NJDOT projects that affected the City of Newark.

EDUCATION:

B.S., Civil Engineering, 1984, New Jersey Institute of Technology

EXPERIENCE

BARRY ISETT & ASSOCIATES, INC.

Senior Project Designer, 2010–Present

Allentown Waterfront Redevelopment, Allentown, Lehigh County, PA – The Waterfront is an exciting brownfield redevelopment project on 26 acres along the banks of the Lehigh River in Allentown, PA. The former home of Lehigh Structural Steel, the site is being reimagined as a vibrant mixed-use community, encompassing over a million square feet of office, retail and residential space. Mr. Gonzalez was instrumental in conducting a traffic impact study of four existing intersections and two future intersections, which will come into play with the completion of the American Parkway and the extension of Jordan Street. Improvements designed by Isett will include the addition of turn lanes at various intersections and the signalization, actuation and coordination of several intersections.

Liberty at Mill Creek, Upper Macungie & Lower Macungie Townships, Lehigh County, PA – Beginning with a preliminary site analysis, Isett was the site/civil and traffic engineer in the design of two large buildings (1.28 million SF and 1.19 million SF) on a site that spans two municipalities across 267 acres and is bordered by the U.S. 222 Bypass. Mr. Gonzalez was a member of a team that conducted a traffic impact study of 11 off-site intersections: three of which were signalized, and three existing signalized intersections were modified. The new traffic signal installations included the most current equipment; cameras and microwave sensors for vehicle detection; emergency vehicle pre-emption; and new ADA curb ramps with pedestrian actuation for street crossings.

Grand Street Extension, Hamburg, Berks County, PA – Mr. Gonzalez was a member of a team that worked with Hamburg Borough, PennDOT District 5-0 Permits Unit and the Berks County Planning Commission on the extension of Grand Street, along the northern border of a manufacturing facility, to connect with State Route 61. Isett provided the borough with a construction cost opinion and prepared a detailed design of the roadway extension. We also conducted a traffic impact study with a study area of nine intersections to determine the impact that the Grand Street extension would have on the regional road network. The phased 1.5-million-dollar project, now complete, included the installation of a traffic signal; the widening of the southbound Route 61 approach; and the widening of the Route 61 bridge to accommodate an acceleration lane.

Westporte Centre, Middletown Borough, PA – Mr. Gonzalez assisted in the preparation of a traffic study concerning the expansion of a retail center. Concurrent with the center construction, the municipality planned to extend a public street to a site driveway and PennDOT was constructing a nearby train station. Eight signalized and two unsignalized off-site intersections were studied, along with six on-site intersections. The study concluded that the majority of intersections had the capacity to absorb projected volumes. A signalization timing change was recommended for one intersection and new turning lanes were specified for two intersections.

Borough-wide Traffic Study, Macungie, Lehigh County, PA - The Borough of Macungie is bisected by State Route 100, which has an average daily traffic count of 19,000 vehicles. Mr. Gonzalez was a member of a team that conducted a borough-wide traffic study. As the Municipal Engineer, Isett assessed one-way street configuration and recommended signalizing the Church Street/Route 100 intersection. Mr. Gonzalez assisted with the preparation of the Traffic Signal Warrant Analysis. Isett proceeded with design and obtained PennDOT approval.

CANDO Corporate Center Traffic Signal Upgrade, Butler Township, Luzerne County, PA - Mr. Gonzalez assisted with updating a 20-year-old traffic study for a business park. In the update to the Traffic Impact Study, Isett conducted manual turning traffic counts during peak drive time periods, 24-hour automatic traffic recording counts, trip generation studies based on proposed development, performed intersection capacity analyses, queue length analyses for the driveway intersection, and conducted a five-year analysis of crashes. In follow up to review letters from both PennDOT and the township, Isett was authorized to conduct a field survey and undertake the preparation of a traffic signal permit plan, construction plan, and report for the intersection of S.R. 309/CAN DO Corporate Center Driveway.



DONALD TOTINO, PE, SENIOR PROJECT MANAGER



Role: Civil Engineer

Donald Totino, PE, joined the Municipal Engineering Services Department of Barry Isett & Associates, Inc. in 2018, bringing 15 years of experience in transportation, construction and municipal engineering. He is skilled in all aspects of highway and transportation engineering, including roadway geometry design, cross sections design, ADA curb ramp design, traffic signal design, traffic studies, signage and striping, detours, utilities design, drainage system design, reports, estimates and quantity calculations. Mr. Totino has managed PennDOT-funded projects through the ECMS system in Districts 4-0 and 5-0. He has provided design and construction phase services on roadway reconstruction projects, drainage improvements and bridge replacements throughout northeast Pennsylvania.

In the decade prior to joining Isett, Don was a project manager with the Pittston office of Reilly Associates, where he provided municipal engineering services to the City of Pittston, Hanover Township, Dennison Township, White Haven Borough, West Pittston Borough, Factoryville Borough and Penn Lake Park Borough. He worked closely with municipal officials in the design, project management and construction of infrastructure. He is experienced in preparing applications for PA DEP general permits, coordinating with conservation districts and assisting municipalities with the preparation of grant applications.

EDUCATION:

B.S., Civil Engineering, 2003, The Pennsylvania State University

PROFESSIONAL REGISTRATIONS:
Professional Engineer Pennsylvania,
PE082967

OSHA 10-Hour Safety Training
Certification #001209579

EXPERIENCE

BARRY ISETT & ASSOCIATES, INC.

Senior Project Manager, 2018–Present

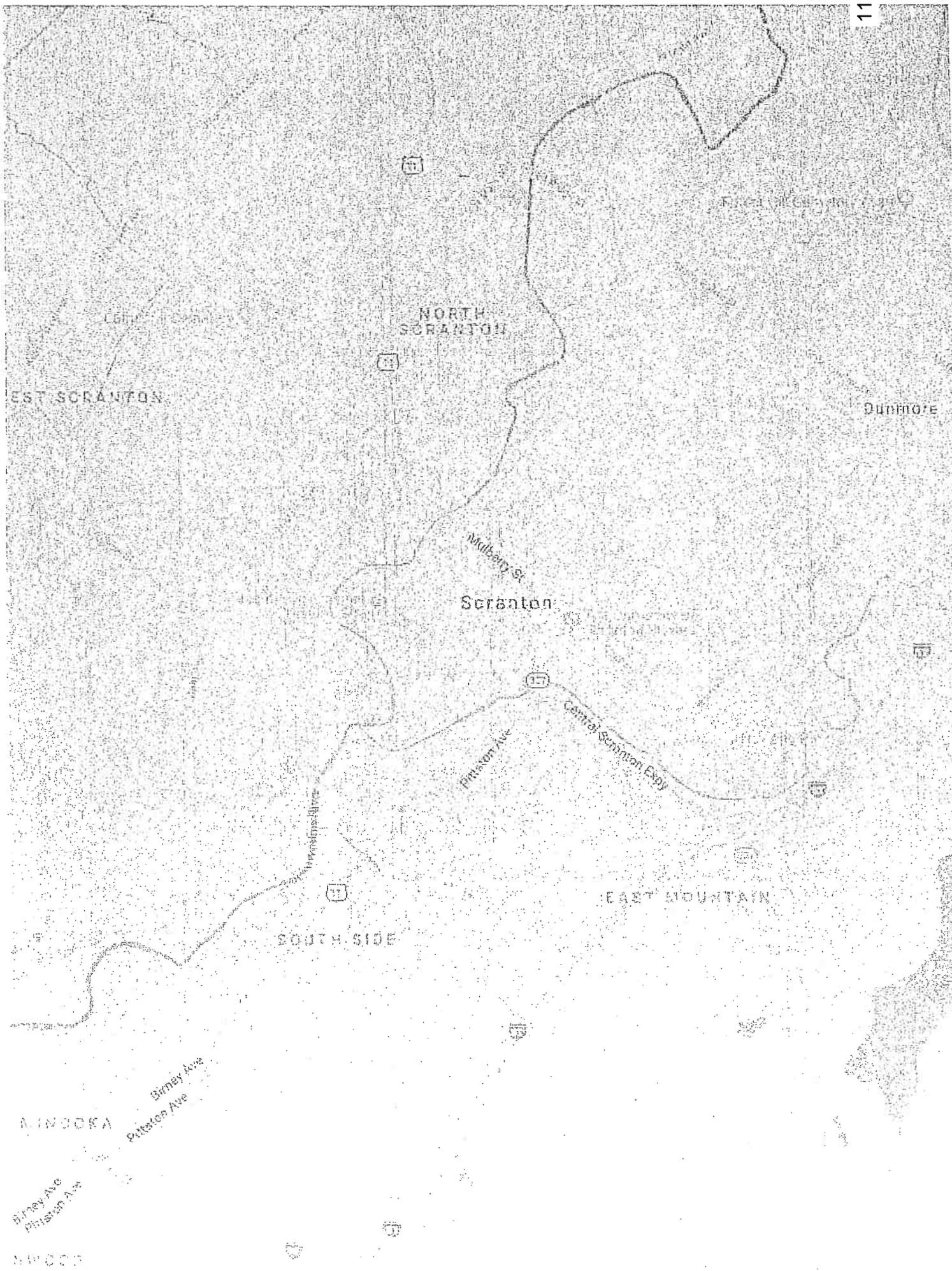
City of Scranton, Lackawanna County, PA - OECD Street Improvements Project - Mr. Totino was the project manager, designer and provided construction phase services for multiyear street improvements projects over the course of 5 years. The projects included the improvements to various streets and courts located within the City of Scranton authorized by the City of Scranton Office of Economic and Community Development. The total construction cost utilizing CDBG funding over the 5-year period was approximately 7.0 million-dollars.

West Pittston Borough, Luzerne County, PA - CDBG Street Improvements Project - Mr. Totino has been the project manager, designer, construction manager, and project coordinator on a variety of CDBG projects over the last 10 years. The project scopes included but not limited to street improvements, ADA curb ramp improvements, drainage improvements. The total construction cost utilizing CDBG funding over the 10-year period was approximately 650 thousand-dollars.

West Pittston Borough, Luzerne County, PA - CDBG-DR Improvements - Mr. Totino has been the project manager, designer, and construction manager, on five separate projects utilizing CDBG-DR funding provided from Luzerne County Office of Community Development for flood ravaged West Pittston Borough due to the Susquehanna River exceeding its banks. The six projects were completed over the last 3.5 years. The total construction cost utilizing CDBG funding over the 3.5-year period was approximately 3.0 million-dollars.

White Haven Borough, Luzerne County, PA - CDBG Street Improvements - Mr. Totino has been the municipal engineer, project manager, designer, and construction manager, on three separate projects utilizing CDBG funding provided from Luzerne County Office of Community Development. The three projects were completed over the last 7 years. The total construction cost utilizing CDBG funding over the 7-year period was approximately 450 thousand-dollars.

City of Pittston, Luzerne County, PA - Streetscape Project - Mr. Totino has been the project manager, designer, construction manager, and project coordinator on CDBG funded streetscape improvements in the City of Pittston the last 2 years. The total construction cost utilizing CDBG funding over the 10-year period was approximately 350 thousand-dollars.



B

Appendix: Forms

**ATTACHMENTS
DATA SUBMISSION DOCUMENTS**

Attachment A. Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it; such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with

affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

- (7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess
- (8) documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.
- (9) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- (10) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (11) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

9.6.19

DATE:

NAME OF PROPOSER: SPECK + ASSOCIATES

BY: 

TITLE: JEFF SPECK, PRESIDENT

Attachment B. Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal sub-contractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

DATE: 9.6.19

NAME OF PROPOSER: SPECK + ASSOCIATES

BY: 

TITLE: PRESIDENT

Attachment C.
Non-Collusion Affidavit of Prime Bidder

STATE OF Massachusetts

COUNTY OF Suffolk

Nicole Peterson, Notary Public

, being first duly sworn, deposes and says that:

1. He is OWNER (+ PRESIDENT)

(Owner, partner, officer, representative or agent)

of SPACK & ASSOCIATES LLC, the Bidder that has submitted the bid;

- 2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- 3. Such Bid is genuine and is not a collusive or sham Bid;
- 4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
- 5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Non-Collusion Affidavit
Signature Page

Signed  JEFF SPECK
PRESIDENT, SPECK ASSOCIATES
(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS 6th DAY OF September
, 20 19


office coordinator
(TITLE)

MY COMMISSION EXPIRES May
17, 20 24



Attachment D. Disclosures by Firm or Contractor

1. Included in the proposal shall be a provision for the names and titles of all individuals providing professional services to the City of Scranton. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
 - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton, their position, and dates of employment or public service.
2. Within the past five years, has the firm or contractor made a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made.
3. Does the firm or contractor have a direct financial, commercial, or business relationships with any municipal official or employee of the City of Scranton. With regard to every municipal official for which the answer is yes, identify that individual and provide a summary description of that relationship.
4. Within the past five years, has the firm or contractor conferred any gift of more than nominal value to any municipal official or employee of the City of Scranton within their capacity as a municipal official or employee of the City? A gift includes money, services, loans, travel, and entertainment, at value or discounted value.
5. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the firm or contractor and officials or employees of the City of Scranton. If yes, please provide a summary written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.
6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, JEFF SPECK, OF SPECK & ASSOCIATES,
 _____ hereby state that I am (title) PRESIDENT for,
 and am authorized to make this verification.

Signature: _____



ATTACHMENTS
DATA SUBMISSION DOCUMENTS

Attachment A.

Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

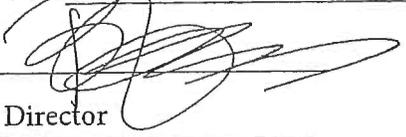
- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it; such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with

affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

- (7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess
- (8) Documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.
- (9) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- (10) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (11) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract id for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produces.

DATE: 9/11/2019

NAME OF PROPOSER: Nelson\Nygaard Consulting Associates, Inc.

BY: Leah Treat 

TITLE: Managing Director

**Attachment B.
Certificate of Non-Segregated Facilities**

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal subcontractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

DATE:

9/11/2019

NAME OF PROPOSER:

Nelson\Nygaard Consulting Associates, Inc.

BY: Leah Treat



TITLE: Managing Director

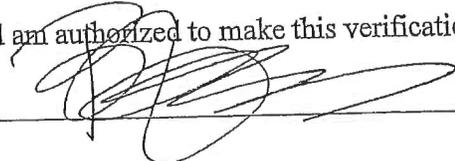
**Attachment D.
Disclosures by Firm or Contractor**

1. Included in the proposal shall be a provision for the names and titles of all individuals providing professional services to the City of Scranton. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
 - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton, their position, and dates of employment or public service. N/A
2. Within the past five years, has the firm or contractor made a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made. No.
3. Does the firm or contractor have a direct financial, commercial, or business relationships with any municipal official or employee of the City of Scranton. With regard to every municipal official for which the answer is yes, identify that individual and provide a summary description of that relationship. No.
4. Within the past five years, has the firm or contractor conferred any gift of more than nominal value to any municipal official or employee of the City of Scranton within their capacity as a municipal official or employee of the City? A gift includes money, services, loans, travel, and entertainment, at value or discounted value. No.
5. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the firm or contractor and officials or employees of the City of Scranton. If yes, please provide a summary written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist. No.
6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, Leah Treat, _____, _____
_____ hereby state that I am (title) Managing Director for,

Nelson\Nygaard
Consulting Associates, Inc. and am authorized to make this verification.

Signature:  _____

**ATTACHMENTS
DATA SUBMISSION DOCUMENTS**

**Attachment A.
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- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it; such a factor shall be considered in mitigation in determining appropriate sanctions.
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affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

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- (11) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

9-11-19

DATE:

NAME OF PROPOSER: Barry Isett & Associates, Inc.

BY:  Gregg Pavlick

TITLE: Vice President, NEPA Region

Attachment B. Certificate of Non-Segregated Facilities

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NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

DATE:

9-11-19

NAME OF PROPOSER:

Barry Isett & Associates, Inc.

BY:



Gregg Pavlick

TITLE: Vice President, NEPA Region

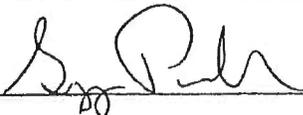
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6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, Gregg Pavlick,
Barry Isett & Associates, Inc. hereby state that I am (title) Vice President for,
 and am authorized to make this verification.

Signature: _____





DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 30, 2019

RECEIVED

OCT 31 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH SPECK AND ASSOCIATES AND BARRY ISETT AND ASSOCIATES (SPECK/ISETT PARTNERSHIP) FOR THE CITY OF SCRANTON DOWNTOWN SCRANTON CONNECTIVITY PLAN.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF LACKAWANNA COLLEGE, TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$202,599.66 FOR THE PROJECT TO BE KNOWN AS " LACKAWANNA COLLEGE – MOBILE E-SPORTS ARENA SPACE" LOCATED 501 VINE STREET, SCRANTON, PENNSYLVANIA, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$202,599.66 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

WHEREAS, the City of Scranton, through the Office of Economic and Community Development, will submit a grant application on behalf of Lackawanna College to the Commonwealth of Pennsylvania ("the Commonwealth") acting through the Commonwealth Financing Authority (the "Grantor") for a Local Share Account Grant, pursuant to the PA Race Horse Development and Gaming Act, for the purchase of technology for a mobile E-sports arena ("Project") located at 501 Vine Street, Scranton, Pennsylvania. A copy of such "Project" details is attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, the City of Scranton intends herein to ratify and approve the execution and submission of the Grant Application; and

WHEREAS, the Commonwealth of Pennsylvania will review the Grant Application for funding for the Local Share Account Grant in the amount of \$202,599.66 ("Grant") for the "Project"; and

WHEREAS, if the Grant Application is approved, the City of Scranton intends herein to authorize the execution of the Local Share Account Grant Contract and Commitment Letter, and the acceptance, disbursement, and utilization of the Grant for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the execution and submission of the "Grant" Application is hereby ratified and if approved, the Mayor and other appropriate City Officials are hereby

authorized to enter into and execute and submit any additional related paperwork for this "Grant", and if successful, to accept the grant funds to be used for the "Project" as attached hereto. This approval anticipates and authorizes the execution of any and all related documentation necessary for the "Grant" or to accept, disburse, and utilize the "Grant" for the "Project."

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decisions shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 2. This Ordinance shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

Scranton OECD

Office of Economic and
Community Development



October 17, 2019

Via Hand Delivery

Jessica Eskra, Esquire
340 North Washington Avenue
4th Fl., Law Department
Scranton, PA 18503

**Re: Resolution
City of Scranton, OECD on behalf of Lackawanna College – Mobile E-Sports Arena
Space
LSA Grant Application**

Dear Attorney Eskra:

The City of Scranton, specifically OECD, is requesting approval to submit a LSA Grant application on behalf of Lackawanna College for their mobile E-sports arena project.

OECD is requesting that you review the attached Resolution and submit it to City Council for approval.

Please do not hesitate to contact me if you should need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary-Pat Ward".

Mary-Pat Ward
Executive Director

/mpw



September 30, 2019

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

**Re: LSA Grant Application (Monroe County) – Lackawanna College
Mobile e-Sports Arena Space
Single Application Id: 201909309219**

To Whom It May Concern:

Enclosed please find a Single Application for Assistance with Program Addenda regarding the above-referenced matter.

Thank you for your time and consideration in this matter. Please do not hesitate to contact me if you should need additional information.

Sincerely,

A handwritten signature in black ink that reads "Mary-Pat Ward". The signature is written in a cursive style with a large, looped "M" and "W".

Mary-Pat Ward
Executive Director

MPW/
Cc: Cathy Wechsler



Agency: Pennsylvania Department of Community and Economic Development
Applicant: The City of Scranton
Web Application #: 8347494
Company: Lackawanna College
Program: Local Share Account Fund (Gaming Funds) Monroe County
Program Fact Sheet Program Guidelines

Application Certification

A fee of \$100.00 was collected for this application. Authorization code: 61035G, Transaction ID: 4588754602

Single Application ID #: 201909309219

The web application has been successfully submitted for processing.

I hereby certify that all information contained in the single application and supporting materials submitted via the Internet, Single Application # 201909309219 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

Print Signature Page only

Print Entire Application with Signature Page

The signature page along with any paper supporting documents can be mailed to the following address:

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED)
Single Application for Assistance, Version Release 5.8.0.1n8

Single Application for Assistance**Web Application Id:** 8347494**Single Application Id:** 201909309219**Applicant:** The City of Scranton**Company:** Lackawanna College**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Applicant Information**

Applicant Entity Type:	Government	
Applicant Name:	The City of Scranton	
NAICS Code	9211	
FEIN/SSN Number	XXXXXXXXXX	
DUNS Number:	136814287	
CEO:	Wayne E. Evans	
CEO Title:	Mayor	
SAP Vendor #:	XXXXXX	
Contact Name:	Mary-Pat Ward	
Contact Title:	Executive Director, OECD	
Phone:	(570)-348-4216	Ext. 4256
Fax:		
E-mail:	mpward@scrantonpa.gov	
Mailing Address:	340 North Washington Avenue	
City:	Scranton	
State:	PA	
Zip Code:	18503	

Single Application for Assistance

Web Application Id: 8347494

Single Application Id: 201909309219

Applicant: The City of Scranton

Company: Lackawanna College

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Single Application for Assistance

Web Application Id: 8347494

Single Application Id: 201909309219

Applicant: The City of Scranton

Company: Lackawanna College

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Company Information

Company Entity Type:	Non-Profit Corporation	
Company Name:	Lackawanna College	
Charitable organization?	True	
NAICS Code	6113	
FEIN:	XXXXXXXXXX	
DUNS Number:	075991505	
CEO:	Mark Volk	
CEO Title:	President	
SAP Vendor #:	XXXXXX	
Contact Name:	Cathy Wechsler	
Contact Title:	Manager of Corp., Foundation and Govt. Relations	
Phone:	(570)-961-7869	Ext. <input type="text"/>
Fax:	<input type="text"/>	
E-mail:	wechsler@lackawanna.edu	
Mailing Address:	501 Vine Street	
City:	Scranton	
State:	PA	
Zip Code:	18509	

Single Application for Assistance

Web Application Id: 8347494

Single Application Id: 201909309219

Applicant: The City of Scranton

Company: Lackawanna College

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Business Specifics

Current # of Full-time Employees:	
(In PA):	206
(World Wide):	206
Minority Owned:	No
	Select
Woman Owned:	No
Total Sales \$:	0
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0.26 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input checked="" type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider
<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Educational Facility,

Single Application for Assistance

Web Application Id: 8347494

Single Application Id: 201909309219

Applicant: The City of Scranton

Company: Lackawanna College

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Overview

Project Name:

Lackawanna College - Mobile E-Sports Arena Space

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?

No

If yes, indicate who:

Single Application for Assistance**Web Application Id:** 8347494**Single Application Id:** 201909309219**Applicant:** The City of Scranton**Company:** Lackawanna College**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Site Locations**

Address:	501 Vine Street
City:	Scranton
State:	PA
Zip Code:	18509
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community, Keystone Opportunity Zone

Single Application for Assistance

Web Application Id: 8347494

Single Application Id: 201909309219

Applicant: The City of Scranton

Company: Lackawanna College

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Budget

	Local Share Account Fund (Gaming Funds) Monroe County	Private Private	Total
Machinery & Equipment	\$191,904.72	\$0.00	
New Equipment Purchase	\$191,904.72	\$0.00	\$191,904.72
Operating Costs / Working Capital	\$1,000.00	\$0.00	
Audit	\$1,000.00	\$0.00	\$1,000.00
Miscellaneous	\$1,000.00	\$8,695.24	
City Grant Admin (5%)	\$1,000.00	\$8,695.24	\$9,695.24
Total	\$193,904.72	\$8,695.24	
		Budget Total:	\$202,599.96

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Bids/Quotations, Budget Justification

Budget Narrative

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

LC is asking for \$193,904.72 for the final phase of the project. In the first stage of the project, the College will spend an estimated \$450,000 for additional state-of-the-art technology for the first phase of the project.

From the grant funding, \$191,904.72 will be spent on technology including \$37,763.78 on gaming computers and peripherals including monitors and mouse pads from DellEMC. From JP Lilley \$60,284 will be spent for the lighting and quality control console which includes 12 Chauvet Rogue Moving Effects Heads, 6 Chauvet Wash Pixel Moving Heads, 1 Elation Obsidian Lighting Console, 2 Elation Obsidian EN 12 Ethernet to DMX gateway, 5 Generico 12 Inch Box Truss 5 foot Silver, 3 Generico 12 Inch Box Truss 10 Foot Silver, 2 Generico 6 Way Corner Block Silver and 2 Applied Electronics 36 Inch Base Plate

Single Application for Assistance**Web Application Id:** 8347494**Single Application Id:** 201909309219**Applicant:** The City of Scranton**Company:** Lackawanna College**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Budget**

Silver; \$59,530 for the projection and main stream which includes 2 Digital Projection 21K lumens laser projectors, 2 Digital Projection Long Throw Lens and 2 Projector Mounting Hardwear; \$14,500 for a Newtek Instant Replay System with Controller for the Broadcast booth; green room technology at \$2,490 which includes 1 Glensound Beatrice D4 Intercom Desktop Station and a Sharp 60 Inch Display for a total of \$136,804. The APC Smart-UPS VT Rack Mount costing \$16,719 and four APC Rack PDU at \$240.093 each for a total of \$17,680.27 from Schaedler Yesco Distribution. Thirteen Logitech Gaming Mouse devices at \$54.99 each, five HyperX Cloud Alpha Gaming Headsets at \$88.37 each and five HyperX Cloud II Gaming Headsets at \$99.99 each will be purchased at Amazon for a total of \$1,656.67. Plus three HyperX-Cloud Alpha Wired Stereo Gaming Headsets at \$88.99 each will be purchased at Best Buy for a total of \$266.97. The additional \$1,000 will be utilized for the required grant audit, and \$1,000 will be paid for grant administration to the City of Scranton.

Single Application for Assistance

Web Application Id: 8347494

Single Application Id: 201909309219

Applicant: The City of Scranton

Company: Lackawanna College

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Narrative

What do you plan to accomplish with this project?

Identify the problem(s) that need to be resolved.

Collegiate eSports takes the form of organized multiplayer video game competitions between colleges and universities. Lackawanna College joined the ranks of 60 institutions across the US and Canada, offering the first known program in NEPA. ESPN has announced the creation of the College Esports Championship. These competitions have created a vital need for venues. To accommodate that need there is a focus on adapting spaces to be used for competitions. Venues are economic drivers for the regions where they are located. During these tournaments, the participants and audience will fill the local hotels, restaurants and bars, producing economic impact for the region. Lack. College will upgrade its 1,000-seat theater into a state-of-the-art venue to host esports tournaments. This project is estimated to cost over \$600,000 and would not only be an economic development project for the region, but also improve the quality of life by creating additional recreational activities.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

Lackawanna College will update its 1,000-seat theater with cutting-edge technology to attract national esports tournaments to Scranton. The first phase of the project will start in January 2020, for an estimated cost of \$450,000 and will be paid for by the College. The final phase will be funded with the \$193,904.72 LSA grant request and will be completed by April of 2020. The physical structure of LC's historical theater will remain intact, but the technology infrastructure will be state-of-the-art. The plan will include 12 mobile competition stations, allowing two teams of six players to compete on the stage. Digital mapping will project 3D images on every wall, including a projected scoreboard. Slight physical changes will be made in the balcony region to construct a Podcast and Shoutcasting Booth, the esports version of a broadcast booth. Our team will grow exponentially and LC will continue to educate local students in high-priority occupations.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

Technology in the Peoples Security Bank Theater at Lackawanna College will be upgraded to provide a state-of-the-art esports competition venue, while not changing the historical nature of the theater. LC is asking for \$193,904.72 for the final phase of the project. For the earlier phases of the project, LC will spend an estimated \$450,000 for additional technology. From the grant funding \$193,904.72 will be spent on technology including \$37,687.42 on gaming computers and peripherals including monitors, headsets, mouse devices and mouse pads; \$60,284 for the lighting and quality control console; \$59,530 for the projection and main stream; \$14,500 for a broadcast booth for live streaming; green room technology at \$2,490; and an APC Smart UPS and four APC Rack PDUs costing a total of \$17,680.26. The additional \$1,000 will be utilized for the required grant audit and \$1,000 will be paid to the City of Scranton for grant administration.

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

Upon the LSA award announcement, LC will open the bidding process.

Single Application for Assistance

Web Application Id: 8347494

Single Application Id: 201909309219

Applicant: The City of Scranton

Company: Lackawanna College

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Narrative

Bids will be awarded two weeks later.

The final phase of the purchase and installation of the innovative esports technology into the Peoples Security Bank Theater at Lackawanna College will start in March 2020 and is scheduled to be completed before the end of April 2020.

Single Application for Assistance

Web Application Id: 8347494

Single Application Id: 201909309219

Applicant: The City of Scranton

Company: Lackawanna College

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

In addition to the Single Application, the Applicant shall submit the following list of items. All items marked with a red diamond are required to be uploaded to the application. The items that are not required should be uploaded if they are applicable to the project.

1. Provide a description of the project which discusses all of the following: (a) a detailed project description to include specific project activities and expected results; (b) the specific location of the project site; (c) whether the proposed project is consistent with an existing regional, county, or local comprehensive plan; (d) whether the proposed project has been identified as a priority investment in a local or regional economic development plan or strategy; (e) the anticipated employment, investment, and/or community impact of the project; (f) if a difference exists, the historical and proposed use of the project site; and (g) if applicable, the experience of the developer to include a discussion of previously completed projects.

Uploaded Documents

1. 2019 LSA Application -Lackawanna College, Description of Project.pdf [View](#)

2. A projected schedule and detailed timeline for the project;

Uploaded Documents

2. 2019 LSA Application -Lackawanna College, Project Schedule and Timeline.pdf [View](#)

3. A budget accompanied by a description of the basis of costs for the project and sources of funding;

Uploaded Documents

3. 2019 LSA Application -Lackawanna College, Project Budget.pdf [View](#)

4. Copies of signed bids/quotations, contractor estimates, sales agreements, or engineer estimates verifying project costs. Bids should be current and dated;

Uploaded Documents

4. 2019 LSA Application -Lackawanna College, Bids Quotes Estimates.pdf [View](#)

5. Evidence of conformity of the project with local and regional comprehensive plans and zoning (in the form of a letter from the applicable planning/zoning office), if applicable;

Uploaded Documents

5. 2019 LSA Application -Lackawanna College, City Planning Support Letter.pdf [View](#)

6. A letter of support for the project from the affected community;

Uploaded Documents

Single Application for Assistance

Web Application Id: 8347494

Single Application Id: 201909309219

Applicant: The City of Scranton

Company: Lackawanna College

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

6. 2019 LSA Application -Lackawanna College, Mayor Support Letter.pdf [View](#)

7. Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;

Uploaded Documents

7. 2019 LSA Application -Lackawanna College, Legislation.pdf [View](#)

8. Copies of funding commitment letters from all other project funding sources, if applicable; and

Uploaded Documents

9. Copy of the Applicant's and/or project user's latest financials.

Once submitted, please print **one (1)** copy of the completed application, to include all required and additional applicable supplemental information, and send via US Mail. Please reference the Application ID number on all mailed documents.

Uploaded Documents

9. 2019 LSA Application -Lackawanna College, Applicant Financials.pdf [View](#)



Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 201909309219

This page must accompany all required supplemental information Mail to:

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

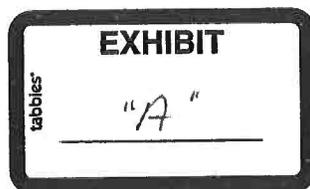
I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201909309219 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Mary-Pat Ward

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.

1. Description of Project



Addenda 1

Founded in 1894, Lackawanna College is a private, 501(c)(3) non-profit, open enrollment institution which provides a quality education to all persons who seek to improve their lives and better the communities in which they live. In addition to our Main Campus in Scranton, Pennsylvania, the College operates regional satellite locations, in Hawley, Hazleton, New Milford, Sunbury, Towanda, and an Environmental Education Center in Covington Township.

With a student body of approximately 1,900, the majority of students, 82%, reside in the 14 counties of Northeastern Pennsylvania. Lackawanna College students tend to come from educationally or economically disadvantaged backgrounds; many (39%) are first-generation college students and 97% of students qualify for financial aid. In addition, 77% of Lackawanna College's full-time freshmen receive Pell Grants, more than any other postsecondary institution in Pennsylvania with over 500 students.

Committed to the revitalization of downtown Scranton, the College has a history of restoring timeworn, underutilized structures for modern use as classroom space, residential housing facilities, Student Union. Most recently, in the fall of 2018, LC opened the newly renovated 409 Adams that includes a cafeteria, culinary teaching kitchens and a student run restaurant. This continued revitalization has led to the stabilization of the downtown neighborhood and economic growth in the Act 47 Distressed City of Scranton.

The Peoples Security Bank Theater at Lackawanna College is located in historic Angeli Hall, 501 Vine Street on the College's Main Campus in Scranton. Through a \$2.4 million renovation that began in 1996, LC rescued the theater of the former Scranton Central High School from years of neglect and disrepair. The Theater's wall and ceiling ornamentation, glass windows, exit signs and seats were carefully refurbished and replaced. The Theater is home to various academic and community events.

With this project, LC will introduce the latest esports technology to the theater, without disturbing the historical significance of the venue. This state-of-the-art technology will turn the 1,000-seat theater into an esports arena. Esports are competitive video gaming. Teams face off against one another to compete while fans watch them play an organized multiplayer video game. It is a global phenomenon that is projected to top \$1.1 billion in revenue this year according to NewZoo, which tracks the industry.

Lackawanna College started its esports team in 2018, and was the first known esports program of its kind in Northeastern Pennsylvania. At the time, LC was one of only 60 collegiate teams in the US and Canada, currently there are over 200. The team competes in games including *Overwatch*, *League of Legends*, and *Rocket League*. The program has many benefits, from

offering students additional athletics opportunities and scholarships to encouraging engagement on and off campus. Student athletes participating in the esports program also have the potential to be viewed as prospects for jobs in the video game industry. In August 2019, the College debuted The Game Room, a podcast focused on collegiate esports.

LC is a member of the National Association of Collegiate Esports (NACE). NACE is the only association of college and university sponsored esports programs that promotes the education and development of students through intercollegiate esports. They have 117 member schools, 2,800+ student-athletes, and offer \$15 million in esports scholarships and aid, an annual national convention and interscholastic competition.

With the phenomenal growth, the esports industry is in desperate need of competition space, both large and small. In addition to regional tournaments, there are many national esports conventions and tournaments looking for competition space. ESPN has recently announced the creation of the College Esports Championship and the National Junior College Athletic Association (NJCAA) is developing a national championship, plus runner-up events for its two-year schools. These venues are economic drivers for the regions where they are located. During these tournaments, the participants and audience will fill the local hotels, restaurants and bars, producing a tremendous economic impact for the region.

The mobile esports arena space at The Peoples Security Bank Theater at Lackawanna College will have twelve moveable competition computers on the stage, allowing two teams of six to compete against each other. Digital mapping technology will project 3D images on every wall, including a projected scoreboard. In the balcony, there will be a Podcast and Shoutcasting Booth installed. Shoutcasting is the esports version of broadcasting. This project is estimated to cost over \$600,000 and LC is requesting \$194,171.69 in LSA funding to complete the final phase. This is not only an economic development project for the region, but also improves the quality of life by creating additional recreational activities.

This project is consistent with regional, county and local comprehensive plans including the City of Scranton Comprehensive Master Plan, the Lackawanna-Luzerne Regional Plan and the Commonwealth of Pennsylvania's Keystone Principles.

Scranton City Comprehensive Master Plan of 1992 was adopted in 1993 and constitutes an overall program in consideration of the character of the city and its various parts, determining the suitability of various parts for particular uses and structures. Lackawanna College's project is consistent with the City's comprehensive plan and specifically the stated goals of rehabilitating and repurposing underutilized buildings and expanding educational opportunities in Northeast Pennsylvania. Located in a designated C-D zoning tract, Downtown Commercial, this project is a permitted use.

The Lackawanna-Luzerne Regional Plan includes the Land Use Plan with the goal of achieving an overall future pattern of development that is responsive to existing and future economic, social, and cultural needs of Lackawanna and Luzerne Counties, promoting revitalization in the area's urban centers, which are Priority Areas, while conserving and preserving natural and agricultural resources.

Lackawanna College's technological upgrade of The Peoples Security Bank Theater at Lackawanna College is consistent with key provisions required by the plan. The continued redevelopment of this property is an efficient and economical way to allow for both new growth and revitalization in downtown Scranton.

This project conforms to the principals included in the state's Keystone Principles for Growth, Investment and Resource Conservation including Redevelop First and Plan Regionally, Implement Locally.

A priority investment for the financially distressed City of Scranton, upgrading the technology in the Lackawanna College Theater will be an economic driver for the region. This will not only bring in up to 20 collegiate teams for each tournament, but also thousands of spectators to watch the games, and fill the hotels, restaurants and bars of Scranton.

The City of Scranton has successfully managed and advanced a wide range of projects located within the city, and will work in collaboration with Lackawanna College to oversee the implementation of the expansion of technology in the Peoples Security Bank Theater at Lackawanna College. Scranton has the necessary experience to administer the Local Share Account (LSA) funding award.

Lackawanna College has extensive experience with large Federal, State and private grants and is well versed in procurement processes and procedures. The College requires three bids for procurement and is familiar with all aspects of wage determinations as applicable.

The College employs a full service fiscal department that serves as an additional layer of oversight to ensure compliance and is comprised of approximately 10 employees who work to ensure the accuracy of all financial matters concerning LC. The department includes a finance officer with fiscal responsibility for an over \$31-million annual budget, including oversight for the administration of million dollar-plus state and federal grants. A grant accountant specifically manages all financial record keeping for grant-funded projects and provides assistance with financial reports. The fiscal department includes a series of checks and balances and abides by traditional accounting rules.

Representing significant potential as an economic stimulator, Lackawanna College has worked to rehabilitate and repurpose underutilized buildings in the downtown as Scranton struggles to recover from two decades of extreme financial duress. Starting in 1994, with the purchase of

the old Scranton Central High School, LC has revitalized these buildings, creating diverse and economic benefits to the City. The establishment of a mobile esports arena in The Peoples Security Bank Theater at Lackawanna College will continue to boost the economy of the region with the numerous collegiate esports competitors and spectators who will come to the region. The hotels, restaurants and bars will be filled with thousands of visitors a year, resulting in a tremendous economic growth for Scranton and all of Northeastern Pennsylvania.

2. Project Schedule and Timeline

Addenda 2
LSA Timeline

Upon the LSA award announcement, LC will open the bidding process.

Bids will be awarded two weeks later.

The final phase of the purchase and installation of the innovative esports technology into the Peoples Security Bank Theater at Lackawanna College will start in March 2020 and is scheduled to be completed before the end of April 2020

3. Project Budget

Addenda 3
Local Share Grant Budget

Expenses—Machinery and Equipment	# of Items	Cost per Item	Total Cost
DellEMC			
New Alienware 25 Gaming Monitor	13	\$ 479.89	\$ 6,238.57
Alienware AURORA R8	13	\$ 2,158.99	\$ 28,066.87
Alienware Extra Large Gaming-Mouse Pads	13	\$ 25.79	\$ 335.27
Alienware Pro Gaming Keyboard	13	\$ 86.79	\$ 1,123.07
<i>Subtotal</i>			\$ 35,763.78
JP Lilley			
Digital Projection 21K lumens laser projector	2	\$ 25,495.00	\$ 50,990.00
Digital Projection Long Throw Lens	2	\$ 3,995.00	\$ 7,990.00
Projector Mounting Hardware	2	\$ 275.00	\$ 550.00
Chauvet Rogue Moving Effects Head	12	\$ 1,395.00	\$ 16,740.00
Chauvet Wash Pixel Moving Head	6	\$ 4,495.00	\$ 26,970.00
Elation Obsidian Lighting Console	1	\$ 8,250.00	\$ 8,250.00
Elation Obsidian EN12 Ethernet to DMX gateway	2	\$ 1,150.00	\$ 2,300.00
Generico 12 Inch Box Truss 5 Foot Silver	5	\$ 498.00	\$ 2,490.00
Generico 12 Inch Box Truss 10 Foot Silver	3	\$ 598.00	\$ 1,794.00
Generico 6 Way Corner Block Silver	2	\$ 475.00	\$ 950.00
Applied Electronics 36 Inch Base Plate Silver	2	\$ 395.00	\$ 790.00
Newtek Instant Replay System with Controller	1	\$ 14,500.00	\$ 14,500.00
GlenSound Beatrice D4 Intercom Desktop Station	1	\$ 1,495.00	\$ 1,495.00
Sharp 60 Inch Display	1	\$ 995.00	\$ 995.00
<i>Subtotal</i>			\$136,804.00
Schaedler Yesco Distribution			
APC Smart-UPS VT Rack Mount	1	\$ 16,719.90	\$ 16,719.90
APC Rack PDU, Basic	4	\$ 240.903	\$ 960.37
<i>Subtotal</i>			\$ 17,680.27
Amazon			
Logitech G502 Proteus Core Turnable Gaming Mouse with Fully Customizable Surface	13	\$ 54.99	\$ 714.87

HyperXAlpha Cloud Gaming Headset	5	\$ 88.37	\$ 441.85
HyperX Cloud II Gaming Headset	5	\$ 99.99	\$ 499.95
<i>Subtotal</i>			\$ 1,656.67
Best Buy			
HyperX-Cloud Alpha Wired Stereo Gaming Headset	3	\$ 88.99	\$ 266.97
<i>Subtotal</i>			\$ 266.97
Administration Expenses			
Audit		\$ 1,000.00	\$ 1,000.00
City of Scranton Grant Administration Fee		\$ 1,100.00	\$ 1,000.00
Total Expenses			\$ 193,904.72
Revenue			
Local Share Account—Monroe County			\$ 193,904.72
Total Revenue			\$ 193,904.72

Technology in the Peoples Security Bank Theater at Lackawanna College will be upgraded to provide a state-of-the-art esports competition venue, while not changing the historical nature of the theater. LC is asking for \$193,904.72 for the final phase of the project. In the first stage of the project, the College will spend an estimated \$450,000 for additional state-of-the-art technology for the first phase of the project.

From the grant funding, \$191,904.72 will be spent on technology including \$37,763.78 on gaming computers and peripherals including monitors and mouse pads from DellEMC. From JP Lilley \$60,284 will be spent for the lighting and quality control console which includes 12 Chauvet Rogue Moving Effects Heads, 6 Chauvet Wash Pixel Moving Heads, 1 Elation Obsidian Lighting Console, 2 Elation Obsidian EN 12 Ethernet to DMX gateway, 5 Generico 12 Inch Box Truss 5 foot Silver, 3 Generico 12 Inch Box Truss 10 Foot Silver, 2 Generico 6 Way Corner Block Silver and 2 Applied Electronics 36 Inch Base Plate Silver; \$59,530 for the projection and main stream which includes 2 Digital Projection 21K lumens laser projectors, 2 Digital Projection Long Throw Lens and 2 Projector Mounting Hardware; \$14,500 for a Newtek Instant Replay System with Controller for the Broadcast booth; green room technology at \$2,490 which includes 1 Glensound Beatrice D4 Intercom Desktop Station and a Sharp 60 Inch Display for a total of \$136,804. The APC Smart-UPS VT Rack Mount costing \$16,719 and four APC Rack PDU at \$240.093 each for a total of \$17,680.27 from Schaedler Yesco Distribution. Thirteen Logitech Gaming Mouse devices at \$54.99 each, five HyperX Cloud Alpha Gaming Headsets at \$88.37 each and five HyperX Cloud II Gaming Headsets at \$99.99 each will be purchased at Amazon for a total of \$1,656.67. Plus three HyperX-Cloud Alpha Wired Stereo Gaming Headsets at \$88.99 each will be purchased at Best Buy for a total of \$266.97. The additional \$1,000 will be utilized for the required grant audit, and \$1,000 will be paid for grant administration to the City of Scranton.

4. Bids/Quotes, Estimates

Addenda 4
Budget Estimates

1. JP Lilley Inc
2. DELLEMC
3. Schaedler Yesco Distribution
4. Amazon
5. Best Buy

2009 N 3rd Street
Harrisburg, PA 17102
Ph: (717) 238-8123
Fax: (717) 238-3770

1230 Remington Avenue
Scranton, PA 18505
Ph: (570) 344-8293
Fax: (570) 346-3744



Proposal

Quote Number: 2231002
Quote Date: 9/27/2019
Quote by: Joe Jackson
Email: joe.jackson@jplilley.com
Valid Until: 1/1/2020
Terms: 50/50
Quote Subject: Esports Theater

INVOICE TO:

Lackawanna College
501 Vine St.
Scranton, PA 18503

Attention: Joya Whittington
Phone:
Email: WhittingtonJ@lackawanna.edu

SHIP TO:

Lackawanna College
501 Vine St.
Scranton, PA 18503

Contact: Accounts Payable
Phone:
Cell:
Email:

Projection and Main Screen

Quantity	Part Number	Description	Price	Subtotal
2	M-Vision 21000	Digital Projection 21K lumens laser projector <i>Consideration should be given to substitute two of the edge blending 1080 projectors with two 4K resolution projectors. An added cost of \$49,000 would be required.</i>	\$25,495.00	\$50,990.00
2		Digital Projection Long Throw Lens	\$3,995.00	\$7,990.00
2		Projector Mounting Hardware	\$275.00	\$550.00

Projection and Main Screen Total:

\$59,530.00

Lighting and Control Console

Quantity	Part Number	Description	Price	Subtotal
12	Rogue R1 FX-B	Chauvet Rogue Moving Effects Head	\$1,395.00	\$16,740.00
6	Maverick MK3 Wash	Chauvet Wash Pixel Moving Head	\$4,495.00	\$26,970.00
1	NX2	Elation Obsidian Lighting Console	\$8,250.00	\$8,250.00
2	EN12	Elation Obsidian EN12 Ethernet to DMX gateway	\$1,150.00	\$2,300.00
5	TBD	Generico 12 Inch Box Truss 5 Foot Silver	\$498.00	\$2,490.00
3	TBD	Generico 12 Inch Box Truss 10 Foot Silver	\$598.00	\$1,794.00
2	TBD	Generico 6 Way Corner Block Silver	\$475.00	\$950.00
2		Applied Electronics 36 Inch Base Plate Silver	\$395.00	\$790.00

Lighting and Control Console Total:

\$60,284.00

Broadcast Booth / Streaming

Quantity	Part Number	Description	Price	Subtotal
1	3Play 425	Newtek Instant Replay System with Controller	\$14,500.00	\$14,500.00

Broadcast Booth / Streaming Total: **\$14,500.00**

Green Room

Quantity	Part Number	Description	Price	Subtotal
1	Beatrice D4	Glen sound Beatrice D4 Intercom Desktop Station <i>For Greenroom Communications</i>	\$1,495.00	\$1,495.00
1	PNUH601	Sharp 60 Inch Display <i>For main tournament content monitoring.</i>	\$995.00	\$995.00

Green Room Total: **\$2,490.00**

Misc:	\$0.00
Subtotal:	\$136,804.00
Tax:	\$0.00
Job Total:	\$136,804.00



Best Audio/Visual Company
Best Event Equipment Rentals



2009 N 3rd Street
Harrisburg, PA 17102
Ph: (717) 238-8123
Fax: (717) 238-3770



1230 Remington Avenue
Scranton, PA 18505
Ph: (570) 344-8293
Fax: (570) 346-3744

Proposal

Quote Number: 2231002
Quote Date: 9/27/2019
Quote by: Joe Jackson
Email: joe.jackson@jplilley.com
Valid Until: 1/1/2020
Terms: 50/50
Quote Subject: Esports Theater

Ordering Information and Payment Terms:

Ordering:

JP Lilley & Son, Inc requires a copy of the client's "Purchase Order" to process an order. If a purchase order is not available from the customer, an authorized client representative must submit a written letter of intent of purchase before an order is processed. Authorized signatures may be faxed from a JP Lilley & Son, Inc. quotation form.

Payment Terms:

JP Lilley & Son, Inc. requires the above payment terms.

New customers need to submit a credit application with the purchase in order to apply for terms. Please note: no equipment will be ordered until the following paperwork and payment has been received:

- Customer purchase order
- Signed acceptance of this document
- Deposit or full payment if required by the stated terms

Paperwork and deposits may be delivered to your Account Manager or sent to:

JP Lilley & Son, Inc.
PO Box 62280
Harrisburg, PA 17106-2280

Finance Charge:

A service charge of 1 1/2% per month, 18% per annum will be accessed on past due accounts.

Warranties:

JP Lilley & Son, Inc., warranties system installation workmanship for one (1) year from date of completion. All manufacturers' warranties are in effect as of the final invoice date.

Preventative Maintenance Plans:

To assure the best support on your investment, Preventative Maintenance Plans are available, upon request, on all systems installed by JP Lilley & Son, Inc. For more details and a price quote on our support plans, please contact your Account Manager.

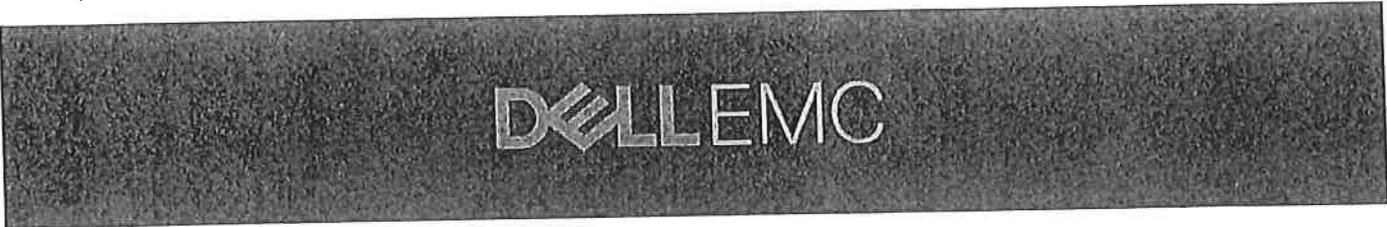
Return Policy:

If equipment is defective or damaged upon receipt, these items shall be returned for equal replacements. Returned items are subject to a manufacturer approval. Non-defective returned items are subject to manufacturer approval of 25% manufacturer restocking fee. Custom products are non-returnable. Items must be returned in original cartons with all original packing materials and accessories. All requests for such returns must be made within 10 days of invoice date. After 10 days, manufacturer's warranty shall apply.

Accepted By:

Name: _____ PO: _____ Date: ____/____/____

Signature: _____ Title: _____



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	3000047223799.1	Sales Rep	Jackie Bassett
Total	\$35,763.78	Phone	(800) 456-3355, 7254119
Customer #	6675534	Email	Jackie_Bassett@Dell.com
Quoted On	Sep. 27, 2019	Billing To	ACCOUNT PAYABLE
Expires by	Oct. 27, 2019		LACKAWANNA COLLEGE
			501 VINE ST
			SCRANTON, PA 18509-3206

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Jackie Bassett

Shipping Group

Shipping To	Shipping Method
ACCOUNTS PAYABLE	Standard Delivery
LACKAWANNA COLLEGE	
MAIN CAMPUS	
501 VINE ST	
SCRANTON, PA 18509-3206	
(570) 961-7822	

Product	Unit Price	Qty	Subtotal
Alienware Extra Large Gaming - Mouse pad	\$25.79	13	\$335.27
Alienware Pro Gaming Keyboard: AW768	\$86.39	13	\$1,123.07
New Alienware 25 Gaming Monitor: AW2518H	\$479.89	13	\$6,238.57
Alienware AURORA R8	\$2,158.99	13	\$28,066.87

Subtotal:	\$35,763.78
Shipping:	\$0.00
Non-Taxable Amount:	\$35,763.78
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00
<hr/>	
Total:	\$35,763.78

Special lease pricing may be available for qualified customers and offers. Please contact your DFS Sales Representative for details.

Shipping Group Details

Shipping To
 ACCOUNTS PAYABLE
 LACKAWANNA COLLEGE
 MAIN CAMPUS
 501 VINE ST
 SCRANTON, PA 18509-3206
 (570) 961-7822

Shipping Method
 Standard Delivery

Description	SKU	Unit Price	Qty	Subtotal
Alienware Extra Large Gaming - Mouse pad		\$25.79	13	\$335.27
Estimated delivery if purchased today: Oct. 09, 2019 Contract # 78ADB Customer Agreement # COSTARS003-051				
Alienware Extra Large Gaming - Mouse pad	A9581761	-	13	-
Alienware Pro Gaming Keyboard: AW768		\$86.39	13	\$1,123.07
Estimated delivery if purchased today: Oct. 08, 2019 Contract # 78ADB Customer Agreement # COSTARS003-051				
Alienware Pro Gaming Keyboard: AW768	580-AGJP	-	13	-
New Alienware 25 Gaming Monitor: AW2518H		\$479.89	13	\$6,238.57
Estimated delivery if purchased today: Oct. 08, 2019 Contract # 78ADB Customer Agreement # COSTARS003-051				
New Alienware 25 Gaming Monitor: AW2518H	210-AMSR	-	13	-
Alienware AURORA R8		\$2,158.99	13	\$28,066.87
Estimated delivery if purchased today: Oct. 16, 2019 Contract # 78ADB Customer Agreement # COSTARS003-051				
Alienware Aurora R8	210-ARGS	-	13	-
9th Gen Intel(R) Core(TM) i7 9700K (8-Core, 12MB Cache, Overclocked up to 4.6GHz across all cores)	338-BSXJ	-	13	-
Windows 10 Pro (64bit) English	619-AHCR	-	13	-
No Option Included	340-ACQQ	-	13	-
Alienware 850 Watt Power Supply with High Performance Liquid Cooling	321-BEWM	-	13	-
NVIDIA GeForce RTX 2070 8GB GDDR6 (OC Ready)	490-BFJN	-	13	-
16GB (2x8GB) DDR4 2666MHz UDIMM Non-ECC	370-ADUB	-	13	-
Killer 1535 2x2 802.11ac Wi-Fi Wireless + Bluetooth 4.2	555-BCRM	-	13	-
256GB M.2 PCIe NVMe SSD (Boot) + 1TB 7200RPM SATA 6Gb/s (Storage)	400-BCFJ	-	13	-

Not selected in this configuration	817-BBBC	-	13	-
Keyboard Not Included	580-ABUI	-	13	-
Alienware Mouse Is Not Included	570-AACN	-	13	-
US Power Cord	450-AAGO	-	13	-
Quick Start Guide	340-CKSR	-	13	-
Thank you for Choosing Dell	800-BBEV	-	13	-
No Option Included	340-ACQQ	-	13	-
Wireless Driver for Killer 1535	555-BEQK	-	13	-
Safety/Environment and Regulatory Guide (English/French Multi-language)	340-AGIK	-	13	-
No FGA	817-BBBB	-	13	-
Dell.com Order	332-1530	-	13	-
Shipping Material	340-BYWQ	-	13	-
Regulatory Label	389-DOSG	-	13	-
Intel(R) Core(TM) i7 Processor Label	340-CKVM	-	13	-
Additional Software	658-BCUO	-	13	-
Not ENERGY STAR Qualified	817-BBBP	-	13	-
Dell Limited Hardware Warranty Initial Year	801-1493	-	13	-
ProSupport: Next Business Day Onsite, 1 Year	801-1508	-	13	-
ProSupport: Next Business Day Onsite, 2 Year Extended	801-1529	-	13	-
ProSupport: 7x24 Technical Support, 3 Years	801-1579	-	13	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	13	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport or call 1-866-516-3115	989-3449	-	13	-

Subtotal:	\$35,763.78
Shipping:	\$0.00
Estimated Tax:	\$0.00
Total:	\$35,763.78

Important Notes

Terms of Sale

Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request: Dell's Terms of Sale, which include a binding consumer arbitration provision and incorporate Dell's U.S. Return Policy and Warranty (for Consumer warranties; for Commercial warranties).

If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - Type A and use of the Dell-branded system software is subject to the Dell End User License Agreement - Type S.

If your purchase is for Mozy, in addition to the foregoing applicable terms, your use of the Mozy service is subject to the terms and conditions located at <https://mozy.com/about/legal/terms>.

If your purchase is for Boomi services or support, your use of the Boomi Services (and related professional service) is subject to the terms and conditions located at <https://boomi.com/msa>.

If your purchase is for Secureworks services or support, your use of the Secureworks services (and related professional service) is subject to the terms and conditions located at <https://www.secureworks.com/eula/eula-us>.

If this purchase is for (a) a storage product identified in the DELL EMC Satisfaction Guarantee Terms and Conditions located at ("Satisfaction Guarantee") and (ii) three (3) years of a ProSupport Service for such storage product, in addition to the foregoing applicable terms, such storage product is subject to the Satisfaction Guarantee.

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: Dell Marketing L.P.

Note: All tax quoted above is an estimate; final taxes will be listed on the invoice.

If you have any questions regarding tax please send an e-mail to Tax_Department@dell.com.

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.

SCHAEDLER YESCO DISTRIBUTION
3982 PAXTON ST
PO BOX 4990
HARRISBURG, PA 17111-0990
717-233-1621 Fax 717-233-1626

Quotation

QUOTE DATE	QUOTE NUMBER
03/05/19	S5344794
REMIT TO: Schaedler Yesco Distribution 3982 Paxton St PO BOX 4990 HARRISBURG PA 17111-0990	PAGE NO. 1

QUOTE TO:
 LACKAWANNA COLLEGE
 501 VINE ST
 SCRANTON, PA 18509

SHIP TO:
 LACKAWANNA COLLEGE
 501 VINE ST
 SCRANTON, PA 18509

CUSTOMER NUMBER	JOB NAME	REQUESTED BY		
78603	35168 -	Dave Karr		
WRITER	SHIP VIA	TERMS	SHIP DATE	IS FREIGHT ALLOWED?
RANDY STAMM	SCRN-1DLY	Standard 10th Prox		No
ORDER QTY	DESCRIPTION	UNIT PRICE	NET AMOUNT	
1EA	APC SUVTR20KF3B5S APC SMART-UPS VT RACK MOUNT 20kVA 208V W/3 BATTERY MODULES EXP. TO 5, W/PDU & STARTUP	16719.902EA	16719.90	
4EA	APC AP7530 RACK PDU, BASIC, ZERO U, 20A, 120V, (24)5-20	240.093EA	960.37	
TAXES NOT INCLUDED				
If you have any questions regarding this quotation, please contact Randy Stamm via email at rstamm@sydist.com or via phone at extension 2463.				
			Subtotal	17680.27
Prices are pre-tax and are firm for 30 days unless noted. Pipe and wire prices valid for 24 hours. Due to tariffs, lighting prices valid for 7 days. Availability may differ at time of order. Returns may result in a restocking charge. See www.sydist.com for our Terms.			Bid Total	17680.27

9/30/2019

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Orders

Try Prime ▾

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Current \$ 1,656.67 Total: Savings: - \$ 50.00 Cost \$ 1,606.67 After Savings:

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Subtotal (23 items): \$1,656.67

This order contains a gift

Proceed to checkout

Shopping Cart



HyperX Cloud Alpha Gaming Headset - Dual Chamber Drivers - Award Winning Comfort - Durable Aluminum Frame - Detachable Microphone - Works with PC, PS4, PS4 PRO, Xbox One, Xbox One S (HX-HSCA-RD/AM)

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Price \$88.37

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Logitech G502 HERO 625 \$53.79 Add to Cart



StarTech.com 10 ft 3m 51 \$34.18 Add to Cart



Tripp Lite DisplayPort to 2 \$26.57 Add to Cart



HyperX Cloud II Gaming Headset - 7.1 Surround Sound - Memory Foam Ear Pads - Durable Aluminum Frame - Multi Platform Headset - Works with PC, PS4, PS4 PRO, Xbox One, Xbox One S - Red (KHX-HSCP-RD)

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\$99.99



Logitech G502 Proteus Core Tunable Gaming Mouse with Fully Customizable Surface, Weight and Balance Tuning

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\$54.99

BUFFALO TeraStation 1400D Desktop 4 TB NAS with Hard Drives Incl... was removed from Shopping Cart.

Subtotal (23 items): \$1,656.67

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Page 1 of 3

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Items (3)



HyperX - Cloud Alpha Wired Stereo Gaming Headset for PC, PS4, Xbox One and Nintendo Switch - Red/black

- Pick up at Scranton - Change Store
Order now and it will be ready for pickup Sun, Oct 6
Available Sat, Oct 5 at a store 37 miles away
- FREE Shipping to 18519 - Update Location
Get it by Wed, Oct 2 if you order within 12 hours 10 minutes
Next-Day Delivery is also available in checkout

3

Remove
Save for Later

\$266.97
 (\$88.99 each)
 Save \$33
 Was \$299.97
 - Or -
\$44.50/mo.*
 Suggested monthly payments
 with 6-Month financing
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- Got everything you need?

	2-Year Geek Squad Product Replacement Learn more Terms & Conditions 4.8 (3922)	\$9.99	<input type="button" value="Add to Cart"/>
	HyperX - Alloy FPS RGB Mechanical Gaming Wired Kailh Speed Silver Switch Keyboard with RGB Back Lighting - Black 4.8 (62)	\$109.99	<input type="button" value="Add to Cart"/> Save for Later
	HyperX - Fury S Pro Gaming Mouse Pad (Extra Large) - Black 4.9 (481)	\$29.99	<input type="button" value="Add to Cart"/> Save for Later

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Today's Savings	\$33.00
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5. City Planning Support Letter

**BUREAU OF CITY PLANNING**

CITY HALL : 340 NORTH WASHINGTON AVENUE : SCRANTON, PENNSYLVANIA 18503 : PHONE 570-348-4280 : FAX 570-348-4171

September 30, 2019

Cathy Wechsler
Manager of Corporate, Foundation & Government Relations
Lackawanna College
501 Vine St.
Scranton, Pa 18848

Re: Lackawanna College
Local Share Grant

Please accept this letter as evidence of support for your Local Share Grant funds application for funding to undertake improvements to The Peoples Security Bank Theater at Lackawanna College. Lackawanna College has played a large part in the revitalization of downtown Scranton. The College has continued to restore timeworn, underutilized buildings in the downtown for modern use as residential housing facilities, classroom space and a state-of-the-art Student Union. This project will further the works of the College in revitalizing the city of Scranton downtown business district.

We have determined that your project is consistent with our comprehensive plan and specifically the stated goals of rehabilitating and repurposing underutilized buildings and expanding educational opportunities in Northeast Pennsylvania. Further after a review of the project activities we have found that the project would be consistent with our zoning and planning requirements.

Good luck with your application. If you have any further needs or questions please do not hesitate to contact me at 570-348-4280 or dking@scrantonpa.gov.

Sincerely,

Donald J. King, AICP, CFM
City Planner

6. Mayor Support Letter



OFFICE OF THE MAYOR

PENNSYLVANIA

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

September 30, 2019

Cathy Wechsler
Lackawanna College
501 Vine Street
Scranton, PA 18509

RE: LSA Grant Application (Monroe County) – Lackawanna College
Mobile E-Sports Arena

Dear Ms. Wechsler:

It is my pleasure to offer the support of the City of Scranton for the Lackawanna College Mobile-E-Sports Arena. The City is committed to expanding services that meet the needs of our community through public interest, community improvement, economic development, and roadway improvement projects.

The proposed project plan to create an E-Sports Arena space certainly supports and enhances community and economic well-being which is the very purpose of the LSA Grant.

Lackawanna College meets a public need for the City of Scranton and beyond. The City's Administration is in full support of this project and looks forward to working with you.

Sincerely,

Wayne E. Evans
Mayor

"Every day is our chance to make the City a little better."

7. Legislation

Resolution

Please Note: Upon approval by Scranton City Council, legislation will be submitted regarding this application.

8. Funding Commitment Letter

9. Applicant Financials

LACKAWANNA COLLEGE

SINGLE AUDIT REPORT

JUNE 30, 2018 AND 2017

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McGrail Merkel Quinn & Associates, P.C.
 CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

Clay Avenue Professional Plaza,
 1173 Clay Avenue
 Scranton, PA 18510
 570 961-0945
 Fax: 570 961-8650
 mmq.com

Independent Auditor's Report

To the Board of Trustees of
 Lackawanna College
 Scranton, Pennsylvania

Report on the Financial Statements

We have audited the accompanying financial statements of Lackawanna College which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities and cash flows for the years then ended and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



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To the Board of Trustees of
Lackawanna College
Scranton, Pennsylvania

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Lackawanna College as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 8, 2018 on our consideration of Lackawanna College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Lackawanna College's internal control over financial reporting and compliance.

Me. King, Markel, D...
+ Associates, P.C.

Scranton, Pennsylvania
November 8, 2018

LACKAWANNA COLLEGE
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2018 AND 2017

ASSETS

	<u>2018</u>	<u>2017</u>
Current assets		
Cash and cash equivalents	\$ 6,758,068	\$ 5,213,144
Student accounts receivable, less allowance for doubtful accounts of \$111,089 and \$22,313, respectively	595,458	434,679
Grants receivable	2,757,243	20,988
Other receivables	129,185	96,936
Prepaid expenses	411,771	714,889
Total current assets	<u>10,651,725</u>	<u>6,480,636</u>
Cash restricted for programs and scholarship fund	<u>925,462</u>	<u>1,026,865</u>
Investments	<u>8,436,984</u>	<u>8,168,561</u>
Land, buildings and equipment, net	<u>40,346,349</u>	<u>35,271,226</u>
Other assets		
Contributions receivable	351,058	590,849
Beneficial interest in charitable trust	166,694	160,962
Loans receivable	340,064	334,248
Total other assets	<u>857,816</u>	<u>1,086,059</u>
Total assets	<u>\$ 61,218,336</u>	<u>\$ 52,033,347</u>

The accompanying Notes are an integral part of these Financial Statements.

LACKAWANNA COLLEGE

STATEMENTS OF FINANCIAL POSITION - (CONTINUED)

JUNE 30, 2018 AND 2017

LIABILITIES AND NET ASSETS

	<u>2018</u>	<u>2017</u>
Current liabilities		
Line of credit	\$ 2,406,753	\$ -
Current portion of obligations under capital lease	53,756	-
Current portion of long-term debt	848,769	1,252,475
Accounts payable	1,142,555	789,138
Accrued construction expenses	1,768,452	-
Other accrued expenses	453,272	308,643
Deferred tuition	528,334	290,852
Total current liabilities	<u>7,201,891</u>	<u>2,641,108</u>
Other liabilities		
Long-term debt, net of current portion	16,695,692	15,957,868
Less unamortized debt issuance costs	457,092	427,026
Long-term debt, net	<u>16,238,600</u>	<u>15,530,842</u>
Obligations under capital lease	180,068	-
Federal government advance for student loans	407,220	387,296
Total other liabilities	<u>16,825,888</u>	<u>15,918,138</u>
Total liabilities	<u>24,027,779</u>	<u>18,559,246</u>
Net assets		
Unrestricted		
Undesignated	8,727,269	7,910,848
Net investment in land, buildings and equipment	20,799,612	18,042,201
Board designated endowment fund	6,160,462	5,682,376
Total unrestricted	<u>35,687,343</u>	<u>31,635,425</u>
Temporarily restricted	1,443,214	1,778,676
Permanently restricted endowment funds	60,000	60,000
Total net assets	<u>37,190,557</u>	<u>33,474,101</u>
Total liabilities and net assets	<u>\$ 61,218,336</u>	<u>\$ 52,033,347</u>

The accompanying Notes are an integral part of these Financial Statements.

LACKAWANNA COLLEGE

STATEMENTS OF ACTIVITIES

YEARS ENDED JUNE 30, 2018 AND 2017

	2018			2017				
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Revenue and support								
Tuition and fees, net of student scholarships of \$1,786,189 in 2018 and \$1,471,730 in 2017	\$ 17,766,871	-	\$ -	\$ 17,766,871	\$ 16,076,355	-	\$ -	\$ 16,076,355
Other educational revenue and fees	3,427,419	-	-	3,427,419	2,412,392	-	-	2,412,392
Auxiliary enterprises	3,166,056	-	-	3,166,056	3,241,616	-	-	3,241,616
Federal grants	802,197	-	-	802,197	634,692	-	-	634,692
State grants	3,289,000	-	-	3,289,000	382,233	-	-	382,233
Private gifts and grants	354,552	238,687	-	593,239	198,421	575,232	-	773,653
Investment income	581,960	-	-	581,960	592,907	-	-	592,907
Gain (loss) from disposal of assets	21,644	-	-	21,644	(11,669)	-	-	(11,669)
Loss from early extinguishment of debt	(89,721)	-	-	(89,721)	-	-	-	-
Loss from lease termination	-	-	-	-	(551,976)	-	-	(551,976)
Net assets released from restrictions:								
Satisfaction of program restrictions	574,149	(574,149)	-	-	487,093	(487,093)	-	-
(Note 9)	29,894,127	(335,462)	-	29,558,665	23,462,064	88,139	-	23,550,203
Total revenue and support								
Expenses								
Instructional	8,743,429	-	-	8,743,429	8,356,660	-	-	8,356,660
Institutional support	5,999,524	-	-	5,999,524	5,466,439	-	-	5,466,439
Student services	5,334,886	-	-	5,334,886	5,168,287	-	-	5,168,287
Auxiliary enterprises	2,910,429	-	-	2,910,429	3,022,752	-	-	3,022,752
Academic support	2,331,941	-	-	2,331,941	2,131,682	-	-	2,131,682
Development and fund raising	522,000	-	-	522,000	573,680	-	-	573,680
Total expenses	25,842,209	-	-	25,842,209	24,719,500	-	-	24,719,500
Increase (decrease) in net assets	4,051,918	(335,462)	-	3,716,456	(1,257,436)	88,139	-	(1,169,297)
Net assets, beginning	31,635,425	1,778,676	60,000	33,474,101	32,892,861	1,690,537	60,000	34,643,398
Net assets, ending	\$ 35,687,343	\$ 1,443,214	\$ 60,000	\$ 37,190,557	\$ 31,635,425	\$ 1,778,676	\$ 60,000	\$ 33,474,101

The accompanying Notes are an integral part of these Financial Statements.

LACKAWANNA COLLEGE

STATEMENTS OF CASH FLOWS

YEARS ENDED JUNE 30, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
Operating activities		
Increase (decrease) in net assets	\$ 3,716,456	\$ (1,169,297)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	2,027,773	2,611,974
Net realized (gain) loss on disposal of assets	(21,644)	11,669
Net realized gain on sale of investments	(186,588)	(126,405)
Net unrealized gain on investments	(146,517)	(243,538)
Loss from early extinguishment of debt	89,721	-
Provision for doubtful accounts	88,276	500
Change in beneficial interest in charitable trust	(5,732)	(8,796)
Note receivable write off	-	208,550
Decrease (increase) in operating assets:		
Student accounts receivable	(249,055)	79,106
Grants receivable	(2,736,255)	14,242
Other receivables	(32,249)	13,020
Prepaid expenses	303,118	(130,387)
Contributions receivable	239,791	(158,872)
Increase (decrease) in operating liabilities:		
Accounts payable	353,417	361,531
Accrued construction expenses	1,768,452	-
Other accrued expenses	144,629	75,468
Deferred tuition	237,482	2,506
Net cash provided by operating activities	<u>5,591,075</u>	<u>1,541,271</u>
Investing activities		
Change in cash restricted for programs and scholarship fund	101,403	79,528
Note receivable payments	-	15,100
Proceeds from sale of investments	1,169,318	610,127
Purchase of investments	(1,104,636)	(847,328)
Purchase of fixed assets	(7,098,167)	(2,476,320)
Proceeds from disposal of fixed assets	49,726	501,007
Principal collected on student loans	(5,816)	24,859
Net cash used in investing activities	<u>(6,888,172)</u>	<u>(2,093,027)</u>

The accompanying Notes are an integral part of these Financial Statements.

LACKAWANNA COLLEGE

STATEMENTS OF CASH FLOWS - (CONTINUED)

YEARS ENDED JUNE 30, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
Financing activities		
Proceeds from capital lease	\$ 300,709	\$ -
Proceeds from line of credit	2,406,753	-
Proceeds from debt	1,226,503	1,054,454
Principal payments on capital lease	(66,885)	(35,163)
Principal payments on long-term debt	(892,385)	(1,100,614)
Debt issuance costs	(152,598)	(72,033)
Net receipts from Federal government advances for student loans	<u>19,924</u>	<u>(41,681)</u>
Net cash provided by (used in) financing activities	<u>2,842,021</u>	<u>(195,037)</u>
Net increase (decrease) in cash and cash equivalents	1,544,924	(746,793)
Cash and cash equivalents, beginning	<u>5,213,144</u>	<u>5,959,937</u>
Cash and cash equivalents, ending	<u>\$ 6,758,068</u>	<u>\$ 5,213,144</u>

The accompanying Notes are an integral part of these Financial Statements.

NOTES TO FINANCIAL STATEMENTS

Note 1 - Nature of Operations and Summary of Significant Accounting Policies

Nature of Operations

Lackawanna College (the College), founded in 1894, is an accredited private, non-profit educational institution located in Scranton, Pennsylvania with five branch campuses in surrounding counties. The College provides opportunities for career and personal development within selected associate and baccalaureate degree, certificate and continuing education programs.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents include short-term deposits with original maturities of three months or less.

Allowance for Doubtful Accounts

The College establishes an allowance for uncollectible student accounts receivable based on historical collection percentages and management's evaluation of collectibility.

Investments

Equity securities with readily determinable fair values and debt securities are valued at fair value based on quoted market prices. Adjustments to reflect increases or decreases in market value, referred to as unrealized gains and losses, are reported in the Statements of Activities.

The cost of investments received as gifts is fair value as determined upon receipt. The cost of investments sold is determined by use of the specific identification method.

All realized gains and losses arising from the sale of investments and ordinary income from investments are reported as changes in unrestricted net assets unless their use is temporarily or permanently restricted by explicit donor imposed stipulations.

Note 1 - Nature of Operations and Summary of Significant Accounting Policies - (Continued)

Land, Buildings and Equipment

Land, buildings and equipment purchases are capitalized at cost. Donations of land, buildings or equipment are recorded at estimated fair value and are included in support unless restricted to a specific purpose. Depreciation is computed on the straight-line method over the estimated useful lives of the assets.

Collection items are capitalized at cost, if purchased, or at their fair value, if contributed. Gains or losses from deaccessions of these items are reflected on the Statement of Activities as a change in the appropriate net asset classes, depending on the existence and type of donor-imposed restrictions.

Promises to Give

Unconditional promises to give that are expected to be collected in future years are recorded at the present value of estimated future cash flows and are due in one to five years. Contributions receivable amounted to \$351,058 and \$590,849, at June 30, 2018 and 2017, respectively.

Loans Receivable

Loans receivable is the Title IV revolving loan fund for the Perkins program and represents loans made to students and the corresponding repayments.

Debt Issuance Costs

Costs related to acquiring the College's financing have been deferred and are being amortized over the lives of the loans.

Long-Lived Assets

The College reviews the carrying value of long-lived assets for impairment whenever events or changes in circumstances indicate that carrying amounts of the assets might not be recoverable.

Temporarily and Permanently Restricted Net Assets

Temporarily restricted net assets are those whose use by the College have been limited by donors to a specific time period or purpose. Permanently restricted net assets have been restricted by donors to be maintained by the College in perpetuity.

Recognition of Donor-Restricted Contributions

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Note 1 - Nature of Operations and Summary of Significant Accounting Policies - (Continued)

Advertising

All advertising costs are expensed as incurred. For the years ended June 30, 2018 and 2017, advertising expense amounted to \$589,559 and \$554,991, respectively.

Cash Flows

For purposes of the Statements of Cash Flows, cash and cash equivalents includes cash and highly liquid money market funds and excludes temporarily and permanently restricted cash and cash equivalents.

For the year ended June 30, 2018, the College paid interest of \$687,732, which includes interest in the amount of \$230,348 that was capitalized. For the year ended June 30, 2017, the College paid interest of \$577,477, which includes interest in the amount of \$117,274 that was capitalized.

Income Taxes

The College is exempt from Federal and State income taxes under Section 501(c)(3) of the Internal Revenue Code.

In accordance with the Financial Accounting Standards Board guidance on accounting for uncertainty in income taxes, management evaluated the College's tax positions and concluded that the College had taken no uncertain tax positions that require adjustment to the financial statements to comply with the provisions of this guidance. With few exceptions, the College is no longer subject to income tax examinations by the U.S. federal, state or local tax authorities for years before 2014.

Subsequent Events

The College has evaluated subsequent events through November 8, 2018, the date the financial statements were available to be issued.

Recent Accounting Pronouncements

In May 2014, the Financial Accounting Standards Board ("FASB") issued Accounting Standards Update ("ASU") 2014-09, *Revenue from Contracts with Customers*. This new accounting guidance outlines a single comprehensive model for entities to use in accounting for revenue from contracts with customers. ASU No. 2014-09 is effective for the College for fiscal 2020. Early application is permitted for fiscal years beginning after December 15, 2016. The College is assessing the impact this new standard will have on its financial statements.

In August 2016, the FASB issued ASU 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. The new guidance is intended to improve and simplify the current net asset classification requirements and information presented in financial statements and notes that is useful in assessing a not-for-profit's liquidity, financial performance and cash flows. ASU 2016-14 is effective for the College for fiscal 2019, with early adoption permitted. ASU 2016-14 is to be applied retroactively with transition provisions. The College is assessing the impact this standard will have on its financial statements.

Note 1 - Nature of Operations and Summary of Significant Accounting Policies - (Continued)

Recent Accounting Pronouncements - (Continued)

In February 2016, the FASB issued ASU No. 2016-02, *Leases*. ASU No. 2016-02 was issued to increase transparency and comparability among entities. Lessees will need to recognize nearly all lease transactions (other than leases that meet the definition of a short-term lease) on the statement of financial position as a lease liability and a right-of-use asset (as defined). Lessor accounting under the new guidance will be similar to the current model. ASU No. 2016-02 is effective for the College for fiscal 2021. Early application is permitted. Upon adoption, lessees and lessors will be required to recognize and measure leases at the beginning of the earliest period presented using a modified retrospective approach, which includes a number of optional practical expedients that entities may elect to apply. The College is assessing the impact this standard will have on its financial statements.

Reclassifications

Certain prior year amounts have been reclassified to conform to the current year's presentation.

Note 2 - Investments

Investments consisted of the following at June 30, 2018 and 2017:

	2018		2017	
	Cost	Fair Value	Cost	Fair Value
Unrestricted				
Undesignated funds				
U.S. Agencies	\$ 216,776	\$ 209,196	\$ 272,189	\$ 269,131
Corporate bonds	1,350,997	1,318,843	1,392,304	1,401,001
Mutual funds	140,414	140,000	161,398	147,303
Equities	494,572	618,652	541,873	670,179
	<u>2,202,759</u>	<u>2,286,691</u>	<u>2,367,764</u>	<u>2,487,614</u>
Board designated endowment fund				
U.S. Agencies	801,502	780,597	732,762	735,767
Corporate bonds	1,313,494	1,298,148	1,183,042	1,205,658
Mutual funds	345,968	537,969	495,968	665,728
Equities	2,061,505	3,473,579	1,823,786	3,013,794
	<u>4,522,469</u>	<u>6,090,293</u>	<u>4,235,558</u>	<u>5,620,947</u>
Permanently restricted				
Cash	60,000	60,000	60,000	60,000
	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
Total investments	<u>\$ 6,785,228</u>	<u>\$ 8,436,984</u>	<u>\$ 6,663,322</u>	<u>\$ 8,168,561</u>

Note 2 - Investments - (Continued)

The following schedule summarizes the investment return for the years ended June 30, 2018 and 2017.

<u>Unrestricted</u>	<u>2018</u>	<u>2017</u>
Undesignated funds		
Interest and dividends	\$ 91,223	\$ 79,613
Realized and unrealized (losses) gains on investments	(18,585)	25,117
Total undesignated funds	<u>72,638</u>	<u>104,730</u>
Board designated endowment fund		
Interest and dividends	151,900	134,555
Realized and unrealized gains on investments	357,422	353,622
Total Board designated endowment fund	<u>509,322</u>	<u>488,177</u>
Total unrestricted investment income	<u>\$ 581,960</u>	<u>\$ 592,907</u>

Note 3 - Beneficial Interest in Charitable Trust

The College receives income from a charitable trust held by a third party; it is not the sole beneficiary of the trust. Under the terms of the trust, the College has the irrevocable right to receive its stated portion of the income earned on the trust's assets. Upon termination of the trust, the College will receive its portion of the remaining trust assets. The beneficial interest in the trust at June 30, 2018 and 2017, in the amount of \$166,694 and \$160,962, respectively, was recorded at fair value, measured by the present value of estimated future distributions.

Note 4 - Land, Buildings and Equipment

Land, buildings and equipment consisted of the following at June 30, 2018 and 2017:

	<u>2018</u>	<u>2017</u>	Depreciable Lives
Land, buildings and improvements	\$ 49,883,847	\$ 49,114,361	20-40 Years
Equipment	10,185,628	8,898,628	3-10 Years
Collection items	62,800	62,800	
Construction in progress	9,008,327	4,066,428	
	<u>69,140,602</u>	<u>62,142,217</u>	
Less: Accumulated depreciation	<u>28,794,253</u>	<u>26,870,991</u>	
Land, buildings and equipment, net	<u>\$ 40,346,349</u>	<u>\$ 35,271,226</u>	

Depreciation expense amounted to \$1,988,903 and \$2,570,902 for the years ended June 30, 2018 and 2017, respectively.

Construction in progress at June 30, 2018 and 2017 consisted of costs incurred for the Adams Avenue property and various other smaller projects.

Note 5 - Short-Term Debt

The College has a line of credit available in the amount of \$500,000 at June 30, 2018 and 2017. The line is secured by substantially all of the College's assets and bears interest at the national prime rate plus 0.25%, subject to a 3.5% floor, effective October, 2015. There was no balance outstanding at June 30, 2018 and 2017.

Effective December 5, 2017, the College has a line of credit available in the amount of \$3,000,000. The line is secured by substantially all of the College's assets and bears interest at the national prime rate plus 0.26%, subject to a 4.5% floor. All outstanding principal and interest is due December, 2018. Amounts drawn down and outstanding on the line of credit at June 30, 2018 total \$2,406,753.

Note 6 - Long-Term Debt

Long-term debt consisted of the following at June 30, 2018 and 2017:

	<u>2018</u>	<u>2017</u>
Installment note with monthly payments of \$514, including interest at 0%, through December, 2020; secured by a vehicle.	\$ 14,897	\$ 21,575
Installment note with monthly payments of \$329, including interest at 2.99%, through September, 2021; secured by a vehicle.	12,181	15,710
Installment note with monthly payments of \$381, including interest at 0%, through December, 2021; secured by a vehicle.	16,013	20,588
Installment note with monthly payments of \$4,705, including interest at 3.49%, through January, 2024; secured by real estate.	285,786	331,235
Loan payable – 2008 Revenue Note (See Note 7)	-	3,998,296
Loan payable – 2010 Revenue Note (See Note 7)	4,653,507	4,956,974
Loan payable – 2012 Revenue Note (See Note 7)	3,420,651	3,612,866
Loan payable – 2014 Revenue Note (See Note 7)	4,520,462	4,253,099
Loan payable – 2017 Revenue Note (See Note 7)	4,620,964	-
	<u>17,544,461</u>	<u>17,210,343</u>
Less: Current portion	848,769	1,252,475
Less: Debt issuance costs	457,092	427,026
Long-term debt, net	<u>\$16,238,600</u>	<u>\$15,530,842</u>

Note 6 - Long-Term Debt - (Continued)

The aggregate maturities of long-term debt are as follows:

<u>Years Ending June 30,</u>	<u>Amount</u>
2019	\$ 848,769
2020	1,153,406
2021	1,189,746
2022	1,221,344
2023	1,231,273
Thereafter	11,899,923
Total	<u>\$ 17,544,461</u>

Note 7 - Loans PayableLoan Payable - 2008 Revenue Note

The loan balance consists of the proceeds of an \$8,000,000 tax-exempt borrowing through the Scranton-Lackawanna Health and Welfare Authority which issued a Revenue Note, Series of 2008. The proceeds were used for capital expenditures and to refund the 1998 bonds. The Note is subject to a Loan Agreement dated October 17, 2008 between the Authority and Community Bank & Trust Co. Under the Loan Agreement, the College has agreed to make payments sufficient to pay the principal and interest on the Note. Monthly payments of \$60,588, including interest of 4.35%, are due until October, 2023. In January, 2015, the Loan Agreement was amended, changing the interest rate to 3.60% and monthly payments to \$59,008. The Loan Agreement is a general obligation of the College secured by a pledge of and a security interest in certain revenues of the College and a mortgage granted by the College on the main campus facility. In December, 2017, the outstanding loan balance was refunded with the 2017 Revenue Note.

Loan Payable - 2010 Revenue Note

The loan balance consists of the proceeds of a \$6,700,000 tax-exempt borrowing through the Abington Township Municipal Authority which issued a Revenue Note, Series of 2010. The proceeds are to be used for capital expenditures. The Note is subject to a Loan Agreement dated September 29, 2010 between the Authority and Peoples Security Bank and Trust Company (formerly Penn Security Bank and Trust Company). Under the Loan Agreement, the College has agreed to make payments sufficient to pay the principal and interest on the Note. Monthly payments of \$40,439, including interest of 3.866%, are due until September, 2030. In January, 2015, the Loan Agreement was amended, changing the interest rate to 3.25% and monthly payments to \$38,523. The Loan Agreement is a general obligation of the College secured by a pledge of and a security interest in certain revenues of the College and a mortgage granted by the College. Refer to the loan agreement for complete details on the loan.

Note 7 - Loans Payable - (Continued)Loan Payable - 2012 Revenue Note

The loan balance consists of the proceeds of a \$4,500,000 tax-exempt borrowing through the Waverly Township Municipal Authority which issued a Revenue Note, Series of 2012. The proceeds are to be used for capital expenditures and to redeem the 2001 bonds. The Note is subject to a Loan Agreement dated May 15, 2012 between the Authority and Peoples Security Bank and Trust Company (formerly Penn Security Bank and Trust Company). Under the Loan Agreement, the College has agreed to make payments sufficient to pay the principal and interest on the Note. Monthly payments of \$25,402, including interest of 3.15%, are due until May, 2032. The Loan Agreement is a general obligation of the College secured by a pledge of and a security interest in certain revenues of the College and a mortgage granted by the College. Refer to the loan agreement for complete details on the loan.

Loan Payable - 2014 Revenue Note

The loan balance consists of the proceeds of a \$6,500,000 tax-exempt borrowing through the Waverly Township Municipal Authority which issued a Revenue Note, Series of 2014. The proceeds are to be used for capital expenditures. The Note is subject to a Loan Agreement dated December 17, 2014 between the Authority and Peoples Security Bank and Trust Company. Under the Loan Agreement, the College has agreed to make payments sufficient to pay the principal and interest on the Note. From January, 2015 to December, 2016, interest only is due on principal advances. Beginning January, 2017, monthly principal and interest payments were due. In October, 2016, the interest only period was extended to December, 2017. In February, 2018, the interest only period was extended to December, 2018. Beginning January, 2019, monthly payments of \$42,950, including interest of 3.25%, are due until December, 2022. Beginning January, 2023, monthly payments of \$38,403, including interest of 3.25%, are due until August, 2036 with a final monthly payment of \$76,129 due September 2036. The Loan Agreement is a general obligation of the College secured by a pledge of and a security interest in certain revenues of the College and a mortgage granted by the College. Refer to the loan agreement for complete details on the loan.

Loan Payable - 2017 Revenue Note

The loan balance consists of the proceeds of a \$6,815,000 tax-exempt borrowing through the Waverly Township Municipal Authority which issued a Revenue Note, Series of 2017. The proceeds are to be used for capital expenditures and to refund the 2008 Revenue Note. The Note is subject to a Loan Agreement dated December 28, 2017 between the Authority and Peoples Security Bank and Trust Company. Under the Loan Agreement, the College has agreed to make payments sufficient to pay the principal and interest on the Note. From January, 2018 to December, 2018, interest only is due on principal advances. Beginning January, 2019, monthly payments of \$38,818, including interest of 3.25%, are due until December, 2038. The Loan Agreement is a general obligation of the College secured by a pledge of and a security interest in certain revenues of the College and a mortgage granted by the College. Refer to the loan agreement for complete details on the loan.

Note 8 - Obligations Under Capital Lease

During the year ended June 30, 2018, the College obtained equipment under the provisions of a long-term lease. For financial reporting purposes, minimum lease payments have been capitalized. The lease will expire in June, 2022. The leased property under capital lease as of June 30, 2018 had a cost of \$300,709 and accumulated amortization amounted to \$35,799. The leased property under capital lease is included in the caption "Land, buildings and equipment, net."

The minimum future lease payments and the present value of the net minimum lease payments are as follows:

<u>Year ending June 30,</u>		
2019		\$ 66,886
2020		66,886
2021		66,886
2022		66,886
Total minimum lease payments		<u>267,544</u>
Less: Interest portion		<u>33,720</u>
Present value of net minimum lease payments		233,824
Less: Current portion of net minimum lease Payments		<u>53,756</u>
Obligations under capital leases, long-term		<u>\$ 180,068</u>

Note 9 - Temporarily Restricted Net Assets

At June 30, 2018 and 2017, temporarily restricted net assets are available as follows:

	<u>2018</u>	<u>2017</u>
Program	\$ 58,455	\$ 701,354
Scholarships	<u>1,384,759</u>	<u>1,077,322</u>
Total	<u>\$1,443,214</u>	<u>\$1,778,676</u>

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by donors as follows:

Purpose restrictions accomplished:	<u>2018</u>	<u>2017</u>
Program	\$ 484,049	\$ 404,526
Scholarships	<u>90,100</u>	<u>82,567</u>
Total restrictions released	<u>\$ 574,149</u>	<u>\$ 487,093</u>

Note 10 - Permanently Restricted Net Assets

Permanently restricted net assets consist of investments to be held indefinitely, the income from which is expendable for scholarships.

Note 11 - Government Grants and Student Aid

The amounts under these captions do not include amounts remitted to students under the Pennsylvania Higher Education Assistance Agency (PHEAA) Program and the PELL Grants Program. Had these amounts been included, revenues and expenditures would have increased by \$6,847,381 in 2018 and \$5,779,672 in 2017. The grants are similar to agency funds because the College acted only as custodian and disbursing agent for these funds.

Note 12 - Pension and Employee Benefits

The College has a defined contribution pension plan. It was established by the Board of Trustees and effective January 1, 1970. Benefits are provided through investments offered by Teachers Insurance and Annuity Association (TIAA) and the College Retirement Equities Fund (CREF). The Plan operates under Section 403(b) of the Internal Revenue Code. For participants that contribute a minimum of four percent (4%) of their annual salary to the plan, the College will contribute six percent (6%) of the participant's annual salary to the Plan. Participants are allowed to contribute an amount equal to the maximum allowed by the Internal Revenue Service. The pension expense for this plan for the years ended June 30, 2018 and 2017 was \$421,261 and \$399,857, respectively.

Note 13 - Leases

The College leases its Hazleton, Lake Region, Sunbury and Towanda campuses under operating leases. The lease terms vary from one to ten years, with renewal options subject to negotiation at the expiration of the leases.

Total rent expense for all leases for the years ended June 30, 2018 and 2017 amounted to \$635,147 and \$551,599, respectively.

Future minimum rental payments are as follows for the years ending June 30,:

2019	\$ 607,528
2020	617,068
2021	415,444
2022	376,800
2023	285,600
Thereafter	<u>1,097,100</u>
Total	<u>\$ 3,399,540</u>

On November 13, 2007, in connection with the acquisition of the Academic Building from Lackawanna County, the College entered into a lease agreement with the County for their continued use of a portion of the building. The lease term expired August 31, 2009. In November, 2009, the County and the College executed a rent payment agreement which extended the County's use of the building until November, 2019 and extinguished the College's \$350,000 obligation to the county.

On November 5, 2012, in connection with the lease of the Lake Region campus, the College issued a note receivable to the owner of the property. Interest is at prime plus 1% and the term is ten years. In January, 2017, the College terminated the lease for certain areas of the campus. The termination of the lease and the related note receivable resulted in a loss in the amount of \$551,976.

Note 14 - Concentration of Credit Risk

Most of the College's business activity is with students located in Scranton, Pennsylvania and surrounding communities within Lackawanna County. The College grants credit to its students for tuition and fees.

The College maintains its cash accounts in various commercial banks located in Northeastern Pennsylvania. Accounts at each bank are insured, in aggregate, by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000.

Note 15 - Contingencies

Real Estate Taxes

As a not-for-profit Corporation in the Commonwealth of Pennsylvania, the College is an organization which presently qualifies for an exemption from real property taxes; however, a number of cities, municipalities and school districts in the Commonwealth of Pennsylvania have challenged and continue to challenge such exemption. The possible future financial effects of this matter on the College, if any, are not presently determinable.

Grant Programs

The College participates in both Federal and State assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives.

The College is potentially liable for any expenditures which may be disallowed pursuant to the terms of these grant programs. Management is not aware of any material items of noncompliance which would result in the disallowance of program expenditures.

Union Contract

The faculty of the College are members of the Lackawanna College Education Association. The current contract expires June 30, 2020.

Note 16 - Fair Value Measurements

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. In determining fair value, the College uses various methods including market, income and cost approaches. Based on these approaches, the College often utilizes certain assumptions that market participants would use in pricing the asset or liability, including assumptions about risk and or the risks inherent in the inputs to the valuation technique. These inputs can be readily observable, market corroborated, or generally unobservable inputs. The College utilizes valuation techniques that maximize the use of observable inputs and minimize the use of unobservable inputs. Based on the observability of the inputs used in the valuation techniques, the College is required to provide the following information according to the fair value hierarchy. The fair value hierarchy ranks the quality and reliability of the information used to determine fair values. Financial assets and liabilities carried at fair value will be classified and disclosed in one of the following three categories:

Note 16 - Fair Value Measurements - (Continued)

Level I – Valuations for assets and liabilities traded in active exchange markets, such as the New York Stock Exchange.

Level II – Valuations for assets and liabilities traded in less active dealer or broker markets. Valuations are obtained from third party pricing services for identical or similar assets or liabilities.

Level III – Valuations for assets and liabilities that are derived from other valuation methodologies, including option pricing models, discounted cash flow models and similar techniques, and not based on market exchange, dealer, or broker traded transactions. Level III valuations incorporate certain assumptions and projections in determining the fair value assigned to such assets or liabilities.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value.

Mutual funds, Equities, Corporate bonds, U.S. Agencies, and Certificates of deposit: Valued at the closing price reported on the active market on which the individual securities are traded.

The preceding methods may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the College believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

Note 16 - Fair Value Measurements - (Continued)

The following table sets forth by level, within the fair value hierarchy, the assets at fair value as of June 30, 2018 and 2017.

Assets:	June 30, 2018			
	Level I	Level II	Level III	Total
U.S. Agencies	\$ 989,793	\$ -	\$ -	\$ 989,793
Corporate bonds				
Aaa	175,595	-	-	175,595
Aa1	49,880	-	-	49,880
Aa2	238,357	-	-	238,357
Aa3	238,315	-	-	238,315
A1	558,252	-	-	558,252
A2	937,108	-	-	937,108
A3	264,976	-	-	264,976
Baa1	95,779	-	-	95,779
Baa2	10,172	-	-	10,172
Ba2	48,557	-	-	48,557
Total Corporate bonds	<u>2,616,991</u>	<u>-</u>	<u>-</u>	<u>2,616,991</u>
Equities				
Consumer discretionary	267,227	-	-	267,227
Consumer staples	495,789	-	-	495,789
Financial	700,982	-	-	700,982
Healthcare	505,599	-	-	505,599
Industrial	426,059	-	-	426,059
Information technology	778,521	-	-	778,521
Materials	96,888	-	-	96,888
Energy	347,650	-	-	347,650
Technology	62,132	-	-	62,132
Telecommunication	109,187	-	-	109,187
Real estate	87,093	-	-	87,093
Utilities	215,104	-	-	215,104
Total Equities	<u>4,092,231</u>	<u>-</u>	<u>-</u>	<u>4,092,231</u>
Mutual funds	677,969	-	-	677,969
Cash	60,000	-	-	60,000
	<u>\$ 8,436,984</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,436,984</u>

Note 16 - Fair Value Measurements - (Continued)

Assets:	June 30, 2017			
	Level I	Level II	Level III	Total
U.S. Agencies	\$ 1,004,898	\$ -	\$ -	\$ 1,004,898
Corporate bonds				
Aaa	127,858	-	-	127,858
Aa1	103,386	-	-	103,386
Aa2	215,403	-	-	215,403
Aa3	297,663	-	-	297,663
A1	845,348	-	-	845,348
A2	437,850	-	-	437,850
A3	390,897	-	-	390,897
Baa1	29,997	-	-	29,997
Baa2	98,672	-	-	98,672
Baa3	10,524	-	-	10,524
Ba2	49,061	-	-	49,061
Total Corporate bonds	<u>2,606,659</u>	<u>-</u>	<u>-</u>	<u>2,606,659</u>
Equities				
Consumer discretionary	284,970	-	-	284,970
Consumer staples	510,584	-	-	510,584
Financial	546,950	-	-	546,950
Healthcare	430,697	-	-	430,697
Industrial	419,489	-	-	419,489
Information technology	611,370	-	-	611,370
Materials	131,509	-	-	131,509
Energy	311,623	-	-	311,623
Technology	61,626	-	-	61,626
Telecommunication	135,066	-	-	135,066
Real estate	88,491	-	-	88,491
Utilities	151,598	-	-	151,598
Total Equities	<u>3,683,973</u>	<u>-</u>	<u>-</u>	<u>3,683,973</u>
Mutual funds	813,031	-	-	813,031
Cash	60,000	-	-	60,000
	<u>\$ 8,168,561</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,168,561</u>

Note 17 - Endowments

The College's endowment funds consist of approximately 20 individual funds established primarily for student scholarships and financial aid that are both donor-restricted funds and funds designated by the Board of Trustees to function as endowments. As required by accounting principles generally accepted in the United States of America, net assets associated with endowment funds, including funds designated by the Board of Trustees to function as endowments, are classified and reported based on existence or absence of donor-imposed restrictions.

Note 17 - Endowments - (Continued)

Endowment Net Asset Composition by type of fund as of June 30, 2018 and 2017, is as follows:

		2018			
		Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Donor-restricted endowment Funds		\$ -	\$ 1,384,759	\$ 60,000	\$ 1,444,759
Board-designated endowment Funds		6,160,462	-	-	6,160,462
	Total	<u>\$ 6,160,462</u>	<u>\$ 1,384,759</u>	<u>\$ 60,000</u>	<u>\$ 7,605,221</u>

		2017			
		Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Donor-restricted endowment Funds		\$ -	\$ 1,077,322	\$ 60,000	\$ 1,137,322
Board-designated endowment Funds		5,682,376	-	-	5,682,376
	Total	<u>\$ 5,682,376</u>	<u>\$ 1,077,322</u>	<u>\$ 60,000</u>	<u>\$ 6,819,698</u>

Changes in Endowment Net Assets for the years ended June 30, 2018 and 2017, are as follows:

		2018			
		Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Endowment net assets, beginning of year		\$ 5,682,376	\$ 1,077,322	\$ 60,000	\$ 6,819,698
Investment return:					
Investment income		151,900	-	-	151,900
Net realized and unrealized losses		357,422	-	-	357,422
Total investment return		509,322	-	-	509,322
Contributions		4,968	397,537	-	402,505
Appropriation of endowment assets for expenditure		(36,204)	(90,100)	-	(126,304)
Endowment net assets, end of year		<u>\$ 6,160,462</u>	<u>\$ 1,384,759</u>	<u>\$ 60,000</u>	<u>\$ 7,605,221</u>

Note 17 - Endowments - (Continued)

	2017			Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Endowment net assets, beginning of year	\$ 4,888,566	\$ 1,094,232	\$ 60,000	\$ 6,042,798
Investment return:				
Investment income	134,555	-	-	134,555
Net realized and unrealized losses	353,622	-	-	353,622
Total investment return	488,177	-	-	488,177
Contributions	341,111	65,657	-	406,768
Appropriation of endowment assets for expenditure	(35,478)	(82,567)	-	(118,045)
Endowment net assets, end of year	<u>\$ 5,682,376</u>	<u>\$ 1,077,322</u>	<u>\$ 60,000</u>	<u>\$ 6,819,698</u>

The College has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets.

The donor-restricted endowment assets are invested by the Trustees in a manner that is intended to produce results that exceed the price and yield results of the S&P 500 index while assuming a balanced level of investment risk. The College expects its donor-restricted endowment funds, over time, to provide a rate of return commensurate with the portfolio risk. Actual returns in any given year may vary from this amount. To satisfy its long-term rate-of-return objectives, the College relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The College targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

Note 18 - Federal Perkins Loan Program

The Federal Perkins Loan Program expired September 30, 2017. The College will be liquidating its Federal Perkins Revolving Loan Fund at the direction of the Department of Education. The College has begun assigning all eligible outstanding loans to the Department of Education.

SUPPLEMENTARY INFORMATION



McGrail Merkel Quinn & Associates, P.C.
 CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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 1173 Clay Avenue
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Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

To the Board of Trustees of
 Lackawanna College
 Scranton, Pennsylvania

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Lackawanna College, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated November 8, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Lackawanna College's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Lackawanna College's internal control. Accordingly, we do not express an opinion on the effectiveness of Lackawanna College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



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To the Board of Trustees of
Lackawanna College
Scranton, Pennsylvania

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Lackawanna College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Me... ..
+ Associates, P.C.

Scranton, Pennsylvania
November 8, 2018



McGrail Merkel Quinn & Associates, P.C.
 CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

Clay Avenue Professional Plaza
 1173 Clay Avenue
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 570 961-0345
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**Independent Auditor's Report on Compliance for Each Major Federal Program
 and Report on Internal Control Over Compliance
 Required by the Uniform Guidance**

To the Board of Trustees of
 Lackawanna College
 Scranton, Pennsylvania

Report on Compliance for Each Major Federal Program

We have audited Lackawanna College's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Lackawanna College's major federal programs for the year ended June 30, 2018. Lackawanna College's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Lackawanna College's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Lackawanna College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Lackawanna College's compliance.

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To the Board of Trustees of
Lackawanna College
Scranton, Pennsylvania

Opinion on Each Major Federal Program

In our opinion, Lackawanna College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as item 2018-001. Our opinion on each major federal program is not modified with respect to these matters.

Lackawanna College's response to the noncompliance findings identified in our audit is described in the accompanying corrective action plan. Lackawanna College's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Management of Lackawanna College is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Lackawanna College's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Lackawanna College's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

To the Board of Trustees of
Lackawanna College
Scranton, Pennsylvania

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Michael J. Mihal, CPA
& Associates, P.C.

Scranton, Pennsylvania
November 8, 2018

LACKAWANNA COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2018

I. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

- o Material weakness(es) identified? ___ Yes X No
- o Significant deficiency(ies) identified? ___ Yes X None Reported

Noncompliance material to financial statements noted? ___ Yes X No

Federal Awards

Internal control over major programs:

- o Material weakness(es) identified? ___ Yes X No
- o Significant deficiency(ies) identified? ___ Yes X None Reported

Type of auditor's report issued on compliance for major programs: Unmodified

- o Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)? X Yes ___ No

Identification of major programs:

CFDA Number(s)

Name of Federal Program or Cluster

Various

Student Financial Assistance Cluster

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? X Yes ___ No

LACKAWANNA COLLEGESCHEDULE OF FINDINGS AND QUESTIONED COSTS - (CONTINUED)YEAR ENDED JUNE 30, 2018II. FINANCIAL STATEMENT FINDINGS

No matters were reported.

III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

FINDING 2018-001 – CFDA 84.007 and 84.033 - Matching

CRITERIA:

The Federal Work Study Program and the Federal Supplemental Educational Opportunity Grant Program have non-Federal share matching requirements. Unless a waiver has been obtained from the U.S. Department of Education, the Federal share of awards may not exceed 75 percent of the total program awards made by the College. (34 CFR 676.21 and 34 CFR 675.26).

CONDITION:

Lackawanna College did not receive a waiver for the fiscal year ended June 30, 2018 and did not match the Federal share of awards for the listed programs.

CONTEXT:

Lackawanna College did not match the Federal share of awards for the listed programs.

CAUSE:

The Director of Financial Aid was not notified that the College did not receive the waiver from the U.S. Department of Education for the fiscal year ended June 30, 2018.

EFFECT:

Lackawanna College did not match the Federal share of awards for the listed programs.

QUESTIONED COSTS:

There were none.

LACKAWANNA COLLEGESCHEDULE OF FINDINGS AND QUESTIONED COSTS - (CONTINUED)YEAR ENDED JUNE 30, 2018III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS - Continued

FINDING 2018-001 – CFDA 84.007 and 84.033 – Matching - Continued

RECOMMENDATION:

Lackawanna College should review its procedures relating to the application for the waiver of the non-Federal matching requirement for the listed programs. The Financial Aid Office should be notified of the status of the application and should verify that a waiver has been obtained prior to awarding funds for these programs.

MANAGEMENT COMMENTS:

See Lackawanna College's corrective action plan.

LACKAWANNA COLLEGESCHEDULE OF EXPENDITURES OF FEDERAL AWARDSYEAR ENDED JUNE 30, 2018

<u>Federal Grantor/ Pass-Through Grantor/Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass-through Entity Identifying Number</u>	<u>Passed Through to Subrecipients</u>	<u>Total Federal Expenditures</u>
<u>U.S. Department of Education</u>				
Student Financial Assistance Cluster				
Federal Direct Student Loans	84.268	N/A	N/A	\$ 12,166,137
Federal Pell Grant Program	84.063	N/A	N/A	4,820,397
Federal Supplemental Educational Opportunity Grants	84.007	N/A	N/A	68,614
Federal Work-Study Program	84.033	N/A	N/A	64,293
Federal Perkins Loan Program - Note 3	84.038	N/A	N/A	334,248
Total Student Financial Assistance Cluster				<u>17,453,689</u>
Pass-through from the Pennsylvania Department of Education				
Career and Technical Education - Basic Grants to States	84.048	N/A	N/A	<u>272,999</u>
Total Pass-through from the Pennsylvania Department of Education				<u>272,999</u>
Total - U.S. Department of Education				17,726,688
<u>U.S. Department of Labor</u>				
Pass-through from the Pennsylvania Department of Labor & Industry				
Trade Adjustment Assistance	17.245	N/A	N/A	285,009
<u>Appalachian Regional Commission</u>				
Appalachian Research, Technical Assistance, and Demonstration Projects	23.011	N/A	N/A	<u>80,000</u>
Total Expenditures of Federal Awards				<u><u>\$ 18,091,697</u></u>

The accompanying Notes are an integral part of this Schedule.

LACKAWANNA COLLEGENOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDSYEAR ENDED JUNE 30, 2018Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Lackawanna College under programs of the federal government for the year ended June 30, 2018. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Lackawanna College, it is not intended to and does not present the financial position, changes in net assets or cash flows of the College.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Lackawanna College has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Note 3 - Federal Student Loan Programs

Loans granted under the Federal Perkins Loan Program (84.038) subsequently are administered directly by Lackawanna College, and balances and transactions relating to this program are included in the College's basic financial statements. Loans outstanding at the beginning of the year and loans made during the year are included in the federal expenditures presented in the Schedule. At June 30, 2018, the total of Perkins Loans outstanding was \$340,064.



LACKAWANNA COLLEGE
501 VINE STREET
SCRANTON, PA 18509

And YOW First Ave

LACKAWANNA COLLEGE
CORRECTIVE ACTION PLAN
YEAR ENDED JUNE 30, 2018

FINDING 2018-001- CFDA 84.007 and 84.033 - Matching

CRITERIA:

The Federal Work Study Program and the Federal Supplemental Educational Opportunity Grant Program have non-Federal share matching requirements. Unless a waiver has been obtained from the U.S. Department of Education, the Federal share of awards may not exceed 75 percent of the total program awards made by the College. (34 CFR 676.21 and 34 CFR 675.26)

CONDITION:

Lackawanna College did not receive a waiver for the fiscal year ended June 30, 2018 and did not match the Federal share of awards for the Federal Work Study Program and the Federal Supplemental Educational Opportunity Grant Program.

CONTEXT:

Lackawanna College did not match the Federal share of awards for the listed programs.

CAUSE:

The Director of Financial Aid was not notified that the College did not receive the waiver from the U.S. Department of Education for the fiscal year ended June 30, 2018.

EFFECT:

Lackawanna College did not match the Federal share of awards for the listed programs.

CORRECTIVE ACTION PLAN:

Beginning with the application for the 2019/20 fiscal year, which is due February 8, 2019, the College's Compliance Analyst will be responsible for submitting the "Application for Designation as an Eligible Institution". This is the application to receive the waiver from matching the Federal awards in the Federal Work Study and the Federal Supplemental Educational Opportunity Grant Programs. Previously the Manager of Corporate, Foundation and Government Relations submitted the application.

The Compliance Analyst will notify the Director of Financial Aid of the submittal of the application and its results. If the College is ineligible for the waiver, the institution will award the appropriate matching funds.

If the Director of Financial Aid does not receive official notice from the Compliance Analyst; the Director of Financial Aid will access the U.S. Department of Education's Eligibility Matrix at <https://www2.ed.gov/about/offices/list/ope/ides/eligibility.html> before awarding funds from the Federal Work Study and Federal Supplemental Educational Opportunity Grant programs. If the Director of Financial finds that Lackawanna College is not eligible for the waiver, the institution will award the appropriate matching awards.

CONTACT PERSONS:

Compliance Analyst - Kayla Guilford
Director of Financial Aid - Matthew Peters

BUSINESS OFFICE

570/961-7881 • 570/504-7977 • 570/961-7846 • Fax: 570/961-7811



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 18, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

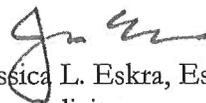
OCT 18 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF LACKAWANNA COLLEGE, TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$202,599.66 FOR THE PROJECT TO BE KNOWN AS "LACKAWANNA COLLEGE – MOBILE E-SPORTS ARENA SPACE" LOCATED 501 VINE STREET, SCRANTON, PENNSYLVANIA, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$202,599.66 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

Respectfully,



Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF GARDEN OF CEDAR, TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$100,000.00 FOR THE PROJECT TO BE KNOWN AS " GARDEN OF CEDAR – GROWING COMMUNITY, JOBS, AND FOOD PARK PROJECT" LOCATED AT 715 CEDAR AVENUE, SCRANTON, PENNSYLVANIA, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$100,000.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

WHEREAS, the City of Scranton, through the Office of Economic and Community Development, will submit a grant application on behalf of the Garden of Cedar to the Commonwealth of Pennsylvania ("the Commonwealth") acting through the Commonwealth Financing Authority (the "Grantor") for a Local Share Account Grant, pursuant to the PA Race Horse Development and Gaming Act, for the creation of a new community garden/park ("Project") located at 715 Cedar Avenue, Scranton, Pennsylvania. A copy of such "Project" details is attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, the City of Scranton intends herein to ratify and approve the execution and submission of the Grant Application; and

WHEREAS, the Commonwealth of Pennsylvania will review the Grant Application for funding for the Local Share Account Grant in the amount of \$100,000.00 ("Grant") for the "Project"; and

WHEREAS, if the Grant Application is approved, the City of Scranton intends herein to authorize the execution of the Local Share Account Grant Contract and Commitment Letter, and the acceptance, disbursement, and utilization of the Grant for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the execution and submission of the "Grant" Application is hereby ratified and if approved, the Mayor and other appropriate City Officials are hereby

authorized to enter into and execute and submit any additional related paperwork for this "Grant", and if successful, to accept the grant funds to be used for the "Project" as attached hereto. This approval anticipates and authorizes the execution of any and all related documentation necessary for the "Grant" or to accept, disburse, and utilize the "Grant" for the "Project."

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decisions shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 2. This Ordinance shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



October 17, 2019

Via Hand Delivery
Jessica Eskra, Esquire
340 North Washington Avenue
4th Fl., Law Department
Scranton, PA 18503

**Re: Resolution
City of Scranton, OECD on behalf of Garden of Cedar – Growing Community, Jobs,
and Food Park Project
LSA Grant Application**

Dear Attorney Eskra:

The City of Scranton, specifically OECD, is requesting approval to submit a LSA Grant application on behalf of the Garden of Cedar for their community garden project.

OECD is requesting that you review the attached Resolution and submit it to City Council for approval.

Please do not hesitate to contact me if you should need additional information.

Sincerely,

A handwritten signature in black ink that reads "Mary-Pat Ward".

Mary-Pat Ward
Executive Director

/mpw

September 30, 2019

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

**Re: LSA Grant Application (Monroe County) – Garden of Cedar
Growing Community, Jobs, and Food Park Project
Single Application Id: 201909309209**

To Whom It May Concern:

Enclosed please find a Single Application for Assistance with Program Addenda regarding the above-referenced matter.

Thank you for your time and consideration in this matter. Please do not hesitate to contact me if you should need additional information.

Sincerely,


Mary-Pat Ward
Executive Director

MPW/
Cc: Frank Dubas
Sara Hailstone

Single Application for Assistance**Web Application Id:** 8347394**Single Application Id:** 201909309209**Applicant:** City of Scranton**Company:** Garden of Cedar**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Applicant Information**

Applicant Entity Type:	Government	
Applicant Name:	City of Scranton	
NAICS Code	9211	
FEIN/SSN Number	XXXXXXXXXX	
DUNS Number:	136814287	
CEO:	Wayne E. Evans	
CEO Title:	Mayor	
SAP Vendor #:	XXXXXX	
Contact Name:	Mary-Pat Ward	
Contact Title:	Executive Director, OECD	
Phone:	(570)-348-4216	Ext. 4256
Fax:		
E-mail:	mpward@scrantonpa.gov	
Mailing Address:	340 North Washington Avenue	
City:	Scranton	
State:	PA	
Zip Code:	18503	

Single Application for Assistance

Web Application Id: 8347394

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Company Information

Company Entity Type:	Non-Profit Corporation	
Company Name:	Garden of Cedar	
Charitable organization?	False	
NAICS Code	9211	
FEIN:	XXXXXXXXXX	
DUNS Number:		
CEO:	Francis J. Dubas	
CEO Title:	President	
SAP Vendor #:	XXXXXX	
Contact Name:	Francis Dubas	
Contact Title:	President	
Phone:	(203)-807-6264	Ext. <input type="text"/>
Fax:	<input type="text"/>	
E-mail:	fjdubas@gmail.com	
Mailing Address:	485 Cheese Spring Road	
City:	New Canaan	
State:	CT	
Zip Code:	06840	

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Business Specifics

Current # of Full-time Employees:	
(In PA):	0
(World Wide:)	0
Minority Owned:	No
	Select
Woman Owned:	No
Total Sales \$:	0
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input checked="" type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input checked="" type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input type="checkbox"/> Government
<input checked="" type="checkbox"/> Healthcare	<input checked="" type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input checked="" type="checkbox"/> Social Services Provider
<input checked="" type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Educational Facility, Environment and Conservation, Healthcare, Hospitality, Social Services Provider, Tourism Promotion,

Single Application for Assistance

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Company: Garden of Cedar

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Project Overview

Project Name:

Garden of Cedar - Growing Community, Jobs, and Food Park Project

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?

Yes

If yes, indicate who:

Paul Macknosky

Single Application for Assistance**Web Application Id:** 8347394**Single Application Id:** 201909309209**Applicant:** City of Scranton**Company:** Garden of Cedar**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Site Locations**

Address:	715 Cedar Avenue
City:	Scranton
State:	PA
Zip Code:	18505
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance

Web Application Id: 8347394

Single Application Id: 201909309209

Applicant: City of Scranton

Company: Garden of Cedar

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Budget

	Local Share Account Fund (Gaming Funds) Monroe County	Frank Dubas Private	Other Funders Private	Total
General Construction	\$75,000.00	\$6,887.00	\$25,596.00	
New Construction	\$60,000.00	\$0.00	\$25,596.00	\$85,596.00
Renovations	\$15,000.00	\$6,887.00	\$0.00	\$21,887.00
Infrastructure / Site Preparation	\$17,500.00	\$0.00	\$6,580.00	
Water/Sewer	\$15,000.00	\$0.00	\$4,500.00	\$19,500.00
Excavation/Grading	\$2,500.00	\$0.00	\$2,080.00	\$4,580.00
Related Costs	\$7,500.00	\$13,113.00	\$12,791.89	
Professional Services/Consultants	\$7,500.00	\$13,113.00	\$8,791.89	\$29,404.89
Insurance	\$0.00	\$0.00	\$4,000.00	\$4,000.00
Miscellaneous	\$0.00	\$0.00	\$54,145.95	
Site Amenities	\$0.00	\$0.00	\$54,145.95	\$54,145.95
Total	\$100,000.00	\$20,000.00	\$99,113.84	
			Budget Total:	\$219,113.84

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Bids/Quotations, Budget Justification, Contractor Estimates

Budget Narrative

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. NOTE: Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

The budget for construction of The Garden of Cedar has been prepared by the landscape architectural firm of Thomas J. McLane & Associates in Scranton, PA. The construction budget is approximately \$220 K.

Single Application for Assistance

Web Application Id: 8347394

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Applicant: City of Scranton

Company: Garden of Cedar

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Narrative

What do you plan to accomplish with this project?

Identify the problem(s) that need to be resolved.

This project will enhance the Cedar Avenue community and the surrounding area, which is home to a diverse urban mix of recent industrious immigrants as well as long time residents, through the development and sustainment of a community garden/park in a densely populated area currently designated as a food desert.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

The creation of the community garden/park will be provided by the residents of the Cedar Avenue community who will be encouraged to "showcase" culturally significant vegetables and fruit. Additionally, a specific plot will be allocated to Lackawanna College for crops beneficial to the culinary degree program offered by the college.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

The funding use would include construction management, insurance, bonding, site preparation, hardscape, softscape, site amenities, professional services and administration.

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

December 31, 2019 – Soft Completion of all administrative and legal work

Early Spring 2020 – Funding Confirmed including 501(c)(3) Status

Spring 2020 through Summer of 2020 – Construction

Fall 2020 – Planting Beds

Spring 2021 – Planting vegetables/flowers, etc.

Spring 2021 through Summer 2021 – Fully operational: community garden open, work with local colleges and universities program, educational programs, job programs implemented

Single Application for Assistance

Web Application Id: 8347394

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Applicant: City of Scranton

Company: Garden of Cedar

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

In addition to the Single Application, the Applicant shall submit the following list of items. All items marked with a red diamond are required to be uploaded to the application. The items that are not required should be uploaded if they are applicable to the project.

1. Provide a description of the project which discusses all of the following: (a) a detailed project description to include specific project activities and expected results; (b) the specific location of the project site; (c) whether the proposed project is consistent with an existing regional, county, or local comprehensive plan; (d) whether the proposed project has been identified as a priority investment in a local or regional economic development plan or strategy; (e) the anticipated employment, investment, and/or community impact of the project; (f) if a difference exists, the historical and proposed use of the project site; and (g) if applicable, the experience of the developer to include a discussion of previously completed projects.

Uploaded Documents

1. 2019 LSA Application, Garden of Cedar, Project Narrative.pdf [View](#)

2. A projected schedule and detailed timeline for the project;

Uploaded Documents

2. 2019 LSA Application, Garden of Cedar, Project Schedule and Timeline.pdf [View](#)

3. A budget accompanied by a description of the basis of costs for the project and sources of funding;

Uploaded Documents

3. 2019 LSA Application, Garden of Cedar, Project Budget.pdf [View](#)

4. Copies of signed bids/quotations, contractor estimates, sales agreements, or engineer estimates verifying project costs. Bids should be current and dated;

Uploaded Documents

4. 2019 LSA Application, Garden of Cedar, Bids, Quotes, Estimates.pdf [View](#)

5. Evidence of conformity of the project with local and regional comprehensive plans and zoning (in the form of a letter from the applicable planning/zoning office), if applicable;

Uploaded Documents

5. 2019 LSA Application, Garden of Cedar, City Planning Support Letter.pdf [View](#)

6. A letter of support for the project from the affected community;

Uploaded Documents

Single Application for Assistance

Web Application Id: 8347394**Single Application Id:** 201909309209**Applicant:** City of Scranton**Company:** Garden of Cedar**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

6. 2019 LSA Grant Application -Garden of Cedar, Mayor and Community Support Letters.pdf [View](#)

7. Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;

Uploaded Documents

7. 2019 LSA Application -Garden of Cedar, Legislation.pdf [View](#)

8. Copies of funding commitment letters from all other project funding sources, if applicable; and

Uploaded Documents

8. 2019 LSA Application -Garden of Cedar, Funding Commitment Letter.pdf [View](#)

9. Copy of the Applicant's and/or project user's latest financials.

Once submitted, please print one (1) copy of the completed application, to include all required and additional applicable supplemental information, and send via US Mail. Please reference the Application ID number on all mailed documents.

Uploaded Documents

9. 2019 LSA Application -Garden of Cedar, Applicant Financials.pdf [View](#)



Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 201909309209

This page must accompany all required supplemental information **Mail to:**

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

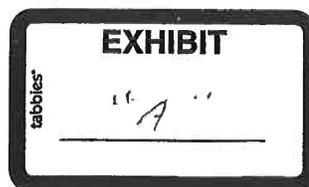
I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201909309209 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Mary-Pat Ward

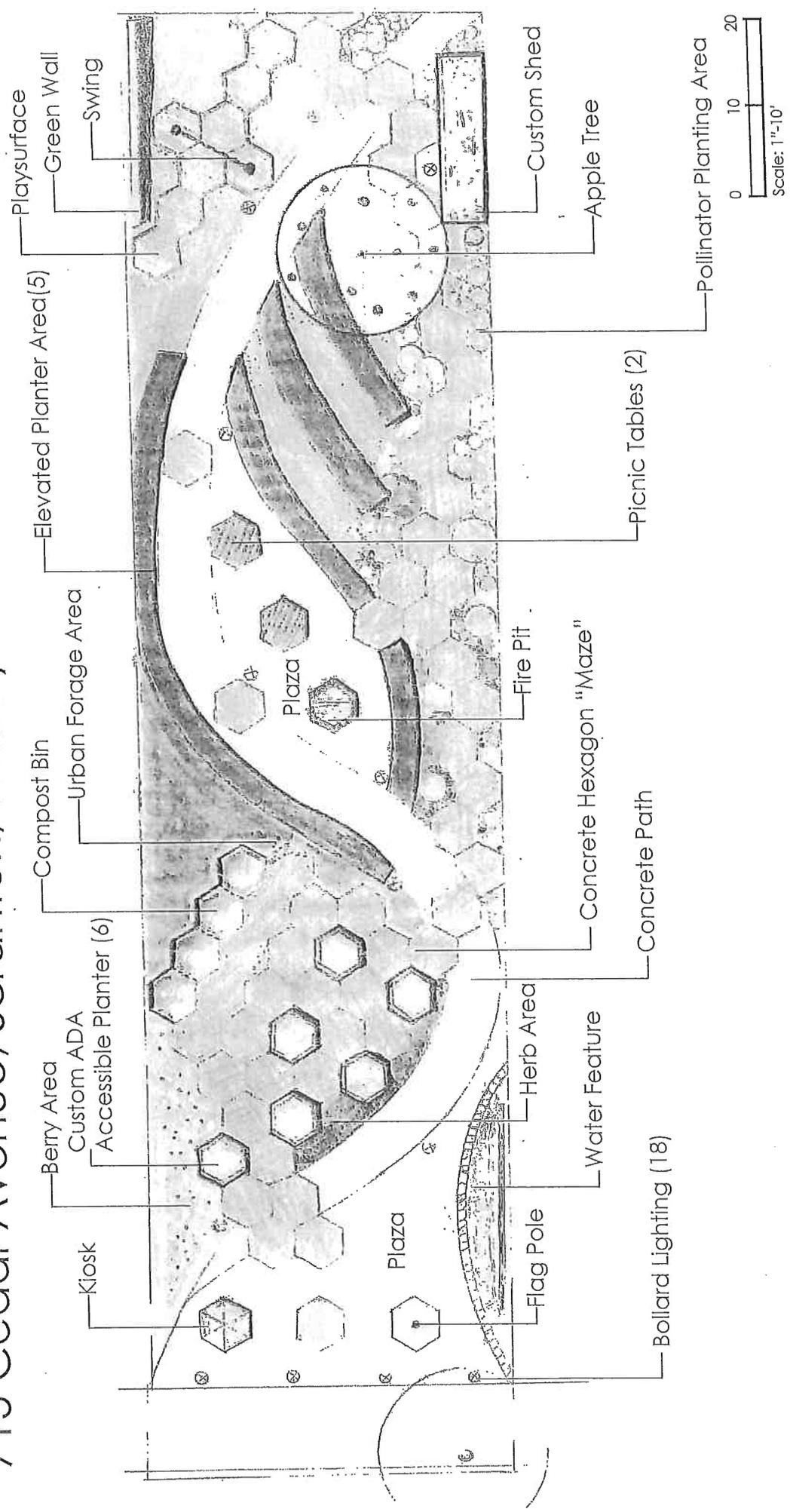
The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.

1. Description of Project



Garden of Cedar

715 Cedar Avenue, Scranton, Pennsylvania



City of Scranton Garden of Cedar Project Description

Detailed Project Description Including Project Activities and Expected Results

Private developer Frank Dubas purchased a vacant lot at 715 Cedar Avenue in Scranton and is coordinating community support to transform it into a vibrant community asset that creates opportunities for growing food, community building activities, and job training. Dubas is in the process of creating a 501(c)3 not-for-profit corporation called The Garden of Cedar. The property will be donated to this organization once it is created.

The Garden of Cedar will offer a functional garden and a pleasing park to an ethnic community in a manner that celebrates the diverse cultures of the area. This project will enhance the Cedar Avenue community and the surrounding area, which is home to a diverse urban mix of recent industrious immigrants as well as long-time residents, through the development and sustainment of a community garden/park in a densely populated area currently designated as a food desert. Garden plots will be provided for the residents of the Cedar Avenue community who will be encouraged to “showcase” culturally significant vegetables and fruits. In addition, a specific plot will be allocated to Lackawanna College for cultivation of crops beneficial to the culinary degree program offered by the college.

The Garden will be constructed as an aesthetically pleasing park-like setting. A central path will begin at Cedar Avenue and proceed in a serpentine manner to the eastern edge of the property. Upon entry at Cedar Avenue community residents and visitors will be welcomed into a small staging area containing a meeting space, a flagpole with an American flag, and an eye pleasing cascading waterfall. The meandering path will then proceed to an area allocated for a small kiosk containing information, waist high planters for people with physical disabilities, and specifically designated areas for herbs, berries, and urban forage foods. To demonstrate the environmental significance of compost, a composting area will be designated.

Continuing east along the serpentine path will be various raised planting beds allocated to community groups for their plantings. Critical to this area will a designated spot for residents of the community to gather, mingle, and spend time together. The primary purpose of this area will be to raise healthy fruits and vegetables within a setting that builds a sense of community among old and new neighbors. The design and construction of the raised planters will be curvilinear. They will form a sort of “maze”

where children can wander and discover safely within sight of watchful eyes. This area will be bordered on the south by pollinating plants. Next, community residents and visitors will be greeted by the signature planting in The Garden of Cedar – a fruit bearing apple tree. This tree will have luscious healthy apples for the benefit of the community at large. A planned event could be an apple baking contest.

The eastern end of the property will contain a small children’s playground which is also intended to be a “discovery” station. This area, as well as other areas of the Garden, will contain vertical green walls expected to cultivate edible plants in a confined urban setting. For this purpose, Penn State University and Penn State Extension be engaged.

The Garden of Cedar will be a year-round functional park capable of hosting seasonal events such as harvest festivals, a Halloween Spooktacular, winter holiday market, scavenger hunts, and spring festivals. Alternative uses during the off season could include ice skating and miniature golf.

Every local college and university will be involved in The Garden of Cedar project. Johnson College students, faculty, and administration have been involved in the architectural design. Penn State Scranton and Penn State Extension will be involved in planting design and on-site education programs. A garden plot will be allocated to Lackawanna College for cultivation of vegetables and fruit for the college’s culinary program. Marywood University’s School of Architectural Design will assist with the visual design of the Garden’s structures. Keystone College will assist in seeking funding through corporate grants and donations. An alignment will be made with the University of Scranton’s community garden as well as the University’s entrepreneurial programs.

Dubas has committed \$20,000 donation to the project through The Scranton Area Foundation which will cover initial capital (\$15,000) and operating (\$5,000) expenses. He will seek funding from private, corporate, and public sector sources for capital and operating expenses.

The Garden of Cedar is requesting \$100,000 from the Monroe County Local Share Account.

Specific Location of the Project Site

715 Cedar Avenue, Scranton, PA 18505

Consistency with Existing Regional, County, or Local Comprehensive Plans

This project is consistent with the following goals in the *Lackawanna and Luzerne Counties Open Space, Greenways & Outdoor Recreation Master Plan*:

- Provide a variety of outdoor recreation opportunities, including land and water-based recreation, to meet the diverse interests of citizens and visitors.
- Utilize innovative planning and development strategies and a variety of funding sources and incentives to acquire, manage and preserve open space lands and outdoor recreational resources.

This project aligns with the following implementation strategies in the *Lackawanna-Luzerne Regional Plan*:

- Greening Vacant Lots transforms otherwise derelict parcels from sources of blight into valuable pieces of community green infrastructure.
- Neighborhood Parks provide much-needed natural vegetation and trees in urban settings and provide all the environmental and aesthetic benefits inherent in community green infrastructure.

Identification as a Priority Investment in a Local or Regional Economic Development Plan or Strategy

South Scranton, where the project is located, has been designated as a priority area by the City.

Anticipated Employment, Investment, and/or Community Impact of the Project

This project will result in approximately \$220,000 of initial investment in an underutilized lot in a low-income, high-need area and create new opportunities for members of this community to have positive interactions that improve the quality of life.

Historical and Proposed Use of the Project Site

The site previously had a blighted building on it which was demolished. The now vacant lot will be transformed into a community garden and park.

Experience of the Developer Including Previously Completed Projects

Developer Frank Dubas is a native of Jessup, PA and a graduate of University of Scranton. In 2016, he retired from Deloitte where he was the global managing partner for Sovereign Financial Institutions (SFI). In this position, he oversaw a global network of approximately 1,700 Deloitte professionals from more than 100 countries. In addition

to the Garden of Cedar project, Dubas is developing a 40-room hotel on Lackawanna Avenue in Scranton. He also serves on the board of trustees of University of Scranton as well as on the President's Business Council and the advisory committee to the Kania School of Management.

2. Project Schedule and Timeline

Frank Dubas
Garden of Cedar
Growing Community, Jobs, and Food Park Project

Project Schedule & Timeline

December 31, 2019 – Soft Completion of all administrative and legal work

Early Spring 2020 – Funding Confirmed including 501(c)3 Status

Spring 2020 through Summer of 2020 – Construction

Fall 2020 – Planting Beds

Spring 2021 – Planting vegetables/flowers, etc.

Spring 2021 through Summer 2021 – Fully operational: community garden open, work with local colleges and universities program, educational programs, job programs implemented

3. Project Budget

OPINION OF PROBABLE COST FOR GARDEN OF CEDAR

CEDAR AVENUE, SCRANTON, PENNSYLVANIA

GENERAL CONDITIONS

ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR	TOTAL COST (LABOR + MATERIAL)* QTY
1-1	CONSTRUCTION MANAGEMENT, INSURANCE, BONDING, MOBILIZATION	1	LS	\$2,000.00	\$2,000.00	4,000.00

SITE PREPARATION & STABILIZATION

ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR	TOTAL COST (LABOR + MATERIAL)* QTY
2-1	CUT & FILL (OVERALL SITE BOUNDARY)	140	CY	\$22.00	\$7.50	4,130.00
2-2	E&S CONTROLS (COMPOST FILTER SOCK)	45	LF	\$5.00	\$5.00	450.00

HARDSCAPE

ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR	TOTAL COST (LABOR + MATERIAL)* QTY
3-1	PRECAST CONCRETE HEXAGON SLAB	1300	SF	\$30.00	\$10.00	\$52,000.00
3-2	CONCRETE PATH AND PLAZAS	1758	SF	\$6.00	\$6.00	\$21,096.00
3-3	CUSTOM WATER FEATURE (SEATWALL, CISTERN STORAGE, PUMP, RIVER ROCK)	1	LS	\$4,500.00	\$8,000.00	\$12,500.00

SOFTSCAPE

ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR	TOTAL (LABOR + MATERIAL)*QTY
4-1	HERB AREA (CHIVES, SAGE, BASIL, ETC.)	1	LS	\$400.00	\$200.00	\$600.00
4-2	BERRY AREA (RASPBERRIES, BLACKBERRIES, ETC.)	1	LS	\$300.00	\$200.00	\$500.00
4-3	URBAN FORAGE AREA (LAMBS QUARTERS, PURSLANE, ETC.)	1	LS	\$300.00	\$200.00	\$500.00
4-4	ELEVATED PLANTING AREA (RAISED PLANTER BEDS)	6	EA	\$300.00	\$100.00	\$2,400.00
4-5	APPLE TREE (2.5" CALIPER, B&B)	1	EA	\$300.00	\$300.00	\$600.00
4-6	POLLINATOR PLANTING AREA (SEED, #1 CONTAINERS)	605	SF	\$10.00	\$10.00	\$12,100.00
4-7	MULCH (DOUBLE SHREDDED HARDWOOD)	6	CY	\$32.00	\$20.00	\$312.00
4-8	AMENDED SOIL (IN-GROUND PLANTING AREAS)	35	CY	\$45.00	\$20.00	\$2,275.00
4-9	TOP SOIL (ELEVATED PLANTING AREAS)	40	CY	\$45.00	\$20.00	\$2,600.00

ADDITIONAL SITE AMENITIES

ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR	TOTAL (LABOR+MATERIAL)*QTY
5-1	FLAG POLE	1	EA	\$2,000.00	\$1,500.00	\$3,500.00
5-2	INFORMATION KIOSK	1	EA	\$500.00	\$500.00	\$1,000.00
5-3	COMPOST BIN	4	EA	\$100.00	\$50.00	\$600.00
5-4	PICNIC TABLES	2	EA	\$500.00	\$200.00	\$1,400.00
5-5	CUSTOM ADA ACCESSIBLE PLANTERS	6	EA	\$1,000.00	\$500.00	\$9,000.00
5-6	FIREPIT WITH STUMP STOOLS	1	EA	\$1,000.00	\$500.00	\$1,500.00
5-7	PLAY AREA (SWING, CONCRETE FOOTERS)	1	EA	\$1,000.00	\$1,300.00	\$2,300.00
5-8	CONCRETE DEPRESSED CURB	99	LF	\$25.00	\$15.00	\$3,960.00
5-9	SAFETY SURFACE	181	SF	\$15.00	\$20.00	\$6,335.00
5-10	PLAYSURFACE GEO-TEXTILE	181	SF	\$0.45	\$1.50	\$352.95
5-11	PLAYSURFACE SUB-DRAINAGE (4" PVC PERFORATED/SOLID PIPE)	12	LF	\$10.00	\$14.00	\$288.00
5-12	CONNECTION TO UTILITIES (WATER, GAS, ELECTIRC)	3	EA	\$5,000.00	\$1,500.00	\$19,500.00
5-13	BOLLARD LIGHTS	18	EA	\$300.00	\$100.00	\$7,200.00
5-14	GARDEN HOSE(HARDWARE, SPIGOT, HOSE, STAND)	2	EA	\$300.00	\$150.00	\$900.00
5-15	IRRIGATION SYSTEM FOR ADA PLANTERS	6	EA	\$200.00	\$150.00	\$2,100.00
5-16	VERTICAL GARDEN WALLS (SOIL, PLANTS, MATERIALS, FOOTERS)	34	LF	\$50.00	\$15.00	\$2,210.00
5-17	CUSTOM BUILT SHED WITH GREEN ROOF + RAIN BARREL (TOOLS, STORAGE, SEDUM)	1	LS	\$8,500.00	\$3,000.00	\$11,500.00

ESTIMATE SUB-TOTAL

=

\$189,708.95

PROFESSIONAL SERVICES/ ADMINISTRATION

ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR	TOTAL (LABOR+UNIT COST)*QTY
6-1	ADMINISTRATION (CONTRACT, GRANTS) (5% MAXIMUM)	1	LS	N/A	N/A	\$5,691.27
6-2	FINAL DESIGN, PERMITS, CONSTRUCTION DRAWINGS, BID DOCS, PRE BID MEETING, OVERSIGHT (10% MAXIMUM)	1	LS	N/A	N/A	\$14,228.17
6-3	CONTINGENCY (5%)	1	LS	N/A	N/A	\$9,485.45

ESTIMATE GRAND TOTAL

=

\$219,113.84

Frank Dubas
Principal - The Garden of Cedar
485 Cheese Spring Road
New Canaan, CT 06840
fjdubas@gmail.com
Cell – 203-807-6264

September 30, 2019

Mr. Dennis M. Davin
Secretary
PA Department of Community & Economic Development
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Dear Sir,

I wish to provide the following information to you with regard to my application for an LSA grant in the amount of \$100,000 to partially fund a community garden/park at 715 Cedar Avenue in Scranton, PA 18503.

Site Acquisition – I presently own the property (a vacant lot at 715 Cedar Avenue) free and clear. I have engaged the law firm of Kreder Brooks Hailstone LLP in Scranton, PA to create a non-for-profit entity (501c3) into which I will convey title to the property and relinquish all future economic interest. I estimate the property has a fair market value of \$12-15 thousand at present. I continue to pay all expenses on the property such as property taxes, insurance, maintenance, etc. I will do so until the property is conveyed to the non-for-profit entity.

Financial Statements – The not-for-profit has not yet been established. The budget for construction of The Garden of Cedar has been prepared by the landscape architectural firm of Thomas J. McLane & Associates in Scranton, PA. The construction budget is approximately \$220 K.

A proforma balance sheet of The Garden of Cedar as of today looks like this -

Frank Dubas donor designated funds at the Scranton Area Foundation -	\$20,000
Frank Dubas property to be contributed -	15,000
Liabilities -	0
Total assets -	<u>\$35,000</u>

A proforma balance sheet of the Garden of Cedar as funded would look like this –

Frank Dubas donor designated funds at the Scranton Area Foundation -	\$20,000
Frank Dubas property to be contributed -	15,000
LSA grant -	100,000
Funding from additional sources -	100,000
Liabilities -	0
Total assets (i.e. The Garden of Cedar)	<u>\$235,000</u>

LSA Funding Request – The LSA funding request is specifically broken down below. All amounts are derived from the total budget cost of \$219,113.84.

Land – NA the site has already been acquired
 Buildings – NA
 New Construction - \$60,000 for portion of hardscape (item #3) per the architectural budget
 Renovation - \$15,000 for portion of soft scape (item #4) per the architectural budget
 Roads/Streets - NA
 Parking - NA
 Water/Sewer - \$15,000 for portion of connection to utilities (item #5-12)
 Utilities – included in Water/Sewer
 Demolition - NA
 Excavation/Grading - \$2,500 for portion of site preparation & stabilization (item #2)
 Environmental Clean-up – included above
 New Equipment Purchase - NA
 Used Equipment Purchase - NA
 Installation/Building Modification - NA
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 Fringe Benefits - NA
 Training/Technical Assistance - NA
 Consumable Supplies - NA
 Travel - NA
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 Office Equipment - NA
 Space Costs – NA
 Audit - NA
 Indirect Costs - NA
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 Engineering – included in professional
 Inspections - included in professional
 Fees - included in professional
 Insurance - included in professional
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 Closing - NA
 Contingencies - NA
 Other – NA

Project Schedule & Timeline – It is expected that all administrative and legal work will be completed by December 31, 2019. Funding is to be completed by early spring 2020 in order that construction at the site can begin soon thereafter. Construction would continue through the spring and conclude during the summer of 2020. Planting beds would be prepared during the fall of 2020 such that the actual planting would be done in the spring of 2021. It is expected that The Garden of Cedar will be fully operational in the spring of 2021 and thereafter.

I hope you find this information useful to your needs in the evaluation my request for a \$100,000. I consider this project to be a vital component to the needs and aspirations of the vital Cedar Avenue and surrounding South Side Scranton Community. To that extent I have already contributed \$20,000 of my own private funds. I have also made the commitment to donate the land that I presently own to the project.

During the remainder of 2019 and during early 2020 I will be seeking the additional funding necessary to complete The Garden of Cedar. I have had preliminary discussions with several potential sources of funds.

I am available to answer your questions at any time. I look for to hearing from you.

Respectfully submitted,

Frank Dubas
fdubas@gmail.com
Cell – 203-807-6264

CC – Ms. Mary-Pat Ward, Executive Director, City of Scranton Office of Economic and Community Development

4. Bids/Quotes, Estimates

THOMAS J. McLANE & ASSOCIATES

*Landscape Architecture
Environmental Science
Planning*

601 Stafford Avenue
Scranton, PA 18505

Ph: (570) 347-3668

Fax: (570) 341-5413

E-mail: tmclane@mclaneassociates.com

September 25, 2019

Scranton City Hall
340 N. Washington Ave.
Scranton, PA 18503

Attn: Mary-Pat Ward
Re: Garden of Cedar
Opinion of Probable Cost

Per your request, we estimate that \$218,000(+/-), would be a reasonable cost to complete proposed "Garden of Cedar", that includes an accessible walkway, play area, planting areas, pollinator area, water feature, and picnic area.

This opinion of costs is based upon recently completed projects at parks of similar size and scope, such as Carbondale YMCA (Lackawanna County); Nay Aug Natural Play Area and Crowley Park in Scranton (Lackawanna County); Pocono Heritage Land Trust Glen Run Nature Area (Monroe County).

Should you have any questions or require any additional information please contact our office.

Sincerely,



Tom McLane, RLA, ASLA
Principal Landscape Architect

OPINION OF PROBABLE COST FOR GARDEN OF CEDAR
 CEDAR AVENUE, SCRANTON, PENNSYLVANIA

GENERAL CONDITIONS					TOTAL COST
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR + MATERIAL)* QTY
1-1	CONSTRUCTION MANAGEMENT, INSURANCE, BONDING, MOBILIZATION	1	LS	\$2,000.00	\$2,000.00 4,000.00

SITE PREPARATION & STABILIZATION					TOTAL COST
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR + MATERIAL)* QTY
2-1	CUT & FILL (OVERALL SITE BOUNDARY)	140	CY	\$22.00	\$7.50 4,130.00
2-2	E&S CONTROLS (COMPOST FILTER SOCK)	45	LF	\$5.00	\$5.00 450.00

HARDSCAPE					TOTAL COST
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR + MATERIAL)* QTY
3-1	PRECAST CONCRETE HEXAGON SLAB	1300	SF	\$30.00	\$10.00 \$52,000.00
3-2	CONCRETE PATH AND PLAZAS	1758	SF	\$6.00	\$6.00 \$21,096.00
3-3	CUSTOM WATER FEATURE (SEATWALL, CISTERN STORAGE, PUMP, RIVER ROCK)	1	LS	\$4,500.00	\$8,000.00 \$12,500.00

SOFTSCAPE					TOTAL
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR + MATERIAL)* QTY
4-1	HERB AREA (CHIVES, SAGE, BASIL, ETC.)	1	LS	\$400.00	\$200.00 \$600.00
4-2	BERRY AREA (RASPBERRIES, BLACKBERRIES, ETC.)	1	LS	\$300.00	\$200.00 \$500.00
4-3	URBAN FORAGE AREA (LAMBS QUARTERS, PURSLANE, ETC.)	1	LS	\$300.00	\$200.00 \$500.00
4-4	ELEVATED PLANTING AREA (RAISED PLANTER BEDS)	6	EA	\$300.00	\$100.00 \$2,400.00
4-5	APPLE TREE (2.5" CALIPER, B&B)	1	EA	\$300.00	\$300.00 \$600.00
4-6	POLLINATOR PLANTING AREA (SEED, #1 CONTAINERS)	605	SF	\$10.00	\$10.00 \$12,100.00
4-7	MULCH (DOUBLE SHREDDED HARDWOOD)	6	CY	\$32.00	\$20.00 \$312.00
4-8	AMENDED SOIL (IN-GROUND PLANTING AREAS)	35	CY	\$45.00	\$20.00 \$2,275.00
4-9	TOP SOIL (ELEVATED PLANTING AREAS)	40	CY	\$45.00	\$20.00 \$2,600.00

ADDITIONAL SITE AMENITIES					TOTAL
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR + MATERIAL)* QTY
5-1	FLAG POLE	1	EA	\$2,000.00	\$1,500.00 \$3,500.00
5-2	INFORMATION KIOSK	1	EA	\$500.00	\$500.00 \$1,000.00
5-3	COMPOST BIN	4	EA	\$100.00	\$50.00 \$600.00
5-4	PICNIC TABLES	2	EA	\$500.00	\$200.00 \$1,400.00
5-5	CUSTOM ADA ACCESSIBLE PLANTERS	6	EA	\$1,000.00	\$500.00 \$9,000.00
5-6	FIREPIT WITH STUMP STOOLS	1	EA	\$1,000.00	\$500.00 \$1,500.00
5-7	PLAY AREA (SWING, CONCRETE FOOTERS)	1	EA	\$1,000.00	\$1,300.00 \$2,300.00
5-8	CONCRETE DEPRESSED CURB	99	LF	\$25.00	\$15.00 \$3,960.00
5-9	SAFETY SURFACE	181	SF	\$15.00	\$20.00 \$6,335.00
5-10	PLAYSURFACE GEO-TEXTILE	181	SF	\$0.45	\$1.50 \$352.95
5-11	PLAYSURFACE SUB-DRAINAGE (4" PVC PERFORATED/SOLID PIPE)	12	LF	\$10.00	\$14.00 \$288.00
5-12	CONNECTION TO UTILITIES (WATER, GAS, ELECTRIC)	3	EA	\$5,000.00	\$1,500.00 \$19,500.00
5-13	BOLLARD LIGHTS	18	EA	\$300.00	\$100.00 \$7,200.00
5-14	GARDEN HOSE (HARDWARE, SPIGOT, HOSE, STAND)	2	EA	\$300.00	\$150.00 \$900.00
5-15	IRRIGATION SYSTEM FOR ADA PLANTERS	6	EA	\$200.00	\$150.00 \$2,100.00
5-16	VERTICAL GARDEN WALLS (SOIL, PLANTS, MATERIALS, FOOTERS)	34	LF	\$50.00	\$15.00 \$2,210.00
5-17	CUSTOM BUILT SHED WITH GREEN ROOF + RAIN BARREL (TOOLS, STORAGE, SEDUM)	1	LS	\$8,500.00	\$3,000.00 \$11,500.00

ESTIMATE SUB-TOTAL = \$189,708.95

PROFESSIONAL SERVICES/ ADMINISTRATION					TOTAL
ITEM #	DESCRIPTION	QTY	UNIT	MATERIAL	LABOR (LABOR + UNIT COST)* QTY
6-1	ADMINISTRATION (CONTRACT, GRANTS) (5% MAXIMUM)	1	LS	N/A	N/A \$5,691.27
6-2	FINAL DESIGN, PERMITS, CONSTRUCTION DRAWINGS, BID DOCS, PRE BID MEETING, OVERSIGHT (10% MAXIMUM)	1	LS	N/A	N/A \$14,228.17
6-3	CONTINGENCY (5%)	1	LS	N/A	N/A \$9,485.45

ESTIMATE GRAND TOTAL = \$219,113.84

5. City Planning Support Letter

**BUREAU OF CITY PLANNING**

CITY HALL : 340 NORTH WASHINGTON AVENUE : SCRANTON, PENNSYLVANIA 18503 : PHONE 570-348-4280 : FAX 570-348-4171

September 27, 2019

Sara Hailstone
Hailstone Economic, LLC
550 Clay Avenue Suite 5B
Scranton, PA, 18510

Re: Garden of Cedar
Local Share Grant

Please accept this letter as evidence of support for your Local Share Grant funds application for funding to undertake the creation of the "Garden of Cedar" pocket park at 715 Cedar Ave.

We have determined that your project is consistent with our comprehensive plan and specifically the stated goal of revitalizing the Cedar Avenue Corridor. Further after a review of the project activities we have found that the project would be consistent with our zoning and planning requirements.

Good luck with your application. If you have any further needs or questions please do not hesitate to contact me at 570-348-4280 or dking@scrantonpa.gov.

Sincerely,

Donald J. King, AICP, CFM
City Planner

6. Mayor and Community
Support Letters



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

September 27, 2019

Frank Dubas
c/o Sara Hailstone
HAILSTONE ECONOMIC, LLC
550 Clay Avenue
Suite 5B
Scranton, PA 18510

RE: LSA Grant Application (Monroe County) – Garden of Cedar
Growing Community, Jobs, and Food Park Project

Dear Mr. Dubas:

It is my pleasure to offer the support of the City of Scranton for the Garden of Cedar Growing Community, Jobs, and Food Park Project. The City is committed to expanding services that meet the needs of our community through public interest, community improvement, economic development, and roadway improvement projects.

The proposed project plan to coordinate community support to transform 715 cedar Avenue to a park that will coordinate community support and create opportunities for growing food, community building, and job training certainly supports and enhances community and economic well-being which is the very purpose of the LSA Grant.

The Garden of Cedar project idea meets a public need for the City of Scranton and beyond. The City's Administration is in full support of this project and looks forward to working with you.

“Every day is our chance to make the City a little better.”

Sincerely,

Wayne E. Evans
Mayor



UNITED NEIGHBORHOOD CENTERS of Northeastern Pennsylvania

777 Keystone Industrial Park Road, Throop, Pennsylvania 18512

Phone: (570) 346-0759

www.uncnepa.org

9/25/2019

To Whom It May Concern,

CHILD CARE

Administrative Office
570-344-9882
Bellevue Center
570-342-5251
Progressive Center
570-207-4950
Green Ridge Center
570-961-2224

COMMUNITY YOUTH

Bellevue Center
570-342-5251
Progressive Center
570-207-4950
Leaders in Training
570-961-1592
Adventure Course
570-961-1592
Project Hope
570-344-9882
Creative Arts
570-961-1592

COMMUNITY SERVICES

Emergency Assistance
570-343-8835
Energy Assistance
570-343-8835
Transitional Housing
570-343-8835
Permanent Supportive Housing
570-343-8835
One Stop Shop
570-343-8835
Rental Assistance
570-343-8835
Angel's Attic
570-343-8835
First Time Homebuyers
570-343-8835
Violence Intervention
570-343-8835
Foreclosure Prevention
570-343-8835
Post Foster Care Housing
570-343-8835
Community Organizing
570-343-8835

SENIOR CENTERS

West Side Center
570-961-1592
South Side Center
570-346-2487
Carbondale Center
570-282-6167
Mid Valley Center
570-489-4415

SCOLA
570-346-6203

COMMUNITY HEALTH
570-880-7130

I am writing this letter to show United Neighborhood Center's support for the creation of The Garden of Cedar at 715 Cedar Avenue in South Scranton. We feel this project will be a welcome enhancement to the community, as well as fill a vital need for fresh food that South Side is unfortunately lacking.

United Neighborhood Centers of NEPA has been doing community revitalization work in this neighborhood since 2009. We have seen much positive community-led change which has resulted in a 29% reduction in crime, redevelopment of the commercial areas and the opening of new businesses. However, fresh food access continues to be lacking within the community. Seeing private individuals begin to invest in the community is very exciting to us.

We have known Frank Dubas for several years in discussing this project as well as other initiatives in the South Scranton neighborhood. He can often be seen on foot walking around the neighborhood chatting with residents, employees and business owners. Frank has actively engaged community stakeholders as well as technical experts, such as university programs, to ensure that this is truly a community led and high quality project.

After the closing of Weis Market in 2016, South Scranton was designated by "Food Desert" by USDA, which means it is a low-income area with a substantial number of residents with low levels of access to retail outlets selling healthy and affordable foods. To be considered a "low-access community," at least 500 people and/or at least 33 percent of the census tract's population must reside more than one mile from a supermarket or large grocery store.

Scranton also has a rapidly growing immigrant population. Almost 10% of the city's population are foreign-born and wide array of cultures are represented including immigrants from Latin America, South Asia, the Middle East, and Africa, with a significant portion of these populations living in the city's South Side. The neighborhood is made up of over 60% renters who often do not have access to land with which to grow their own food. The Garden at Cedar can help to address the issue of access while promoting cross-cultural sharing and relationship building within the community.

We support this project and feel it will be an asset to the community, as well as help address the vital issue of food access.

Sincerely,

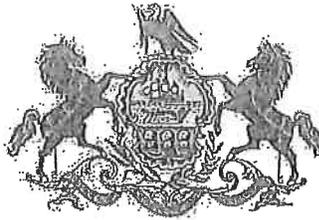
Chrissy Manuel

Interim Director, Community Education and Revitalization Department
United Neighborhood Centers of NEPA
631 Cedar Avenue, Scranton PA 18505



Member, United Way
of Lackawanna and
Wayne Counties
Member of
Alliance for Strong
Families and Communities

MARTY FLYNN, MEMBER
113TH LEGISLATIVE DISTRICT
JAY'S COMMONS
409 NORTH MAIN AVENUE
SCRANTON, PENNSYLVANIA 18504
(570) 342-4348
FAX: (570) 342-4353
323 MAIN CAPITOL BUILDING
P.O. BOX 202113
HARRISBURG, PENNSYLVANIA 17120-2113
(717) 787-8981
FAX: (717) 705-1958
TOLL FREE: 1-877-841-1450



House of Representatives
Commonwealth of Pennsylvania
Harrisburg

COMMITTEES
APPROPRIATIONS
CONSUMER AFFAIRS
INSURANCE
PROFESSIONAL LICENSURE

Ms. Mandy Book
Department of Community and Economic Development
Center for Business Financing - Grants Division
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Dear Ms. Book:

Please accept this letter as my endorsement and recommendation of support for the (Lackawanna County) The Garden of Cedar request in this PA DCED LSA Monroe County grant application.

The Garden of Cedar property is located at 715 Cedar Avenue in Scranton The Garden will be constructed in an aesthetically pleasing park-like setting. The property will provide garden plots for the residents of the Cedar Avenue community. Garden plots will be allocated to community residents, who will be encouraged to "showcase" culturally significant vegetables and fruits. Also, a specific plot will be allocated to Lackawanna College for cultivation of crops beneficial to the culinary degree program offered by the college. The eastern end of the property will contain a small children's playground which is also intended to be a "discovery" station.

The goal of The Garden of Cedar is to offer a functional garden and a pleasing park to an ethnic community in a manner that celebrates the diverse cultures of the United States of America. It will be a year-round functional park capable of hosting seasonal events such as harvest festivals, a Halloween Spooktacular, winter holiday market, scavenger hunts, Spring festivals, etc.

The primary accomplishment of the project is the enhancement of the Cedar Avenue community and the surrounding area through the development and sustainment of a community garden/park in a densely populated area currently designated as a food desert. The Garden of Cedar area is home to a diverse urban mix of recent industrious immigrants as well as long-time residents.

Positive consideration for this grant will be a tremendous help and asset to this neighborhood.

I respectfully urge you to consider funding this worthy project for the people and businesses of this region.

Sincerely,

Representative Marty Flynn
113th Legislative District
Pennsylvania House of Representatives

7. Legislation

Resolution

Please Note: Upon approval by Scranton City Council, legislation will be submitted regarding this application.

8. Funding Commitment Letter

Frank Dubas
 Principal - The Garden of Cedar
 485 Cheese Spring Road
 New Canaan, CT 06840
fjdubas@gmail.com
 Cell – 203-807-6264

September 30, 2019

Mr. Dennis M. Davin
 Secretary
 PA Department of Community & Economic Development
 Commonwealth Keystone Building
 400 North Street, 4th Floor
 Harrisburg, PA 17120-0225

Dear Sir,

I wish to provide the following information to you with regard to my application for an LSA grant in the amount of \$100,000 to partially fund a community garden/park at 715 Cedar Avenue in Scranton, PA 18503.

Site Acquisition – I presently own the property (a vacant lot at 715 Cedar Avenue) free and clear. I have engaged the law firm of Kreder Brooks Hailstone LLP in Scranton, PA to create a non-for-profit entity (501c3) into which I will convey title to the property and relinquish all future economic interest. I estimate the property has a fair market value of \$12-15 thousand at present. I continue to pay all expenses on the property such as property taxes, insurance, maintenance, etc. I will do so until the property is conveyed to the non-for-profit entity.

Financial Statements – The not-for-profit has not yet been established. The budget for construction of The Garden of Cedar has been prepared by the landscape architectural firm of Thomas J. McLane & Associates in Scranton, PA. The construction budget is approximately \$220 K.

A proforma balance sheet of The Garden of Cedar as of today looks like this -

Frank Dubas donor designated funds at the Scranton Area Foundation -	\$20,000
Frank Dubas property to be contributed -	15,000
Liabilities -	0
Total assets -	<u>\$35,000</u>

A proforma balance sheet of the Garden of Cedar as funded would look like this –

Frank Dubas donor designated funds at the Scranton Area Foundation -	\$20,000
Frank Dubas property to be contributed -	15,000
LSA grant -	100,000
Funding from additional sources -	100,000
Liabilities -	0
Total assets (i.e. The Garden of Cedar)	<u>\$235,000</u>

LSA Funding Request – The LSA funding request is specifically broken down below. All amounts are derived from the total budget cost of \$219,113.84.

Land – NA the site has already been acquired
 Buildings – NA
 New Construction - \$60,000 for portion of hardscape (item #3) per the architectural budget
 Renovation - \$15,000 for portion of soft scape (item #4) per the architectural budget
 Roads/Streets - NA
 Parking - NA
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I am available to answer your questions at any time. I look for to hearing from you.

Respectfully submitted,

Frank Dubas
fdubas@gmail.com
Cell – 203-807-6264

CC – Ms. Mary-Pat Ward, Executive Director, City of Scranton Office of Economic and Community Development

9. Applicant Financials

Frank Dubas
 Principal - The Garden of Cedar
 485 Cheese Spring Road
 New Canaan, CT 06840
fjdubas@gmail.com
 Cell – 203-807-6264

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Respectfully submitted,

Frank Dubas
fdubas@gmail.com
Cell – 203-807-6264

CC – Ms. Mary-Pat Ward, Executive Director, City of Scranton Office of Economic and Community Development



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 18, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 18 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF GARDEN OF CEDAR, TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$100,000.00 FOR THE PROJECT TO BE KNOWN AS " GARDEN OF CEDAR – GROWING COMMUNITY, JOBS, AND FOOD PARK PROJECT" LOCATED AT 715 CEDAR AVENUE, SCRANTON, PENNSYLVANIA, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$100,000.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF THE SCRANTON CULTURAL CENTER, TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$140,000.00 FOR THE PROJECT TO BE KNOWN AS " SCRANTON CULTURAL CENTER – ELEVATOR REPLACEMENT PROJECT" LOCATED AT 420 NORTH WASHINGTON AVENUE, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$140,000.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

WHEREAS, the City of Scranton, through the Office of Economic and Community Development, will submit a grant application on behalf of the Scranton Cultural Center to the Commonwealth of Pennsylvania ("the Commonwealth") acting through the Commonwealth Financing Authority (the "Grantor") for a Local Share Account Grant, pursuant to the PA Race Horse Development and Gaming Act, for elevator replacement ("Project") located at 420 North Washington Avenue, Scranton, Pennsylvania. A copy of such "Project" details is attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, the City of Scranton intends herein to ratify and approve the execution and submission of the Grant Application; and

WHEREAS, the Commonwealth of Pennsylvania will review the Grant Application for funding for the Local Share Account Grant in the amount of \$140,000.00 ("Grant") for the "Project"; and

WHEREAS, if the Grant Application is approved, the City of Scranton intends herein to authorize the execution of the Local Share Account Grant Contract and Commitment Letter, and the acceptance, disbursement, and utilization of the Grant for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the execution and submission of the "Grant" Application is hereby ratified and if approved, the Mayor and other appropriate City Officials are hereby

authorized to enter into and execute and submit any additional related paperwork for this "Grant", and if successful, to accept the grant funds to be used for the "Project" as attached hereto. This approval anticipates and authorizes the execution of any and all related documentation necessary for the "Grant" or to accept, disburse, and utilize the "Grant" for the "Project."

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decisions shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 2. This Ordinance shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

Scranton OECD

Office of Economic and
Community Development



October 17, 2019

Via Hand Delivery

Jessica Eskra, Esquire
340 North Washington Avenue
4th Fl., Law Department
Scranton, PA 18503

**Re: Resolution
City of Scranton, OECD on behalf of the Scranton Cultural Center – Elevator
Replacement Project**

Dear Attorney Eskra:

The City of Scranton, specifically OECD, is requesting approval to submit a LSA Grant application on behalf of the Scranton Cultural Center for their elevator replacement project.

OECD is requesting that you review the attached Resolution and submit it to City Council for approval.

Please do not hesitate to contact me if you should need additional information.

Sincerely,

Mary-Pat Ward
Executive Director

/mpw



September 30, 2019

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

**Re: LSA Grant Application (Monroe County)
Scranton Cultural Center at the Masonic Temple
Elevator Replacement
Single Application Id: 201909309207**

To Whom It May Concern:

Enclosed please find a Single Application for Assistance with Program Addenda regarding the above-referenced matter.

Thank you for your time and consideration in this matter. Please do not hesitate to contact me if you should need additional information.

Sincerely,

A handwritten signature in black ink that reads "Mary-Pat Ward". The signature is stylized and cursive.

Mary-Pat Ward
Executive Director

MPW/

Cc: John Cardoni



Agency: Pennsylvania Department of Community and Economic Development
Applicant: City of Scranton
Web Application #: 8347392
Company: Scranton Cultural Center at the Masonic Temple
Program: Local Share Account Fund (Gaming Funds) Monroe County
Program Fact Sheet Program Guidelines

Application Certification

A fee of \$100.00 was collected for this application. Authorization code: 030599, Transaction ID: 4588463461

Single Application ID #: 201909309207

The web application has been successfully submitted for processing.

I hereby certify that all information contained in the single application and supporting materials submitted via the Internet, Single Application # 201909309207 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

Print Signature Page only

Print Entire Application with Signature Page

The signature page along with any paper supporting documents can be mailed to the following address:

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED)
Single Application for Assistance, Version Release 5.8.0.1n9

Single Application for Assistance

Web Application Id: 8347392

Single Application Id: 201909309207

Applicant: City of Scranton

Company: Scranton Cultural Center at the Masonic Temple

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Applicant Information

Applicant Entity Type:	Government	
Applicant Name:	City of Scranton	
NAICS Code	9211	
FEIN/SSN Number	XXXXXXXXXX	
DUNS Number:	136814287	
CEO:	Wayne E. Evans	
CEO Title:	Mayor	
SAP Vendor #:	XXXXXX	
Contact Name:	Mary-Pat Ward	
Contact Title:	Executive Director, OECD	
Phone:	(570)-348-4216	Ext. 4256
Fax:		
E-mail:	mpward@scrantonpa.gov	
Mailing Address:	340 North Washington Avenue	
City:	Scranton	
State:	PA	
Zip Code:	18503	

Single Application for Assistance

Web Application Id: 8347392

Single Application Id: 201909309207

Applicant: City of Scranton

Company: Scranton Cultural Center at the Masonic Temple

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Single Application for Assistance

Web Application Id: 8347392

Single Application Id: 201909309207

Applicant: City of Scranton

Company: Scranton Cultural Center at the Masonic Temple

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Company Information

Company Entity Type:	Non-Profit Corporation	
Company Name:	Scranton Cultural Center at the Masonic Temple	
Charitable organization?	True	
NAICS Code	7113	
FEIN:	XXXXXXXXXX	
DUNS Number:	825457443	
CEO:	Deborah M. Peterson	
CEO Title:	Executive Director	
SAP Vendor #:	XXXXXX	
Contact Name:	John Cardoni	
Contact Title:	General Manager	
Phone:	(570)-346-7369	Ext. 107
Fax:		
E-mail:	jcardoni@scrantonculturalcenter.org	
Mailing Address:	420 Washington Avenue	
City:	Scranton	
State:	PA	
Zip Code:	18503	

Single Application for Assistance

Web Application Id: 8347392

Single Application Id: 201909309207

Applicant: City of Scranton

Company: Scranton Cultural Center at the Masonic Temple

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Business Specifics

Current # of Full-time Employees:	
(In PA):	11
(World Wide):	11
Minority Owned:	No
	Select
Woman Owned:	No
Total Sales \$:	1,426,070
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input checked="" type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input checked="" type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider
<input checked="" type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Educational Facility, Exempt Facility, Other, Tourism Promotion,

Single Application for Assistance

Web Application Id: 8347392

Single Application Id: 201909309207

Applicant: City of Scranton

Company: Scranton Cultural Center at the Masonic Temple

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Overview

Project Name:

Scranton Cultural Center at the Masonic Temple - Elevator Replacement

Is this project related to another previously submitted project?

Yes

If yes, indicate previous project name:

Scranton Cultural Center - Elevator safety/Modernization

Have you contacted anyone at DCED about your project?

No

If yes, indicate who:

Single Application for Assistance**Web Application Id:** 8347392**Single Application Id:** 201909309207**Applicant:** City of Scranton**Company:** Scranton Cultural Center at the Masonic Temple**Program Selected:** Local Share Account Fund (Gaming Funds) Monroe County**Project Site Locations**

Address:	420 North Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance

Web Application Id: 8347392

Single Application Id: 201909309207

Applicant: City of Scranton

Company: Scranton Cultural Center at the Masonic Temple

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Budget

	Local Share Account Fund (Gaming Funds) Monroe County	SCC Private	Total
Machinery & Equipment	\$140,000.00	\$125,000.00	
New Equipment Purchase	\$140,000.00	\$125,000.00	\$265,000.00
Operating Costs / Working Capital	\$.00	\$3,000.00	
Audit	\$.00	\$3,000.00	\$3,000.00
Related Costs	\$.00	\$20,000.00	
Contingencies	\$.00	\$20,000.00	\$20,000.00
Miscellaneous	\$.00	\$7,000.00	
City Admin. Costs	\$.00	\$7,000.00	\$7,000.00
Total	\$140,000.00	\$155,000.00	
		Budget Total:	\$295,000.00

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Bids/Quotations

Budget Narrative

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

1. The budget has been developed from the proposals submitted by Port Elevator Company as well as discussions with Otis Elevator and other professionals.
2. Overall elevator equipment costs and installation fees are from a quote from Port Elevator.
3. Licenses, permits, and inspection fees are included in the proposal.
4. City administration fee is based on 5% of the total grant award as per previous LSA projects.

Single Application for Assistance

Web Application Id: 8347392

Single Application Id: 201909309207

Applicant: City of Scranton

Company: Scranton Cultural Center at the Masonic Temple

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Narrative

What do you plan to accomplish with this project?

Identify the problem(s) that need to be resolved.

The original hoist mechanisms have been determined by Otis elevator technicians to not be able to be repaired. This is due to the age (90 years) and construction (parts cast in place) and the unavailability of parts either off the shelf or machined. One of the two elevators is now permanently out of service leaving us one to be able to get people and equipment to other floors. Should the other car suffer a similar failure, the building would most inoperable due to lack of both A.D.A. access and the inability to move people and equipment to the other floors.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

An investigation was done and bids were secured to attempt to repair the elevator that was taken out of service. The winning submitter, Otis Elevator, sent in technicians to take apart the hoist motor to more fully determine the failed components. During the investigation, it was determined that due to age and lack of modern replacement parts, the unit could not be repaired or returned to service. We asked for replacement options and pricing. From this, we developed a budget from which the submission was developed. We will need to completely remove the existing 1930 hoist mechanisms, lift cables and all associated hardware and control mechanisms. The control systems, through a single interface, must be upgraded in order to handle additional safety mechanisms now required on modern elevators. The other unit must also be upgraded to comply with code.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

The LSA funds would include the equipment purchase(s) required to fix the elevators including the hoist mechanisms, lift cables, and associated hardware, and control mechanisms.

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

Completed - July through September 2019: Determine repair and replace status, secure inoperable elevator, secure funding commitment through Masonic Temple Association, secure Board resolution

Ongoing - secure additional funding

October - November 2019: Award contract, pre-order site survey, order equipment, deposit due

April/May 2020 - Equipment arrival

April through June 2020 - change out hoist 1, install new cables, safety systems and controllers

June through August 2020 - change out hoist 2, install safety systems and controllers

August through September 2020 - testing, commissioning, inspections

Single Application for Assistance

Web Application Id: 8347392

Single Application Id: 201909309207

Applicant: City of Scranton

Company: Scranton Cultural Center at the Masonic Temple

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

In addition to the Single Application, the Applicant shall submit the following list of items. All items marked with a red diamond are required to be uploaded to the application. The items that are not required should be uploaded if they are applicable to the project.

1. Provide a description of the project which discusses all of the following: (a) a detailed project description to include specific project activities and expected results; (b) the specific location of the project site; (c) whether the proposed project is consistent with an existing regional, county, or local comprehensive plan; (d) whether the proposed project has been identified as a priority investment in a local or regional economic development plan or strategy; (e) the anticipated employment, investment, and/or community impact of the project; (f) if a difference exists, the historical and proposed use of the project site; and (g) if applicable, the experience of the developer to include a discussion of previously completed projects.

Uploaded Documents

1. 2019 LSA Application, Scranton Cultural Center, Project Narrative.pdf [View](#)

2. A projected schedule and detailed timeline for the project;

Uploaded Documents

2. 2019 LSA Application, Scranton Cultural Center, Project Schedule and Timeline.pdf [View](#)

3. A budget accompanied by a description of the basis of costs for the project and sources of funding;

Uploaded Documents

3. 2019 LSA Application, Scranton Cultural Center, Project Budget.pdf [View](#)

4. Copies of signed bids/quotations, contractor estimates, sales agreements, or engineer estimates verifying project costs. Bids should be current and dated;

Uploaded Documents

4. 2019 LSA Application, Scranton Cultural Center, Bids Quotes Estimates.pdf [View](#)

5. Evidence of conformity of the project with local and regional comprehensive plans and zoning (in the form of a letter from the applicable planning/zoning office), if applicable;

Uploaded Documents

5. 2019 LSA Application, Scranton Cultural Center, City Planning Support Letter.pdf [View](#)

6. A letter of support for the project from the affected community;

Uploaded Documents

Single Application for Assistance

Web Application Id: 8347392

Single Application Id: 201909309207

Applicant: City of Scranton

Company: Scranton Cultural Center at the Masonic Temple

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

6. 2019 LSA Application, Scranton Cultural Center, Mayor and Community Support Letters.pdf [View](#)

7. Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;

Uploaded Documents

7. 2019 LSA Application, Scranton Cultural Center, Resolution.pdf [View](#)

8. Copies of funding commitment letters from all other project funding sources, if applicable; and

Uploaded Documents

8. 2019 LSA Application, Scranton Cultural Center, Funding Commitment Letter.pdf [View](#)

9. Copy of the Applicant's and/or project user's latest financials.

Once submitted, please print one (1) copy of the completed application, to include all required and additional applicable supplemental information, and send via US Mail. Please reference the Application ID number on all mailed documents.

Uploaded Documents

9. 2019 LSA Application, Scranton Cultural Center, Applicant Financials.pdf [View](#)



Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 201909309207

This page must accompany all required supplemental information **Mail to:**

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201909309207 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Mary-Pat Ward

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.



1. Description of Project

EXHIBIT

tabbles

 "A"

420 North Washington Avenue
Scranton, PA 18503

Office: (570) 346.7369
Fax: (570) 346.7365

www.ScrantonCulturalCenter.org



SCRANTONCULTURALCENTER

at the Masonic Temple

LIFE. CELEBRATED.

September 25, 2019

Scranton Cultural Center at the Masonic Temple

Elevator Replacement for A.D.A. Compliance and Public Safety and Access

Project Narrative

The Scranton Cultural Center at the Masonic Temple is a national, historic architectural treasure located in the heart of the historic district of Scranton, Pennsylvania. It has been in continuous operation and available to the community since 1930.

Request

The Scranton Cultural Center is seeking \$140,000.00 of a \$295,000.00 project to replace the irreparable hoist and control mechanisms of the two 1930 Otis Elevators. The requested amount is to match existing and anticipated funds of the project, of which the SCC has already secured \$125,000.00.

Problem

The original hoist mechanisms have been determined by Otis elevator technicians to not be able to be repaired. This is due to the age (90 years) and construction (parts cast in place) and unavailability of parts either off the shelf or machined. One of the two elevators is now permanently out of service leaving us one to be able to get people and equipment to other floors. Should the other car suffer a similar failure, the building would become mostly inoperable due to lack of both A.D.A. access and the inability to move people and equipment to the other floors.

The Otis elevators are original to the construction of the building dating back to 1930. A required upgrade to meet ADA standards was done in 2002 / 2003 at which time the original hand operated floor doors, gates and interior controls were replaced and automated. At that time, portions of the control systems were replaced to remove the 1930 Direct Current generators and comply with then current National Electrical Codes. Due to funding limitations we were unable to tackle replacing the actual lift mechanisms, cables, speed controllers and related items in each hoist way. It was hoped that they would be able to remain in service for another twenty to twenty-five years but time has not been kind and several mechanical components have failed.

Without operating elevators, the Scranton Cultural Center at the Masonic Temple will be forced to cancel a majority of its events and could cease operations.

Solution

An investigation was done and bids were secured to attempt to repair the elevator that was taken out of service. The winning submitter, Otis Elevator, sent in technicians to take apart the hoist motor to more fully determine the

failed components. During this investigation it was determined that due to age and lack of modern replacement parts, the unit could not be repaired or returned to service.

We then asked for replacement options and pricing. Two firms responded – Otis and Port Elevator. From this, we developed a budget from which this submission was developed.

We will need to completely remove the existing 1930 Hoist mechanisms, lift cables and all associated hardware and control mechanisms. New code compliant drive motors and hoist assemblies will be installed as well as current code compliant safety mechanisms. A new controller will also be installed in order to comply with regulations and safety requirements.

Unique Challenge

Due to the way these elevators were installed, it is impossible to upgrade just one of the two cars. The control systems are integrated through a single interface that must be upgraded in order to be able to handle additional safety mechanisms now required on modern elevators. Once the controller is replaced and the inoperative car brought back into service, the other unit must then be upgraded to comply with code.

Need

The elevators are a necessary component of operations at the SCC as they represent the only way for equipment to be transported from floor to floor. More importantly, they are the only A.D.A. access for the public, guests and staff to access the other floors and A.D.A. equipped restrooms. There are no other options for individuals with special needs / challenges to access other floors for events or make use of the restrooms without these elevators.

History

Originally known as the Masonic Temple and Scottish Rite Cathedral, the building is a significant example of the work of world-renowned architect, Raymond Hood, one of the principal founders of the Art-Deco movement in the United States and designer of several important structures including the Chicago Tribune Building, the New York Daily News Building and Rockefeller Center. Containing approximately 180,000 square feet, the building houses two theaters, a grand ballroom, an art studio, several meeting rooms as well as the associated support spaces required for such an operation.

Over time, the Masonic Fraternity realized the need to utilize the facility in more non-traditional ways and a grass roots effort was launched to form a not-for-profit organization dedicated to both preserving the physical structure of the temple and providing an ongoing programming, cultural and arts source for the community.

Historic and Cultural Plan Compliance

This project is consistent with the Lackawanna County Comprehensive Plan in the HISTORIC AND CULTURAL RESOURCES Plan and the COMMUNITY FACILITIES PLAN.

Under the HISTORIC and CULTURAL RESOURCES PLAN, the SCC roof repair project provides options to preserve and rehabilitate the historic resources in existing communities in ways that are sympathetic to economic and other community concerns.

The project also falls under Lackawanna County's COMMUNITY FACILITIES PLAN that is Priority Areas are the places targeted for future residential, retail, and employment growth. It makes sense for community facilities to locate here, where concentrations of people are and where accessibility is good.

Public libraries, educational institutions, hospitals and other healthcare services, and emergency services such as police, fire companies, and ambulance corps should be focused on these locations. Each of the two-county area's 116 municipalities has traditionally been responsible for providing its citizens with basic public services and facilities; however, greater intergovernmental cooperation is needed so that services and facilities can be provided more efficiently and economically.

Economic and Community Impact

According to an economic impact study completed in 2016, states that the Scranton Cultural Center at the Masonic Temple is a major economic contributor for the region through revenue generated by SCC events.

During the year 2016, the SCC generated **\$5.9 million** in total economic impact that included visitor and crew spending to demonstrate the variety of impact. Multiple business sectors derive benefit through increased revenue as the money flows through the economy. The operations and programming of the SCC supports nearly **100 jobs**.

Regionally, \$6.3 million in economic impact is generated with **110 jobs** supported through the direct, indirect and induced efforts of the SCC. The dollars ripple through the economy influencing businesses and individuals in northeastern PA and the Commonwealth PA. At the state level, \$7.6 million generated and **140 jobs** were supported through the direct, indirect and induced efforts of the SCC.

In 2016, nearly **96,000** people passed through the doors of the Scranton Cultural Center for a variety of events and shows, which brought people together from Lackawanna County, NEPA and out of state.

Many of the attendees are from out of town and portions of them stay in hotels and eat other meals in the community. Some attendees from shows are also out of towners that stay and / or eat here, and many local attendees go out for dinner prior to or drinks and food after the show. All these scenarios comprise visitor spending. Very conservative estimates were used to create the model for spending on Lackawanna County hotel rooms, gasoline and food and the same holds true for the percentage of local and regional attendees spending additional money on food.

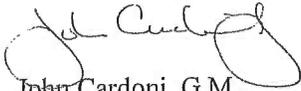
The SCC supports jobs in a variety of sectors that economically influences of the Center's own employment, indirect effects, which quantify the impacts of the Center's supply chains, and induced effects, which account for the larger economic ripple effect that is the result of the direct and indirect effects.

A reduction in events and programs will have a direct impact on the employees of the SCC as well of those segments indirectly benefiting would decrease tourism to Lackawanna County, and affect the economic boost garnered by area restaurants, businesses and hotels when major events come to town contributing to the economic health of this community. Numerous event planners, caterers, and equipment rental companies are also dependent upon SCC events.

Currently, the SCC has 11 salaried employees, 43 part-time workers, and 65+ union workers. The reduction in events and programs would decrease tourism to Lackawanna County, and affect the amount of patrons that dine and shop at area businesses. Numerous event planners, caterers, and equipment rental companies are also dependent upon SCC events.

The Scranton Cultural Center also opens its doors to welcome members of the community into the historic treasure to appreciate the arts and culture. The SCC collaborates on several projects every year with other non-profit entities including *The Rinaldi Foundation, Lackawanna County Library System, NEIU-19, Lackawanna Historical Society, the Lackawanna Heritage Valley Association, Meals on Wheels, Friends of the Poor, United Neighborhood Centers, Broadway Theatre League, Allied Services, and the Lackawanna County Office of Education and Culture.* It serves as the home to several hundred children attending summer and after-school arts and theater programs, home of Broadway Theatre League's national touring Broadway productions, regional, national dance shows, competitions, and a variety of local non-profit entities who use the Center as the draw to their charitable work fundraisers

Respectfully submitted,



John Cardoni, G.M.



2. Project Schedule and Timeline

420 North Washington Avenue
Scranton, PA 18503

Office: (570) 346.7369
Fax: (570) 346.7365

www.ScrantonCulturalCenter.org



SCRANTONCULTURALCENTER

at the Masonic Temple

L I F E C E L E B R A T E D .

September 25, 2019

Scranton Cultural Center at the Masonic Temple

Emergency Elevator Replacement for A.D.A. Compliance and Public Safety and Access

Project Timeline

Date	Description	Status / Notes
July – September, 2019	Open existing machinery and determine repair / replace status	Complete
Current	Determination on inability to repair	Complete
September 2019	Secure inoperable elevator	Complete
September 2019	Secure funding commitment from Masonic Temple Association	Complete: 4 year pledge of \$25,000 / year to total \$125,000.00
September, 2019	Secure Board Resolution to apply for LSA funding	Complete
September, 2019	Secure SCC Board approval to proceed	Complete
Ongoing	Secure additional funding	Ongoing
October – November, 2019	Award contract	Pending
October – November, 2019	Pre-order site survey, order equipment, deposit due	Pending - 16 to 20 week lead time
April / May, 2020	Equipment arrival	Pending
April – June, 2020	Change out hoist 1, install new cabling, safety systems and controllers	Pending, 5 – 6 week time frame
June – August, 2020	Change out hoist 2, install new cabling, safety systems and controllers	Pending, 5 – 6 week time frame
August – September, 2020	Testing, commissioning, inspections	Pending, 3 weeks



3. Project Budget

Scranton cultural Center at the Masonic Temple
 Emergenc Elevator Replacement for A.D.A compliance and Public Access and Safety

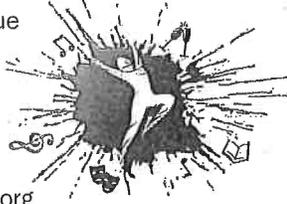
Total \$ 295,000.00
 Less SCC \$ 155,000.00
LSA Ask \$ 140,000.00

	SCC	LSA	Total
Equipment	\$ 125,000.00	\$ 140,000.00	\$ 265,000.00
Contingency	\$ 20,000.00		\$ 20,000.00
Audit	\$ 3,000.00		\$ 3,000.00
Admin	\$ 7,000.00		\$ 7,000.00
			\$ -
			\$ -

420 North Washington Avenue
Scranton, PA 18503

Office: (570) 346.7369
Fax: (570) 346.7365

www.ScrantonCulturalCenter.org



SCRANTONCULTURALCENTER

at the Masonic Temple

LIFE CELEBRATED.

September 25, 2019

Scranton Cultural Center at the Masonic Temple

Emergency Elevator Replacement for A.D.A. Compliance and Public Safety / Access

Costs

1. The budget has been developed from proposals submitted by Port Elevator Company as well as discussions with Otis Elevator and other professionals.
2. Overall elevator equipment costs and installation fees are from a quote from Port Elevator (attached).
3. Licenses, permits and inspection fees are included in the proposal.
4. City administration fee is based on 5% of the total grant award ask per previous LSA project documentation.

Funding

1. Masonic Temple Association Capital Pledge. The Masonic Temple and Scottish Rite Cathedral Association has pledged \$125,000.00 towards capital project work, in 5 annual payments of \$25,000.00, commencing with 2019.
2. The Scranton Cultural Center will use unencumbered cash reserves to bring this available fund total to approximately \$155,000.00.
3. We anticipate securing Professional Services through Highland Associates (not budgeted) and will pay for those services out of SCC operating funds.



4. Bids/Quotes, Estimates

420 North Washington Avenue
Scranton, PA 18503

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www.ScrantonCulturalCenter.org



SCRANTON**CULTURAL**CENTER

at the Masonic Temple

L I F E C E L E B R A T E D .

September 25, 2019

Mary-Pat Ward, Executive Director
City of Scranton OECD
City Hall
340 North Washington Avenue
Scranton, PA 18503

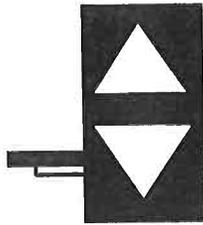
Dear Msry-Pat,

This letter is confirm that the Scranton Cultural Center at the Masonic Temple is aware of the requirement for any project funded through the LSA Monroe County / City of Scranton will comply with Pennsylvania Prevailing Wage regulations as well as follow all City of Scranton requirements for bidding the project.

Sincerely,

John Cardoni, G.M.

Cc: D. Peterson, J. Helman



PORT ELEVATOR INC.

941 NICHOLS PLACE, WILLIAMSPORT, PA 17701

PHONE (570) 320-0759 FAX (570) 326-9009 EMAIL- portelevator@gmail.com

PORT ELEVATOR MODERNIZATION PROPOSAL

Job Name: Scranton Cultural Center

Detailed specifications begin on pg. 5
8/16/2018

Type:	Overhead Traction Modernization	Quantity:	2	
Power Supply:	230 Volt 3 Phase	Capacity:	3000 lbs	
Speed:	300 feet per minute	Travel:	Approx. 48' 0"	
Stops:	5	Front Openings:	5	Rear Openings: 0
Platform Size:	Existing	Clear Inside Cab:	Existing	
Entrance Door Size:	Existing	Entrance Finish:	Existing	
Controller:	New non-proprietary microprocessor based controller with solid state motor starting. New landing system.			
Cab	Existing			
Fixtures:	Use existing car panel, add hands-free ADA phone and fire service code required key functions.			
	Use #4 stainless steel hall fixtures with standard buttons, fire service at egress landing and hoistway access at top landing.			
Power Unit:	New Hollister Whitney hoist machine with rope gripper			
Additional Features:	New overspeed governor, new cables			

Price: Two Hundred Fifty Nine Thousand, Nine Hundred Dollars (\$259,900.00)

Quote is valid for 30 days.

Quotation Based on Prevailing Wages: No

Bonds Included in Quote: No

Lead times:

Current lead time for delivery of equipment is 16-20 weeks from receipt of purchase order. Installation time is approximately 5-6 weeks per elevator.

Warranty Maintenance:

During normal working hours (Mon-Fri 8AM-4PM) Port Elevator will provide warranty maintenance on the replaced equipment for each elevator in this proposal for a period of three (3) months. The warranty period will begin separately for each elevator as they are placed into operation by completion of the PA Labor and Industry inspection. Maintenance includes callbacks and repairs during normal working hours, but does not include any overtime work. If necessary, overtime will be billed at Port Elevator's normal rates.

Port Elevator Inc.

Matthew H. Plagens

Matthew H. Plagens
Estimator/Project Manager
570-320-0759

Acceptance of proposal: _____

Print name Date

Return This Copy to Port Elevator

Elevator machines - replace due to reaching end of useful lifespan of equipment



Outdated design/technology for overspeed governor, obsolete and unsafe

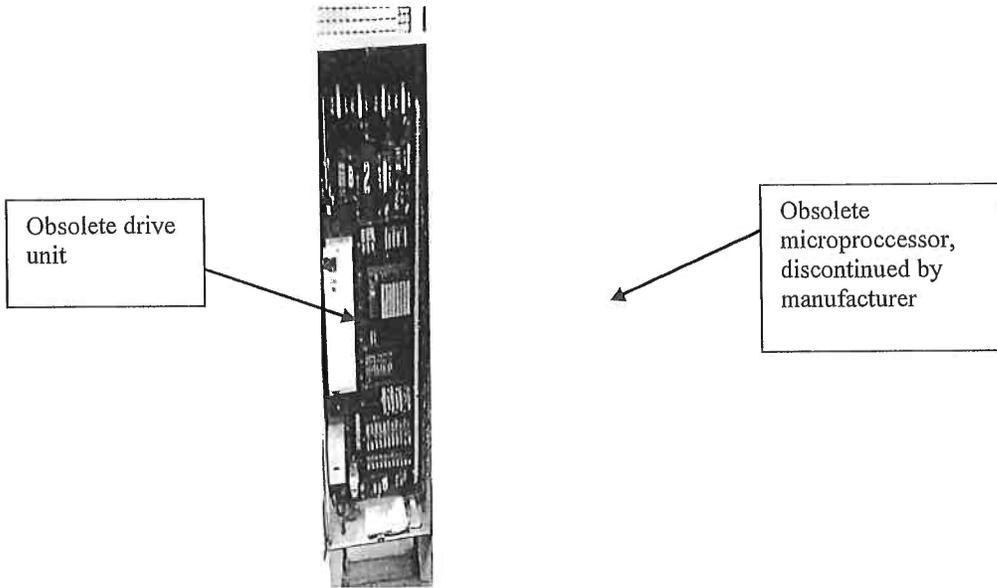
Excessive lubrication leaking from hoist machines

Excessive lubrication leaking from hoist machines, worn seals and bearings

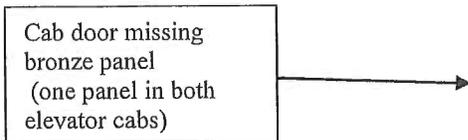
Hoist ropes in adequate condition, but beginning to show signs of wear

Excessive lubrication leaking from hoist machines

Elevator controllers - replace due to obsolescence of equipment



Elevator cab doors - replace to match style/design of elevator



DIVISION 14 - CONVEYING SYSTEMS

SECTION 14245 - ELECTRIC ELEVATORS

PART 1, GENERAL

1.1 SECTION INCLUDES

- A. These specifications are intended to cover the replacement of components in a first-class workmanlike manner and to include all work and material in accordance with this specification. All work and material shall conform to the requirements of the American Standard Safety Code for Elevators, dumbwaiters, and escalators, the National Electric Code, The International Building Code and any local codes, which may govern the Requirements of installation.

1.2 REFERENCES

- A. The Americans with Disabilities Act. (ADA)
- B. ASME/ANSI A17.1 2002 Safety code for elevators and escalators.
- C. ASTM A 36 - Structural Steel
- D. ANSI/NFPA 70 National Electric Code
- E. ASTM A167 Stainless and Heat-resisting Chromium- nickel steel plate, sheet and strip
- F. ASTM B221 Aluminum and Aluminum, Alloy extruded bars rods wire, shapes, and tubes

1.3 SUBMITTALS

- A. Submit under provisions of Division 1.
- B. Product Data: Provide catalog cuts and data on the following items:
 - 1. Controller and motor drive including non-proprietary compliance.
 - 2. Machine, hoist motor, brake unit.
 - 3. Governor, car safeties, rope gripper and related assemblies.
- C. Shop Drawings: Indicate the following information:
 - 1. Driving machine, controller, selector, governor and other component locations.
 - 2. Machine and sheave beams, machine room layout

1.4 QUALITY ASSURANCE

- A. Perform work in accordance with ANSI/ASME A17.1, ADA, NFPA 70, and as supplemented in this section.
- B. Warranty Period: The elevator contractor shall repair or replace any defective components installed under this contract, not due to ordinary wear and tear or improper use, which may develop within one (1) year from date of completion of the equipment.
- C. Maintenance Period: The elevator installer shall furnish full maintenance for a period of three (3) months after completion of the installation.

1.5 QUALIFICATIONS

- A. Installer: Elevator Service Company specializing in performing the work of this section and approved by the elevator equipment manufacturer.
- B. Controller: The Company selected to modernize the elevator may not manufacture the microprocessor elevator controller. The controller manufacturer must also provide free technical support to any elevator service mechanic working on behalf of the owner for a period of not less than 5 years after final inspection.

1.6 REGULATORY REQUIREMENTS

- A. Conform to ANSI/ASME A17.1 2002 and ADA.
- B. ANSI/NFPA 70 for products requiring electrical connection.

1.7 FIELD MEASUREMENTS

- A. Field measure locations of specified equipment prior to ordering shop drawings.
- B. Verify that field measurements are as indicated on shop drawings prior to submitting to engineer.

1.8 SCHEDULING

- A. Coordinate work with Owner.

1.9 WORK BY OTHERS

- A. Preparatory work in conjunction with the elevator installation will be done by other contractors and will consist of the following:
- B. All electric power for light, tools, and hoists. During erection, if welding is necessary, then the elevator installer shall provide portable welders.
- C. Suitable machine room with legal access and ventilation and concrete floor. Temperature in the machine room is to be maintained between 60 and 100 degrees F. Relative humidity should not exceed 95% non-condensing. Ventilation to suit the elevator equipment's heat release factor.
- D. A 125 volt, 15 ampere capacity dedicated branch circuit, single phase power supply with SPST or circuit breaker for each elevator, per the National Electrical Code, with feeder wiring to each controller for car lights.
- E. Suitable light fixture and convenience outlets in machine room with light switches located within 18" of lock jamb side of machine room door. The receptacles shall have ground-fault circuit interrupter protection.
- F. A smoke detector system with wiring from the fire panel to the machine room for the elevator fire recall system. The elevator requires a set of NORMALLY OPEN contacts from the smoke detector at the designated fireman's egress landing and one set of NORMALLY OPEN contacts representing all other landing lobbies. Also one set of NORMALLY OPEN contacts must be provided representing the smoke detectors and heat detectors in the elevator machine room and hoistway.
- G. If sprinklers are installed in the hoistway, machine room, or machinery spaces, a means must be provided to automatically disconnect the mainline power supply of the affected elevator(s) prior to the application of water.

- H. A hands free type telephone instrument per ADAAG Emergency Communications requirement for use by those with disabilities for communication of signaling to an accessible point outside the hoistway or building to an approved 24-hour emergency service.
- I. Guarding and protecting the hoistway during construction. The protection of the hoistway shall include removable solid panel surrounding each hoistway opening at each floor, a minimum of 48" high. Hoistway guards to be erected, maintained, and removed by others.

1.10 MANUFACTURERS

- A. Design shall be based on a Hollister Whitney traction passenger elevator. This shall be used as the acceptable minimum standard for this section. Other manufacturers subject to compliance with requirements and prior approval by the professional. Manufacturers shall have a minimum of 5 years production of the type and character as specified.

1. Acceptable Installers:

- I. Port Elevator, Inc.- Williamsport, PA

- B. All installers subject to compliance with the requirements of the specifications. Other installers subject to preapproval before bidding by the professional.

1.11 NON-PROPRIETARY EQUIPMENT

- A. Equipment noted as "open source, non-proprietary" shall be obtained from independent manufacturers that specialize in that item and are not affiliated with the elevator installer.
- B. All equipment, controls, and materials provided shall be available on the open market to any qualified elevator contractor for purchase of repair or replacement parts.
- C. Equipment shall be of the type that allows replacement of extraneous components (such as door operating equipment) without requiring replacement of any other part of the system.
- D. Equipment shall be capable of being maintained by a journeyman elevator mechanic, requiring use of no special patented or copyrighted equipment.
- E. Decaying circuits or devices requiring "factory re-charging" are not acceptable.
- F. All programming data and wiring diagrams shall be furnished.
- G. Any/all diagnostic/setup/testing/maintenance devices required, as well as manuals describing their use, shall be provided to, and become the property of, the Owner.
- H. Any/all diagnostic devices shall be configured for an unlimited number of startups. Remote diagnostic monitoring as the only means of troubleshooting and/or repair is not acceptable.
- I. Controls manufactured by the installer, or a subsidiary of the installer, shall be considered proprietary and are not acceptable.

PART 2: PRODUCTS

2.1 OUTLINE OF EQUIPMENT

- A. Quantity: Two (2)
- B. Type: Geared Traction Passenger Class A
- C. Capacity: 3000 - pounds
- D. Speed: 300 - feet per minute
- E. Travel: approx. 48 feet
- F. Landings: 5 Stops
- G. Openings: 5 Front, 0 Rear
- H. Operation: Selective collective
- I. Platform size: (retain existing)
- J. Hoistway entrance:
 - 1. Size - (retain existing)
 - 2. Type - (retain existing) Single Speed Center Opening Automatic
- K. Power supply: 230 volts 3 phase 60 cycles
- L. Car Enclosure: (retain existing)
- M. Car Doors: (New)
 - 1. Bronze door finish

2.2 POWER UNIT (New)

- A. A Hollister Whitney geared machine, worm gear driven, DC disc brake, gearing with demountable traction sheave. Factory mounted AC motor specifically designed for variable frequency use, isolation pads and bedplate.

2.3 AUTOMATIC TWO-WAY LEVELING

- A. An automatic two-way leveling device shall be provided so that the car will approach landing stops at reduced speed from either direction of travel. The leveling device shall, within its zone, be entirely independent of the operating device and shall automatically stop and maintain the car approximately level with the landing, regardless of change in load.

2.4 CONTROL AND MOTOR DRIVE (New)

- A. The control system shall be closed loop feedback variable voltage type control system, which shall govern the starting, stopping and direction of travel of the elevator. The control shall use a solid-state motor drive power converter for each elevator, which shall apply variable voltage to the elevator motor. The closed loop feedback speed control regulator system shall vary the voltage applied to the elevator hoist motor, during acceleration and retardation periods, without interrupting the power to the hoist motor. On stopping, the hoist motor shall be slowed down to leveling speed

by regenerative or dynamic braking. Complete electric controlled stopping shall be made before the brake is set on the brake drum. The leveling system shall correct for over travel or under travel within $\frac{1}{4}$ " measured between car and landing door sill, where it is caused by changes in load on the platform after the car has made the initial stop. The initial stop shall be made without any re-leveling.

- B. The motor drive and its components shall be designed and rated specifically for elevator duty. The solid state control system shall incorporate factory determined and preset functions to precisely determine the speed of the elevator at any instant of travel in accordance with a predetermined acceleration and rate of acceleration factor.
- C. The elevator hoist motor current shall be electronically controlled. The current shall be monitored and shall be maintained at the adjusted level through a feedback loop.
- D. The hoist motor brake shall be electronically controlled by a separate phase controlled supply. The brake current shall be controlled by a current feedback loop to provide constant brake coil current. Resistance changes due to brake coil heating shall be compensated for without any additional external resistors and heat losses. Brake pickup current and brake holding current shall be independently adjustable.
- E. The control system shall be designed to automatically bring the car to a floor landing. The stop shall be smooth without any sudden brake application. The floor approach shall be without any hesitation or delay in time. Floor sensing devices shall correct for over travel and under travel and shall maintain the car within a maximum of $\frac{1}{4}$ " of the floor line, regardless of rated capacity, load or direction of travel.
- F. A positive means of determining the position of the elevator in the hoistway at all times shall be provided as a part of the elevator control system. Floor location for leveling shall be determined via magnetic strops affixed to a tape, or vanes, to define the floor-leveling zone.
- G. The control system shall include a microprocessor for processing, adjusting and diagnostics. The system shall provide comprehensive means to access the computer memory for elevator adjusting and diagnostic purposes and shall have permanent indicators to show elevator status as an integral part of the controller.
- H. The failure of any switch, contact, or relay to release in the intended manner, the failure of any static control devices, speed measuring circuit, or speed pattern generating circuit operate as intended, or the occurrence of a single accidental ground or short circuit shall not permit the car to operate.
- I. Status indicators shall be provided on the controller to indicate when the safety circuit is open, when the door locks are open, when the elevator is running at high speed, when the elevator is on independent service, when the elevator is on fireman's service, when the elevator out of service timer has elapsed, and when the elevator has failed to successfully complete its intended movement. A means shall also be provided for the displaying of other special or error conditions that are detected by the microprocessor.
- J. A test switch shall be provided on the controller, which shall allow independent operation of the elevator without door open functioning for purposes of adjustment or testing of the elevator. The elevator shall not respond to hall calls and shall not interfere with the other cars in the system.
- K. The control equipment shall have all control parameters stored permanently on erasable programmable read-only memory.
- L. The microprocessor shall be equipped with on-board diagnostics for troubleshooting and field programmability. The field changes shall be stored permanently using non-volatile memory.

- M. All controller printed circuit boards, discrete components, switches, and other items of control equipment shall be mounted on panels which shall be made of a moisture-resisting, noncombustible material which shall be securely mounted in a substantial, self supporting steel frame with fastenings suitable for panel demounting. A vibration absorbing mounting shall be provided for the steel frame, if necessary, to eliminate perceptible vibration.
- N. Electro-mechanical switches and relays shall be used where heavy current is supplied and/or on safety circuits required by the Elevator Codes.
- O. Switches shall be direct current type, magnet operated with contacts of design and material to insure maximum conductivity, long life and reliable operation without overheating or excessive wear, and provide a wiping action to prevent sticking due to fusion. Switches carrying highly inductive currents shall be provided with arc deflectors and suppressors.
- P. Identifying symbols or letters shall be permanently marked on or adjacent to each device on the controller and the marking shall be identical to marking on the wiring diagrams. The ampere rating shall be marked adjacent to all fuse holders.
- Q. All input-output devices shall be marked similarly to relays for easy reference to wiring diagrams.
- R. The main dispatch, the Fireman Recall floor and the Alternate Fireman Recall floor shall be determined prior to fabrication of the control equipment. The control shall be programmable to enable the dispatch and recall floors to be changed in the field.

2.5 CONTROLLER (New)

- A. A non-proprietary microprocessor-based controller shall be provided, including necessary starting switches together with all, relays, switches, and solid-state components required for operation. Microprocessor shall be "off the shelf" industrial type programmable controller utilizing ladder logic such as Allen Bradley, Square D, Omron, etc. Microprocessor shall have opto-isolated inputs and outputs. Shall be isolated with Dry Relay contacts. Controller shall have all diagnostic and trouble shooting readouts located directly on the unit. Controller shall have the ability to be replaced by a unit of different model or manufacturer without the necessity of replacing any other related items (door operators, selectors, buttons etc.). Installer shall supply a hard copy printout of all ladder logic programming as well as one additional set of programmed chipsets. Installer shall supply one laptop computer capable of displaying elevator position and current status in a graphic manner and allow control of elevator in the machine room. Computer shall store a history of hall calls, car calls wait times and time calls are executed in date and graph display.
- B. The momentary pressing on one or more car buttons shall send the car to the designated landings in the order in which the landings are reached by the car, irrespective of the sequence in which the buttons are pressed. During this operation the car shall answer calls from the landings, which are in the prevailing direction of travel and each call shall be canceled when answered. With the momentary pressing of a hall button above the car, the car shall start up and answer any up calls as they are reached by the car irrespective of the sequence in which the buttons are pressed. The car shall not stop at floors where down buttons only are pressed. Similarly, the car shall start down to answer calls below the car and shall not stop where up calls only are registered. When traveling up, the car shall reverse at the highest call and proceed to answer calls below it. Similarly, when traveling down, the car shall reverse at the lowest call and answer calls above it. Should both an up and down call be registered at an intermediate landing, only the call corresponding to the direction in which the car is traveling shall be canceled upon the stopping of the car at that landing.
- C. Duplex - selective collective operation programming

- 2.6 CAR FRAME AND PLATFORM (retain existing)
- 2.7 HOISTWAY ENTRANCES (retain existing)
- 2.8 HOISTWAY DOORS (retain existing)
- 2.9 MASTER DOOR OPERATOR (retain existing)
- 2.10 DOOR EDGE PROTECTIVE DEVICE (retain existing)
- 2.11 DOOR HANGERS AND TRACKS (retain existing)
- 2.12 EMERGENCY STOP SWITCH (retain existing)
- 2.13 CAR OPERATING PANEL (retain existing)
- 2.14 HALL FIXTURES (retain existing)
- 2.15 TERMINAL LIMIT SWITCHES (retain existing)
- 2.16 GUIDE RAILS (retain existing)
- 2.17 CAR GUIDE SHOES (New)
 - A. The top and bottom of the car frame shall be provided with a combination of roller type of adequate design to sustain the loads imposed.
- 2.18 CAR SAFETY (Retain existing)
- 2.19 SPEED GOVERNOR (New)
 - A. A car speed-governor conforming to the requirements of ANSI A17.1 Section 2.18 shall be provided to activate the car safety.
 - B. A traction steel governor rope shall be provided to meet Hollister Whitney Elevator Corporation's specifications. Governor rope shall be manufactured by Bethlehem Wire Rope.
- 2.20 SUSPENSION MEANS (New)
 - A. Traction steel hoist ropes shall be installed in the size, quantity, and grade specified by Hollister Whitney Elevator Corporation. Hoist ropes shall be manufactured and supplied by Bethlehem Wire Rope.
- 2.21 ROPE GRIPPER SAFETY (New)
 - A. A rope gripping safety device conforming to the requirements of ANSI, A17.1 Section 2.19 shall be provided to activate the rope safety. A Hollister Whitney "Rope Gripper" shall be installed.
- 2.22 ELECTRICAL (retain existing)
 - A. All hoistway control wiring, traveling cables, cab wiring and machine room control wiring shall be new insulated copper wiring. Wiring shall bear the UL label and be installed in accordance of the National Electric Code. Each traveling cable shall include 10% spare wires and a minimum of 2 pairs of twisted shielded wires for phone and building security and one coax cable. Phone wires shall be clearly labeled in machine room and terminate in car panel phone box. All wiring shall be run in metal conduit, metallic tubing or wire ducts.

2.23 PAINTING AND CLEANING

- A. The elevator hoistway, pit and machine room shall be thoroughly cleaned at the conclusion of the project and prior to acceptance. The elevator machine room floor shall be painted with two coats of gray deck enamel. All machine room elevator equipment, existing and new shall be painted with two coats of rust inhibiting enamel paint. Pit floor shall be painted gray and buffers painted.

PART 3: EXECUTION

3.1 INSPECTION

- A. Prior to commencing elevator installation, Installer shall inspect hoistway, openings, pits and machine room, as constructed, shall verify all critical dimensions, and examine supporting structure and all conditions under which elevator work is to be installed.

3.2 COORDINATION

- A. Coordinate elevator work with work of other trades, for proper time sequence to avoid construction delays.

3.3 ALIGNMENT

- A. Coordinate installation of hoistway entrances with installation of elevator guide rails, for accurate alignment of entrances with car. Where possible, delay final adjustment of sills and doors until car is operable in shaft.

3.4 LEVELING TOLERANCE

- A. Within 1/2" up or down, regardless of load in car.

3.5 ACCEPTANCE TESTING

- A. Perform acceptance tests as requires by State Elevator Code and governing regulations or agencies. Provide owner with approved State operating permit.

END OF SECTION 14245



5. City Planning Support Letter

**BUREAU OF CITY PLANNING**

CITY HALL : 340 NORTH WASHINGTON AVENUE : SCRANTON, PENNSYLVANIA 18503 : PHONE 570-348-4280 : FAX 570-348-4171

September 27, 2019

Scranton Cultural Center at the Masonic Temple
Attention: Deb Peterson
420 North Washington Avenue
Scranton, PA, 18503

Re: Scranton Cultural Center Emergency Elevator Repairs
Local Share Grant

Please accept this letter as evidence of support for your Local Share Grant funds application for funding to undertake emergency repair of the 1930's Otis elevators. The Scranton Cultural Center serves as a valuable and needed venue and the centerpiece for cultural activities in Northeast Pennsylvania. The proposed renovations will greatly assist in meeting your mission by providing access to all patrons and most especially meeting all ADA requirements for public facilities.

We have determined that your project is consistent with our comprehensive plan and specifically the stated goal of rehabilitating the Scranton Cultural Center to serve as the major cultural center for Northeast Pennsylvania. Further after a review of the project activities we have found that the project would be consistent with our zoning and planning requirements.

Good luck with your application. If you have any further needs or questions please do not hesitate to contact me at 570-348-4280 or dking@scrantonpa.gov.

Sincerely,

Donald J. King, AICP, CFM
City Planner



6. Mayor and Community Support Letters



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

September 27, 2019

Deborah Peterson
Scranton Cultural Center
420 North Washington Avenue
Scranton, PA 18503

RE: LSA Grant Application (Monroe County) – Scranton Cultural Center
Elevator Replacement for A.D.A Compliance and Public Safety Access

Dear Ms. Peterson:

It is my pleasure to offer the support of the City of Scranton for the Scranton Cultural Center Elevator Replacement for A.D.A Compliance and Public Safety Access Project. The City is committed to expanding services that meet the needs of our community through public interest, community improvement, economic development, and roadway improvement projects.

The proposed project plan to replace the irreparable hoist and control mechanisms of the two (2) 1930 Otis Elevators certainly supports and enhances community and economic well-being which is the very purpose of the LSA Grant.

The Scranton Cultural Center's programming that supports our local arts community meets a public need for the City of Scranton and beyond. The City's Administration is in full support of this project and looks forward to working with you.

"Every day is our chance to make the City a little better."

Sincerely,

Wayne E. Evans
Mayor



Bringing You Broadway's Best

345 N. Washington Ave. • Scranton, PA 18503
 (P): 570.342.7784 • (Fax): 570.342.7782
 e-mail: info@broadwayscranton.com
 www.broadwayinscranton.com

September 19, 2019

Deborah Peterson
 Scranton Cultural Center at the Masonic Temple
 420 N. Washington Avenue
 Scranton, PA 18503

RE: Elevator Grant Proposal

Dear Ms. Peterson:

We feel lucky to have the Scranton Cultural Center at the Masonic Temple, a national, historic architectural treasure, which has been continuously open to the community since 1930. The facility serves as a regional hub for arts, culture and entertainment. On a personal note, Broadway Theatre League of NEPA has been presenting touring Broadway shows in your venue continuously since 1959. Therefore, we wholeheartedly support the Scranton Cultural Center at the Masonic Temple's (SCC) application requesting \$140,000.00 of a \$280,000.00 project in which the Scranton Cultural Center has committed the other \$140,000.00 for emergency repairs of the 1930's Otis elevator system.

This project is very important to our organization's ability to utilize your venue, and addresses a major critical deficiency of the facility which can affect health and safety of their patrons. The two 1930s era passenger elevators are the only means of access for handicapped individuals to reach other floors of the facility, as well as the ADA accessible restroom. Individuals with special needs cannot access other floors for events or make use of the restrooms without working elevators. Also, moving equipment from floor to floor directly impacts our ability to load in and load out the touring shows that we present.

Our patrons utilize the elevators during the presentation of our shows; as well as to transport our patrons to the upper floors when Broadway Theatre League and/or some of our patrons schedule pre and post show events, such as cast parties, dinners and education programs. Elevator service is critical to our use of the facility in the manner we have for 60 years.

We also wish to note the economic impact study completed in 2016, confirming that the SCC is a major economic contributor for the region through revenue generated by SCC events as well as our Broadway events presented at the venue. The SCC has 11 salaried employees, 43 part-time workers, and 65+ union workers. A reduction in events and programs would decrease tourism to Lackawanna County, and affect the economic boost garnered by area restaurants, businesses and hotels when major events come to town. Many event planners, caterers, and equipment rental companies are dependent upon SCC events. Without functioning elevators, the entire business model of the facility ceases.

Additionally, the SCC opens its doors to welcome members of the community to appreciate arts and culture. The SCC collaborates on several projects every year with other non-profit organizations to host their fundraisers and recognition events. We fully support your request for funding this project which will ensure the preservation of this national site to be enjoyed by future generations.

Sincerely yours,

Frank T. Blasi, Broadway Theatre League of NEPA



Lackawanna County

COUNTY COMMISSIONERS
Patrick M. O'Malley • Jerry Notarianni
Lauren A. Cummings

Maureen McGuigan
Deputy Director
Department Arts and Culture
300 Cliff Street
Scranton, PA 18503
Office 570.963.6590, ext. 102
mcguiganm@lackawannacounty.org
www.LackawannaCounty.org

September 25, 2019

Dear Ms. Peterson:

I am happy to write this letter of support for the request for Local Share Account (LSA) matching grant in the amount of \$140,000.00 of a \$280,000.00 project for emergency repairs of the 1930's Otis elevator system in the Scranton Cultural Center at the Masonic Temple.

The Scranton Culture Center is a regional hub of arts and culture and is supported through the Lackawanna County Arts and Culture Department. It provides a wealth of diverse and high quality programming not only for our residents but for cultural tourists visiting the Scranton Area.

The building is an irreplaceable treasure built by esteemed architect Raymond Hood who was also one of the architects instrumental in designing the world renowned Rockefeller Center in New York. The lack of functioning elevators hinders the ability of the Center to continue their success in economic and community development, and would take away from the quality of life and economic prosperity of the county.

I sincerely hope you will consider awarding an LSA grant for this important project.

Sincerely,

Maureen McGuigan
Deputy Director of Arts and Culture
Lackawanna County



Patrick M. O'Malley • Jerry Notarianni • Lauren A. Cummings | www.LackawannaCounty.org



We can be independent when we do it together.

September 25, 2019

Deborah M. Peterson
Executive Director
Scranton Cultural Center at the Masonic Temple
420 N. Washington Avenue
Scranton, PA 18503

Dear Deb:

I am taking this opportunity to express the Center for Independent Living's support for the Scranton Cultural Center's application to LSA for emergency repairs its elevator.

Northeast Pennsylvania is fortunate to have such a historic, multifaceted facility that offers a diverse range of events to the public. As a lifelong wheelchair user and an advocate for people with disabilities, I would certainly enjoy the ability to access each level of the Center that is currently available to the public. An operable elevator would have dual benefits. It would assure compliance with the Americans with Disabilities Act of 1990, and it would enable the SCC to market its activities to an often overlooked segment of our population.

Best wishes for a successful application.

Sincerely,

Keith Williams

Advocacy & Outreach Coordinator



FRIENDS OF THE POOR

A ministry sponsored by the Congregation of the Sisters, Servants of the Immaculate Heart of Mary

September 24, 2019

Deborah M. Peterson
Executive Director
Scranton Cultural Center at the Masonic Temple
420 North Washington Avenue
Scranton, PA 18503

Dear Ms. Peterson,

The Scranton Cultural Center at the Masonic Temple (SCC) is a national, historic architectural treasure located in the heart of the historic district of Scranton, Pennsylvania. It has been continuously in operation and available to the community since 1930. The facility serves as a regional hub for arts, culture and entertainment. *Friends of the Poor* supports the Scranton Cultural Center at the Masonic Temple's application requesting \$140,000.00 of a \$280,000.00 project in which the Scranton Cultural Center has committed the other \$140,000.00 for emergency repairs of the 1930's Otis elevator system.

The project addresses a major critical deficiency of the facility which can affect the health and safety of their patrons. The two 1930's era passenger elevators are the only means of access for handicapped individuals to reach other floors of the facility as well as the ADA accessible restroom, allowing no ability for individuals with special needs/ challenges to access other floors for events or make use of the restrooms without elevators in working order. Also, moving equipment from floor to floor impacts the ability to function effectively.

An economic impact study completed in 2016, states that the SCC is a major economic contributor for the region through revenue generated by SCC events. Numerous event planners, caterers, and equipment rental companies are also dependent upon SCC events. Without functioning elevators, the entire business model of the facility ceases. A reduction in events would decrease tourism to Lackawanna County, thus negatively affecting the economic health of this community.

Additionally, the Scranton Cultural Center opens its door to welcome member of the community to appreciate arts and culture. The SCC collaborates on several projects every year with other non-profit organizations to host their events. This includes *Friends of the Poor's* two largest community events: The Thanksgiving Dinner and *Family to Family Food Basket Program*. In the course of 48 hours, over 15,000 individuals are fed either a hot Thanksgiving meal or given the ingredients to make their own dinner for their families. The SCC graciously allows *Friends of the Poor* to use their space for these events, as well as several days of preparation leading up to the event. The elevators in the building are of the utmost importance, as we have clients taking them to the second floor to eat their Thanksgiving meal and countless volunteers taking them to serve those who come to us hungry.

Thank you for your consideration of this request.

Respectfully submitted,

Meghan Loftus
President & CEO
Friends of the Poor

Meghan E. Loftus
President and CEO

Sister Adrian Barrett, IHM
Founder of Friends of the Poor

Mary Lou Burne
Honorary Director

Board of Directors

Edwin A. Abrahamsen, Jr., Esq.
Chair of the Board

Linda Robeson
Vice Chair of the Board

David DiPipi
Secretary of the Board

Louis P. Ingargiola
Treasurer of the Board

Harris Cutler
Sister Nancy DeCesare, IHM
Toni Ann DiVizio
Sister Mary Kathleen Falstkie, IHM
Bonnie F. Haluska, RN, CRRN.
Dale M. McCloe
Todd Pousley
Sister Mariette Quinn, IHM
Brian Williams

Mailing Address: 2300 Adams Avenue, Scranton, Pennsylvania 18509
Website: www.fotp-ihm.org **Email:** friendsofthepoor@fotp-ihm.org
Phone: 570.340.6086 **FAX:** 570.207.1516



Lackawanna County

COUNTY COMMISSIONERS
Patrick M. O'Malley • Jerry Notarianni
Laureen A. Cummings

Jerry Notarianni
Commissioner

Lackawanna County Government Center
123 Wyoming Avenue, Sixth Floor
Scranton, Pennsylvania 18503
t (570) 963-6800 f (570) 963-6812
www.LackawannaCounty.org

Investing in Our Future

September 20, 2019

Ms. Peterson
Executive Director
Scranton Cultural Center at the Masonic Temple
420 North Washington Ave.
Scranton, PA 18503

Dear Ms. Peterson

The Scranton Cultural Center at the Masonic Temple is a national, historic architectural treasure located in the heart of the historic district of Scranton, Pennsylvania. It has been continuously in operation and available to the community since 1930. The facility serves as a regional hub for arts, culture and entertainment. I Lackawanna County Commissioner Jerry Notarianni, supports the Scranton Cultural Center at the Masonic Temple's (SCC) application requesting \$140,000.00 of a \$280,000.00 project in which the Scranton Cultural Center has committed the other &140,000.00 for emergency repairs of the original 1930 Otis elevator system

The project addresses a major critical deficiency of the facility which can affect health and safety of their patrons. The two 1930s era passenger elevators are the only means of access for handicapped individuals to reach other floors of the facility, as well as the ADA accessible restroom, allowing no ability for individuals with special needs / challenges to access other floors for events or make use of the restrooms without elevators in working order. Also, moving equipment from floor to floor impacts the ability to function effectively.

According to an economic impact study completed in 2016, states that the SCC is a major economic contributor for the region through revenue generated by SCC events. The SCC has 11 salaried employees, 43 part-time workers, and 65+ union workers. A reduction in events and programs would decrease tourism to Lackawanna County, and affect the economic boost garnered by area restaurants, businesses and hotels when major events come to town contributing to the economic health of this community. Numerous event planners, caterers, and equipment rental companies are also dependent upon SCC events. Without functioning elevators, the entire business model of the facility ceases.

Additionally, the Scranton Cultural Center opens its doors to welcome members of the community to appreciate arts and culture. The SCC collaborates on several projects every year with other non-profit organizations to host their fundraisers and recognition events.

Thank you for your consideration of this request for funding this project which will ensure the preservation of this national site to be enjoyed by future generations.

Sincerely Yours,

Jerry Notarianni
Lackawanna County Commissioner



7. Legislation

Resolution

Please Note: Upon approval by Scranton City Council, legislation will be submitted regarding this application.

RESOLUTION
Scranton Cultural Center at the Masonic Temple
Board of Directors
Application for DCED Local Share Grant

1 WHEREAS, the primary purpose of the organization is to restore and preserve the Masonic
2 Temple and Scottish Rite Cathedral of Scranton, to provide a center for civic and community
3 functions and to provide a center for the advancement of the arts and culture in Northeastern
4 Pennsylvania.
5

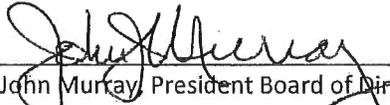
6 WHEREAS, through review by two firms specializing in elevator maintenance and repair, the
7 facility committee has recommended that the two 1930s era Otis elevators are near the end of
8 their serviceable life and that one has had failure enough to be taken out of regular service.
9

10 WHEREAS; should the repairs and replacement of the elevator hoist mechanisms and controls
11 not be completed, one or more of the components could fail at any moment rendering the
12 elevators completely unusable. And, in such case, render the facility inaccessible to patrons with
13 disabilities requiring the use of an elevator. Furthermore, patrons who cannot climb multiple
14 flights of stairs would be unable to attend and enjoy programming and events scheduled for
15 upper floors.
16

17 WHEREAS, continued deterioration would likely result in the closing off of progressively more
18 areas of the building, which would limit the programming capabilities of the Scranton Cultural
19 Center and result in cutbacks - lessening the economic impact (staff and patrons) and cultural
20 impact and influence on the region, as well as the financial viability of the building.
21

22 WHEREAS, the repair cycle would both ensure future economic impact and growth and allow the
23 continued fulfillment of our nonprofit mission.
24

25 THEREFORE, BE IT RESOLVED, the Board of Directors of the Scranton Cultural Center at the
26 Masonic Temple encourages and authorizes the staff to submit application for grant funding
27 from the DCED Local Share Grant program to fund the project costs associated with: procuring
28 and installing new elevator mechanics and control systems and repairing those systems which
29 may be repaired according to the project scope developed recommended and authorized by the
30 facility committee



John Murray, President Board of Directors
Scranton Cultural Center at the Masonic Temple

Date: 9/17/2019

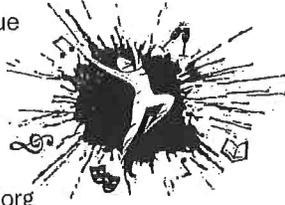


8. Funding Commitment Letter

420 North Washington Avenue
Scranton, PA 18503

Office: (570) 346.7369
Fax: (570) 346.7365

www.ScrantonCulturalCenter.org



SCRANTONCULTURALCENTER

at the Masonic Temple

LIFE CELEBRATED.

September 25, 2019

Scranton Cultural Center at the Masonic Temple

Emergency Elevator Replacement for A.D.A. Compliance and Public Safety / Access

Costs

1. The budget has been developed from proposals submitted by Port Elevator Company as well as discussions with Otis Elevator and other professionals.
2. Overall elevator equipment costs and installation fees are from a quote from Port Elevator (attached).
3. Licenses, permits and inspection fees are included in the proposal.
4. City administration fee is based on 5% of the total grant award ask per previous LSA project documentation.

Funding

1. Masonic Temple Association Capital Pledge. The Masonic Temple and Scottish Rite Cathedral Association has pledged \$125,000.00 towards capital project work, in 5 annual payments of \$25,000.00, commencing with 2019.
2. The Scranton Cultural Center will use unencumbered cash reserves to bring this available fund total to approximately \$155,000.00.
3. We anticipate securing Professional Services through Highland Associates (not budgeted) and will pay for those services out of SCC operating funds.



9. Applicant Financials

Forms 990 / 990-EZ Return Summary

For calendar year 2017, or tax year beginning 07/01/17 , and ending 06/30/18

The Scranton Cultural Center at the-***7840
Masonic Temple**

Net Asset / Fund Balance at Beginning of Year		<u>2,239,248</u>
Revenue		
Contributions	<u>687,660</u>	
Program service revenue	<u>1,498,187</u>	
Investment income	<u>560</u>	
Capital gain / loss	<u> </u>	
Fundraising / Gaming:		
Gross revenue	<u> </u>	
Direct expenses	<u> </u>	
Net income	<u> </u>	
Other income	<u>0</u>	
Total revenue		<u>2,186,407</u>
Expenses		
Program services	<u>1,245,232</u>	
Management and general	<u>527,179</u>	
Fundraising	<u>321,290</u>	
Total expenses		<u>2,093,701</u>
Excess / (deficit)		<u>92,706</u>
Changes		
Net Asset / Fund Balance at End of Year		<u><u>2,331,954</u></u>

Reconciliation of Revenue

Total revenue per financial statements	<u>2,186,407</u>
Less:	
Unrealized gains	<u> </u>
Donated services	<u> </u>
Recoveries	<u> </u>
Other	<u> </u>
Plus:	
Investment expenses	<u> </u>
Other	<u> </u>
Total revenue per return	<u><u>2,186,407</u></u>

Reconciliation of Expenses

Total expenses per financial statements	<u>2,093,701</u>
Less:	
Donated services	<u> </u>
Prior year adjustments	<u> </u>
Losses	<u> </u>
Other	<u> </u>
Plus:	
Investment expenses	<u> </u>
Other	<u> </u>
Total expenses per return	<u><u>2,093,701</u></u>

Balance Sheet		Differences
Beginning	Ending	
Assets	<u>3,279,358</u>	<u>3,494,147</u>
Liabilities	<u>1,040,110</u>	<u>1,162,193</u>
Net assets	<u>2,239,248</u>	<u>2,331,954</u>
		<u>92,706</u>

Miscellaneous Information

Amended return _____
 Return / extended due date 05/15/19
 Failure to file penalty _____

Form **8879-EO**

IRS e-file Signature Authorization for an Exempt Organization

OMB No. 1545-1878

For calendar year 2017, or fiscal year beginning 7/01, 2017, and ending 6/30, 2018

2017

Department of the Treasury
Internal Revenue Service

▶ Do not send to the IRS. Keep for your records.
▶ Go to www.irs.gov/Form8879EO for the latest information.

Name of exempt organization

The Scranton Cultural Center at the Masonic Temple

Employer identification number

**** - *** 7840**

Name and title of officer

**Deborah Moran Peterson
Executive Director**

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a	Form 990 check here	<input checked="" type="checkbox"/>	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	<u>2,186,407</u>
2a	Form 990-EZ check here	<input type="checkbox"/>	b	Total revenue, if any (Form 990-EZ, line 9)	2b	
3a	Form 1120-POL check here	<input type="checkbox"/>	b	Total tax (Form 1120-POL, line 22)	3b	
4a	Form 990-PF check here	<input type="checkbox"/>	b	Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a	Form 8868 check here	<input type="checkbox"/>	b	Balance Due (Form 8868, line 3c)	5b	

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2017 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

I authorize The McHale Group, LLC to enter my PIN 12345 as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the organization's tax year 2017 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2017 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶

Date ▶ 11/15/18

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2017 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶

Michael F. McHale

Date ▶ 11/15/18

**ERO Must Retain This Form — See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So**

For Paperwork Reduction Act Notice, see back of form.

Form **8879-EO** (2017)

Form **990**

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2017

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2017 calendar year, or tax year beginning 07/01/17, and ending 06/30/18

- Address change
- Name change
- Initial return
- Final return/terminated
- Amended return
- Application pending

C Name of organization **The Scranton Cultural Center at the Masonic Temple**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) Room/suite
420 North Washington Ave.

City or town, state or province, country, and ZIP or foreign postal code
Scranton PA 18503

D Employer identification number
**** - *** 7840**

E Telephone number
570-346-7369

G Gross receipts \$ **2,186,407**

F Name and address of principal officer:
Deborah Moran Peterson
420 North Washington Ave.
Scranton PA 18503

H(a) Is this a group return for subordinates? Yes No

H(b) Are all subordinates included? Yes No
If "No," attach a list. (see instructions)

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: **www.scrantonculturalcenter.org** **H(c)** Group exemption number **▶**

K Form of organization: Corporation Trust Association Other **L** Year of formation: **1947** **M** State of legal domicile: **PA**

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: Organized to promote the cultural, recreational, educational, artistic and literacy needs of the residents of Northeastern Pennsylvania.		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a) 18	
	4	Number of independent voting members of the governing body (Part VI, line 1b) 0	
	5	Total number of individuals employed in calendar year 2017 (Part V, line 2a) 152	
	6	Total number of volunteers (estimate if necessary) 152	
	7a	Total unrelated business revenue from Part VIII, column (C), line 12 0	
7b	Net unrelated business taxable income from Form 990-T, line 34 0		
Revenue	8 Contributions and grants (Part VIII, line 1h)		Prior Year 554,166 Current Year 687,660
	9 Program service revenue (Part VIII, line 2g)		1,617,992 1,498,187
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		320 560
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		0
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)		2,172,478 2,186,407
	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		0
Expenses	14 Benefits paid to or for members (Part IX, column (A), line 4)		0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		1,099,660 1,129,545
	16a Professional fundraising fees (Part IX, column (A), line 11e)		0
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 321,290		0
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		896,645 964,156
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)		1,996,305 2,093,701
19 Revenue less expenses. Subtract line 18 from line 12		176,173 92,706	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)		Beginning of Current Year 3,279,358 End of Year 3,494,147
	21 Total liabilities (Part X, line 26)		1,040,110 1,162,193
	22 Net assets or fund balances. Subtract line 21 from line 20		2,239,248 2,331,954

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer Deborah Moran Peterson	Date Executive Director			
	Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name Michael F. McHale	Preparer's signature Michael F. McHale	Date 01/09/19	Check <input type="checkbox"/> if self-employed	PTIN *****
	Firm's name ▶ The McHale Group, LLC	Firm's EIN ▶			
	Firm's address ▶ 1701 Clay Ave Dunmore, PA 18509-2107	Phone no. 570-209-7621			

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

See Schedule O

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 616,568 including grants of \$) (Revenue \$ 787,811)

Present and promote our historic theatre and performance spaces as a premier performing arts, arts education and arts entertainment center.

4b (Code:) (Expenses \$ 628,664 including grants of \$) (Revenue \$ 572,091)

Restore, preserve and promote our crown jewel as a regional center and event space for community events, groups and activities.

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe in Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses **1,245,232**

Part IV Checklist of Required Schedules

- 1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*
- 2 Is the organization required to complete *Schedule B, Schedule of Contributors* (see instructions)?
- 3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*
- 4 **Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*
- 5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If "Yes," complete Schedule C, Part III*
- 6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*
- 7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*
- 8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*
- 9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*
- 10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? *If "Yes," complete Schedule D, Part V*
- 11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.
 - a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*
 - b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*
 - c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*
 - d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*
 - e Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*
 - f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*
- 12a Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*
- b Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*
- 13 Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*
- 14a Did the organization maintain an office, employees, or agents outside of the United States?
- b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*
- 15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*
- 16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*
- 17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I* (see instructions)
- 18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*
- 19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*

	Yes	No
1	X	
2		X
3		X
4		X
5		X
6		X
7		X
8		X
9		X
10	X	
11a	X	
11b		X
11c		X
11d		X
11e	X	
11f		X
12a	X	
12b		X
13		X
14a		X
14b		X
15		X
16		X
17		X
18		X
19		X

Part IV Checklist of Required Schedules (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		X
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O.	X	

Part V **Statements Regarding Other IRS Filings and Tax Compliance**
Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
1b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
1a	15		
1b	3		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
2a	152		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <i>Note.</i> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
3b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
b	If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
5b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
5c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	X	
6b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	X	
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
d	If "Yes," indicate the number of Forms 8282 filed during the year		
7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		X
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		X
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
8			
9	Sponsoring organizations maintaining donor advised funds.		
a	Did the sponsoring organization make any taxable distributions under section 4966?		
9a			
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
9b			
10	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12		
10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities		
10b			
11	Section 501(c)(12) organizations. Enter:		
a	Gross income from members or shareholders		
11a			
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)		
11b			
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year		
12b			
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
a	Is the organization licensed to issue qualified health plans in more than one state? <i>Note.</i> See the instructions for additional information the organization must report on Schedule O.		
13a			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans		
13b			
c	Enter the amount of reserves on hand		
13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?		X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		
14b			

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	18		
1b	0		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
7b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
8a	a The governing body?	X	
8b	b Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		X
10b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?		X
11b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
12b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
12c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
13	Did the organization have a written whistleblower policy?	X	
14	Did the organization have a written document retention and destruction policy?		X
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
15a	a The organization's CEO, Executive Director, or top management official	X	
15b	b Other officers or key employees of the organization	X	
15c	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
16b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed **PA**
- 18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 - Own website
 - Another's website
 - Upon request
 - Other (explain in Schedule O)
- 19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20 State the name, address, and telephone number of the person who possesses the organization's books and records:

Scranton Cultural Center 420 North Washington Ave. PA 18503 570-346-7369
Scranton

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
 - List the organization's **five current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former** directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Dr. Timothy Weloy	0.00									
President Emeritus	0.00	X		X			0	0	0	
(2) Daniel Santaniello	0.00									
President	0.00	X		X			0	0	0	
(3) Robert Ufberg, Esq.	0.00									
1st Vice President	0.00	X		X			0	0	0	
(4) William Bender II	0.00									
Director	0.00	X					0	0	0	
(5) Nada Gilmartin	0.00									
Secretary	0.00	X		X			0	0	0	
(6) Steven J. Sherman	0.00									
Executive Board	0.00	X					0	0	0	
(7) Charles DeNaples	0.00									
Executive Board	0.00	X					0	0	0	
(8) Anne Falzett	0.00									
Executive Board	0.00	X					0	0	0	
(9) Margaret Martinelli	0.00									
Director	0.00	X					0	0	0	
(10) Albert J. Hazzouri, DDS	0.00									
Director	0.00	X					0	0	0	
(11) Tim McMullen	0.00									
Treasurer	0.00	X					0	0	0	

Form 990 (2017) The Scranton Cultural Center at the**--***7840

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

Table with 6 main columns: (A) Name and title, (B) Average hours per week, (C) Position, (D) Reportable compensation from the organization, (E) Reportable compensation from related organizations, (F) Estimated amount of other compensation. Rows include Michael Kleha, Robert Luciani, John Murray, Elaine Shepard, Paul Wendolowski, Donald J. Rinaldi, Tom Tulaney, II, and Deborah Moran Peterson.

1b Sub-total
c Total from continuation sheets to Part VII, Section A
d Total (add lines 1b and 1c)

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization 0

Table with 3 columns: Question number, Question text, Yes, No. Rows 3, 4, 5 regarding compensation reporting.

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

Table with 3 columns: (A) Name and business address, (B) Description of services, (C) Compensation. Multiple empty rows for contractor data.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization 0

Part VIII **Statement of Revenue**
Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a	Federated campaigns					
	1b	Membership dues					
	1c	Fundraising events					
	1d	Related organizations					
	1e	Government grants (contributions)	591,371				
	1f	All other contributions, gifts, grants, and similar amounts not included above	96,289				
	g	Noncash contributions included in lines 1a-1f: \$					
	h	Total. Add lines 1a-1f		687,660			
Program Service Revenue	2a	Event Receipts	711300	1,084,959	1,084,959		
	b	Facility Rental	711300	269,514	269,514		
	c	Education	711300	60,773	60,773		
	d	Facility fees	711300	57,061	57,061		
	e	Programming	711300	25,880	25,880		
	f	All other program service revenue					
	g	Total. Add lines 2a-2f		1,498,187			
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		560	560		
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6a	Gross rents	(i) Real				
			(ii) Personal				
	b	Less: rental exps.					
	c	Rental inc. or (loss)					
	d	Net rental income or (loss)					
	7a	Gross amount from sales of assets other than inventory	(i) Securities				
			(ii) Other				
	b	Less: cost or other basis & sales exps					
	c	Gain or (loss)					
	d	Net gain or (loss)					
	8a	Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	a				
	b	Less: direct expenses	b				
c	Net income or (loss) from fundraising events						
9a	Gross income from gaming activities. See Part IV, line 19	a					
b	Less: direct expenses	b					
c	Net income or (loss) from gaming activities						
10a	Gross sales of inventory, less returns and allowances	a					
b	Less: cost of goods sold	b					
c	Net income or (loss) from sales of inventory						
Miscellaneous Revenue			Busn. Code				
11a							
b							
c							
d	All other revenue						
e	Total. Add lines 11a-11d						
12	Total revenue. See instructions.		2,186,407	1,498,747	0	0	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	287,983	287,983		
7 Other salaries and wages	642,265	224,792	244,061	173,412
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	91,461	32,013	34,754	24,694
10 Payroll taxes	107,836	37,743	40,978	29,115
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 7				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion	4,381	4,381		
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy	93,802	85,735		8,067
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	24,969		24,969	
20 Interest				
21 Payments to affiliates	228,911	228,911		
22 Depreciation, depletion, and amortization	54,123	18,946	20,567	14,610
23 Insurance				
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Utilities	157,016	54,955	59,666	42,395
b Event Expenses	104,226	104,226		
c Programming / Artists Fee	63,496	63,496		
d Professional fees	56,100	19,634	21,318	15,148
e All other expenses	177,132	82,417	80,866	13,849
25 Total functional expenses. Add lines 1 through 24e	2,093,701	1,245,232	527,179	321,290
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year	
Assets	1	514,543	1	660,637	
	2		2		
	3		3		
	4	90,094	4	191,622	
	5		5		
	6		6		
	7		7		
	8	22,050	8	14,409	
	9		9		
	10a	5,686,871			
	10b	3,059,392	2,652,671	10c	2,627,479
	11		11		
	12		12		
	13		13		
	14		14		
	15		15		
16		3,279,358	16	3,494,147	
Liabilities	17	185,509	17	315,990	
	18		18		
	19		19		
	20		20		
	21		21		
	22		22		
	23		23		
	24	639,325	24	579,233	
	25	215,276	25	266,970	
	26	1,040,110	26	1,162,193	
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.				
	27	1,976,092	27	2,319,298	
	28	12,656	28	12,656	
	29	250,500	29		
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.				
	30		30		
	31		31		
	32		32		
33	2,239,248	33	2,331,954		
34	3,279,358	34	3,494,147		

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	2,186,407
2	Total expenses (must equal Part IX, column (A), line 25)	2	2,093,701
3	Revenue less expenses. Subtract line 2 from line 1	3	92,706
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	2,239,248
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	2,331,954

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

- 1 Accounting method used to prepare the Form 990: Cash Accrual Other _____
If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.
- 2a Were the organization's financial statements compiled or reviewed by an independent accountant?
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:
 Separate basis Consolidated basis Both consolidated and separate basis
- b Were the organization's financial statements audited by an independent accountant?
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:
 Separate basis Consolidated basis Both consolidated and separate basis
- c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.
- 3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?
- b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.

	Yes	No
2a		X
2b	X	
2c	X	
3a		X
3b		

SCHEDULE A (Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No. 1545-0047

2017

Open to Public Inspection

Department of the Treasury Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

Name of the organization The Scranton Cultural Center at the Masonic Temple

Employer identification number **-***7840

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
2 A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990 or 990-EZ).)
3 A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
4 A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state:
5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
6 A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
7 X An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
8 A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
9 An agricultural research organization described in section 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
10 An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
11 An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
a Type I. A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. You must complete Part IV, Sections A and B.
b Type II. A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). You must complete Part IV, Sections A and C.
c Type III functionally integrated. A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). You must complete Part IV, Sections A, D, and E.
d Type III non-functionally integrated. A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). You must complete Part IV, Sections A and D, and Part V.
e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
f Enter the number of supported organizations
g Provide the following information about the supported organization(s).

Table with 6 columns: (i) Name of supported organization, (ii) EIN, (iii) Type of organization, (iv) Is the organization listed in your governing document?, (v) Amount of monetary support, (vi) Amount of other support. Includes rows (A) through (E) and a Total row.

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Table with 7 columns: (a) 2013, (b) 2014, (c) 2015, (d) 2016, (e) 2017, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received; 2 Tax revenues levied for the organization's benefit; 3 The value of services or facilities furnished by a governmental unit; 4 Total. Add lines 1 through 3; 5 The portion of total contributions by each person; 6 Public support. Subtract line 5 from line 4.

Section B. Total Support

Table with 7 columns: (a) 2013, (b) 2014, (c) 2015, (d) 2016, (e) 2017, (f) Total. Rows include: 7 Amounts from line 4; 8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources; 9 Net income from unrelated business activities; 10 Other income; 11 Total support. Add lines 7 through 10; 12 Gross receipts from related activities; 13 First five years.

Section C. Computation of Public Support Percentage

Table with 2 columns: Line number, Percentage. Rows include: 14 Public support percentage for 2017 (99.97%); 15 Public support percentage from 2016 Schedule A, Part II, line 14 (99.96%); 16a 33 1/3% support test—2017 (checked); 16b 33 1/3% support test—2016; 17a 10%-facts-and-circumstances test—2017; 17b 10%-facts-and-circumstances test—2016; 18 Private foundation.

Part III

Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Table with 7 columns: (a) 2013, (b) 2014, (c) 2015, (d) 2016, (e) 2017, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received; 2 Gross receipts from admissions, merchandise sold or services performed; 3 Gross receipts from activities that are not an unrelated trade or business; 4 Tax revenues levied for the organization's benefit; 5 The value of services or facilities furnished by a governmental unit; 6 Total. Add lines 1 through 5; 7a Amounts included on lines 1, 2, and 3 received from disqualified persons; 7b Amounts included on lines 2 and 3 received from other than disqualified persons; 7c Add lines 7a and 7b; 8 Public support. (Subtract line 7c from line 6.)

Section B. Total Support

Table with 7 columns: (a) 2013, (b) 2014, (c) 2015, (d) 2016, (e) 2017, (f) Total. Rows include: 9 Amounts from line 6; 10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources; 10b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975; 10c Add lines 10a and 10b; 11 Net income from unrelated business activities not included in line 10b; 12 Other income. Do not include gain or loss from the sale of capital assets; 13 Total support. (Add lines 9, 10c, 11, and 12.); 14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here.

Section C. Computation of Public Support Percentage

Table with 2 columns: Amount, Percentage. Row 15: Public support percentage for 2017 (line 8, column (f) divided by line 13, column (f)) - 15%. Row 16: Public support percentage from 2016 Schedule A, Part III, line 15 - 16%.

Section D. Computation of Investment Income Percentage

Table with 2 columns: Amount, Percentage. Row 17: Investment income percentage for 2017 (line 10c, column (f) divided by line 13, column (f)) - 17%. Row 18: Investment income percentage from 2016 Schedule A, Part III, line 17 - 18%.

- 19a 33 1/3% support tests—2017. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization.
b 33 1/3% support tests—2016. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization.
20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions.

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

- 1 Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*
- 2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).*
- 3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer (b) and (c) below.*
- b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in Part VI when and how the organization made the determination.*
- c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in Part VI what controls the organization put in place to ensure such use.*
- 4a Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.*
- b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*
- c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*
- 5a Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*
- b **Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?
- c **Substitutions only.** Was the substitution the result of an event beyond the organization's control?
- 6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in Part VI.*
- 7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*
- 8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*
- 9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in Part VI.*
- b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in Part VI.*
- c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in Part VI.*
- 10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer 10b below.*
- b Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*

	Yes	No
1		
2		
3a		
3b		
3c		
4a		
4b		
4c		
5a		
5b		
5c		
6		
7		
8		
9a		
9b		
9c		
10a		
10b		

Part IV Supporting Organizations (continued)

- 11 Has the organization accepted a gift or contribution from any of the following persons?
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?
b A family member of a person described in (a) above?
c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.

Table with 3 columns: Question, Yes, No. Rows 11a, 11b, 11c.

Section B. Type I Supporting Organizations

- 1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year?
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization?

Table with 3 columns: Question, Yes, No. Rows 1, 2.

Section C. Type II Supporting Organizations

- 1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)?

Table with 3 columns: Question, Yes, No. Row 1.

Section D. All Type III Supporting Organizations

- 1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization?
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year?

Table with 3 columns: Question, Yes, No. Rows 1, 2, 3.

Section E. Type III Functionally-Integrated Supporting Organizations

- 1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).
a The organization satisfied the Activities Test. Complete line 2 below.
b The organization is the parent of each of its supported organizations. Complete line 3 below.
c The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).

- 2 Activities Test. Answer (a) and (b) below.
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive?
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in?
3 Parent of Supported Organizations. Answer (a) and (b) below.
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations?
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations?

Table with 3 columns: Question, Yes, No. Rows 2a, 2b, 3a, 3b.

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6 and 7 from line 4).	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	
4	Amounts paid to acquire exempt-use assets	
5	Qualified set-aside amounts (prior IRS approval required)	
6	Other distributions (describe in Part VI). See instructions.	
7	Total annual distributions. Add lines 1 through 6.	
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9	Distributable amount for 2017 from Section C, line 6	
10	Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2017	(iii) Distributable Amount for 2017
1	Distributable amount for 2017 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2017 (reasonable cause required-explain in Part VI). See instructions.		
3	Excess distributions carryover, if any, to 2017:		
a			
b	From 2013		
c	From 2014		
d	From 2015		
e	From 2016		
f	Total of lines 3a through e		
g	Applied to underdistributions of prior years		
h	Applied to 2017 distributable amount		
i	Carryover from 2012 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from 3f.		
4	Distributions for 2017 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2017 distributable amount		
c	Remainder. Subtract lines 4a and 4b from 4.		
5	Remaining underdistributions for years prior to 2017, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.		
6	Remaining underdistributions for 2017. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.		
7	Excess distributions carryover to 2018. Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2013		
b	Excess from 2014		
c	Excess from 2015		
d	Excess from 2016		
e	Excess from 2017		

SCHEDULE D (Form 990)

Supplemental Financial Statements

OMB No. 1545-0047

2017

Open to Public Inspection

Department of the Treasury Internal Revenue Service

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

Name of the organization The Scranton Cultural Center at the Masonic Temple

Employer identification number **-***7840

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? (Yes/No), 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? (Yes/No)

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Form with multiple sections: 1 Purpose(s) of conservation easements held by the organization (check all that apply): Preservation of land for public use, Protection of natural habitat, Preservation of open space, Preservation of a historically important land area, Preservation of a certified historic structure. 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year. Table with columns: Held at the End of the Tax Year, rows: 2a Total number of conservation easements, 2b Total acreage restricted by conservation easements, 2c Number of conservation easements on a certified historic structure included in (a), 2d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register. 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year. 4 Number of states where property subject to conservation easement is located. 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? (Yes/No). 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year. 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year. 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? (Yes/No). 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Form with multiple sections: 1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items. b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (i) Revenue included on Form 990, Part VIII, line 1, (ii) Assets included in Form 990, Part X. 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items: a Revenue included on Form 990, Part VIII, line 1, b Assets included in Form 990, Part X.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):
 - a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange programs
 - e Other
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements.
Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
 - b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
 - b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds.
Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance		250,500	250,500	250,500	250,500
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance		250,500	250,500	250,500	250,500

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
 - a Board designated or quasi-endowment ▶ %
 - b Permanent endowment ▶ %
 - c Temporarily restricted endowment ▶ %
 The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) unrelated organizations		X
(ii) related organizations		X
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b	
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.
Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other	5,686,871		3,059,392	2,627,479
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				2,627,479

Part VII Investments—Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (Including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments—Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) Deposits	266,970
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	266,970

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

SCHEDULE O
(Form 990 or 990-EZ)

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

OMB No. 1545-0047

2017

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

Name of the organization **The Scranton Cultural Center at the
Masonic Temple**

Employer identification number

****--***7840**

Form 990 - Organization's Mission

Enrich our community through culturally diverse programming and events while preserving a national historic treasure. To become Northeastern Pennsylvania's premier hub for performance arts, entertainment, and cultural experiences, set in a unique historic structure.

Form 990, Part VI, Line 11b - Organization's Process to Review Form 990

Finance Committee reviews and approves. Full Board of Directors reviews, approves, and votes to file.

Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy

Monitoring by management with Board of Directors oversight.

Form 990, Part VI, Line 15a - Compensation Process for Top Official

Reviewed by board of directors on an annual basis.

Form 990, Part VI, Line 15b - Compensation Process for Officers

Reviewed by the Board of Directors on an annual basis.

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation

Governing Documents, Conflict of Interest Policy and Financial Statements are available upon request at office. Financial Statements and Tax Filings are available via website and upon request.

Two Year Comparison Report

Form **990** For calendar year 2017, or tax year beginning **07/01/17**, ending **06/30/18** **2016 & 2017**

Name **The Scranton Cultural Center at the Masonic Temple** Taxpayer Identification Number ****--***7840**

		2016	2017	Differences
Revenue	1. Contributions, gifts, grants	1. 116,506	96,289	-20,217
	2. Membership dues and assessments	2.		
	3. Government contributions and grants	3. 437,660	591,371	153,711
	4. Program service revenue	4. 1,617,992	1,498,187	-119,805
	5. Investment income	5. 320	560	240
	6. Proceeds from tax exempt bonds	6.		
	7. Net gain or (loss) from sale of assets other than inventory	7.		
	8. Net income or (loss) from fundraising events	8.		
	9. Net income or (loss) from gaming	9.		
	10. Net gain or (loss) on sales of inventory	10.		
	11. Other revenue	11.		
	12. Total revenue. Add lines 1 through 11	12. 2,172,478	2,186,407	13,929
Expenses	13. Grants and similar amounts paid	13.		
	14. Benefits paid to or for members	14.		
	15. Compensation of officers, directors, trustees, etc.	15.		
	16. Salaries, other compensation, and employee benefits	16. 1,099,660	1,129,545	29,885
	17. Professional fundraising fees	17.		
	18. Other professional fees	18.		
	19. Occupancy, rent, utilities, and maintenance	19. 68,811	93,802	24,991
	20. Depreciation and Depletion	20. 218,035	228,911	10,876
	21. Other expenses	21. 609,799	641,443	31,644
	22. Total expenses. Add lines 13 through 21	22. 1,996,305	2,093,701	97,396
	23. Excess or (Deficit). Subtract line 22 from line 12	23. 176,173	92,706	-83,467
Other Information	24. Total exempt revenue	24. 2,172,478	2,186,407	13,929
	25. Total unrelated revenue	25.		
	26. Total excludable revenue	26. 1,618,312	1,498,747	-119,565
	27. Total assets	27. 3,279,358	3,494,147	214,789
	28. Total liabilities	28. 1,040,110	1,162,193	122,083
	29. Retained earnings	29. 2,239,248	2,331,954	92,706
	30. Number of voting members of governing body	30. 19	18	
	31. Number of independent voting members of governing body	31. 0	0	
	32. Number of employees	32. 153	152	
	33. Number of volunteers	33. 120	152	

Form 990

Tax Return History

2017

Name **The Scranton Cultural Center at the Masonic Temple** Employer Identification Number ****--***7840**

	2013	2014	2015	2016	2017	2018
Contributions, gifts, grants		790,153	439,406	554,166	687,660	
Membership dues						
Program service revenue	1,455,884		1,549,560	1,617,992	1,498,187	
Capital gain or loss						560
Investment income	80		179	320		
Fundraising revenue (income/loss)						
Gaming revenue (income/loss)						
Other revenue						
Total revenue	2,246,117	1,989,145	1,989,145	2,172,478	2,186,407	
Grants and similar amounts paid						
Benefits paid to or for members						
Compensation of officers, etc.	1,370,905		1,164,967	1,099,660	1,129,545	
Other compensation						
Professional fees						
Occupancy costs	102,884		49,545	68,811	93,802	
Depreciation and depletion	203,007		216,962	218,035	228,911	
Other expenses	882,573		536,240	609,799	641,443	
Total expenses	2,559,369		1,967,714	1,996,305	2,093,701	
Excess or (Deficit)	-313,252		21,431	176,173	92,706	
Total exempt revenue			1,989,145	2,172,478	2,186,407	
Total unrelated revenue						
Total excludable revenue	1,455,964		1,549,739	1,618,312	1,498,747	
Total Assets	3,375,682		3,260,022	3,279,358	3,494,147	
Total Liabilities	1,334,038		1,196,947	1,040,110	1,162,193	
Net Fund Balances	2,041,644		2,063,075	2,239,248	2,331,954	

_*7840

Federal Statements

FYE: 6/30/2018

Tax-Exempt Interest on Investments

<u>Description</u>	<u>Amount</u>	<u>Unrelated Business Code</u>	<u>Exclusion Code</u>	<u>Postal Code</u>	<u>Acquired after 6/30/75</u>	<u>InState Muni (\$ or %)</u>
	\$ 560					
Total	\$ <u>560</u>					

Federal Statements

_*7840

FYE: 6/30/2018

Form 990, Part IX, Line 24e - All Other Expenses

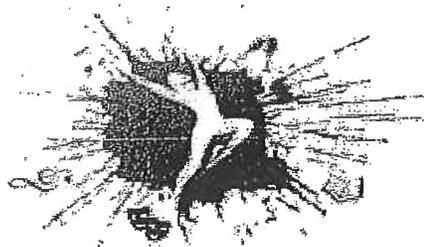
Description	Total Expenses	Program Service	Management & General	Fund Raising
Bank Service Charges	\$ 36,269		\$ 36,269	
Equipment rental and main	35,019	35,019		
Education	23,583	8,253	8,962	6,368
Development	19,394	19,394		
Parking	12,890	12,890		
Telephone and internet	9,336		9,336	
Miscellaneous	8,132		8,132	
Service contracts	7,778		7,778	
Hospitality	6,788	2,374	2,581	1,833
Payroll expense	4,998	1,750	1,900	1,348
Postage and shipping	4,371	1,530	1,660	1,181
Printing	3,899	780		3,119
License fes and permits	2,588		2,588	
Dues, subscriptions	1,660		1,660	
Textile rentals	427	427		
Total	\$ 177,132	\$ 82,417	\$ 80,866	\$ 13,849

SCC The Scranton Cultural Center at the
_*7840
FYE: 6/30/2018

Federal Statements

Schedule A, Part II, Line 12 - Current year

Description	Amount
Facility Rental	\$ 269,514
Event Receipts	1,084,959
Education	60,773
Programming	25,880
Facility fees	57,061
Total	\$ <u>1,498,747</u>



SCRANTON CULTURAL CENTER
at the *Wesvivo* Theater

LIFE. CELEBRATED.

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION
WITH INDEPENDENT AUDITOR'S REPORT
YEARS ENDED JUNE 30, 2018 AND 2017**

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INDEPENDENT AUDITOR'S REPORT

To The Board of Trustees of
Scranton Cultural Center at the Masonic Temple

We have audited the accompanying statements of the Scranton Cultural Center at the Masonic Temple, which comprise the statement of financial position as of June 30, 2018 and 2017, and the related statements of activities, cash flows, and functional expenses for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involved performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluation the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluation the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects the financial position of the Scranton Cultural Center at the Masonic Temple as of June 30, 2018 and 2017 and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

The McFadden Group, LLC

Dunmore, Pennsylvania
November 8, 2018

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE
STATEMENTS OF FINANCIAL POSITION

ASSETS

	June 30,	
	2018	2017
Cash and cash equivalents	\$ 660,637	\$ 514,543
Accounts receivable, net	191,622	90,094
Inventory	14,409	22,050
Fixed assets, net	2,627,479	2,652,671
	\$ 3,494,147	\$ 3,279,358

LIABILITIES AND NET ASSETS

Liabilities:		
Accounts payable	\$ 168,864	\$ 13,496
Accrued expenses	147,126	172,013
Deposits	266,970	215,276
Note payable	579,233	639,325
	1,162,193	1,040,110
Net assets:		
Unrestricted net assets	2,319,298	1,976,092
Temporarily restricted net assets	12,656	12,656
Permanently restricted net assets	—	250,500
	\$ 3,494,147	\$ 3,279,358

The accompanying notes are an integral part
of these financial statements.

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE

STATEMENTS OF ACTIVITIES

	Year ended June 30, 2018			Year ended June 30, 2017		
	Unrestricted	Temporarily Restricted	Permanently Restricted	Unrestricted	Temporarily Restricted	Permanently Restricted
Support and revenues:						
Event receipts	\$ 797,847		797,847	\$ 887,806		887,806
Grant and sponsorship income	591,371		591,371	437,660		437,660
Box office receipts	287,112		287,112	303,694		303,694
Direct public support	96,289		96,289	116,506		116,506
Facilities rental	269,514		269,514	286,236		286,236
Education	60,773		60,773	45,401		45,401
Programming	25,880		25,880	26,640		26,640
Other income	55,011		55,011	65,015		65,015
Facility fees	2,050		2,050	3,200		3,200
Interest income	560		560	320		320
	<u>2,186,407</u>		<u>2,186,407</u>	<u>2,172,478</u>		<u>2,172,478</u>
Expenses:						
Program services	1,245,232		1,245,232	1,139,910		1,139,910
Management and general	527,179		527,179	528,905	13,647	542,552
Fundraising	321,290		321,290	313,843		313,843
	<u>2,093,701</u>		<u>2,093,701</u>	<u>1,982,658</u>	<u>13,647</u>	<u>1,996,305</u>
Change in net assets:						
Net assets, beginning of year:	92,706		92,706	189,820	(13,647)	176,173
	<u>1,976,092</u>	12,656	<u>2,239,248</u>	<u>1,786,272</u>	<u>26,303</u>	<u>2,063,075</u>
Reclassification of net assets (Note)	250,500	(250,500)				
Net assets, end of year	<u>\$ 2,319,298</u>	<u>12,656</u>	<u>2,331,954</u>	<u>\$ 1,976,092</u>	<u>12,656</u>	<u>2,239,248</u>

The accompanying notes are an integral part of these financial statements.

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE

STATEMENTS OF CASH FLOWS

	Year ended June 30,	
	2018	2017
Cash flows from operating activities:		
Change in net assets:	\$ 92,706	\$ 176,173
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	228,911	218,035
Change in operating assets and liabilities:		
(Increase) decrease in:		
Accounts receivable	(101,528)	(10,428)
Inventory	7,641	(8,223)
Increase (decrease) in:		
Accounts payable	155,368	(74,730)
Accrued expenses	(24,887)	(41,308)
Deposits	51,694	16,943
Net cash provided by operating activities	<u>409,905</u>	<u>276,462</u>
Cash flows from investing activities:		
Purchase of fixed assets	<u>(203,719)</u>	<u>(35,367)</u>
Net cash used by investing activities	<u>(203,719)</u>	<u>(35,367)</u>
Cash flows from financing activities:		
Repayment of long term debt	(60,092)	(57,742)
Repayment of demand note payable		
Proceeds from demand note payable		
Net cash used by financing activities	<u>(60,092)</u>	<u>(57,742)</u>
Net increase (decrease) in cash and cash equivalents	146,094	183,353
Cash and cash equivalents, beginning of year	<u>514,543</u>	<u>331,190</u>
Cash and cash equivalents, end of year	<u>\$ 660,637</u>	<u>\$ 514,543</u>

The accompanying notes are an integral part of these financial statements.

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE

STATEMENT OF FUNCTIONAL EXPENSES

	June 30, 2018			June 30, 2017				
	Program Services	Management & General	Fundraising	Total	Program Services	Management & General	Fundraising	Total
Salaries and benefits	\$ 224,792	\$ 244,061	\$ 173,412	\$ 642,264	\$ 219,834	\$ 238,678	\$ 169,587	\$ 628,099
Salaries	287,983	34,754	24,694	287,983	250,885	43,989	31,255	250,885
Union wages	32,013	40,978	29,115	91,459	40,516	39,868	28,327	115,761
Employee benefits	37,743			107,836	36,721			104,916
Payroll taxes								
Total salaries and benefits	582,531	319,793	227,221	1,129,542	547,956	322,535	229,169	1,099,661
Programming / Artist fees	63,497	-	-	63,497	36,342	-	-	36,342
Depreciation:	228,911	-	-	228,911	216,035	-	-	216,035
Utilities:	54,955	59,666	42,395	157,016	54,070	56,705	41,712	154,487
Event expenses	104,226	-	-	104,226	417,376	-	-	117,376
Occupancy	85,735	-	8,067	93,802	62,893	-	5,918	68,811
Advertising	4,381	-	-	4,381	8,402	-	-	8,402
Insurance	18,946	20,567	14,610	54,123	19,359	21,017	14,930	55,306
Interest	-	24,969	-	24,969	-	27,139	-	27,139
Equipment rental and maintenance	35,019	-	-	35,019	16,867	-	-	16,867
Miscellaneous:	-	8,132	-	8,132	-	7,719	-	7,719
Education	8,253	8,962	6,368	23,583	8,181	8,883	6,312	23,376
Bank service charges	-	36,269	-	36,269	-	41,054	-	41,054
Professional fees:	19,634	21,318	15,148	56,100	13,719	14,896	10,585	39,200
Telephone and internet	-	9,336	-	9,336	-	9,450	-	9,450
Parking	12,890	-	-	12,890	13,707	-	-	13,707
Printing	780	-	3,119	3,899	553	-	2,212	2,765
Service contracts	-	7,778	-	7,778	-	7,876	-	7,876
Textile rentals	427	-	-	427	682	-	-	682
Postage and shipping	1,530	1,660	1,181	4,371	1,189	1,290	918	3,396
Payroll expense	1,750	1,900	1,348	4,998	1,726	1,874	1,330	4,930
License fees and permits	-	2,588	-	2,588	-	4,464	-	4,464
Hospitality	2,373	2,581	1,834	6,788	981	1,067	758	2,806
Dues, subscriptions, memberships	-	1,660	-	1,660	-	936	-	936
Development	19,394	-	-	19,394	17,871	-	-	17,871
Other expenses	662,701	207,387	94,070	964,157	591,954	206,369	84,674	882,997
Total expenses	\$ 1,245,232	\$ 527,179	\$ 321,290	\$ 2,093,699	\$ 1,139,910	\$ 528,905	\$ 313,843	\$ 1,982,658

The accompanying notes are an integral part of these financial statements.

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

1. Summary of significant accounting policies

This summary of significant accounting policies of Scranton Cultural Center at the Masonic Temple (the "Organization") is presented to assist in understanding the Organization's financial statements. The financial statements and notes are representations of the Organization's management, which is responsible for their integrity and objectivity. These accounting policies conform to accounting principles generally accepted in the United States of America as promulgated in *FASB Accounting Standards Codification* (the Codification), and have been consistently applied in the preparation of the financial statements.

Nature of the Organization

The Scranton Cultural Center at the Masonic Temple (the "Cultural Center") is a not-for-profit corporation organized to promote the cultural, recreational, educational, artistic and literary needs of the residents of Northeastern Pennsylvania. The Cultural Center operates a center for civic and community functions and for the advancement of the arts in the City of Scranton, Pennsylvania. Its principle sources of revenues are derived from contributions, box office receipts and facility rentals.

Basis of presentation

Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

Unrestricted net assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Organization and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Temporarily restricted net assets were \$26,303 at June 30, 2018 and 2017.

Permanently restricted net assets - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on any related investments for general or specific purposes. Permanently restricted net assets were \$250,500 for the year ended June 30, 2017.

During the year ended June 30, 2018, the Organization received correspondence from a donor that changed their contribution from permanently restricted contribution to unrestricted. The reclassification is shown on the statement of activities as an adjustment to net assets.

Revenue recognition

For the years ended June 30, 2018 and 2017, the Organization's revenues are derived from contributions, box office receipts and facility rentals.

Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

1. Summary of significant accounting policies (continued)Cash and cash equivalents

The Organization considers all highly liquid investments with a maturity of three months or less when purchased or assets whose use is limited to be cash equivalents. Cash and cash equivalents consists of cash invested with major U.S. banks.

Property and equipment

Land, building and building improvements, furniture and office equipment, and technology equipment are recorded at cost. Depreciation and amortization is recorded using the straight-line method based on the estimated useful lives of the assets. The Organization capitalizes all expenditures for furniture, equipment and leasehold improvements in excess of \$500. The estimated useful lives are as follows:

Building and building improvements	10 - 39 years
Furniture and office equipment	5 - 12 years
Technology	3 - 5 years

The cost of assets sold or otherwise disposed of and the accumulated depreciation thereon are eliminated from the accounts and the resulting gain or loss is reflected in income except for assets traded where no cash is received. Expenditures for maintenance and repairs are charged to income as incurred; replacements and betterments that extend the useful lives are capitalized.

Donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with specific restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. Absent donor stipulations regarding how long these donated restrictions must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Functional allocation of expenses

The costs of providing various programs and support services have been summarized on a functional basis in the statement of activities and in the statement of functional expenses. Accordingly, certain expenses have been allocated among the programs and supporting services based on management's best estimates.

Reclassifications

Certain 2018 amounts have been reclassified to conform to the 2017 presentation.

Income taxes

The Organization received a determination letter from the Internal Revenue Service concluding that it is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. However, income generated from activities unrelated to the Organization's tax-exempt status is subject to federal tax.

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE
NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

1. Summary of significant accounting policies (continued)

Uncertain tax positions

As of June 30, 2018, management believes that based on evaluation of the Organization's tax positions that any liability as a result of uncertain tax positions would not be material. Management continually evaluates expiring statutes of limitations, changes in tax law, and new authoritative rulings to assist in evaluating the Organization's tax positions. Accrued interest and penalties associated with uncertain tax positions, if any, would be recognized as part of the income tax provision. Income tax returns are filed in the U.S. federal jurisdiction and state jurisdictions. U.S. federal and state income tax returns prior to fiscal year 2014 are closed.

Accounts receivable

The Organization extends credit to its customers, the majority of which are located in Northeastern and Central Pennsylvania. Consequently, the Organization's ability to collect amounts due from customers is affected by economic fluctuations within the geographic area. The Cultural Center provides an allowance for doubtful accounts equal to the estimated collection losses that will be incurred in collections of all receivables. The estimate is based on historical collection experience and a review of the current status of accounts receivable.

2. Risks and uncertainties

Financial instruments that potentially subject the Organization to concentrations of credit risk consist principally of cash, accounts receivable and investments. The Organization maintains its cash in bank deposit accounts, the balances of which, at times, may exceed federally and other insured limits. Exposure to credit risk is reduced by placing such deposits in high quality financial institutions. Concentrations of credit risk with respect to receivables are limited due to the number of customers comprising the Organization's customer base, contractual obligations and generally short payment terms.

3. Property and equipment

Property and equipment consists of the following at June 30:

	<u>2018</u>	<u>2017</u>
Building improvements	\$ 2,998,136	\$ 2,821,417
Energy projects	1,719,294	1,692,294
Seating	429,674	429,674
Furniture and fixtures	314,057	314,057
Roofing	76,297	76,297
Landscaping	47,996	47,996
Spotlights	46,097	46,097
Aisle lights	16,775	16,775
Carpeting	38,545	38,545
	<u>5,686,871</u>	<u>5,483,152</u>
Less accumulated depreciation	<u>3,059,392</u>	<u>2,830,481</u>
	<u>\$ 2,627,479</u>	<u>\$ 2,652,671</u>

Depreciation expense charged to operations was \$228,911 and \$218,035 for the years ended June 30, 2018 and 2017, respectively.

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

5. Note Payable

Notes payable consists of the following at June 30:

	<u>2018</u>	<u>2017</u>
3.99% Note payable to Peoples Security Bank & Trust. Secured by building	<u>\$ 579,233</u>	<u>639,325</u>
Maturity of long-term debt:		
2018	\$ 62,942	
2019	65,500	
2020	68,162	
2021	70,145	
2022	73,111	
Thereafter	<u>239,373</u>	
	<u>\$ 579,233</u>	

In 2015, The Organization refinanced its existing long term debt, and included its existing Demand Note Payable. It includes payments of \$7,073 for 36 months including principal and interest at 3.99%, and then the rate adjusts to prime + 1% for the remaining 84 payments.

6. Commitments and contingenciesLeases

The Cultural Center leases its facility from the Masonic Temple and Scottish Rite Cathedral Association of Scranton, Pennsylvania (the Association) under the terms of an operating lease expiring in December 2024. This lease agreement provides for a fixed annual rental of \$1 and requires the Cultural Center to pay all operating costs relating to the facility. The lease can be renewed for a term of 35 years. Pursuant to the terms of the lease, the Cultural Center must occupy and promote the facility for the purposes of restoration and preservation as a historical monument and as an educational, recreational and cultural center.

As part of this lease agreement, the Cultural Center sub-leases certain portions of the facility back to the Association primarily for fraternal and social purposes. This sub-lease agreement provides for a fixed annual rental of \$24,000, payable in monthly installments of \$2,000. This sublease agreement also expires in December 2024. The Association also makes additional voluntary rental payments of \$3,000 per month for utilities and \$160 per month for custodial services.

SCRANTON CULTURAL CENTER AT THE MASONIC TEMPLE

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

7. Endowment

The Organization's endowment consists of a donor-restricted endowment fund that has been established for various purposes and has been classified as permanently restricted net assets.

The Organization has interpreted the law as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary.

As a result of this interpretation, the Organization classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment; (b) the original value of subsequent gifts to the permanent endowment; and (c) accumulation to the permanent endowment made in accordance with the direction of the applicable donor gift. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Organization in a manner consistent with the donor's intent.

The permanently restricted endowment funds amounted to \$250,500 for the year ended June 30, 2017. The Organization received correspondence that changed the intent of its donation to unrestricted. The reclassification was made during the year ended June 30, 2018 (Note 1).

8. Subsequent events

Subsequent events have been evaluated through November 8, 2018 which is the date the financial statements were available to be issued.



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 18, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

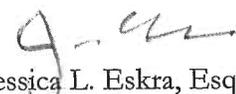
OCT 18 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION RATIFYING AND APPROVING OF THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON, ON BEHALF OF THE SCRANTON CULTURAL CENTER, TO THE COMMONWEALTH OF PENNSYLVANIA ACTING THROUGH THE COMMONWEALTH FINANCING AUTHORITY FOR A LOCAL SHARE ACCOUNT GRANT, PURSUANT TO THE PA RACE HORSE DEVELOPMENT AND GAMING ACT IN THE AMOUNT OF \$140,000.00 FOR THE PROJECT TO BE KNOWN AS " SCRANTON CULTURAL CENTER – ELEVATOR REPLACEMENT PROJECT" LOCATED AT 420 NORTH WASHINGTON AVENUE, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS OF THE CITY OF SCRANTON, PA, TO ACCEPT THE GRANT, IF SUCCESSFUL, AND EXECUTE AND ENTER INTO A LOCAL SHARE ACCOUNT GRANT CONTRACT AND COMMITMENT LETTER WITH THE COMMONWEALTH OF PENNSYLVANIA TO ACCEPT AND UTILIZE THE GRANT IN THE AMOUNT OF \$140,000.00 AWARDED BY THE COMMONWEALTH OF PENNSYLVANIA FOR SUCH PROJECT.

Respectfully,



Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON POLICE DEPARTMENT TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED) FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS) MONROE COUNTY IN THE AMOUNT OF \$38,740.00 TO PURCHASE AND INSTALL SECURITY CAMERAS AT EACH OF THE FOUR (4) CITY PARKS: CONNORS PARK, CONNELL PARK, TRIPP PARK, AND FELLOWS PARK, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT, IF SUCCESSFUL, AND DISBURSE THE GRANT FUNDS FOR THE CITY OF SCRANTON POLICE DEPARTMENT TO PURCHASE AND INSTALL SECURITY CAMERAS AT EACH OF THE FOUR (4) CITY PARKS.

WHEREAS, the City of Scranton Police Department is desirous of obtaining funds from the Pennsylvania Department of Community and Economic Development (“DCED”) for a Local Share Account Grant (Gaming Funds) Monroe County in the amount of \$38,740.00 for the purchase and install security cameras at each of the four (4) city parks: Connors Park, Connell Park, Tripp Park, and Fellows Park. A copy of the grant application (“Grant Application”) and supplemental items are attached hereto as Exhibit “A” and incorporated herein as if set forth at length; and

WHEREAS, the funds from this Grant will be used to purchase and install security cameras in four (4) city parks: Connors Park, Connell Park, Tripp Park, and Fellows Park. City parks strengthen communities and make our cities and neighborhoods more attractive places to live. Numerous studies have been shown the social, environmental, economic, and health benefits parks bring to a city and its people. The City of Scranton maintains 30 public parks and is dedicated to enhancing the parks to ensure continued and increased use of the parks by City residents. One of the ways the City is enhancing parks throughout the area is by including security cameras for 24 hour surveillance of the parks. Security cameras have been proven to improve park safety, reduce crime rates, increase conviction rates and increase the use of public space which is the goal of this program.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the actions of the City of Scranton Police Department in submitting the Grant

Application, substantially in the form attached hereto, are hereby ratified and further, the Mayor and other appropriate city officials are hereby authorized to execute and submit any additional related paperwork for this Grant, and if successful, to accept the grant funds to be used for the Project as detailed in the Grant Application. This approval anticipates the execution of any and all related documentation which may be necessary to complete the grant application including but not limited to the Grant Application.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid, or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, Known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

Maggie Perry
Grant Manager
570-558-8335
mamclane@scrantonpa.gov



October 3, 2019

Atty. Jessica Eskra
City of Scranton
340 North Washington Avenue
Scranton, Pa 18503

Re: Local Share Account Fund (Gaming Funds) Monroe County

Atty. Eskra,

I am requesting that you send legislation to City Council for a resolution for the City of Scranton to apply for and execute the Pennsylvania Gaming Local Share Account funding through the Pennsylvania Department of Community and Economic Development. The purpose of this funding is to install security cameras that will be incorporated into the Scranton Police Department surveillance network at 4 City parks: Connors Park, Connell Park, Tripp Park and Fellows Park. The Scranton Police Department is requesting \$38,740 in grant funding for this project.

Attached is a copy of the grant application and supplemental items.

If you have any questions or concerns please feel free to contact me at 558-8335.

Thank you,

Maggie Perry

Maggie Perry
Grant Manager

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Applicant Information

Applicant Entity Type:	Government
Applicant Name:	City of Scranton
NAICS Code	9211
FEIN/SSN Number	XXXXXXXXXX
DUNS Number:	
CEO:	Wayne Evans
CEO Title:	Mayor
SAP Vendor #:	XXXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Company Information

Company Entity Type:	Government
Company Name:	City of Scranton
NAICS Code	9211
FEIN:	XXXXXXXXXX
DUNS Number:	
CEO:	Wayne Evans
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Business Specifics

Current # of Full-time Employees:	
(In PA):	0
(World Wide):	0
Minority Owned:	No
	Select
Woman Owned:	No
Total Sales \$:	0
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input checked="" type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider
<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Government,

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Overview

Project Name:

Park Camera Project

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?

No

If yes, indicate who:

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Site Locations

Address:	800 Gibbons St
City:	Scranton
State:	PA
Zip Code:	18505
County:	Lackawanna
Municipality:	Scott Township
PA House:	Bridget Malloy-Kosierowski (114)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Address:	2199 Dorothy Street
City:	
State:	PA
Zip Code:	18504
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Site Locations

Address:	Main Avenue
City:	Scranton
State:	PA
Zip Code:	18504
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Address:	500 Orchard St
City:	Scranton
State:	PA
Zip Code:	10805
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Site Locations

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Budget

	Local Share Account Fund (Gaming Funds) Monroe County	Total
Miscellaneous	\$38,740.00	
Tripp Park	\$9,685.00	\$9,685.00
Connell Park	\$9,685.00	\$9,685.00
Connors Park	\$9,685.00	\$9,685.00
Fellows Park	\$9,685.00	\$9,685.00
Total	\$38,740.00	
	Budget Total:	\$38,740.00

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Contractor Estimates

Budget Narrative

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

The cost is based on a Proposal prepared by Urban Electrical Contractors, Inc on August 29, 2019. Urban Electrical Contractors, Inc. have worked on the installation of security cameras in other city parks and is familiar with the requirements.

The cost items include:

- Connors Park: \$9,685
 - (1) Pole and 100 Amp Service
 - (5) Cameras including overhead cabling
 - (2) Area lights on poles
- All overhead cabling and circuitry required

- Connell Park: \$9,685

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Budget

(1) Pole and 100 Amp Service
(5) Cameras including overhead cabling
(2) Area lights on poles
All overhead cabling and circuitry required

- Tripp Park \$9,685

(1) Pole and 100 Amp Service
(5) Cameras including overhead cabling
(2) Area lights on poles
All overhead cabling and circuitry required

- Fellows Park \$9,685

(1) Pole and 100 Amp Service
(5) Cameras including overhead cabling
(2) Area lights on poles
All overhead cabling and circuitry required

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Narrative

What do you plan to accomplish with this project?

Identify the problem(s) that need to be resolved.

The City of Scranton is requesting funding to purchase and install security cameras in 4 city parks. The program goals are: reduce criminal activity in city parks and increase public use of city parks; the objective is to install a security camera system in every city park. The City is in the process of installing cameras in 3 other city parks however due to budget restrictions the City is unable to install cameras at every park in a timely manner. Receiving grant funding would help the City achieve the objective and reach our goal.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

The measurable outcomes are :

- Reduction of criminal activity in and around city parks
- Increased conviction rates for crimes in and around parks
- Increased use of the park by the public

These outcomes will be achieved by the following activities:

- Purchase and installation of security equipment
- Security feed linked to Scranton Police Headquarters surveillance system
- 24 hour monitoring by Scranton Police Department personnel
- Informing the public of program

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

Funding will be used for the purchase and installation of the camera systems at each park. The system includes:

- 1 pole and 100 Amp Service
- 5 cameras, including overhead cabling
- 2 area lights on poles
- All overhead cabling and circuitry required

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

Once grant funding has been awarded the project will begin immediately. All 4 parks will have functioning security cameras

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

In addition to the Single Application, the Applicant shall submit the following list of items. All items marked with a red diamond are required to be uploaded to the application. The items that are not required should be uploaded if they are applicable to the project.

1. Provide a description of the project which discusses all of the following: (a) a detailed project description to include specific project activities and expected results; (b) the specific location of the project site; (c) whether the proposed project is consistent with an existing regional, county, or local comprehensive plan; (d) whether the proposed project has been identified as a priority investment in a local or regional economic development plan or strategy; (e) the anticipated employment, investment, and/or community impact of the project; (f) if a difference exists, the historical and proposed use of the project site; and (g) if applicable, the experience of the developer to include a discussion of previously completed projects.

Uploaded Documents

1. Program Description.docx [View](#)

2. A projected schedule and detailed timeline for the project;

Uploaded Documents

2. Timeline.docx [View](#)

3. A budget accompanied by a description of the basis of costs for the project and sources of funding;

Uploaded Documents

3. Budget.docx [View](#)

4. Copies of signed bids/quotations, contractor estimates, sales agreements, or engineer estimates verifying project costs. Bids should be current and dated;

Uploaded Documents

4. COS Park Camera Budget.docx [View](#)

5. Evidence of conformity of the project with local and regional comprehensive plans and zoning (in the form of a letter from the applicable planning/zoning office), if applicable;

Uploaded Documents

Single Application for Assistance

Web Application Id: 8347020

Single Application Id: 201909309169

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

6. A letter of support for the project from the affected community;

Uploaded Documents

7. Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;

Uploaded Documents

7. Resolution.docx [View](#)

8. Copies of funding commitment letters from all other project funding sources, if applicable; and

Uploaded Documents

9. Copy of the Applicant's and/or project user's latest financials.

Once submitted, please print one (1) copy of the completed application, to include all required and additional applicable supplemental information, and send via US Mail. Please reference the Application ID number on all mailed documents.

Uploaded Documents

2017 Audit Report.pdf [View](#)



Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 201909309169

This page must accompany all required supplemental information **Mail to:**

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201909309169 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Maggie Perry

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.



August 29, 2019

PROPOSAL

City of Scranton
340 North Washington Ave.
Scranton, PA 18503

Re: Park Camera Budget

Dear Mr. Swietnicki,

Pursuant to your request, the Enclosed budget is based upon similar installations of providing Camera's and Lighting, such as we did for Conner's Park. Our Budget Proposal below shall incorporate all Material, Labor, and Equipment for the complete installation and the following scope of work.

- *F/I All (1) Pole and 100 Amp Service.*
- *F/I (5) Camera's, Including overhead Cabling.*
- *F/I (2) Area Lights on Poles.*
- *F/I All overhead cabling and Circuitry required.*
- *All work assumed during normal working hours 7AM - 4PM*

TOTAL LUMP SUM: \$9,685.00

CONDITIONS:

Offer valid 30 days.

After 30 Days-Pricing subject to change due to labor, material or other increases.

- We have included state sales tax.
- Unless noted we have not included the cost for employee overtime if work must be schedule at other than Monday through Friday (7Am to 3:30 PM). If overtime charges are incurred then they will be invoiced separate for the premium portion only (i.e. Time & half we will bill the half time only).



- If applicable we have not allowed any additional excess cost that Power or other utilities may charge for the permanent or temporary services.
- This drawing/proposal is an instrument of service and shall remain the property of Urban Electrical Contractors, Inc., whether the project for which it is intended is constructed or not. This drawing/proposal and the ideas contained herein, shall not be used, copied or retained without the express written approval of Urban Electrical Contractors, Inc... Any abridgement or violation of the rights of Urban Electrical Contractors, Inc., shall be prosecuted to the fullest extent possible under the law.
- Terms: net 30 in accordance with PA Prompt Payment Act. In the event this account becomes delinquent the purchasing party agrees to pay any reasonable cost incurred by the contractor in connection with the collection of this debt including but not limited to attorney's fees, court cost and 1.8% finance charges.
- Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. Urban Electrical Contractors, Inc., is authorized to do the work as specified. Payment will be made as outlined above. In consideration of the promise of Urban Electrical Contractors, Inc., to install the work as specified above, I/We agree to pay any reasonable costs incurred by the Contractor in connection with the collection of this debt in the event that this account becomes delinquent, including attorney's fees, court cost and finance charges.

Approved and Accepted by

Contractor:

Owner:

Urban Electrical Contractors, Inc.

Christian J. Evans

Title

Purchase Order No. _____

Date: October 3, 2019

Date _____

Local Share Account Fund (Gaming Funds) Monroe County
City of Scranton
Web Application # 8347020

Program Description:

The City of Scranton is requesting \$38,740 in grant funding to purchase and install security cameras at 4 city parks: Connors Park, Connell Park, Tripp Park and Fellows Park. City parks strengthen communities and make our cities and neighborhoods more attractive places to live. Numerous studies have shown the social, environmental, economic, and health benefits parks bring to a city and its people.¹ The City of Scranton maintains 30 public parks and is dedicated to enhancing the parks to ensure continued and increased use of the parks by city residents. One of the ways the City is enhancing parks throughout the area is by including security cameras for 24 hours surveillance of the parks. Security cameras have been proven to improve public safety, reduce crime rates, increase conviction rates and increase the use of public space- which is the goal of this program. The positive impact of security cameras are well documented, according to a study completed by the *Urban Institute*, in 2011, there were significant decreases in crime rates in areas where cameras were installed in Washington DC, Baltimore and Chicago.²

While criminal activity in and around city parks in Scranton is not excessive, it is important that those utilizing all the parks have to offer feel safe. Grant funding will be used to

¹ *The Benefits of Parks: Why America Needs More City Parks and Open Spaces*. ConservationTools.org, https://conservationtools.org/library_items/729-The-Benefits-of-Parks-Why-America-Needs-More-City-Parks-and-Open-Space

² La Vigne, Nancy, Samantha Lowry, Joshua Miler and Allison Dwyer, *Evaluation the Use of Public Surveillance Cameras for Crime Control and Prevention*, <https://www.urban.org/sites/default/files/publication/27546/412401-Evaluating-the-Use-of-Public-Surveillance-Cameras-for-Crime-Control-and-Prevention-A-Summary.PDF>

Local Share Account Fund (Gaming Funds) Monroe County
City of Scranton
Web Application # 8347020

purchase and install a 5 camera system at each of the 4 city parks listed above. The surveillance will be fed into the surveillance network operated and monitored by the Scranton Police Department. This network allows for 24 hours monitoring of cameras as well as the ability to save and review footage. Currently the City has security cameras at Weston Park, Weston Field and Perry Park. Also, Rockwell Park and Robinson Park are currently in the process of getting cameras installed. The City's goals are: reduce criminal activity in city parks and increase public use of city parks; the objective is to install a security camera system in every city park. Receiving grant funding would help the City achieve the objective and reach our goal.



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 21, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 21 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON POLICE DEPARTMENT TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED) FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS) MONROE COUNTY IN THE AMOUNT OF \$38,740.00 TO PURCHASE AND INSTALL SECURITY CAMERAS AT EACH OF THE FOUR (4) CITY PARKS: CONNORS PARK, CONNELL PARK, TRIPP PARK, AND FELLOWS PARK, AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT, IF SUCCESSFUL, AND DISBURSE THE GRANT FUNDS FOR THE CITY OF SCRANTON POLICE DEPARTMENT TO PURCHASE AND INSTALL SECURITY CAMERAS AT EACH OF THE FOUR (4) CITY PARKS.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION _____

2019

RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED) FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS) MONROE COUNTY IN THE AMOUNT OF \$50,892.00 TO PURCHASE AND INSTALL SECURITY CAMERAS AT FOUR (4) DOWNTOWN PARKING GARAGES: MEDALLION PARKING GARAGE LOCATED ON ADAMS AVENUE, THE CASEY PARKING GARAGE LOCATED ON ADAMS AVENUE, THE CONNELL PARKING GARAGE LOCATED ON NORTH WASHINGTON AVENUE, AND THE LINDEN STREET PARKING GARAGE; AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT, IF SUCCESSFUL, AND DISBURSE THE GRANT FUNDS FOR THE PURCHASE AND INSTALLATION OF SECURITY CAMERAS AT FOUR (4) DOWNTOWN PARKING GARAGES.

WHEREAS, the City of Scranton is desirous of obtaining funds from the Pennsylvania Department of Community and Economic Development (“DCED”) for a Local Share Account Grant (Gaming Funds) Monroe County in the amount of \$50,892.00 for the purchase and install security cameras at four (4) downtown parking garages: Medallion parking garage, the Casey parking garage, the Connell parking garage, and the Linden Street parking garage. A copy of the grant application (“Grant Application”) and supplemental items are attached hereto as Exhibit “A” and incorporated herein as if set forth at length; and

WHEREAS, due to the significant increase in residential housing in the downtown area, including those occupied by University of Scranton students, an increase in security provisions associated with those garages is a priority. In order for parking garages to be successful by being regularly utilized, it must provide a safe environment. Throughout the U.S. parking facilities are the third most frequent place in which violence crime happens, with nearly 1,400 attacks occurring each day. The use of security cameras in parking garages has been proven to deter criminal activity including assault, car thefts and vandalism as well as aid in criminal investigations and increased conviction rates. The City of Scranton is dedicated to providing residents and visitors of Scranton a safe and secure place to park.

WHEREAS, the funds for this project will be used to install security systems in each of the garages listed above. The total cost of the project is estimated to be \$100,982.00; the City of Scranton together with the University of Scranton will provide \$50,000.00 each as a match for the project. The Cost is based on a proposal prepared by PLUGOUT Security Solutions on October 29, 2018. This project is consistent with all existing regional comprehensive plans.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the actions of the City of Scranton in submitting the Grant Application, substantially in the form attached hereto, are hereby ratified and further, the Mayor and other appropriate city officials are hereby authorized to execute and submit any additional related paperwork for this Grant, and if successful, to accept the grant funds to be used for the Project as detailed in the Grant Application. This approval anticipates the execution of any and all related documentation which may be necessary to complete the grant application including but not limited to the Grant Application.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid, or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, Known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

Maggie Perry
Grant Manager
570-558-8335
mamclane@scrantonpa.gov

October 3, 2019

Atty. Jessica Eskra
City of Scranton
340 North Washington Avenue
Scranton, Pa 18503



Re: Local Share Account Fund (Gaming Funds) Monroe County

Atty. Eskra,

I am requesting that you send legislation to City Council for a resolution for the City of Scranton to apply for and execute the Pennsylvania Gaming Local Share Account funding through the Pennsylvania Department of Community and Economic Development. The purpose of this funding is to install security cameras at 4 downtown parking garages. The total project cost is \$100, 982. The City is requesting \$50,892 in grant funding for this project

Attached is a copy of the grant application and supplemental items.

If you have any questions or concerns please feel free to contact me at 558-8335.

Thank you,

Maggie Perry
Maggie Perry
Grant Manager

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Applicant Information

Applicant Entity Type:	Government
Applicant Name:	City of Scranton
NAICS Code	9211
FEIN/SSN Number	XXXXXXXXXX
DUNS Number:	060497856
CEO:	Wayne Evans
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8347022

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Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Single Application for Assistance

Web Application Id: 8347022

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Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Company Information

Company Entity Type:	Government
Company Name:	City of Scranton
NAICS Code	9211
FEIN:	XXXXXXXXXX
DUNS Number:	060497856
CEO:	Wayne Evans
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8347022

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Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Business Specifics

Current # of Full-time Employees:	
(In PA):	0
(World Wide):	0
Minority Owned:	No
	Select
Woman Owned:	No
Total Sales \$:	0
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input checked="" type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider
<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Government,

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Overview

Project Name:

Parking Garage Cameras

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?

No

If yes, indicate who:

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Site Locations

Address:	140 Adams Avenue
City:	Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Address:	Adams Avenue
City:	Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Site Locations

Address:	N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Address:	417 Linden Street
City:	Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance

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Company: City of Scranton

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Project Site Locations

Single Application for Assistance

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Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Budget

	Local Share Account Fund (Gaming Funds) Monroe County	City of Scranton Local	Total
Miscellaneous	\$50,982.00	\$50,000.00	
Connell Parking Garage	\$18,416.00	\$0.00	\$18,416.00
Video Wall Work Station	\$6,964.00	\$1,792.00	\$8,756.00
Medallion Parking Garage	\$6,093.00	\$25,000.00	\$31,093.00
Casey Parking Garage	\$0.00	\$23,208.00	\$23,208.00
Linden Parking Garage	\$19,509.00	\$0.00	\$19,509.00
Total	\$50,982.00	\$50,000.00	
		Budget Total:	\$100,982.00

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Bids/Quotations

Budget Narrative

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

The cost estimate is based on a proposal submitted by PLUGOUT Security Solutions on October 29, 2018

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Narrative

What do you plan to accomplish with this project?

Identify the problem(s) that need to be resolved.

Due to the significant increase in residential housing in the downtown area, including those occupied by University of Scranton students, an increase in security provisions associated with those garages is a priority. In order for parking garages to be successful by being regularly utilized, it must provide a safe environment.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

The expected outcomes are more secure parking garages with reduced crime rates in and around the garages

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

Funds will be used to purchase and install security camera systems at 4 parking garages in the downtown area

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

The security cameras will be installed within 6 months of being awarded funding.

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

In addition to the Single Application, the Applicant shall submit the following list of items. All items marked with a red diamond are required to be uploaded to the application. The items that are not required should be uploaded if they are applicable to the project.

1. Provide a description of the project which discusses all of the following: (a) a detailed project description to include specific project activities and expected results; (b) the specific location of the project site; (c) whether the proposed project is consistent with an existing regional, county, or local comprehensive plan; (d) whether the proposed project has been identified as a priority investment in a local or regional economic development plan or strategy; (e) the anticipated employment, investment, and/or community impact of the project; (f) if a difference exists, the historical and proposed use of the project site; and (g) if applicable, the experience of the developer to include a discussion of previously completed projects.

Uploaded Documents

1. Program Description.docx [View](#)

2. A projected schedule and detailed timeline for the project;

Uploaded Documents

2. Timeline.docx [View](#)

3. A budget accompanied by a description of the basis of costs for the project and sources of funding;

Uploaded Documents

3. Budget.docx [View](#)

4. Copies of signed bids/quotations, contractor estimates, sales agreements, or engineer estimates verifying project costs. Bids should be current and dated;

Uploaded Documents

4. ABM PA Scranton 4 Sites Genetec Proposal Est.18266 10.29.2018 r2 (3).pdf [View](#)

5. Evidence of conformity of the project with local and regional comprehensive plans and zoning (in the form of a letter from the applicable planning/zoning office), if applicable;

Uploaded Documents

Single Application for Assistance

Web Application Id: 8347022

Single Application Id: 201909309189

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

6. A letter of support for the project from the affected community;

Uploaded Documents

7. Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;

Uploaded Documents

7. Resolution.docx [View](#)

8. Copies of funding commitment letters from all other project funding sources, if applicable; and

Uploaded Documents

8. scan_dbulzoni_2019-09-24-14-29-17.pdf [View](#)

9. Copy of the Applicant's and/or project user's latest financials.

Once submitted, please print one (1) copy of the completed application, to include all required and additional applicable supplemental information, and send via US Mail. Please reference the Application ID number on all mailed documents.

Uploaded Documents

2017 Audit Report.pdf [View](#)



Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 201909309189

This page must accompany all required supplemental information **Mail to:**

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201909309189 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Maggie Perry

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.

Local Share Account Fund (Gaming Funds) Monroe County
City of Scranton
Web Application # 8347022

Program Description:

The City of Scranton is requesting \$100,982 in grant funding to purchase and install security camera systems at four downtown parking garages: the Medallion parking garage located on Adams Avenue, the Casey parking garage located on Adams Avenue, the Connell parking garage located on N. Washington Avenue and the Linden St. parking garage. This project is multijurisdictional with cooperative funding from the City of Scranton and the University of Scranton, both committed to provide \$25,000 each for the project.

Due to the significant increase in residential housing in the downtown area, including those occupied by University of Scranton students, an increase in security provisions associated with those garages is a priority. In order for parking garages to be successful by being regularly utilized, it must provide a safe environment. Throughout the U.S. parking facilities are the third most frequent place in which violence crime happens, with nearly 1,400 attacks occurring each day.¹ The use of security cameras in parking garages has been proven to deter criminal activity including assault, car thefts and vandalism as well as aid in criminal investigations and increased conviction rates. The City of Scranton is dedicated to providing residents and visitors of Scranton a safe and secure place to park.

Funding will be used to install Gentec CCTV security systems in each of the garages listed above. All cameras will be on Gentec on-prem server and cloud based with Federation feature. The total cost of the project is estimated to be \$100,982; the City of Scranton together

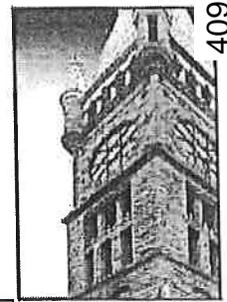
¹ <https://www.parkingtoday.com/articledetails.php?id=196&t=parking-safety-strategies-to-improve-security-in-your-parking-facility>

Local Share Account Fund (Gaming Funds) Monroe County
City of Scranton
Web Application # 8347022

with the University of Scranton will provide a \$50,000 cash match for the project. The cost is based on a proposal prepared by PLUGOUT Security Solutions on October 29, 2018. This project is consistent with all existing regional comprehensive plans.

BUSINESS ADMINISTRATION

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON

September 23, 2019

Ms. Mandy Book
Center for Community Enhancement
Commonwealth Keystone Building
400 North Fourth Street 4th Floor
Harrisburg, PA 17120-0225

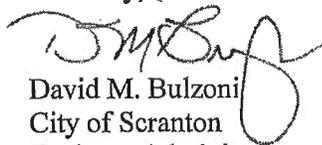
Re: Local Services Account Funding – City of Scranton Downtown Parking Garage Security Camera Project

Dear Ms. Book:

Please accept this letter as a statement of support for the requested security improvements to the City of Scranton garage system. The project is multijurisdictional with cooperative funding from the City of Scranton and the University of Scranton. Due to the significant increase in residential housing in the downtown, including those occupied by University students, an increase in security provisions associated with those garages has become a priority for the City and its partners in the garage system. The garages are presently under ownership by the Scranton Parking Authority, which is a component unit of the City. A lease agreement with Community Development Properties, a division of the National Development Council, has transferred the operational responsibility to our non-profit partner. There are presently six garages in the operational system. The City of Scranton and the University of Scranton will provide individual funding components in the amount of \$25,000 each to support the total cost of the project and the requisite matching amount to secure the grant funding.

Thank you for your assistance. Please contact me with any questions.

Sincerely,


David M. Bulzoni
City of Scranton
Business Administrator

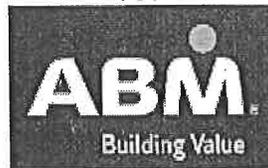
PLUGOUT

SECURITY SOLUTIONS

Proposal

Est.18266

Video Surveillance
Security Project
for



@

4 x Scranton Pennsylvania Locations

Prepared for:
Vito Del Vescovo

Prepared by:
John Aksoy

Revision Date r2
10/29/2018:

10/23/2018

e-mail:
Vito.DelVescovo@abm.com

Vito Del Vescovo
ABM Ampco Parking
321 West 44th Street, Suite 601
New York, NY 10036

Dear Mr. Del Vescovo,

I would like to thank you for giving Plugout the opportunity to help your organization with the new.

This proposal is for the new Genetec CCTV security system for 4 locations in Scranton Pennsylvania. All cameras will be on Genetec on-prem server and cloud based with Federation feature, this system installation will include:

1. 4 locations with encoder upgrades from analog DVR to Genetec servers/cloud
2. Replacement IP cameras with encoders using existing coax cable with back boxes
3. Some new cameras where easier to run new CAT6 cable, will run new wires
4. New CAT6 outdoor rated for outdoor areas (no piping exposed)
5. Can Federate all cameras back to Genetec main directory (future proofed)
6. All cameras will be 2mp and more Axis high quality with 3-year warranty
7. Wring scope by others on this proposal – can be sourced by Plugout if needed as well

For any additional information, or to go over this proposal, please feel free to contact me at
(212) 655-4428 x 130

Respectfully,

John Aksoy
Plugout

Page 2 of 17

Site Layout

01 - Medallion

- Existing 25 cameras
- Replace 9 cameras with IP
- Reduce 2 cameras with 360 better coverage
- Total new count with analog and IP: 23
- Encoders to use: 2 x 16 channels

New Replacement cameras:

- | | | |
|-------------------------|--------------------------------|--|
| 1) CM01 - Axis Q3515-VE | 2-Megapixel Indoor Dome Camera | Car lane #1 (replace) |
| 2) CM02 - Axis Q3515-VE | 2-Megapixel Indoor Dome Camera | Car lane #2 (replace) |
| 3) CM03 - Axis Q3515-VE | 2-Megapixel Indoor Dome Camera | Car lane #3 (replace) |
| 4) CM04 - Axis P3225-VE | 2-Megapixel Indoor Dome Camera | Roof landing (replace) |
| 5) CM05 - Axis P3225 | 2-Megapixel Indoor Dome Camera | Cashier window (new) |
| 6) CM06 - Axis P3225 | 2-Megapixel Indoor Dome Camera | Office entrance door area (new) |
| 7) CM07 - Axis M3047 | 5-mp 360 hemispheric Camera | Back office (replace 2 cameras to 1) |
| 8) CM08 - Axis M3047 | 5-mp 360 hemispheric Camera | 1FL Lobby by ticket machine/elevator (replace) |
| 9) CM09 - Axis P3707-PE | 8-mp 4-lens 360 outdoor Camera | Roof outdoor corner camera (replace 2 with 1) |

02- Casey

- Existing 23 cameras
- Replace 5 cameras
- Reduce 1 camera with higher megapixel 2 lanes into 1
- Total new count with analog and IP: 22
- Encoders to use: 2 x 16 channels

New Replacement cameras:

- | | | |
|-------------------------|---------------------------------|---|
| 1) CM01 - Axis Q3517-VE | 5-Megapixel Outdoor Dome Camera | Car lane #1-2 (replace 2 with 1 camera) |
| 2) CM02 - Axis Q3515-VE | 2-Megapixel Outdoor Dome Camera | Entrance Area (replace CH06) |
| 3) CM03 - Axis P3225-VE | 2-Megapixel Outdoor Dome Camera | Main Entrance Area (replace) |
| 4) CM04 - Axis P3225-VE | 2-Megapixel Outdoor Dome Camera | Lackawanna Ave Lobby (replace) |
| 5) CM05 - Axis P3225-V | 2-Megapixel Indoor Dome Camera | Lobby (replace) |

03- Connell

- Existing 12 cameras
- Replace 7 cameras (new camera added)
- New CAT6 run: 1 (approx. 250ft)
- Total new count with analog and IP: 13
- Encoders to use: 1 x 16 channels

New Replacement cameras:

- | | | |
|-------------------------|---------------------------------|---------------------------------------|
| 1) CM01 - Axis Q3517-VE | 5-Megapixel Outdoor Dome Camera | Car lane #1 (old system CH05 replace) |
| 2) CM02 - Axis Q3517-VE | 5-Megapixel Outdoor Dome Camera | Car lane #2 (old system CH06 replace) |
| 3) CM03 - Axis Q3517-VE | 5-Megapixel Outdoor Dome Camera | Car lane #3 (old system CH07 replace) |
| 4) CM04 - Axis Q3517-VE | 5-Megapixel Outdoor Dome Camera | Car lane #4 (old system CH08 replace) |
| 5) CM05 - Axis Q3517-VE | 5-Megapixel Outdoor Dome Camera | Car lane #5 (old system replace) |
| 6) CM06 - Axis Q3515-VE | 2-Megapixel Outdoor Dome Camera | Roof (replace) |
| 7) CM07 - Axis P3225-VE | 2-Megapixel Outdoor Dome Camera | Rear Ground Staircase (new run EMT) |

04- Linden

- Existing 6 cameras
- Replace all 6 cameras with IP
- New additional cameras: 3
- New CAT6 run: 9 (approx. 300ft)
- Total new count IP: 9

Location Names	Camera	Distance	Cable Type	Encoders Coax	New Run	Axis Extender	Bracket
CM01- 2 car lanes #1-2	Q3517-VE	75	Outdoor CAT6		Yes		Pendant Kt
CM02- 1 car lane #3	Q3505-VE	75	Outdoor CAT6		Yes		Pendant Kt
CM03- Back car lane #4	P3707-PE	200	Outdoor CAT6		Yes		Pendant Kt
CM04- Middle 1Fl Staircase	P3225-VE	250	Outdoor CAT6		Yes		
CM05- Side car lane #5	P3707-PE	350	Outdoor CAT6		Yes		1 Pendant Kit
CM06- Mulberry St Entrance lanes #6-7	Q3505-VE	450	Outdoor CAT6		No		1 Pendant Kit
CM07- Mulberry St 1Fl Staircase	P3225-VE	250	Outdoor CAT6		Yes		
CM08- Mulberry St Lobby by Elevator	P3225-VE	450	Outdoor CAT6		Yes		
CM09- Main entrance elevator Lobby	P3227	250	Outdoor CAT6		Yes		Pendant Kt

Project Qualifications and Assumptions

1. All work to be performed during normal business hours Monday-Friday 8am to 5pm.
2. All work is to be performed in an asbestos free environment.
3. All patching and painting if required is *excluded*.
4. All back boxes, stub ups, raceways and drag lines are *not included*.
5. All line voltage in data closets to be provided by the electrical contractor.
6. All line voltage for security system will be dedicated, hardwired and un-switched.
7. Where available, all line voltage will be on emergency or ups type power by the electrician.
8. Client is responsible for providing adequate power and power access in locations where equipment is to be placed.
9. Client is responsible for all and any additional power or power related accessories required in support of security systems.
10. All conduits between access control or security panels will be provided by the electrician.
11. Fire alarm disconnects and connects by others.
12. Rack space and plug in power where required will be provided by others.
13. Any doors, frames and *electrified door hardware* not furnished by Plugout must be furnished and installed two weeks prior to the client move in.
14. Where Surface Mounted Strike are being used on glass doors, the GC will be required to provide on with built in LBM – Latch bolt monitor.
15. Where electrified door handles hinges are used, the GC will be required to drop and drill the door frame prior to the arrival of the security contractor or their subcontractors.
16. All Permit and filing fees are *included as noted per system*.
17. All Network Servers, work stations, switches, operating systems, IP address, are *not included these are by Client*.
18. All network drops required to support a fully operational security system is included.
19. Client's I.T. Manager is responsible for providing a standard network IP address for each of the following: access control panel, access control management server/work station, and the NVR.
20. Client's I.T. Manager is responsible for providing a POE Network IP address for each IP Camera.
21. All Access Control System Management servers, work stations operating systems, are *excluded*.
22. All Video Surveillance System management work stations, POE Switches, operating systems, IP address, are not included.
23. The Video Surveillance Network Video Recorder is excluded and assumed existing or provided by the client unless listed in the proposal.
24. All access cards/credentials are *excluded* and assumed to be provided by client.
25. All fire alarm connections, programming and testing of the fire alarm system is *excluded*.
26. Standard colors and finishes are included - specialty colors and finishes are *excluded*.
27. Deliveries to the site will be performed by non-union personnel unless otherwise coordinated prior to the contract being finalized.
28. Storage will be provided by client of client or client's General Contractor.
29. All vandalism, sabotage, theft or acts of god are *not included* in Plugout's warranty.
30. Client provided server, switches and network must be racked, powered with the correct OS one week prior to move in or the space will not be secured.
31. Client provided Fire Relay must be in place one week prior to move-in or the space will not be secured.
32. Central station monitoring is not included and will be negotiated between client and the provider.
33. All POTS or analog lines for burglar alarm system are excluded and will be provided by others prior to the installation completion.
34. Any network IP port and IP address for burglar alarm system is excluded and will be provided by the client's I.T. department manager prior to the installation completion.
35. Central Station Subscriber Form must be completed by the end user/client prior Intrusion/Burg system activation.
36. Customer is responsible for any alterations/holes needed on/in furniture, such as cable interface boxes, microphones, etc. mounted in table tops, Plugout LLC does not furnish millwork of any kind and such is not included in this pricing for the project.
37. Assumes that all owner furnished equipment is onsite and available for installation prior to job start. In addition, it is assumed that all owner furnished equipment is in good working order. Plugout is not responsible for warranty or condition of owner provided equipment.

38. If required, customer will provide all installation personnel with access badges, keys and / or escorts in order to perform the work in a timely manner.
39. Customer will have a designated Project Manager to answer any/all questions that might arise during the project installation.
40. Customer will provide telephone and internet access if required for testing and troubleshooting.
41. Return trips for operational verification of other vendors equipment, will be billable at standard rates should there be no fault found with cabling installation.
42. This quote is based on continuous work in all sections or segments of the project, to begin on a predetermined start and end date - as agreed upon with client.
43. Delays due to closings, limited access, or other events, which are the result of the customer's action or inaction, will be billed via Change Order at normal hourly rates.
44. All pricing is based upon the scope of work stated in this proposal.
45. Performance, payment bonds, and/or liquidated damages have not been included in our proposal.
46. Compliance with all applicable state and local codes will be adhered to by Plugout LLC.
47. Permits and/or rights-of-ways are the customer's responsibility.
48. Unless specifically noted elsewhere, base bid includes One (1) Year workmanship and equipment warranty.
49. Plugout's proposal includes a 90-day labor warranty and a (20) year manufacturer's application warranty
50. Plugout warrants that: (i) For a period of ninety (90) days following completion of the Project, Services provided will have been performed in a work man like manner and (ii) Any material provided will be free from defects for a period of ninety (90) days following completion of the project.
51. If Plugout responds to a Client's request for repairs during the warranty period and determines that the problem(s) is not covered by the contracted warranties, Plugout will invoice and Client agrees to pay Plugout a minimum two (2)-hour service charge (at Plugout's current hourly rates)
52. This proposal does not include any costs associated with third party/independent quality assurance or testing.
53. This proposal does not include assembly/reassembly of modular furniture.
54. This proposal does not include grounding and bonding of existing equipment, manholes or cabling
55. Client is responsible for providing a safe, secure and lockable location for the storage of equipment and materials during the installation interval
56. Client is responsible for all costs associated with permits, easements and / or right-of-ways.
57. All wiring by others
58. Lift rental no included if needed

Estimate #18266: 01 - Medallion

SOFTWARE/SERVER				
Item	Description	Qty	Price	Extended
GSC-5.7	Software Version	1	\$ -	\$ -
GSC-BASE-5.7	Genetec Security Center (GSC) Base Package - Version 5.7 which includes: 1 Directory, 5 Security Desk client connections (incl. Web Client)	1	\$ -	\$ -
VMS-GEN-SV-300-6T-I5	Genetec SV-300E with 6TB - Hardware Only - Archiver Only (Connects to Security Center Directory)	1	\$ 2,859.50	\$ 2,859.50
GSC-OM-E	Genetec GSC Omnicast™ Enterprise Package (1 time for all sites)	1	\$ 3,285.00	\$ 3,285.00
GSC-OM-E-1C	Genetec 1 camera Enterprise connection	9	\$ 237.50	\$ 2,137.50
GSC-OM-E-1PAC	Genetec 1 camera analog connection	14	\$ 166.25	\$ 2,327.50
GSC-1MobileU	Genetec 1 Security Center Mobile app connection	1	\$ 237.50	\$ 237.50
ADV-CAM-E-2Y	Genetec™ Advantage for 1 Omnicast Enterprise Camera – 2 years	23	\$ 85.50	\$ 1,966.50
				\$ 12,813.50
CAMERAS				
P3225-V MK II	Axis Indoor Vandal 2mp 3.5-10MM IR WDR Varifocal Dome Camera	2	\$ 474.05	\$ 948.10
P3225-VE MK II	Axis Outdoor Vandal 2mp 3.5-10MM IR WDR Varifocal Dome Camera	1	\$ 588.05	\$ 588.05
M3047-P	Axis Indoor Ultra-Compact 6mp 360/180 panaramic dome camera	2	\$ 445.55	\$ 891.10
Q3517-LVE	Axis Outdoor 5mp Forensic capture WDR 4.3-8.6mm dome camera	0	\$ 1,186.55	\$ -
Q3515-LVE 9MM	Axis Outdoor 2mp Forensic capture WDR 4.3-8.6mm dome camera	3	\$ 949.05	\$ 2,847.15
P3707-PE	Axis Outdoor 4x 2mp quad 360 camera	1	\$ 1,139.05	\$ 1,139.05
CM-BRACKETS	Axis pendant kits	6	\$ 142.50	\$ 855.00
VER-ENCODER	Veracity coax to PoE encoder	7	\$ 332.50	\$ 2,327.50
BACKBOX	Backbox to hide encoders	7	\$ 33.25	\$ 232.75
GEO-16HDDVIENC	Geovision HD/TVI/HDI/Analog camera encoder to IP - 16-channels	2	\$ 800.00	\$ 1,600.00
				\$ 11,428.70
NETWORK EQUIPMENT				
UBNTES16150WUS	Ubiquiti Networks EdgeSwitch ES-16-150W-US Managed PoE+ Gigabit	1	\$ 332.50	\$ 332.50
24-PORT-PP	24 Port Patch Panel - 1U	1	\$ 142.50	\$ 142.50
PTCRD3	3' Patch Cord	14	\$ 2.38	\$ 33.25
APCBE500U	APC 500VA UPS Power Backup w/ Surge Protector	1	\$ 80.75	\$ 80.75
TRISRW9U	Tripp Lite SRW9U 9U SmartRack Wall Mount Rack Enclosure	1	\$ 285.00	\$ 285.00
				\$ 874.00
CABLE COST				
CAT6P	Cat6 Plenum Cable White 1000ft	1	\$ 260.00	\$ 260.00
Misc Items	Cabling Bridal Rings J-hooks Tye-Wraps, Drag Lines, Elec. Tape, Conduit, straps, connectors, converters (WIRING BY OTHERS)	0	\$ -	\$ -
				\$ 260.00
Labor				
STRCT	Security Technician - Cabling Video Surveillance (BY OTHERS)	0	\$ 125.00	\$ -
STRST	Security Technician - Camera Install and Head End Panels Terminations, Patching	24	\$ 125.00	\$ 3,000.00
PMST	Field Coordination, Project Mgmt Meetings - Daily Documentation Reports.	5	\$ 125.00	\$ 625.00
SLCTST	Shop Drawings, Documentation and As Build Admins	2	\$ 100.00	\$ 200.00
PSLSSN	Labor Professional Services Senior Level Networking/Security Systems Engineer Professional Services to Program Configure and Provide Support to security systems activation team	12	\$ 150.00	\$ 1,800.00
FGHTSHP	Shipping - Freight deliveries	1	\$ 92.00	\$ 92.00
				\$ 5,717.00
			TOTAL:	\$ 31,093.20

MONTHLY SUPPORT PLAN

Item	Description	Monthly	Yearly
SMA-SC-23	Plugout Support Plan Contract for Genetec Enterprise System with 23 IP/Analog Encoders only / mobile / Federation - support/upgrades/programming changes/maintenance for new equipment	12 \$ 207.29	\$ 2,487.46

*** Need 1 static IP address ***

Estimate #18266: 02- Casey

SOFTWARE/SERVER				
Item	Description	Qty	Price	Extended
GSC-5.7	Software Version	1	\$ -	\$ -
GSC-BASE-5.7	Genetec Security Center (GSC) Base Package - Version 5.7 which includes: 1 Directory, 5 Security Desk client connections (incl. Web Client)	1	\$ -	\$ -
VMS-GEN-SV-300-6T-I5	Genetec SV-300E with 6TB - Hardware Only - Archiver Only (Connects to Security Center Directory)	1	\$ 2,859.50	\$ 2,859.50
GSC-0m-E-1C	Genetec 1 camera Enterprise connection	5	\$ 237.50	\$ 1,187.50
GSC-0M-E-1PAC	Genetec 1 camera analog connection	17	\$ 166.25	\$ 2,826.25
GSC-1MobileU	Genetec 1 Security Center Mobile app connection	1	\$ 237.50	\$ 237.50
ADV-CAM-E-2Y	Genetec™ Advantage for 1 Omnicast Enterprise Camera – 2 years	22	\$ 85.50	\$ 1,881.00
				\$ 8,991.75
CAMERAS				
P3225-V MK II	Axis Indoor Vandal 2mp 3.5-10MM IR WDR Varifocal Dome Camera	1	\$ 474.05	\$ 474.05
P3225-VE MK II	Axis Outdoor Vandal 2mp 3.5-10MM IR WDR Varifocal Dome Camera	2	\$ 588.05	\$ 1,176.10
M3047-P	Axis Indoor Ultra-Compact 6mp 360/180 panoramic dome camera	0	\$ 445.55	\$ -
Q3517-LVE	Axis Outdoor 5mp Forensic capture WDR 4.3-8.6mm dome camera	1	\$ 1,186.55	\$ 1,186.55
Q3515-LVE 9MM	Axis Outdoor 2mp Forensic capture WDR 4.3-8.6mm dome camera	1	\$ 949.05	\$ 949.05
P3707-PE	Axis Outdoor 4x 2mp quad 360 camera	0	\$ 1,139.05	\$ -
CM-BRACKETS	Axis pendant kits	5	\$ 142.50	\$ 712.50
VER-ENCODER	Veracity coax to PoE encoder	5	\$ 332.50	\$ 1,662.50
BACKBOX	Backbox to hide encoders	5	\$ 33.25	\$ 166.25
GEO-16HDDVIENC	Geovision HD/TVI/HDI/Analog camera encoder to IP - 16-channels	2	\$ 800.00	\$ 1,600.00
				\$ 7,927.00
NETWORK EQUIPMENT				
UBNTES16150WUS	Ubiquiti Networks EdgeSwitch ES-16-150W-US Managed PoE+ Gigabit	1	\$ 332.50	\$ 332.50
24-PORT-PP	24 Port Patch Panel - 1U	1	\$ 142.50	\$ 142.50
PTCRD3	3' Patch Cord	7	\$ 2.38	\$ 16.63
APCBE500U	APC 500VA UPS Power Backup w/ Surge Protector	1	\$ 80.75	\$ 80.75
TRISRW9U	Tripp Lite SRW9U 9U SmartRack Wall Mount Rack Enclosure	0	\$ 285.00	\$ -
				\$ 572.38
CABLE COST				
CAT6P	Cat6 Plenum Cable White 1000ft	0	\$ 260.00	\$ -
Misc Items	Cabling Bridal Rings J-hooks Tye-Wraps, Drag Lines, Elec. Tape, Conduit, straps, connectors, converters (WIRING BY OTHERS)	0	\$ -	\$ -
				\$ -
Labor				
STRCT	Security Technician - Cabling Video Surveillance (BY OTHERS)	0	\$ 125.00	\$ -
STRST	Security Technician - Camera Install and Head End Panels Terminations, Patching	24	\$ 125.00	\$ 3,000.00
PMST	Field Coordination, Project Mgmt Meetings - Daily Documentation Reports.	5	\$ 125.00	\$ 625.00
SLCTST	Shop Drawings, Documentation and As Build Admins	2	\$ 100.00	\$ 200.00
PSLSSN	Labor Professional Services Senior Level Networking/Security Systems Engineer Professional Services to Program Configure and Provide Support to security systems activation team	12	\$ 150.00	\$ 1,800.00
FGHTSHP	Shipping - Freight deliveries	1	\$ 92.00	\$ 92.00
				\$ 5,717.00
TOTAL:				\$ 23,208.13

MONTHLY SUPPORT PLAN

Item	Description		Monthly	Yearly
SMA-SC-22	Plugout Support Plan Contract for Genetec Enterprise System with 22 IP/Analog Encoders only / mobile / Federation - support/upgrades/programming changes/maintenance for new equipment	12	\$ 154.72	\$ 1,856.65

*** Need 1 static IP address ***



Estimate #18266: 03- Connell

SOFTWARE/SERVER				
Item	Description	Qty	Price	Extended
GSC-5.7	Software Version	1	\$ -	\$ -
GSC-BASE-5.7	Genetec Security Center (GSC) Base Package - Version 5.7 which includes: 1 Directory, 5 Security Desk client connections (incl. Web Client)	1	\$ -	\$ -
VMS-GEN-SV-100-2T-I3	Genetec SV-100-2T-I3 with 2TB - Hardware Only - Archiver Only (Connects to Security Center Directory)	1	\$ 2,191.65	\$ 2,191.65
GSC-0m-E-1C	Genetec 1 camera Enterprise connection	5	\$ 237.50	\$ 1,187.50
GSC-0M-E-1PAC	Genetec 1 camera analog connection	8	\$ 166.25	\$ 1,330.00
GSC-1MobileU	Genetec 1 Security Center Mobile app connection	0	\$ 237.50	\$ -
ADV-CAM-E-2Y	Genetec™ Advantage for 1 Omnicast Enterprise Camera – 2 years	13	\$ 85.50	\$ 1,111.50
				\$ 5,820.65
CAMERAS				
P3225-V MK II	Axis Indoor Vandal 2mp 3.5-10MM IR WDR Varifocal Dome Camera	0	\$ 474.05	\$ -
P3225-VE MK II	Axis Outdoor Vandal 2mp 3.5-10MM IR WDR Varifocal Dome Camera	1	\$ 588.05	\$ 588.05
M3047-P	Axis Indoor Ultra-Compact 6mp 360/180 panaramic dome camera	0	\$ 445.55	\$ -
Q3517-LVE	Axis Outdoor 5mp Forensic capture WDR 4.3-8.6mm dome camera	4	\$ 1,186.55	\$ 4,746.20
Q3515-LVE 9MM	Axis Outdoor 2mp Forensic capture.WDR 4.3-8.6mm dome camera	1	\$ 949.05	\$ 949.05
P3707-PE	Axis Outdoor 4x 2mp quad 360 camera	0	\$ 1,139.05	\$ -
CM-BRACKETS	Axis pendant kits	5	\$ 142.50	\$ 712.50
VER-ENCODER	Veracity coax to PoE encoder	5	\$ 332.50	\$ 1,662.50
BACKBOX	Backbox to hide encoders	5	\$ 33.25	\$ 166.25
GEO-16HDDVIENC	Geovision HD/TVI/HDI/Analog camera encoder to IP - 16-channels	1	\$ 800.00	\$ 800.00
				\$ 9,624.55
NETWORK EQUIPMENT				
UBNTES16150WUS	Ubiquiti Networks EdgeSwitch ES-16-150W-US Managed PoE+ Gigabit	1	\$ 332.50	\$ 332.50
24-PORT-PP	24 Port Patch Panel - 1U	1	\$ 142.50	\$ 142.50
PTCRD3	3' Patch Cord	7	\$ 2.38	\$ 16.63
APCBE500U	APC 500VA UPS Power Backup w/ Surge Protector	1	\$ 80.75	\$ 80.75
TRISRW9U	Tripp Lite SRW9U 9U SmartRack Wall Mount Rack Enclosure	0	\$ 285.00	\$ -
				\$ 572.38
CABLE COST				
CAT6P	Cat6 Plenum Cable White 1000ft	0	\$ 260.00	\$ -
Misc Items	Cabling Bridal Rings J-hooks Tye-Wraps, Drag Lines, Elec. Tape, Conduit, straps, connectors, converters (WIRING BY OTHERS)	0	\$ -	\$ -
				\$ -
Labor				
STRCT	Security Technician - Cabling Video Surveillance 1 x 250ft approx CAT6 run rear ground staircase (BY OTHERS)	0	\$ 125.00	\$ -
STRST	Security Technician - Camera Install and Head End Panels Terminations, Patching	8	\$ 125.00	\$ 1,000.00
PMST	Field Coordination, Project Mgmt Meetings - Daily Documentation Reports.	2	\$ 125.00	\$ 250.00
SLCTST	Shop Drawings, Documentation and As Build Admins	2	\$ 100.00	\$ 200.00
PSLSSN	Labor Professional Services Senior Level Networking/Security Systems Engineer Professional Services to Program Configure and Provide Support to security systems activation team	6	\$ 150.00	\$ 900.00
FGHTSHP	Shipping - Freight deliveries	1	\$ 48.00	\$ 48.00
				\$ 2,398.00
TOTAL:				\$ 18,415.58

MONTHLY SUPPORT PLAN

Item	Description	Monthly	Yearly
SMA-SC-22	Plugout Support Plan Contract for Genetec Enterprise System with 22 IP/Analog Encoders only / mobile / Federation - support/upgrades/programming changes/maintenance for new equipment	12 \$ 122.77	\$ 1,473.25

*** Need 1 static IP address ***



Estimate #18266: 04- Linden

SOFTWARE/SERVER					
Item	Description	Qty	Price	Extended	
GSC-5.7	Software Version	1	\$ -	\$ -	
GSC-BASE-5.7	Genetec Security Center (GSC) Base Package - Version 5.7 which includes: 1 Directory, 5 Security Desk client connections (incl. Web Client)	1	\$ -	\$ -	
VMS-GEN-SV-100-2T-I3	Genetec SV-100-2T-I3 with 2TB - Hardware Only - Archiver Only (Connects to Security Center Directory)	1	\$ 2,191.65	\$ 2,191.65	
GSC-OM-E-1C	Genetec 1 camera Enterprise connection	9	\$ 237.50	\$ 2,137.50	
GSC-OM-E-1PAC	Genetec 1 camera analog connection	0	\$ 166.25	\$ -	
GSC-1MobileU	Genetec 1 Security Center Mobile app connection	0	\$ 237.50	\$ -	
ADV-CAM-E-2Y	Genetec™ Advantage for 1 Omnicast Enterprise Camera – 2 years	9	\$ 85.50	\$ 769.50	
				\$ 5,098.65	
CAMERAS					
P3225-V MK II	Axis Indoor Vandal 2mp 3.5-10MM IR WDR Varifocal Dome Camera	0	\$ 474.05	\$ -	
P3225-VE MK II	Axis Outdoor Vandal 2mp 3.5-10MM IR WDR Varifocal Dome Camera	3	\$ 588.05	\$ 1,764.15	
P3227-LV	Axis Indoor Vandal 5mp 3.5-10MM IR WDR Varifocal IR Dome Camera	1	\$ 854.05	\$ 854.05	
M3047-P	Axis Indoor Ultra-Compact 6mp 360/180 panoramic dome camera	0	\$ 445.55	\$ -	
Q3517-LVE	Axis Outdoor 5mp Forensic capture WDR 4.3-8.6mm dome camera	0	\$ 1,186.55	\$ -	
Q3515-LVE 9MM	Axis Outdoor 2mp Forensic capture WDR 4.3-8.6mm dome camera	2	\$ 949.05	\$ 1,898.10	
P3707-PE	Axis Outdoor 4x 2mp quad 360 camera	2	\$ 1,139.05	\$ 2,278.10	
CM-BRACKETS	Axis pendant kits	6	\$ 142.50	\$ 855.00	
VER-ENCODER	Veracity coax to PoE encoder	2	\$ 332.50	\$ 665.00	
BACKBOX	Backbox to hide encoders	2	\$ 33.25	\$ 66.50	
GEO-16HDDVIENC	Geovision HD/TVI/HDI/Analog camera encoder to IP - 16-channels	0	\$ 800.00	\$ -	
				\$ 8,380.90	
NETWORK EQUIPMENT					
UBNTES16150WUS	Ubiquiti Networks EdgeSwitch ES-16-150W-US Managed PoE+ Gigabit	1	\$ 332.50	\$ 332.50	
24-PORT-PP	24 Port Patch Panel - 1U	1	\$ 142.50	\$ 142.50	
PTCRD3	3' Patch Cord	11	\$ 2.38	\$ 26.13	
APCBE500U	APC 500VA UPS Power Backup w/ Surge Protector	1	\$ 80.75	\$ 80.75	
TRISRW9U	Tripp Lite SRW9U 9U SmartRack Wall Mount Rack Enclosure	0	\$ 285.00	\$ -	
				\$ 581.88	
CABLE COST					
CAT6P-OUTDOOR	Cat6 Plenum Outdoor Rated Black 1000ft	3	\$ 500.00	\$ 1,500.00	
Misc Items	Cabling Bridal Rings J-hooks Tye-Wraps, Drag Lines, Elec. Tape, Conduit, straps, connectors, converters (WIRING BY OTHERS)	0	\$ -	\$ -	
				\$ 1,500.00	
Labor					
STRCT	Security Technician - Cabling Video Surveillance 7 x 300ft approx CAT6 run (BY OTHERS)	0	\$ 125.00	\$ -	
STRST	Security Technician - Camera Install and Head End Panels Terminations, Patching	16	\$ 125.00	\$ 2,000.00	
PMST	Field Coordination, Project Mgmt Meetings - Daily Documentation Reports.	4	\$ 125.00	\$ 500.00	
SLCTST	Shop Drawings, Documentation and As Build Admins	2	\$ 100.00	\$ 200.00	
PSLSSN	Labor Professional Services Senior Level Networking/Security Systems Engineer Professional Services to Program Configure and Provide Support to security systems activation team	8	\$ 150.00	\$ 1,200.00	
FGHTSHP	Shipping - Freight deliveries	1	\$ 48.00	\$ 48.00	
				\$ 3,948.00	
TOTAL:				\$ 19,509.43	

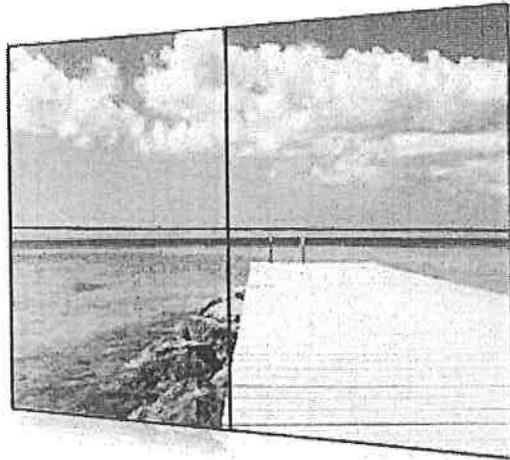
MONTHLY SUPPORT PLAN

Item	Description		Monthly	Yearly
SMA-SC-22	Plugout Support Plan Contract for Genetec Enterprise System with 22 IP/Analog Encoders only / mobile / Federation - support/upgrades/programming changes/maintenance for new equipment	12	\$ 130.06	\$ 1,560.75

*** Need 1 static IP address ***

Estimate #18266: Video Wall Medallion (optional)

MEDALLION VIDEO WALL (OPTIONAL)				
Item	Description	Qty	Price	Extended
SVW-300E-T4-1060-I7	Streamvault Workstation SVW-300E - Tower, Core I7-7700K, (1) 2.5" SFF Bay + (3) 3.5" LFF Bays, 16GB RAM, 1TB HDD, Windows 10 Pro, 256GBSSD, (2) 1GbE, NVIDIA GTX1060, Single PS, Genetec Security Center pre-installed. License sold seperately.	1	\$ 3,322.15	\$ 3,322.15
SAMDC49-H-DC	Samsung H Series 49" Edge-Lit LED Display for Business Commercial Use	4	\$ 900.00	\$ 3,600.00
VESAMOUNTART	VESA Wall Mount display for Samsung monitors	4	\$ 200.00	\$ 800.00
CHIEF	Chief or equiv cable management enclosure for cables and power	1	\$ 250.00	\$ 250.00
HDMI	HDMI cable 6ft	4	\$ 35.00	\$ 140.00
CAT6e	CAT6e patch cable to network wall jack (will need access to server switch)	1	\$ 3.50	\$ 3.50
		0	\$ -	\$ -
** Network jack must be present with conenction to security network or main network				\$ 8,115.65
Labor				
STRCT	Security Technician for video wall setup and installation	4	\$ 125.00	\$ 500.00
FGHTSHP	Shipping - Freight deliveries	1	\$ 140.00	\$ 140.00
				\$ 640.00
TOTAL:				\$ 8,755.65



Estimate #18266: Summary

Location	Total
01 - Medallion	\$ 31,093.20
02 - Casey	\$ 23,208.13
03 - Connell	\$18,415.58
04 - Linden	\$ 19,509.43
Medallion Video Wall (optional)	\$ 8,755.65
Grand Total:	\$ 100,981.99

Limited Warranty on Sale

In the event that any part of the security system becomes defective, or in the event that any repairs are required, PLUGOUT agrees to make all repairs and replacement of parts without costs to the Client for a period of ninety (90) days from the date of installation. PLUGOUT reserves the option to either replace or repair the alarm equipment and reserves the right to substitute materials of equal quality at time of replacement or to use reconditioned parts in fulfillment of this warranty. This warranty does not include batteries, electrical surges, lightning damage, software upgrades and repairs, communication devices that are no longer supported by communication pathways, obsolete components, and components exceeding manufacturer's useful life. PLUGOUT is not the manufacturer of the equipment and other than PLUGOUT's limited warranty Client agrees to look exclusively to the manufacturer of the equipment for repairs under its warranty coverage if any. Except as set forth in this agreement, PLUGOUT makes no express warranties as to any matter whatsoever, including, without limitation, the condition of the equipment, its merchantability, or its fitness for any particular purpose. PLUGOUT does not represent nor warrant that the security system may not be compromised or circumvented, or that the system will prevent any loss by burglary, hold-up, or otherwise; or that the system will in all cases provide the protection for which it is installed. PLUGOUT expressly disclaims any implied warranties, including implied warranties of merchantability or fitness for a particular purpose. The warranty does not cover any damage to material or equipment caused by accident, misuse, attempted or unauthorized repair service, modification, or improper installation by anyone other than PLUGOUT. PLUGOUT shall not be liable for consequential damages. Client acknowledges that any affirmation of fact or promise made by PLUGOUT shall not be deemed to create an express warranty unless included in this agreement in writing; that Client is not relying on PLUGOUT's skill or judgment in selecting or furnishing a system suitable for any particular purpose and that there are no warranties which extend beyond those on the face of this agreement, and that PLUGOUT has offered additional and more sophisticated equipment for an additional charge which Client has declined. Client's exclusive remedy for PLUGOUT's breach of this agreement or negligence to any degree under this agreement is to require PLUGOUT to repair or replace, at PLUGOUT's option, any equipment which is non-operational. This Limited Warranty is independent of and in addition to service contracted under paragraph 4(b)(ii) of this agreement. This Limited Warranty gives you specific legal rights and you may also have other rights which vary from state to state. If required by law, PLUGOUT will procure all permits required by local law and will provide certificate of workman's compensation prior to starting work.

Terms & Conditions

DELAY IN DELIVERY / INSTALLATION / RISK OF LOSS OF MATERIAL: PLUGOUT shall not be liable for any damage or loss sustained by Client as a result of delay in delivery and/or installation of equipment, equipment failure, or for interruption of service due to electric failure, strikes, walk-outs, war, acts of God, or other causes, including PLUGOUT's negligence or failure to perform any obligation. The estimated date work is to be substantially completed is not a definite completion date and time is not of the essence. In the event the work is delayed through no fault of PLUGOUT, PLUGOUT shall have such additional time for performance as may be reasonably necessary under the circumstances. Client agrees to pay PLUGOUT the sum of \$1,000 per day for each business day the work is re-scheduled or delayed by Client or others engaged by Client through no fault of PLUGOUT on less than 24 hour notice to PLUGOUT. If installation is delayed for more than one year from date hereof by Client or other contractors engaged by Client and through no fault of PLUGOUT, Client agrees to pay an additional 5% of the contract Purchase Price upon installation. Client assumes all risk of loss of material once delivered to the job site. Should PLUGOUT be required by existing or hereafter enacted law to perform any service or furnish any material not specifically covered by the terms of this agreement Client agrees to pay PLUGOUT for such service or material.

TESTING OF SECURITY SYSTEM: Security System, once installed, is in the exclusive possession and control of the Client, and it is Client's sole responsibility to test the operation of the Security System and to notify PLUGOUT if it is in need of repair.

CARE AND SERVICE OF SECURITY SYSTEM: Client agrees not to tamper with, remove or otherwise interfere with the Security System which shall remain in the same location as installed. All repairs, replacement or alteration of the security system made by reason of alteration to Client's premises, or caused by unauthorized intrusion, lightning or electrical surge, or caused by any means other than normal usage, wear and tear, shall be made at the cost of the Client. Batteries, electrical surges, lightning damage, software upgrades and repairs, communication devices that are no longer supported by communication pathways, obsolete components and components exceeding manufacturer's useful life, are not included in warranty or service under paragraph 4(b) (ii) and will be repaired or replaced at Client's expense. No apparatus or device shall be attached to or connect with the security system as originally installed without PLUGOUT's written consent.

ALTERATION OF PREMISES FOR INSTALLATION: PLUGOUT is authorized to make preparations such as drilling holes, driving nails, making attachments or doing any other thing necessary in PLUGOUT's sole discretion for the installation and service of the security system, and PLUGOUT shall not be responsible for any condition created thereby as a result of such installation, service, or removal of the security system, and Client represents that the owner of the premises, if other than Client, authorizes the installation of the security system under the terms of this agreement.

CLIENT'S DUTY TO SUPPLY ELECTRIC AND TELEPHONE SERVICE: Client agrees to furnish, at Client's expense, all 110 Volt AC power, electrical outlet, ARC Type circuit breaker and dedicated receptacle, Internet connection, high-speed broadband cable or DSL and IP Address, telephone hook-ups, RJ31x Block or equivalent, as deemed necessary by PLUGOUT.

LIEN LAW: PLUGOUT or any subcontractor engaged by PLUGOUT to perform the work or furnish material who is not paid may have a claim against purchaser or the owner of the premises if other than the purchaser which may be enforced against the property in accordance with the applicable lien laws.

INDEMNITY / WAIVER OF SUBROGATION RIGHTS / ASSIGNMENTS: Client agrees to indemnify and hold harmless PLUGOUT, its employees, agents and subcontractors, from and against all claims, lawsuits, including those brought by third-parties or by Client, including reasonable attorneys' fees and losses, asserted against and alleged to be caused by PLUGOUT's performance, negligence or failure to perform any obligation under this agreement. Parties agree that there are no third-party beneficiaries of this agreement. Client on its behalf and any insurance carrier waives any right of subrogation Client's insurance carrier may otherwise have against PLUGOUT or PLUGOUT's subcontractors arising out of this agreement or the relation of the parties hereto. Client shall not be permitted to assign this agreement without written consent of PLUGOUT. PLUGOUT shall have the right to assign this agreement and shall be relieved of any obligations herein upon such assignment.

EXCULPATORY CLAUSE: PLUGOUT and Client agree that PLUGOUT is not an insurer and no insurance coverage is offered herein. The fire alarm, security system, equipment, and PLUGOUT's services are designed to detect and reduce certain risks of loss, though PLUGOUT does not guarantee that no loss or damage will occur. PLUGOUT is not assuming liability, and, therefore, shall not be liable to Client or any other third party for any loss, economic or non-economic, in contract or tort, data corruption or inability to retrieve data, personal injury or property damage sustained by Client as a result of equipment failure, human error, burglary, theft, hold-up, fire, smoke, water or any other cause whatsoever, regardless of whether or not such loss or damage was caused by or contributed to by PLUGOUT's negligent performance to any degree in furtherance of this agreement, any extra contractual or legal duty, strict products liability, or negligent failure to perform any obligation pursuant to this agreement or any other legal duty. In the event of any loss or injury to any person or property, Client agrees to look exclusively to Client's insurer to recover damages. Client releases PLUGOUT from any claims for contribution, indemnity or subrogation.

INSURANCE / ALLOCATION OF RISK: Client shall maintain a policy of public liability, casualty, fire, theft, and property damage under which Client is named as insured and PLUGOUT is named as additional insured and which shall cover any loss or damage PLUGOUT's services are intended to detect to one hundred percent of the insurable value or potential risk. The parties intend that the Client assume all potential risk and damage that may arise by reason of failure of the equipment, system or PLUGOUT's services. PLUGOUT shall not be responsible for any portion of any loss or damage which is recovered or recoverable by Client from insurance covering such loss or damage or for such loss or damage against which Client is indemnified or insured. Client and all those claiming rights under Client waive all rights against PLUGOUT and its subcontractors for loss or damages caused by perils intended to be detected by PLUGOUT's services or covered by insurance to be obtained by Client, except such rights as Client or others may have to the proceeds of insurance.

LIMITATION OF LIABILITY: Client agrees that should there arise any liability on the part of PLUGOUT as a result of PLUGOUT's negligent performance to any degree or negligent failure to perform any of PLUGOUT's obligations pursuant to this agreement or any other legal duty, equipment failure, human error, or strict products liability, that PLUGOUT's liability shall be limited to the sum of \$250.00 or 6 times the aggregate of monthly payments for services being provided at time of loss, whether economic or non-economic, in contract or tort, whichever is greater. If Client wishes to increase PLUGOUT's amount of limitation of liability, Client may, as a matter of right, at any time, by entering into a supplemental agreement, obtain a higher limit by paying an annual payment consonant with PLUGOUT's increased liability. This shall not be construed as insurance coverage.

LEGAL ACTION: The parties agree that due to the nature of the services to be provided by PLUGOUT, the payments to be made by the Client for the term of the services part of this agreement form an integral part of PLUGOUT's anticipated profits; that in the event of Client's default it would be difficult if not impossible to fix PLUGOUT's actual damages. Therefore, in the event Client defaults in any payment or charges to be paid to PLUGOUT, Client shall be immediately liable for any unpaid installation and invoiced charges plus 80% of the balance of all payments for the entire term of this agreement as liquidated damages and PLUGOUT shall be permitted to terminate all its services, including but not limited to terminating monitoring service, under this agreement and to remotely re-program or delete any programming without relieving Client of any obligation herein.

If PLUGOUT prevails in any litigation or arbitration between the parties, Client shall pay PLUGOUT's legal fees. In any action commenced by PLUGOUT against Client, Client shall not be permitted to interpose any counterclaim. The parties agree that they may bring claims against the other only in their individual capacity and not as a class action plaintiff or class action member in any purported class or representative proceeding. Subject to Client's right to bring any claim against PLUGOUT for up to \$1,000 in small claims court having jurisdiction, any dispute between the parties or arising out of this agreement, including issues of arbitrability, shall, at the option of any party, be determined by arbitration before a single arbitrator administered by Arbitration Services Inc., under its Arbitration Rules at www.ArbitrationServicesInc.com, except that no punitive damages may be awarded. The arbitrator is authorized to conduct proceedings by telephone, video or by submission of papers. Service of process or papers in any legal proceeding or arbitration between the parties may be made by First-Class Mail delivered by the U.S. Postal Service addressed to the party's address in this agreement or another address provided by the party in writing to the party making service. Client submits to the jurisdiction and laws of New York and agrees that any litigation or arbitration between the parties must be commenced and maintained in the county where PLUGOUT's principal place of business is located. The parties waive trial by jury in any action between them unless prohibited by law. Any action by Client against PLUGOUT must be commenced within one year of the accrual of the cause of action

or shall be barred. All actions or proceedings against PLUGOUT must be based on the provisions of this agreement. Any other action that Client may have or bring against PLUGOUT in respect to other services rendered in connection with this agreement shall be deemed to have merged in and be restricted to the terms and conditions of this agreement, and this consent to arbitrate shall survive the termination of this agreement.

PLUGOUT'S RIGHT TO SUBCONTRACT SPECIAL SERVICES: Client agrees that PLUGOUT is authorized and permitted to subcontract any services to be provided by PLUGOUT to third parties who may be independent of PLUGOUT, and that PLUGOUT shall not be liable for any loss or damage sustained by Client by reason of fire, theft, burglary or any other cause whatsoever caused by the negligence of third parties. Client appoints PLUGOUT to act as Client's agent with respect to such third parties, except that PLUGOUT shall not obligate Client to make any payments to such third parties. Client acknowledges that this agreement, and particularly those paragraphs relating to PLUGOUT's disclaimer of warranties, exemption from liability, even for its negligence, limitation of liability and indemnification, inure to the benefit of and are applicable to any assignees, subcontractors, manufacturers, vendors and central station of PLUGOUT.

MOLD, OBSTACLES AND HAZARDOUS CONDITIONS: Client shall notify PLUGOUT in writing of any undisclosed, concealed or hidden conditions in any area where installation is planned, and Client shall be responsible for removal of such conditions. In the event PLUGOUT discovers the presence of suspected asbestos or other hazardous material, PLUGOUT shall stop all work immediately and notify Client. It shall be Client's sole obligation to remove such conditions from the premises, and if the work is delayed due to the discovery of suspected asbestos or other hazardous material or conditions then an extension of time to perform the work shall be allowed and Client agrees to compensate PLUGOUT for any additional expenses caused by the delay but not less than \$1000.00 per day until work can resume. If PLUGOUT, in its sole discretion, determines that continuing the work poses a risk to PLUGOUT or its employees or agents, PLUGOUT may elect to terminate this agreement on 3 day notice to Client and Client shall compensate PLUGOUT for all services rendered and material provided to date of termination. PLUGOUT shall be entitled to remove all its equipment and uninstalled equipment and material from the job site. Under no circumstances shall PLUGOUT be liable to Client for any damage caused by mold or hazardous conditions or remediation thereof.

NON-SOLICITATION: Client agrees that it will not solicit for employment for itself, or any other entity, or employ, in any capacity, any employee of PLUGOUT assigned by PLUGOUT to perform any service for or on behalf of Client for a period of two years after PLUGOUT has completed providing service to Client. In the event of Client's violation of this provision, in addition to injunctive relief, PLUGOUT shall recover from Client an amount equal to such employee's salary based on the average three months preceding employee's termination of employment with PLUGOUT, times twelve, together with PLUGOUT's counsel and expert witness fees.

SECURITY INTEREST / COLLATERAL: To secure Client's obligations under this agreement Client grants PLUGOUT a security interest in the security equipment installed by PLUGOUT and PLUGOUT is authorized to file a financing statement.

CREDIT INVESTIGATION: Client and any guarantor authorize PLUGOUT to conduct credit investigations from time to time to determine Client's and guarantor's credit worthiness.

FULL AGREEMENT / SEVERABILITY: This agreement along with the Schedule of Equipment and Services constitutes the full understanding of the parties and may not be amended, modified or canceled, except in writing signed by both parties, except PLUGOUT's requirements regarding items of protection provided for in this agreement imposed by Authority Having Jurisdiction. Client acknowledges and represents that Client has not relied on any representation, assertion, guarantee, warranty, collateral agreement or other assurance, except those set forth in this Agreement. Client hereby waives all rights and remedies, at law or in equity, arising, or which may arise, as the result of Client's reliance on such representation, assertion, guarantee, warranty, collateral agreement or other assurance. To the extent this agreement is inconsistent with any other document or agreement, whether executed prior to, concurrently with or subsequent to this agreement the terms of this agreement shall govern. This agreement shall run concurrently with and shall not terminate or supersede any existing agreement between the parties unless specified herein. Should any provision of this agreement be deemed void, the remaining parts shall be enforceable.

Billing & Payment

A fifty percent (50%) deposit is required with your approval to proceed. The remaining (50%) balance is payable on completion of the installation. All monthly payments are only accepted via ACH (automatic clearing house).

About Plugout

Plugout LLC is a privately-held company based in Englewood NJ, with affiliated offices in New York and Montreal. In 2004, Plugout began to provide video security solution and technical support to businesses and institutions via the sales and implementation of Best of Breed technology solutions.

We have over 14 years of experience in IT, video surveillance systems, Intrusion detection alarm systems and enterprise level electronic access control systems. We've completed installations in such diverse industries as education, corporate, housing, retail, hospitality, municipality and banking. We have staff that have been in the industry for over 25 years and collectively have worked on hundreds of buildings all over the tri-state area. We have strategic partnerships with several Enterprise Level manufacturers of security solutions

Strategic Partnerships

Plugout has been certified as a Microsoft Business Solutions Partner. As such, we are positioned to provide outstanding and quality service to our customers.

**Business Partner**

SOFTWARE HOUSE

**Panasonic**
Security Systems**AXIS**
COMMUNICATIONS

This proposal is good for 30 days from the date of issue.

ACCEPTANCE OF PROPOSAL

1. AGREED TO PRICING

Please see Pricing Summary Spreadsheet for detailed breakdown.

2. STATEMENT OF UNDERSTANDING - It is understood that endorsing this document

Executes a formal Agreement between Plugout and click or tap here to enter text.

- Authorizes Plugout to proceed with the services within this document;
- Releases Plugout to procure material and schedule personnel required to start the Click or tap here to enter text. Security Project.

3. JOB INITIALIZATION DATA

Please provide the following information for Plugout to initialize project.

Client Purchase Order # for this project _____

Client Requested Project Completion Date _____

Client Project Manager Cell Phone _____

Client Project Manager Email _____

4. BILLING INFORMATION

Company Name _____

Attention (Department or Person) _____

Client Billing Address _____

City, State and Zip _____

Billing Contact Phone Number _____

Billing Contact Email Address _____

5. APPROVAL & ACCEPTANCE

Client Authorized Signature

Plugout Executor Signature

Print Name

John C. Aksoy

Print Name

Date

Date



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 21, 2019

To the Honorable Council
 Of the City of Scranton
 Municipal Building
 Scranton, PA 18503

RECEIVED

OCT 21 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED) FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS) MONROE COUNTY IN THE AMOUNT OF \$50,892.00 TO PURCHASE AND INSTALL SECURITY CAMERAS AT FOUR (4) DOWNTOWN PARKING GARAGES: MEDALLION PARKING GARAGE LOCATED ON ADAMS AVENUE, THE CASEY PARKING GARAGE LOCATED ON ADAMS AVENUE, THE CONNELL PARKING GARAGE LOCATED ON NORTH WASHINGTON AVENUE, AND THE LINDEN STREET PARKING GARAGE; AND AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ACCEPT THE GRANT, IF SUCCESSFUL, AND DISBURSE THE GRANT FUNDS FOR THE PURCHASE AND INSTALLATION OF SECURITY CAMERAS AT FOUR (4) DOWNTOWN PARKING GARAGES.

Respectfully,

Jessica Eskra (s)
 Jessica L. Eskra, Esquire
 City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT APPLICATION BY THE CITY OF SCRANTON TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT ("DCED") FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS-MONROE COUNTY) IN THE AMOUNT OF \$75,000.00 FOR THE PURCHASE AND INSTALLATION OF A NEW LINER (MEMBRANE) FOR THE POOL AT THE NAY AUG PARK SWIM COMPLEX.

WHEREAS, the City of Scranton is desirous of obtaining funds from the Pennsylvania Department of Community and Economic Development ("DCED") for a Local Share Account Grant (Gaming Funds) Monroe County in the amount of \$75,000.00 for the purchase and installation of a new liner (membrane) for the pool at the Nay Aug Park Swim Complex. A copy of the grant application ("Grant Application") and supplemental items are attached hereto as Exhibit "A" and incorporated herein as if set forth at length; and

WHEREAS, the City of Scranton is requesting funding to support a restoration project at the Nay Aug Pool Complex which is made up of 2 Olympic size pools, a water slide, concession stands and locker room. The larger 50 year old pool has structural instabilities that have caused the pool to be closed permanently. The needs of the smaller pool with the water slides are manageable but if not addressed will force this pool to be closed as well indefinitely. This pool requires the existing membrane to be replaced with a new liner; and

WHEREAS, the City of Scranton is partnering with the Scranton Municipal Recreation Authority to provide funding in the amount of \$25,000 each to support the total cost of the project. Both the City and the Recreation Authority are dedicated to keep Nay Aug a staple of our community and to keep the swimming complex accessible to the public. The goals for the swimming complex are: replace the liner to keep the smaller pool and water slides open, fill the larger pool, and create a Splash Pad. This grant funding will help accomplish the first goal, to keep the pool and water slides open.

WHEREAS, this project is consistent with all existing regional, county or local comprehensive plan. The community impact will be the continued access to affordable recreational activities: For many, the Nay Aug Pool Complex is the only available access to a swimming pool. The Nay Aug Park Swimming Complex provides a place where the community can come together and promotes social diversity and inclusiveness as well as health benefits.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate city officials are hereby authorized to apply for and execute a Grant Application, and if successful, a Grant Agreement, and any and all related documentation which may be necessary to complete the grant application including but not limited to the Grant Application.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid, or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, Known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

Maggie Perry
Grant Manager
570-558-8335
mamclane@scrantonpa.gov

October 3, 2019

Atty. Jessica Eskra
City of Scranton
340 North Washington Avenue
Scranton, Pa 18503

Re: Local Share Account Fund (Gaming Funds) Monroe County

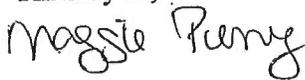
Atty. Eskra,

I am requesting that you send legislation to City Council for a resolution for the City of Scranton to apply for and execute the Pennsylvania Gaming Local Share Account funding through the Pennsylvania Department of Community and Economic Development. The purpose of this funding is to install purchase and install a new liner (membrane) for the pool at the Nay Aug Park swim complex. The City is requesting \$75,000 in grant funding for this project.

Attached is a copy of the grant application and supplemental items.

If you have any questions or concerns please feel free to contact me at 558-8335.

Thank you,



Maggie Perry
Grant Manager

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Applicant Information

Applicant Entity Type:	Government
Applicant Name:	City of Scranton
NAICS Code	9211
FEIN/SSN Number	XXXXXXXX
DUNS Number:	
CEO:	Wayne Evans
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Company Information

Company Entity Type:	Government
Company Name:	City of Scranton
NAICS Code	9211
FEIN:	XXXXXXXXXX
DUNS Number:	
CEO:	Wayne Evans
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

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Business Specifics

Current # of Full-time Employees:	
(In PA):	450
(World Wide):	0
Minority Owned:	N/A
	Select
Woman Owned:	N/A
Total Sales \$:	0
Total Export Sales \$:	0
R&D Investment:	0 (% of Budget)
Employee Training Investment:	0 (% of Budget)

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer
<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Business Financial Services
<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related
<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing
<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input checked="" type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining	<input type="checkbox"/> Other
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider
<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

Government,

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Overview

Project Name:

Nay Aug Pool Complex

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?

No

If yes, indicate who:

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Site Locations

Address:	Arthur Avenue and Olive Street
City:	Scranton
State:	PA
Zip Code:	18510
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112)
PA Senate:	John P. Blake (22)
Designated Areas:	Act 47 Distressed Community

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Project Budget

	Local Share Account Fund (Gaming Funds) Monroe County	City of Scranton Local	Scranton Municipal Recreational Authority Local	Total
Miscellaneous	\$75,000.00	\$25,000.00	\$25,000.00	
Liner (membrane) Replacement	\$75,000.00	\$25,000.00	\$25,000.00	\$125,000.00
Total	\$75,000.00	\$25,000.00	\$25,000.00	
			Budget Total:	\$125,000.00

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Contractor Estimates

Budget Narrative

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

The cost is based on correspondence regarding estimates between the Scranton Municipal Authority and three different vendors- Neuman Pools, Inc., Membrane Concepts and Coronados Pool Plaster, Inc.

Single Application for Assistance

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Applicant: City of Scranton

Company: City of Scranton

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Project Narrative

What do you plan to accomplish with this project?

Identify the problem(s) that need to be resolved.

The City of Scranton is requesting funding to support a restoration project at the Nay Aug Park pool complex which is made up of 2 Olympic size swimming pools, a water slide, concession stands and locker room. The larger 50-year-old pool has structural instabilities, such as cracks in the foundation that are causing massive leakage, that have caused the pool to be close permanently. The needs of the smaller pool with the water slides are manageable but if not addressed will force this pool to be closed as well indefinitely. This pool requires the existing membrane to be replaced with a new liner. The current membrane is wrinkling and lifting at different spots throughout the pool making it a safety hazard and unusable.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

The City of Scranton is partnering with the Scranton Municipal Recreation Authority and will utilize grant funding to purchase a new liner for the pool; both the City and the Rec Authority are dedicated to keep Nay Aug a staple of our community and to keep the swimming complex accessible to the public. The goals for the swimming complex are:

1. Replace the liner to keep the smaller pool and water slides open
2. Fill in the larger pool and create a Splash Pad

This grant funding will help accomplish the first goal, to keep the pool and water slides open.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

Funding will be used to:

- drain pool and remove hydrostatic plugs to protect pool from shifting
- install 32 crosses of 12ft wide on the deep end and on the shallow end of 2x2 tile
- install 8 racing lanes
- install 81ft of 2x2 tile
- remove 487 lft of sealant

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

The Scranton Municipal Recreational Authority will remove the entire damaged liner from the pool in April 2020

The installation of the new membrane will be completed June 15, 2020 in order for the pool complex to be open for the 2020 season.

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

In addition to the Single Application, the Applicant shall submit the following list of items. All items marked with a red diamond are required to be uploaded to the application. The items that are not required should be uploaded if they are applicable to the project.

1. Provide a description of the project which discusses all of the following: (a) a detailed project description to include specific project activities and expected results; (b) the specific location of the project site; (c) whether the proposed project is consistent with an existing regional, county, or local comprehensive plan; (d) whether the proposed project has been identified as a priority investment in a local or regional economic development plan or strategy; (e) the anticipated employment, investment, and/or community impact of the project; (f) if a difference exists, the historical and proposed use of the project site; and (g) if applicable, the experience of the developer to include a discussion of previously completed projects.

Uploaded Documents1. Project Description.docx [View](#)

2. A projected schedule and detailed timeline for the project;

Uploaded Documents2. Timeline.docx [View](#)

3. A budget accompanied by a description of the basis of costs for the project and sources of funding;

Uploaded Documents3. Budget.docx [View](#)

4. Copies of signed bids/quotations, contractor estimates, sales agreements, or engineer estimates verifying project costs. Bids should be current and dated;

Uploaded Documents4. Bids-Cost Estimates.pdf [View](#)

5. Evidence of conformity of the project with local and regional comprehensive plans and zoning (in the form of a letter from the applicable planning/zoning office), if applicable;

Uploaded Documents

Single Application for Assistance

Web Application Id: 8345585

Single Application Id: 201909309168

Applicant: City of Scranton

Company: City of Scranton

Program Selected: Local Share Account Fund (Gaming Funds) Monroe County

Program Addenda

6. A letter of support for the project from the affected community;

Uploaded Documents

6. LSA Nay Aug support 2019.pdf [View](#)

7. Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount;

Uploaded Documents

7. Resolution.docx [View](#)

8. Copies of funding commitment letters from all other project funding sources, if applicable; and

Uploaded Documents

8. scan_dbulzoni_2019-09-23-12-42-01.pdf [View](#)

9. Copy of the Applicant's and/or project user's latest financials.

Once submitted, please print one (1) copy of the completed application, to include all required and additional applicable supplemental information, and send via US Mail. Please reference the Application ID number on all mailed documents.

Uploaded Documents

2017 Audit Report.pdf [View](#)



**Pennsylvania Department of Community and Economic
Development**
Single Application for Assistance

Single Application #: 201909309168

This page must accompany all required supplemental information **Mail to:**

**Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225**

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201909309168 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Maggie Perry

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.

BUSINESS ADMINISTRATION

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON

September 23, 2019

Ms. Mandy Book
Center for Community Enhancement
Commonwealth Keystone Building
400 North Fourth Street 4th Floor
Harrisburg, PA 17120-0225

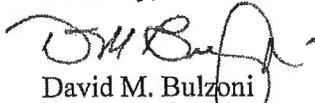
Re: Local Services Account Funding – Nay Aug Park Pool Complex Improvements

Dear Ms. Book:

Please accept this letter as a statement of support for the requested improvements to the nay Aug pool Complex. The project is multijurisdictional with cooperative funding from the City of Scranton and Scranton Municipal Recreation Authority. The pool complex is a significant recreational destination not only for residents of Scranton but also those who in surrounding communities. The City of Scranton and the Recreation Authority will provide individual funding components in the amount of \$25,000 to support the total cost of the project and the requisite matching amount to secure the grant funding.

Thank you for your assistance. Please contact me with any questions.

Sincerely,


David M. Bulzoni
City of Scranton
Business Administrator

Local Share Account Fund Monroe County
City of Scranton
Web Application #: 8345585

Project Description

The City of Scranton is requesting funding to support a restoration project at the Nay Aug Park pool complex. Established in 1893, Nay Aug Park has always been a major attraction for not only Scranton residents but also visitors to the area. City forefathers determined the need for a place of enjoyment and recreation within the city limits; Scranton's 9th Mayor W.L. Connell approved the purchase of two acres of land in Scranton's Hill Section around the Roaring Brook falls and gorge. Since its foundation, Nay Aug has doubled in size, over time the park included a zoo and amusement park. Today the park remains a recreational staple in the City of Scranton. Located within the park are walking trails, picnic areas, 2 playgrounds, the David Wenzel Treehouse which overlooks the gorge, the Everhart Museum and a swimming complex which includes 2 Olympic sized swimming pools with water slides.

Every year thousands of visitors utilize all Nay Aug Park has to offer, the most popular feature is definitely the swimming complex. Access to the swimming complex costs \$5 a day, however every Monday during the Summer there is no charge to swim; in just 3 "no pay" Mondays over 3,000 people utilized the swimming complex. Although not located in a designated low to moderate income area, many of the swimming complex patrons are from low to moderate income areas. At the end of each school year SMRA gives the Scranton School District hundreds of vouchers for the swimming process to be given to the children with the greatest economic need to ensure they will have access to the pool complex throughout the summer despite economic hardship. For many families, Nay Aug Park provides the only access to a pool available to them.

Local Share Account Fund Monroe County

City of Scranton

Web Application #: 8345585

The larger 50-year-old pool has structural instabilities, such as cracks in the foundation that are causing massive leakage, that have caused the pool to be close permanently. The needs of the smaller pool with the water slides are manageable but if not addressed will force this pool to be closed as well indefinitely. This pool requires the existing membrane to be replaced with a new liner. The current membrane is wrinkling and lifting at different spots throughout the pool making it a safety hazard.

The City of Scranton is partnering with the Scranton Municipal Recreation Authority and will utilize grant funding to purchase a new liner for the pool; both the City and the Rec Authority are dedicated to keep Nay Aug a staple of our community and to keep the swimming complex accessible to the public. The goals for the swimming complex are:

1. Replace the liner to keep the smaller pool and water slides open
2. Fill in the larger pool and create a Splash Pad

This project is consistent with consistent with all existing regional, county or local comprehensive plan. The community impact will be the continued access to affordable recreational activities; for many the Nay Aug Pool Complex is the only available access to a swimming pool. The Nay Aug Park Swimming Complex provides a place where the community can come together, promotes social diversity and inclusiveness while promoting health benefits.

Local Share Account Fund Monroe County
City of Scranton
Web Application #: 8345585

Budget:

The cost of the project is based on correspondence between the Scranton Municipal Recreational Authority and 3 different vendors- Membrane Concepts, Neuman Pools, Inc. and Coronados Pool Plaster, Inc. The cost is estimated to cost between \$125,000- \$150,000.



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 21, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 21 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE A GRANT APPLICATION BY THE CITY OF SCRANTON TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT ("DCED") FOR A LOCAL SHARE ACCOUNT GRANT (GAMING FUNDS-MONROE COUNTY) IN THE AMOUNT OF \$75,000.00 FOR THE PURCHASE AND INSTALLATION OF A NEW LINER (MEMBRANE) FOR THE POOL AT THE NAY AUG PARK SWIM COMPLEX.

Respectfully,

Jessica Eskra
Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

APPOINTMENT OF CAROL ANN MIGLIORINO, 1114 MARION STREET, SCRANTON, PENNSYLVANIA, 18509 AS A MEMBER OF THE BOARD OF ETHICS FOR A ONE (1) YEAR TERM, AND HER EFFECTIVE DATE WILL BE AUGUST 29, 2019. HER TERM WILL EXPIRE ON AUGUST 31, 2020.

WHEREAS, the City adopted a revised Code of Ethics by File of the Council No. 51, 2019, establishing the composition of the Board of Ethics; and

WHEREAS, the Board of Ethics is to be composed of two (2) members appointed by the Mayor, two (2) members appointed by City Council, and one (1) member appointed by the City Controller; and

WHEREAS, the terms of the initial members shall be staggered, with one member serving a term of one year, two members serving for two years, and two members serving for three years, with the initial Board's staggered terms determined by lottery; and

WHEREAS, such lottery was conducted in the presence of the City Solicitor, City Clerk, and Deputy Controller; and

WHEREAS, Carol Ann Migliorino was selected as a result of the lottery to serve a one (1) year term; and

WHEREAS, since the Board was formed on August 29, 2019, her effective date shall be August 29, 2019 to ensure that the staggered terms do not conflict.

WHEREAS, the City Controller desires to appoint Carol Ann Migliorino as a member of the Board of Ethics for a one (1) year term. Ms. Migliorino's term will expire on August 31, 2020; and

WHEREAS, Carol Ann Migliorino has the requisite, experience, education and training necessary to act as a member of the Board of Ethics.

NOW, THEREFORE, BE IT RESOLVED that Carol Ann Migliorino, 1114 Marion Street, Scranton, PA 18509 is hereby appointed as a member of the Board of Ethics for a one (1) year term effective August 29, 2019. Her term will expire on August 31, 2020.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the

promotion of the purposes and intend of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

City of Scranton
Pennsylvania

Roseann Novembrino
City Controller
Municipal Building
Scranton, Pennsylvania 18503
(570) 348-4125



Office of the City Controller
and Bureau of Investigations

October 9, 2019

City Council
Municipal Building
340 N. Washington Avenue
Scranton Pa, 18503

Dear Honorable Council:

I am submitting the name of Carol Migliorino 1114 Marion St. 18509, for the City of Scranton Board of Ethics

Respectfully,

Roseann Novembrino
City Controller



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 18, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 21 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING APPOINTMENT OF CAROL ANN MIGLIORINO, 1114 MARION STREET, SCRANTON, PENNSYLVANIA, 18509 AS A MEMBER OF THE BOARD OF ETHICS FOR A ONE (1) YEAR TERM, AND HER EFFECTIVE DATE WILL BE AUGUST 29, 2019. HER TERM WILL EXPIRE ON AUGUST 31, 2020.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,



Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF SCRANTON TO SIGN AND SUBMIT THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION ("PENNDOT") APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR TRAFFIC SIGNAL PERMIT NO. 40166 NORTH MAIN AVENUE AT SCHIFF'S DRIVEWAY AND JOHNSON COLLEGE DRIVEWAY UNDER PROPOSED PROJECT ECMS/MPMS # 105713; THIS INTERSECTION, WITHIN THE PROJECT LIMITS, WILL RECEIVE TRAFFIC SIGNAL UPGRADES/MODIFICATIONS AND NEW DURABLE PAVEMENT MARKING. THE OVERALL PROJECT INCLUDES VARIOUS ROADWAY IMPROVEMENTS TO K-0107 (MAIN AVENUE/MAIN STREET-COUNTY ROAD).

WHEREAS, it is necessary for the Director of the Department of Public Works to sign and submit the traffic signal application on behalf of the City of Scranton. A copy of the application is attached hereto as Exhibit "A" and incorporated herein by reference thereto.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Director of the Department of Public Works is authorized to sign and submit the traffic signal application on behalf of the City of Scranton for Traffic Signal Permit No. 40166 North Main Avenue at Schiff's Driveway and Johnson College Driveway under proposed project ECMS/MPMS # 105713. This intersection, within the project limits, will receive traffic signal upgrades/modifications and new durable pavement marking. The overall project includes various roadway improvements to K-0107 (Main Avenue/Main Street-County Road).

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.


BUREAU OF ENGINEERING

101 WEST POPLAR STREET • SCRANTON, PENNSYLVANIA 18508 • PHONE: 570-348-4180 • FAX: 570-348-0197

MEMORANDUM

TO: Jessica Eskra, Esquire, City Solicitor

FROM:  John J. Pocius, P.E., P.L.S., City Engineer
LaBella Associates

DATE: October 14, 2019

RE: *Application for Traffic Signal Approval*
Traffic Signal Permit No. 40166
North Main Avenue at Schiff's Driveway and Johnson College Driveway

Enclosed is one copy (1) of TE-160 (6-12) Application for Traffic Signal Approval. Under proposed project (ECMS/MPMS # 105713), this intersection within the project limits will receive traffic signal upgrades/modifications and new durable pavement marking. The overall project includes various roadway improvements to K-0107 (Main Avenue/Main Street-County Road). There will be no cost to the City for these improvements.

We recommend that a Resolution be prepared and forwarded to City Council indicating that *"The Director of the Department of Public Works of the City of Scranton is authorized and directed to submit the attached Application for Traffic Signal Approval to the Pennsylvania Department of Transportation and to sign this Application on behalf of the City of Scranton"*.

The Application cannot be signed and dated and witnessed until after the Resolution is passed by City Council and approved by the Mayor. If there are any questions on this matter, please do not hesitate to contact me at (570)904-6189.

JJP/lmz

Z-11-04-30 ESKRA memo-Permit No40167-10-14-19

Enclosures

- c Dennis Gallagher, Director, Department of Public Works
- Donald J. King, AICP, City Planner
- Lori Reed, City Clerk
- David Bulzoni, City Business Administrator
- Christine Frey, P.E., GPI
- QA/QC C. File

Application for Traffic Signal Approval

Please Type or Print all information in Blue or Black Ink



County :Lackawanna
Engineering District :4-0
Department Tracking # :
Initial Submission Date :

A - Applicant's (Municipal) Contact Information

Municipal Contact's Name : Dennis Gallagher Title : Director of Department of Public Works
Municipal Name :City of Scranton
Municipal Address : 340 North Washington Avenue, Scranton, PA 18503
Municipal Phone Number : (570) 348-4180 Alternative Phone Number : (570) 357-4988
E-mail Address : dgallagher @ scrantonpa.gov
Municipal Hours of Operation : 6:00 a.m. to 2:00 p.m.

B - Application Description

Location (*intersection*) : North Main Avenue (K-0107) at Schiff's Driveway and Johnson College Driveway

Traffic Control Device is : NEW Traffic Signal EXISTING Traffic Signal (Permit Number) : 40166

Type of Device (*select one*) Traffic Control Signal (MUTCD Section 4D, 4E, 4G) Flashing Beacon (MUTCD Section 4L) School Warning System (MUTCD Section 7B)
 Other :

Is Traffic Signal part of a system? : YES NO System Number (*if applicable*) :
If YES, provide locations of all signalized intersections in system.

North Main Avenue at I-81 Southbound Ramps Q and R (SR 0811); North Main Avenue at Schiff's Driveway and Johnson College Driveway; Main Street at Viewmont Drive and I-81 Northbound Ramps M and N (SR 0811)

Explain the proposed improvements :

Vehicular signal heads will be 12" LED with backplates. Pedestrian signals will be countdown LED type. Ped push buttons and related signs will be replaced. Optical emergency preemption detection and a generator adapter kit will be added. Pedestrian, All Red and Yellow times will be adjusted to meet current standards. Wired interconnect will be replaced with GPS time clock for coordination.

Associated with Highway Occupancy Permit (HOP)? : YES NO If YES, HOP Application # :

C - Maintenance and Operation Information

Maintenance and Operations are typically performed by? :

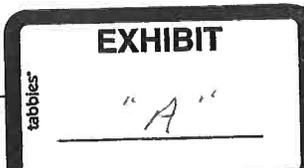
Municipal Personnel Municipal Contractor Municipal Personnel & Contractor
 Other :

Maintenance and Operations Contact Name : Dennis Gallagher Company/Organization : City of Scranton

Phone # : (570) 357-4988 Alternative Phone # : (570) 348-4180 E-mail : dgallagher@scrantonpa.gov

D - Attachments Listing

- Municipal Resolution (*required*)
- Letter of Financial Commitment
- Traffic Signal Permit
- Warrant Analysis
- Crash Analysis
- Traffic Signal Study
- Location Map
- Photographs
- Straight Line Diagram
- Capacity Analysis
- Traffic Impact Study (TIS)
- Condition Diagram
- Traffic Volumes / Pedestrian Volumes
- Turn Lane Analysis
- Turn Restriction Studies
- Other :



Application for Traffic Signal Approval

Please Type or Print all information in Blue or Black Ink



Sheet 2 of 5
DEPARTMENT USE ONLY

County : Lackawanna
Engineering District : 4-0
Department Tracking # : _____
Initial Submission Date : _____

E - Applicant (Municipal) Certification

The applicant desires to own, operate, and maintain the traffic control device in the location indicated above; and the Vehicle Code requires the approval of the Department of Transportation ("Department") before any traffic signals may be legally erected or modified. A signed Application for Traffic Signal Approval (TE-160) must be submitted in conformance with the instructions provided by the Department, and a Traffic Signal Permit must be issued, before any work can begin.

If the Department approves a traffic signal after a traffic engineering study and engineering judgment indicates the need, the traffic signal shall be installed, owned, operated, and maintained within the parameters indicated in the Vehicle Code and the Department's regulations relating to traffic signs, signals, and markings. The Department may direct appropriate alterations to the design or operation (including, but not limited to, hours of operation) of the traffic signal, or require removal of the traffic signal, if traffic conditions or other considerations necessitate alteration or removal.

All items associated with the traffic control device (geometric features, signs, signals, pavement markings, pedestrian accommodations, and other traffic control device associated items) are the applicant's responsibility. The Traffic Signal Permit will then document all of the items associated with operation of each traffic control device. The applicant, at its sole expense, shall provide the necessary inspection, maintenance, and operation activities in conformance with the Department's Publication 191 or as otherwise agreed to by the Department. The applicant shall perform the preventative and responsive maintenance requirements and recordkeeping in accordance with the exhibits specified below. If the applicant fails to provide the required inspection, maintenance, or operation services within thirty (30) days of receipt of written notice from the Department, the Department shall have the right to perform the required inspection, maintenance, or operation services in the applicant's stead and the applicant shall reimburse the Department for all costs incurred. Federal- and/or state-aid participation may be withheld on all future projects if the applicant fails to demonstrate to the Department the ability to provide all required maintenance and operation services. The applicant certifies that it has funds available and committed for the operation and maintenance of the traffic control device and that it will make available sufficient funds for all required future inspection, maintenance, and operation activities.

The applicant shall indemnify, save harmless and, defend (if requested) the Commonwealth of Pennsylvania, its agents, representatives, and employees from and against any damages recoverable under the Sovereign Immunity Act, 42 Pa. C.S. §§ 8521-8528, up to the limitations on damages under said law, arising out of any personal injury or damage to property which is finally determined by a court to be caused by or result from acts or omissions of the applicant and for which a court has held applicant, its officials, or employees to be liable. This provision shall not be construed to limit the applicant in asserting any rights or defenses. Additionally, the applicant shall include in any contracts into which it enters for maintenance, operation, or inspection of the traffic control device this same obligation to indemnify the Commonwealth and its officers, agents, and employees; and it shall require its contractor(s) to provide public liability insurance coverage, naming the Commonwealth and the applicant as additional insureds for bodily injury, including death and property damage, in the minimum amounts of \$500,000 per person, \$1,000,000 per occurrence, it being the intention of parties to have the contractor fully insure and indemnify the Commonwealth and the applicant.

The applicant shall comply with the study and ordinance requirements of 75 Pa. C.S. § 6109. The applicant submits this application with the intention of being legally bound.

Neither this application nor any Traffic Signal Permit creates any rights or obligations with respect to parties other than the applicant and the Department. Third parties may not rely upon any representations made by either the applicant or the Department in connection with the submission or approval of this application or any work permitted or approved that is related to this application, as regards either payment of funds or performance of any particular item of maintenance precisely as specified.

The applicant agrees to comply with the attached Exhibits:

- Exhibit "A": Preventative and Response Maintenance Requirements (Sheet 3 of 5)
- Exhibit "B": Recordkeeping (Sheet 4 of 5)
- Exhibit "C": Signal Maintenance Organization (Sheet 5 of 5)

Printed Municipal Contact Name : Dennis Gallagher Date : _____

Signed By : _____ Witness or Attest : _____

Title of Signatory : Director of Department of Public Works Title of Witness or Attester: City Solicitor

**Exhibit "A":
Preventative and Response Maintenance
Requirements**



County : Lackawanna
 Engineering District : 4-0
 Department Tracking # : _____
 Initial Submission Date : _____

Preventive Maintenance

The APPLICANT or its contractor will provide preventive maintenance for each individual component of the traffic signal installation covered by this application at intervals not less than those indicated in the Preventive Maintenance Summary, PA DOT Publication 191, current version. This is the recommended level of maintenance to keep the intersection control equipment and signals in mechanically, structurally and aesthetically good condition.

Response Maintenance

The APPLICANT or its contractor will provide response maintenance in accordance with the provisions of the Response Maintenance Schedule. It encompasses the work necessary to restore a traffic signal system to proper and safe operation. Includes Emergency Repair and Final Repair.

FINAL REPAIR:

Repair or replace failed equipment to restore system to proper and safe operation in accordance with permit within a 24-hour period.

EMERGENCY REPAIR:

Use alternative means or mode to temporarily restore system to safe operation within a 24-hour period. Final repair must then be completed within 30 days unless prohibited by weather conditions or availability of equipment.

Response Maintenance Schedule

<u>KNOCKDOWNS</u>	<u>TYPE OF REPAIR PERMITTED</u>
Support - Mast arm	Emergency or Final
Support - Strain pole	Emergency or Final
Span wire/tether wire	Final Only
Pedestal	Emergency or Final
Cabinet	Emergency or Final
Signal heads	Final Only
 <u>EQUIPMENT FAILURE</u>	
Lamp burnout (veh. & ped.)	Final Only
Local controller	Emergency or Final
Master controller	Emergency or Final
Detector sensor	
- Loop	Emergency or Final
- Magnetometer	Emergency or Final
- Sonic	Emergency or Final
- Magnetic	Emergency or Final
- Pushbutton	Emergency or Final
Detector amplifier	Emergency or Final
Conflict monitor	Final Only
Flasher	Final Only
Time clock	Emergency or Final
Load switch/relay	Final Only
Coordination unit	Emergency or Final
Communication interface, mode	Emergency or Final
Signal cable	Final Only
Traffic Signal Communications	Final Only
Traffic Signal Systems	Final Only

**Exhibit "B":
Recordkeeping**



Sheet 4 of 5
DEPARTMENT USE ONLY

County : Lackawanna

Engineering District : 4-0

Department Tracking # : _____

Initial Submission Date : _____

Recordkeeping

Accurate and up-to-date recordkeeping is an essential component of a good traffic signal maintenance program. In recognition of this fact, the APPLICANT must prepare, retain, and make available to the COMMONWEALTH, on request, a record of all preventive and response maintenance activities performed on the traffic signal equipment covered by this application.

The APPLICANT shall establish a separate file for each installation and keep its records in the municipal building, signal maintenance shop, or other weather-protected enclosure.

At a minimum, the following records will be kept by the APPLICANT or its contractor for each traffic signal. These forms can be found in Section 10.0, Maintenance Record Forms, PA DOT Publication 191, current version.

FORM 1 - Master Intersection Record

This form, which lists all maintenance functions performed at the intersection, should be updated within one day of the activity but no more than one week later.

FORM 2 - Response Maintenance Record

Each time response maintenance is required at the intersection, this form is to be completed. Once the pertinent information is transferred to the master intersection record, this form is to be placed in the intersection file.

FORM 3 - Preventive Maintenance Record

This form will be used to provide a record of the preventive maintenance activities performed at each intersection. The date, the activities performed, and the signature of the person in charge of the work must be recorded in the form.

This form may be kept at the intersection, if it is adequately protected from the weather. Form 1 must be updated at the central file, however, to reflect the date and activity.

**Exhibit "C":
Signal Maintenance Organization**



County :Lackawanna

Engineering District :4-0

Department Tracking # :

Initial Submission Date :

Personnel Classifications

In order to properly maintain the traffic signal equipment covered by this applicant, the APPLICANT agrees to provide, as minimum, the following staff throughout the useful life of equipment. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Traffic Engineer - The administrative position which has prime responsibility for the proper operation of traffic signal equipment. The principal function of this position is the supervision and control of subordinate personnel and the planning of their activities to ensure adequate preventive and response maintenance programs.

Minimum Position Requirements

1. A thorough understanding of traffic signal design, installation and maintenance.
2. A working knowledge of the interaction between the following traffic characteristics: Intersection geometry, traffic flow theory, control type (fixed time, actuated, etc.), signal phasing and timing, and interconnection.
3. An ability to supervise subordinate personnel effectively in the assignment of their work.
4. Possession of a college degree in engineering, which includes course work in traffic engineering.
5. Either four years experience in the field of traffic engineering or its equivalent in graduate college work.

Signal Specialist - The individual responsible for the diagnostics and repair of all traffic signal equipment including solid state equipment.

Minimum Position Requirements

1. Extensive training and troubleshooting skills in electronics and software.
2. Ability to repair modules in the shop and to design test equipment needed to diagnose and repair a problem.
3. Ability to make design and modifications to implement or omit special functions.
4. Ability to implement a recordkeeping system to include maintenance activities, inventory control and identification of recurring problems.
5. Ability to perform all tasks required of a signal technician.

Signal Technician - Individual responsible for the operation and maintenance of traffic signals and electromechanical equipment.

Minimum Position Requirements

1. Ability to perform response maintenance on solid state equipment up to the device exchange level.
2. Capability to diagnose a vehicle loop failure and initiate corrective action.
3. Ability to tune detector amplifiers.
4. Ability to follow wiring schematics, check and set timings from plan sheet and check all field connections.
5. Ability to perform preventive maintenance on all equipment and to maintain accurate records of all work perform.

Training

The APPLICANT agrees to secure training in order to upgrade the ability of its present staff to properly perform the required maintenance functions. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Budget Requirements

The APPLICANT agrees to provide, in its annual operating budget, dedicated funds which are sufficient to cover the cost of the personnel, training, contractors (if utilized) and specialized maintenance equipment which are required, by virtue of this application. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191..



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 22, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 22 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF SCRANTON TO SIGN AND SUBMIT THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION ("PENNDOT") APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR TRAFFIC SIGNAL PERMIT NO. 40166 NORTH MAIN AVENUE AT SCHIFF'S DRIVEWAY AND JOHNSON COLLEGE DRIVEWAY UNDER PROPOSED PROJECT ECMS/MPMS # 105713; THIS INTERSECTION, WITHIN THE PROJECT LIMITS, WILL RECEIVE TRAFFIC SIGNAL UPGRADES/MODIFICATIONS AND NEW DURABLE PAVEMENT MARKING. THE OVERALL PROJECT INCLUDES VARIOUS ROADWAY IMPROVEMENTS TO K-0107 (MAIN AVENUE/MAIN STREET-COUNTY ROAD).

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF SCRANTON TO SIGN AND SUBMIT THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION ("PENNDOT") APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR TRAFFIC SIGNAL PERMIT NO. 40167 NORTH MAIN AVENUE AT INTERSTATE 81 SOUTHBOUND RAMP (SR 8011) UNDER PROPOSED PROJECT ECMS/MPMS # 105713; THIS INTERSECTION, WITHIN THE PROJECT LIMITS, WILL RECEIVE TRAFFIC SIGNAL UPGRADES/MODIFICATIONS AND NEW DURABLE PAVEMENT MARKING. THE OVERALL PROJECT INCLUDES VARIOUS ROADWAY IMPROVEMENTS TO K-0107 (MAIN AVENUE/MAIN STREET-COUNTY ROAD).

WHEREAS, it is necessary for the Director of the Department of Public Works to sign and submit the traffic signal application on behalf of the City of Scranton. A copy of the application is attached hereto as Exhibit "A" and incorporated herein by reference thereto.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Director of the Department of Public Works is authorized to sign and submit the traffic signal application on behalf of the City of Scranton for Traffic Signal Permit No. 40167 North Main Avenue at Interstate 81 Southbound Ramps (SR 8011) under proposed project ECMS/MPMS # 105713. This intersection, within the project limits, will receive traffic signal upgrades/modifications and new durable pavement marking. The overall project includes various roadway improvements to K-0107 (Main Avenue/Main Street-County Road).

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.


BUREAU OF ENGINEERING

101 WEST POPLAR STREET • SCRANTON, PENNSYLVANIA 18508 • PHONE: 570-348-4180 • FAX: 570-348-0197

MEMORANDUM

TO: Jessica Eskra, Esquire, City Solicitor
FROM:  John J. Pocius, P.E., P.L.S., City Engineer
 LaBella Associates
DATE: October 14, 2019



RE: *Application for Traffic Signal Approval*
Traffic Signal Permit No. 40167
North Main Avenue at Interstate 81 Southbound Ramps (SR 8011)

Enclosed is one copy (1) of TE-160 (6-12) Application for Traffic Signal Approval. Under proposed project (ECMS/MPMS # 105713), this intersection within the project limits will receive traffic signal upgrades/modifications and new durable pavement marking. The overall project includes various roadway improvements to K-0107 (Main Avenue/Main Street-County Road). There will be no cost to the City for these improvements.

We recommend that a Resolution be prepared and forwarded to City Council indicating that *“The Director of the Department of Public Works of the City of Scranton is authorized and directed to submit the attached Application for Traffic Signal Approval to the Pennsylvania Department of Transportation and to sign this Application on behalf of the City of Scranton”*.

The Application cannot be signed and dated and witnessed until after the Resolution is passed by City Council and approved by the Mayor. If there are any questions on this matter, please do not hesitate to contact me at (570)904-6189.

JJP/lmz

Z-11-04-30 ESKRA memo-Permit No40167-10-14-19

Enclosures

- c Dennis Gallagher, Director, Department of Public Works
- Donald J. King, AICP, City Planner
- Lori Reed, City Clerk
- David Bulzoni, City Business Administrator
- Christine Frey, P.E., GPI
- QA/QC C. File

Application for Traffic Signal Approval

Please Type or Print all information in Blue or Black Ink



County : Lackawanna
Engineering District : 4-0
Department Tracking # : _____
Initial Submission Date : _____

A - Applicant's (Municipal) Contact Information

Municipal Contact's Name : Dennis Gallagher Title : Director of Department of Public Works
Municipal Name : City of Scranton
Municipal Address : 340 North Washington Avenue, Scranton, PA 18503
Municipal Phone Number : (570) 348-4180 Alternative Phone Number : (570) 357-4988
E-mail Address : dgallagher @ scrantonpa.gov
Municipal Hours of Operation : 6:00 a.m. to 2:00 p.m.

B - Application Description

Location (intersection) : North Main Avenue (K-0107) at I-81 Southbound Ramps Q and R (SR 0811)

Traffic Control Device is : NEW Traffic Signal EXISTING Traffic Signal (Permit Number) : 40167

Type of Device (select one) Traffic Control Signal (MUTCD Section 4D, 4E, 4G) Flashing Beacon (MUTCD Section 4L) School Warning System (MUTCD Section 7B)
 Other : _____

Is Traffic Signal part of a system? : YES NO System Number (if applicable) : _____
If YES, provide locations of all signalized intersections in system.

North Main Avenue at I-81 Southbound Ramps Q and R (SR 0811); North Main Avenue at Schiff's Driveway and Johnson College Driveway; Main Street at Viewmont Drive and I-81 Northbound Ramps M and N (SR 0811)

Explain the proposed improvements :

Vehicular signal heads will be 12" LED with backplates. Pedestrian signals will be countdown LED type. Ped push buttons and related signs will be replaced. Optical emergency preemption detection and a generator adapter kit will be added. Pedestrian, All Red and Yellow times will be adjusted to meet current standards. Wired interconnect will be replaced with GPS time clock for coordination.

Associated with Highway Occupancy Permit (HOP)? : YES NO If YES, HOP Application # : _____

C - Maintenance and Operation Information

Maintenance and Operations are typically performed by? :

Municipal Personnel Municipal Contractor Municipal Personnel & Contractor
 Other : _____

Maintenance and Operations Contact Name : Dennis Gallagher Company/Organization : City of Scranton
Phone # : (570) 357-4988 Alternative Phone # : (570) 348-4180 E-mail : dgallagher@scrantonpa.gov

D - Attachments Listing

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Municipal Resolution (required) | <input type="checkbox"/> Location Map | <input type="checkbox"/> Traffic Volumes / Pedestrian Volumes |
| <input type="checkbox"/> Letter of Financial Commitment | <input type="checkbox"/> Photographs | <input type="checkbox"/> Turn Lane Analysis |
| <input type="checkbox"/> Traffic Signal Permit | <input type="checkbox"/> Straight Line Diagram | <input type="checkbox"/> Turn Restriction Studies |
| <input type="checkbox"/> Warrant Analysis | <input type="checkbox"/> Capacity Analysis | <input type="checkbox"/> Other : _____ |
| <input type="checkbox"/> Crash Analysis | <input type="checkbox"/> Traffic Impact Study (TIS) | |
| <input type="checkbox"/> Traffic Signal Study | <input type="checkbox"/> Condition Diagram | |



Application for Traffic Signal Approval

Please Type or Print all information in Blue or Black Ink



County : Lackawanna
 Engineering District : 4-0
 Department Tracking # : _____
 Initial Submission Date : _____

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Municipal Name : City of Scranton
Municipal Address : 340 North Washington Avenue, Scranton, PA 18503
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Location (intersection) : North Main Avenue (K-0107) at I-81 Southbound Ramps Q and R (SR 0811)

Traffic Control Device is : NEW Traffic Signal EXISTING Traffic Signal **(Permit Number) :** 40167

Type of Device (select one) : Traffic Control Signal (MUTCD Section 4D, 4E, 4G) Flashing Beacon (MUTCD Section 4L) School Warning System (MUTCD Section 7B)
 Other : _____

Is Traffic Signal part of a system? : YES NO **System Number (if applicable) :** _____

If YES, provide locations of all signalized intersections in system.

North Main Avenue at I-81 Southbound Ramps Q and R (SR 0811); North Main Avenue at Schiff's Driveway and Johnson College Driveway; Main Street at Viewmont Drive and I-81 Northbound Ramps M and N (SR 0811)

Explain the proposed improvements :

Vehicular signal heads will be 12" LED with backplates. Pedestrian signals will be countdown LED type. Ped push buttons and related signs will be replaced. Optical emergency preemption detection and a generator adapter kit will be added. Pedestrian, All Red and Yellow times will be adjusted to meet current standards. Wired interconnect will be replaced with GPS time clock for coordination.

Associated with Highway Occupancy Permit (HOP)? : YES NO **If YES, HOP Application # :** _____

C - Maintenance and Operation Information

Maintenance and Operations are typically performed by? :

Municipal Personnel Municipal Contractor Municipal Personnel & Contractor
 Other : _____

Maintenance and Operations Contact Name : Dennis Gallagher **Company/Organization :** City of Scranton
Phone # : (570) 357-4988 **Alternative Phone # :** (570) 348-4180 **E-mail :** dgallagher@scrantonpa.gov

D - Attachments Listing

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Municipal Resolution (required) | <input type="checkbox"/> Location Map | <input type="checkbox"/> Traffic Volumes / Pedestrian Volumes |
| <input type="checkbox"/> Letter of Financial Commitment | <input type="checkbox"/> Photographs | <input type="checkbox"/> Turn Lane Analysis |
| <input type="checkbox"/> Traffic Signal Permit | <input type="checkbox"/> Straight Line Diagram | <input type="checkbox"/> Turn Restriction Studies |
| <input type="checkbox"/> Warrant Analysis | <input type="checkbox"/> Capacity Analysis | <input type="checkbox"/> Other : _____ |
| <input type="checkbox"/> Crash Analysis | <input type="checkbox"/> Traffic Impact Study (TIS) | |
| <input type="checkbox"/> Traffic Signal Study | <input type="checkbox"/> Condition Diagram | |

Application for Traffic Signal Approval

Please Type or Print all information in Blue or Black Ink



County : Lackawanna
Engineering District : 4-0
Department Tracking # : _____
Initial Submission Date : _____

E - Applicant (Municipal) Certification

The applicant desires to own, operate, and maintain the traffic control device in the location indicated above; and the Vehicle Code requires the approval of the Department of Transportation ("Department") before any traffic signals may be legally erected or modified. A signed Application for Traffic Signal Approval (TE-160) must be submitted in conformance with the instructions provided by the Department, and a Traffic Signal Permit must be issued, before any work can begin.

If the Department approves a traffic signal after a traffic engineering study and engineering judgment indicates the need, the traffic signal shall be installed, owned, operated, and maintained within the parameters indicated in the Vehicle Code and the Department's regulations relating to traffic signs, signals, and markings. The Department may direct appropriate alterations to the design or operation (including, but not limited to, hours of operation) of the traffic signal, or require removal of the traffic signal, if traffic conditions or other considerations necessitate alteration or removal.

All items associated with the traffic control device (geometric features, signs, signals, pavement markings, pedestrian accommodations, and other traffic control device associated items) are the applicant's responsibility. The Traffic Signal Permit will then document all of the items associated with operation of each traffic control device. The applicant, at its sole expense, shall provide the necessary inspection, maintenance, and operation activities in conformance with the Department's Publication 191 or as otherwise agreed to by the Department. The applicant shall perform the preventative and responsive maintenance requirements and recordkeeping in accordance with the exhibits specified below. If the applicant fails to provide the required inspection, maintenance, or operation services within thirty (30) days of receipt of written notice from the Department, the Department shall have the right to perform the required inspection, maintenance, or operation services in the applicant's stead and the applicant shall reimburse the Department for all costs incurred. Federal- and/or state-aid participation may be withheld on all future projects if the applicant fails to demonstrate to the Department the ability to provide all required maintenance and operation services. The applicant certifies that it has funds available and committed for the operation and maintenance of the traffic control device and that it will make available sufficient funds for all required future inspection, maintenance, and operation activities.

The applicant shall indemnify, save harmless and, defend (if requested) the Commonwealth of Pennsylvania, its agents, representatives, and employees from and against any damages recoverable under the Sovereign Immunity Act, 42 Pa. C.S. §§ 8521-8528, up to the limitations on damages under said law, arising out of any personal injury or damage to property which is finally determined by a court to be caused by or result from acts or omissions of the applicant and for which a court has held applicant, its officials, or employees to be liable. This provision shall not be construed to limit the applicant in asserting any rights or defenses. Additionally, the applicant shall include in any contracts into which it enters for maintenance, operation, or inspection of the traffic control device this same obligation to indemnify the Commonwealth and its officers, agents, and employees; and it shall require its contractor(s) to provide public liability insurance coverage, naming the Commonwealth and the applicant as additional insureds for bodily injury, including death and property damage, in the minimum amounts of \$500,000 per person, \$1,000,000 per occurrence, it being the intention of parties to have the contractor fully insure and indemnify the Commonwealth and the applicant.

The applicant shall comply with the study and ordinance requirements of 75 Pa. C.S. § 6109. The applicant submits this application with the intention of being legally bound.

Neither this application nor any Traffic Signal Permit creates any rights or obligations with respect to parties other than the applicant and the Department. Third parties may not rely upon any representations made by either the applicant or the Department in connection with the submission or approval of this application or any work permitted or approved that is related to this application, as regards either payment of funds or performance of any particular item of maintenance precisely as specified.

The applicant agrees to comply with the attached Exhibits:

- Exhibit "A": Preventative and Response Maintenance Requirements (Sheet 3 of 5)
- Exhibit "B": Recordkeeping (Sheet 4 of 5)
- Exhibit "C": Signal Maintenance Organization (Sheet 5 of 5)

Printed Municipal Contact Name : Dennis Gallagher Date : _____

Signed By : _____ Witness or Attest : _____

Title of Signatory : Director of Department of Public Works Title of Witness or Attester: City Solicitor

**Exhibit "A":
Preventative and Response Maintenance
Requirements**



County :Lackawanna
Engineering District :4-0
Department Tracking # :
Initial Submission Date :

Preventive Maintenance

The APPLICANT or its contractor will provide preventive maintenance for each individual component of the traffic signal installation covered by this application at intervals not less than those indicated in the Preventive Maintenance Summary, PA DOT Publication 191, current version. This is the recommended level of maintenance to keep the intersection control equipment and signals in mechanically, structurally and aesthetically good condition.

Response Maintenance

The APPLICANT or its contractor will provide response maintenance in accordance with the provisions of the Response Maintenance Schedule. It encompasses the work necessary to restore a traffic signal system to proper and safe operation. Includes Emergency Repair and Final Repair.

FINAL REPAIR:

Repair or replace failed equipment to restore system to proper and safe operation in accordance with permit within a 24-hour period.

EMERGENCY REPAIR:

Use alternative means or mode to temporarily restore system to safe operation within a 24-hour period. Final repair must then be completed within 30 days unless prohibited by weather conditions or availability of equipment.

Response Maintenance Schedule

<u>KNOCKDOWNS</u>	<u>TYPE OF REPAIR PERMITTED</u>
Support - Mast arm	Emergency or Final
Support - Strain pole	Emergency or Final
Span wire/tether wire	Final Only
Pedestal	Emergency or Final
Cabinet	Emergency or Final
Signal heads	Final Only
 <u>EQUIPMENT FAILURE</u>	
Lamp burnout (veh. & ped.)	Final Only
Local controller	Emergency or Final
Master controller	Emergency or Final
Detector sensor	
- Loop	Emergency or Final
- Magnetometer	Emergency or Final
- Sonic	Emergency or Final
- Magnetic	Emergency or Final
- Pushbutton	Emergency or Final
Detector amplifier	Emergency or Final
Conflict monitor	Final Only
Flasher	Final Only
Time clock	Emergency or Final
Load switch/relay	Final Only
Coordination unit	Emergency or Final
Communication interface, mode	Emergency or Final
Signal cable	Final Only
Traffic Signal Communications	Final Only
Traffic Signal Systems	Final Only

**Exhibit "B":
Recordkeeping**



County : Lackawanna

Engineering District : 4-0

Department Tracking # : _____

Initial Submission Date : _____

Recordkeeping

Accurate and up-to-date recordkeeping is an essential component of a good traffic signal maintenance program. In recognition of this fact, the APPLICANT must prepare, retain, and make available to the COMMONWEALTH, on request, a record of all preventive and response maintenance activities performed on the traffic signal equipment covered by this application.

The APPLICANT shall establish a separate file for each installation and keep its records in the municipal building, signal maintenance shop, or other weather-protected enclosure.

At a minimum, the following records will be kept by the APPLICANT or its contractor for each traffic signal. These forms can be found in Section 10.0, Maintenance Record Forms, PA DOT Publication 191, current version.

FORM 1 - Master Intersection Record

This form, which lists all maintenance functions performed at the intersection, should be updated within one day of the activity but no more than one week later.

FORM 2 - Response Maintenance Record

Each time response maintenance is required at the intersection, this form is to be completed. Once the pertinent information is transferred to the master intersection record, this form is to be placed in the intersection file.

FORM 3 - Preventive Maintenance Record

This form will be used to provide a record of the preventive maintenance activities performed at each intersection. The date, the activities performed, and the signature of the person in charge of the work must be recorded in the form.

This form may be kept at the intersection, if it is adequately protected from the weather. Form 1 must be updated at the central file, however, to reflect the date and activity.

**Exhibit "C":
Signal Maintenance Organization**

County :Lackawanna

Engineering District :4-0

Department Tracking # :

Initial Submission Date :

Personnel Classifications

In order to properly maintain the traffic signal equipment covered by this applicant, the APPLICANT agrees to provide, as minimum, the following staff throughout the useful life of equipment. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Traffic Engineer - The administrative position which has prime responsibility for the proper operation of traffic signal equipment. The principal function of this position is the supervision and control of subordinate personnel and the planning of their activities to ensure adequate preventive and response maintenance programs.

Minimum Position Requirements

1. A thorough understanding of traffic signal design, installation and maintenance.
2. A working knowledge of the interaction between the following traffic characteristics: Intersection geometry, traffic flow theory, control type (fixed time, actuated, etc.), signal phasing and timing, and interconnection.
3. An ability to supervise subordinate personnel effectively in the assignment of their work.
4. Possession of a college degree in engineering, which includes course work in traffic engineering.
5. Either four years experience in the field of traffic engineering or its equivalent in graduate college work.

Signal Specialist - The individual responsible for the diagnostics and repair of all traffic signal equipment including solid state equipment.

Minimum Position Requirements

1. Extensive training and troubleshooting skills in electronics and software.
2. Ability to repair modules in the shop and to design test equipment needed to diagnose and repair a problem.
3. Ability to make design and modifications to implement or omit special functions.
4. Ability to implement a recordkeeping system to include maintenance activities, inventory control and identification of recurring problems.
5. Ability to perform all tasks required of a signal technician.

Signal Technician - Individual responsible for the operation and maintenance of traffic signals and electromechanical equipment.

Minimum Position Requirements

1. Ability to perform response maintenance on solid state equipment up to the device exchange level.
2. Capability to diagnose a vehicle loop failure and initiate corrective action.
3. Ability to tune detector amplifiers.
4. Ability to follow wiring schematics, check and set timings from plan sheet and check all field connections.
5. Ability to perform preventive maintenance on all equipment and to maintain accurate records of all work perform.

Training

The APPLICANT agrees to secure training in order to upgrade the ability of its present staff to properly perform the required maintenance functions. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Budget Requirements

The APPLICANT agrees to provide, in its annual operating budget, dedicated funds which are sufficient to cover the cost of the personnel, training, contractors (if utilized) and specialized maintenance equipment which are required, by virtue of this application. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191..



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 22, 2019

RECEIVED

OCT 22 2019

OFFICE OF CITY COUNCIL/CITY CLERK

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF SCRANTON TO SIGN AND SUBMIT THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION ("PENNDOT") APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR TRAFFIC SIGNAL PERMIT NO. 40167 NORTH MAIN AVENUE AT INTERSTATE 81 SOUTHBOUND RAMPS (SR 8011) UNDER PROPOSED PROJECT ECMS/MPMS # 105713; THIS INTERSECTION, WITHIN THE PROJECT LIMITS, WILL RECEIVE TRAFFIC SIGNAL UPGRADES/MODIFICATIONS AND NEW DURABLE PAVEMENT MARKING. THE OVERALL PROJECT INCLUDES VARIOUS ROADWAY IMPROVEMENTS TO K-0107 (MAIN AVENUE/MAIN STREET-COUNTY ROAD).

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE THE GRANT APPLICATION BY THE CITY OF SCRANTON TO THE DEPARTMENT OF COMMONWEALTH FINANCING AUTHORITY OF THE COMMONWEALTH OF PENNSYLVANIA FOR A MULTIMODAL TRANSPORTATION FUNDS GRANT IN THE AMOUNT OF \$1,586,000.00 FOR THE COMPLETE REPLACEMENT OF THE ASH STREET BRIDGE.

WHEREAS, the City of Scranton is desirous of obtaining funds from the Department of Commonwealth Financing Authority of the Commonwealth of Pennsylvania for a Multimodal Transportation Fund Grant to be used for the complete replacement of the Ash Street Bridge in the amount of \$1,586,000.00; and

WHEREAS, Multimodal Transportation Fund provides grants to ensure a safe and reliable transportation system. It is intended to provide financial assistance in order to improve transportation assets to enhance communities, pedestrian safety and transit service; and

WHEREAS, the funds from this grant will be used to replace the Ash Street Bridge located in the 1900 block of Ash Street. This bridge was built in 1958 and currently has a Sufficiency Rating of 15.5 at this time, and soon will be limited to three (3) tons; the bridge is structurally deficient and structurally obsolete. The bridge is used by both vehicles and pedestrians; and

WHEREAS, the City of Scranton will provide a 30% cash match of \$475,800.00 for this project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the actions of the City of Scranton in submitting the Grant Application, substantially in the form attached hereto, are hereby ratified and further, the Mayor and other appropriate city officials are hereby authorized to execute and submit any additional related paperwork for this Grant, and to accept the grant funds to be used for the Project as detailed in the Gant Application.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid, or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally

enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, Known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

From: Marquerite McI ane
Sent:
To:
Subject: DPW Grant
Attachments: Application1.pdf; ASH ST BRIDGE.pdf; Scranton- Ash St Multi 19.pdf; Ash Street Bridge Replacement Project Cost Estimate Dated 10-14-2019 (2).pdf

The City of Scranton is applying for grant funding through the Pennsylvania Department of Transportation Multimodal Transportation Fund for the purpose of replacing the Ash Street Bridge. The City is requesting \$1,586,000 in funding and is committing a \$475,800 match for the project. The project is expected to begin in 2020 and completed in 2022. Can you please send a request to City Council for a Resolution to apply for and execute this grant funding.

The application and cost estimate are attached. This is a very tight deadline, the application is due **November 8, 2019**.

If you have any questions just let me know.

Thanks!

Maggie Perry
Grant Manager
City of Scranton





Lackawanna County

REGIONAL PLANNING COMMISSION

October 23, 2019

*Lackawanna County
Commissioners*
Patrick M. O'Malley
Jerry Notarianni
Laureen A. Cummings

Maggie Perry, Grant Manager
City of Scranton
Scranton, PA 18508

Planning Commission
Harry Lindsay, Chairman
Rosemary Broderick
John Pocius
Bruce Zero, Esq.
Joseph Lorince
David Johns
Germaine Carey
Cindy Campbell

RE: City of Scranton PENNDOT Multi-modal Transportation Fund Application-
Ash Street Bridge Replacement

Dear Ms. Perry:

Please be advised that the Lackawanna County Regional Planning Commission has reviewed the information submitted by your office for funding through the Department's Multimodal Transportation Fund. The funds requested would be used for replacement of the Ash Street Bridge in the City. The information provided documents the need for replacement over rehabilitation of this vital connector in the city's transportation network.

The LCRPC has reviewed similar projects in the past for the system in the City and determined that this project is in conformance with the City of Scranton Comprehensive Plan and the Lackawanna-Luzerne Regional Plan along with the Lackawanna Luzerne Long Range Transportation Plan.

The LCRPC recommends a favorable and expeditious processing by PENNDOT of the application for this project.

Very truly yours,

Steve Pitoniak
Planning Department
Manager

MTF Funding Site



2020 MTF Applications

** NOTE ** Please use Ctrl-P or your browser print option to open printer dialog box			Return to Application		
Project ID N/A	Application Status Draft	Project Title Ash Street Bridge Project			
Project Summary The City of Scranton is requesting funding to replace the Ash Street Bridge located in east Scranton.					
Primary County Lackawanna	Municipality Scranton (City)	Project Cost \$2,061,800		Amount Req	
Location Description The Ash Street Bridge is located in the 1900 of Ash Street					
Project Latitude 41.408219	Project Longitude -75.635339	Map Link of Project			
Applicant City of Scranton	Applicant Type Municipality	Federal ID Number 24-6000704			
Street Address 340 N. Washington ...	City Scranton	State PA	Zip Code 18503		
First Name Maggie	Last Name Perry	Suffix	Job Title/Position Grant Manager		
Email mamclane@scranto...	Phone Number 570-558-8335	Website			
Statement of the Problem The City of Scranton is requesting funding to replace the Ash Street bridge, located in the 1900 block of Ash Street. This bridge was built in 1958 and currently has a Sufficiency Rating of 15.5. At this time soon will be limited to 3 Tons; the bridge is structurally deficient and structurally obsolete.					
Proposed Solutions and Actions The City is proposing complete replacement of the Ash Street bridge					
Multimodal nature of the project - Does the project incorporate more than one mode of transportation? Please describe. This bridge is utilized by both vehicles and pedestrians.					
Describe the economic conditions of the region where the project is located - What is the unemployment rate in the this project will increase opportunities of local employment. The City of Scranton is an Act 47 Distressed City with an unemployment rate of 4.7%.					
Consistency with local, regional, and statewide planning - Is the proposed project consistent with and supportive of local and regional statewide plans and initiatives? Please explain. Yes the proposed project is consistent with local and regional statewide plans and initiatives.					
Benefits to safety, mobility, and transportation system integration - Does the project address a demonstrated safety or activity enhance mobility? Please explain. Yes the project demonstrates a safety need because the bridge is structurally deficient making it a safety hazard. This bridge to residents in the Bunker Hill section of Scranton and the rest of the City.					
Level of matching investment in the project - Increased consideration will be given to those projects that have a greater matching funds requirement and local financial support. Provide letters of funding commitments. What amount of matching					

The City of Scranton will provide a 30% cash match of \$475,800 for this project.

Number and quality of jobs - Increased consideration will be given to jobs created or preserved in Pennsylvania by the number of construction and permanent jobs created or preserved? (Please give a full-time equivalent based upon a 40-hour

Regional nature of the project - Are there other projects planned in the region that this project links to, is a part of, or do Describe how any planned or scheduled projects (Federal, State, Local, or Private) may impact this proposal. List any pending private development activities that are known at this time and how they will impact this proposal.
N/A

Energy efficiency - Does the project involve energy efficiency measures? If so, please describe and identify the calculated
N/A

Operational sustainability - Once the project is completed, will it sustain itself financially? Does the project require ongoing so, is there a commitment to provide ongoing operating funds for the life of the project?
The City of Scranton will maintain the bridge once construction is complete

Is the project designed?
No, the design and permitting of the structure will take approximately 12 months to complete depending on approvals by appropriate agencies

Project Construction - Is the project ready to go to construction?
The bridge will be ready for construction 12 months from notice funding award.

Local Approval - Do you have the necessary local approval?
Yes.

Selection Procedure - Has a consultant been selected in compliance with Pub 93 or equivalent qualifications-based selection
Yes

Money Expended - Have monies been expended? (Please note that money already expended may not be eligible for reimbursement)
Not at this time

Grant Agreement
- Will you be able to execute the grant agreement within one year of award?
Yes

Three Year Grant - Will you be able to draw down the grant within three years?
Yes the timeline for the project is as follows: Design Phase- 12 months Advertising and Bidding Phase- 2 months Construction Phase- 12 months The project will be complete within 28 months of the ext

Technical and financial feasibility of the project - Applicants must show all financial commitments will be in place to accomplish and ensure the project will be fully completed with the use of these funds.
All financial commitments will be in place in time for construction and the project will be fully completed with the use of the proposed time frame. Design Phase- 12 months Advertising and Bidding Phase- 2 months Construction Phase- 12 months

Environmental impact - Describe any potential impact on environmental features or public controversy on environmental project require environmental clearance? If so, has the environmental clearance been obtained? If not, it will be required to PennDOT MTF process.

There is not expected environmental impact

If yes, by whom - FHWA, USACOE, PennDOT?
N/A

Right-of Way - Describe any needed or acquired temporary or permanent property rights.
The City of Scranton has Right-of Way regarding the Ash St. bridge

PennDOT Involvement

- Has PennDOT been made aware of the proposed project? Have meetings been held with PennDOT involvement? If so, with PennDOT 4-9 is award of the Ash Street bridge project, the City has submitted it to be included in the Capital Bridge Project Authorization Bill.

****Current Project Status** Ready to begin pre-construction work

Milestone	Start Date	End Date	Local Match Funding	Local Match Funding Source
Administrative				Select
Contingency				Select
Pre-Engineering				Select
Env. Clearance				Select
Final Design	1/2/2020	12/31/2020	\$45,000	Municipal / Boro / City / Twp / County Funds
Right of Way	1/2/2020	12/31/2020	\$7,200	Municipal / Boro / City / Twp / County Funds
Utilities	10/2/2020	12/31/2020	\$3,600	Municipal / Boro / City / Twp / County Funds
Construction	1/2/2021	12/31/2021	\$420,000	Municipal / Boro / City / Twp / County Funds
Inspection				Select
Totals			\$475,800	

Percent of Local Matching Funds to Amount Requested

Contingency percent cannot exceed 5% of the grant request

Admin. percent cannot exceed 2% of the grant request

Eng. percent cannot exceed 10% of the grant request

Please list additional funding you have in place. Identify the source of the funding and the amount. You may also include doc "Attachment" page.

Please list the name, organization, and position/title of individuals who support this project. You may also include letters of s "Attachment" page.

[Click here to attach a file](#)


BUREAU OF ENGINEERING

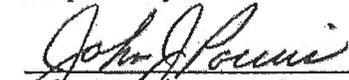
101 WEST POPLAR STREET • SCRANTON, PENNSYLVANIA 18508 • PHONE: 570-348-4180 • FAX: 570-348-0197

October 14, 2019

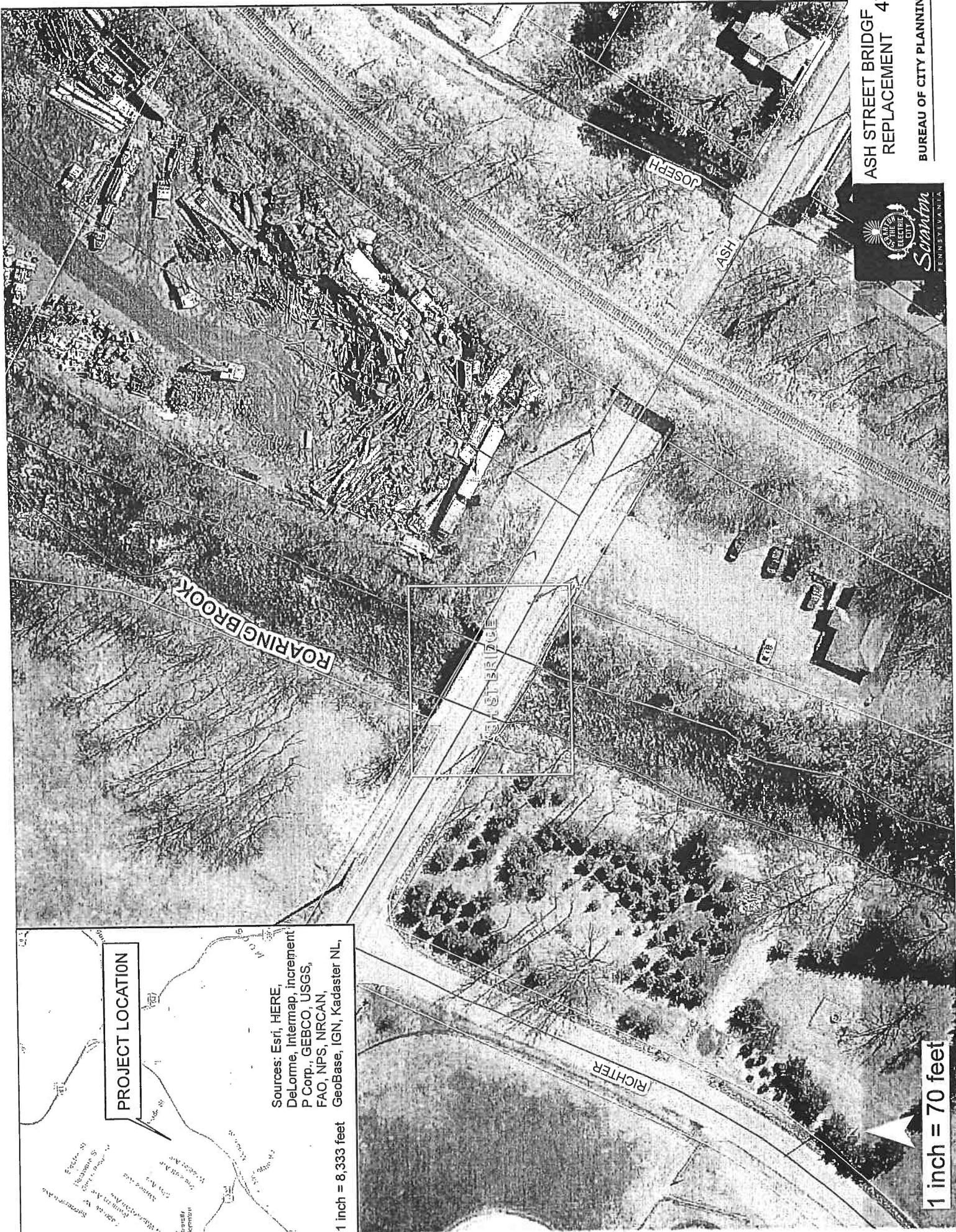
ASH STREET BRIDGE REPLACEMENT PROJECT

<u>Phase</u>	<u>Project Cost Estimate</u>	<u>Municipal Share (30%)</u>
Engineering/Design	\$150,000	\$45,000
Utilities	\$12,000	\$3,600
Right-of-Way	\$24,000	\$7,200
Construction	<u>\$1,400,000</u>	<u>\$420,000</u>
TOTAL	\$1,586,000	\$475,800

Prepared By:



 John J. Pocius, P.E., PLS
 Labella Associates
 City Engineer



PROJECT LOCATION

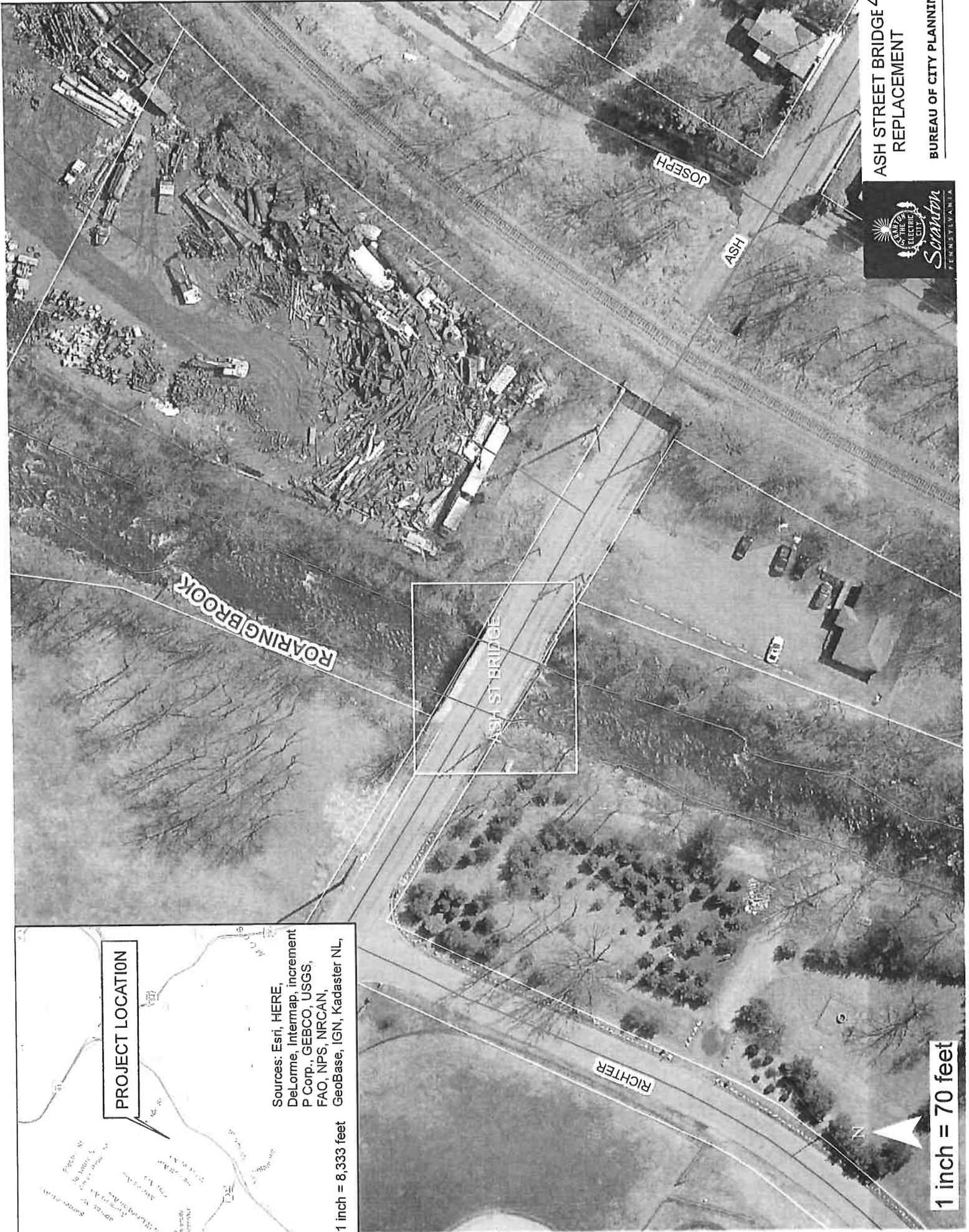
Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL,

1 inch = 8,333 feet



ASH STREET BRIDGE REPLACEMENT 475
BUREAU OF CITY PLANNING

1 inch = 70 feet



**ASH STREET BRIDGE 476
REPLACEMENT**

BUREAU OF CITY PLANNING

PROJECT LOCATION

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL,

1 inch = 8,333 feet

1 inch = 70 feet



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 24, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 24 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPLY FOR AND EXECUTE THE GRANT APPLICATION BY THE CITY OF SCRANTON TO THE DEPARTMENT OF COMMONWEALTH FINANCING AUTHORITY OF THE COMMONWEALTH OF PENNSYLVANIA FOR A MULTIMODAL TRANSPORTATION FUNDS GRANT IN THE AMOUNT OF \$1,586,000.00 FOR THE COMPLETE REPLACEMENT OF THE ASH STREET BRIDGE.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl