AGENDA REGULAR MEETING OF COUNCIL December 14, 2017 6:30 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 MEMBERS OF THE SCRANTON HOUSING AUTHORITY HELD NOVEMBER 6, 2017.

Scranton Housing Authority 11-6-17.pdf

- 4. CITIZENS PARTICIPATION
- 5. <u>INTRODUCTION OF ORDINANCES, RESOLUTIONS,</u>

 <u>APPOINTMENT AND/OR RE-APPOINTMENTS TO BOARDS &</u>

 COMMISSIONS MOTIONS & REPORTS OF COMMITTEES:
- 5.A MOTIONS
- 5.B NO BUSINESS AT THIS TIME.
- 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 - FILE OF THE COUNCIL NO. 134, 2017 - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPROVE THE TRANSFER OF TWO MILLION (\$2,000,000.00) DOLLARS FROM ACCOUNT NO. 01.101031 (FNCB BANK-SEWER CLEARING ACCOUNT) TO ACCOUNT NO. 01.100000 (PNC BANK-GENERAL FUND ACCOUNT) FOR THE NECESSARY CAPITAL BUDGET FUNDING FOR 2018.

Ordinance-2017 Transfer \$2 million for Capital Budget Funding 2018.pdf

7.B FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - FILE OF THE COUNCIL NO. 135, 2017 - APPROVING THE TRANSFER OF A RESTAURANT LIQUOR LICENSE OWNED BY CBTB, LLC, D/B/A CORNER BISTRO CURRENTLY IN SAFE KEEPING WITH THE PENNSYLVANIA LIQUOR CONTROL BOARD FORMERLY USED AT 76-78 SOUTH MAIN STREET, CARBONDALE, LACKAWANNA COUNTY, PENNSYLVANIA, 18407 FOR USE AT 429 NORTH MAIN AVENUE, SCRANTON, LACKAWANNA COUNTY, PENNSYLVANIA, 18504 AS REQUIRED BY THE PENNSYLVANIA LIQUOR CONTROL BOARD.

Ordinance-2017 Transfer Liquor License 429 North Main Avenue.pdf

7.C FOR CONSIDERATION BY THE COMMITTEE ON COMMUNITY DEVELOPMENT - FOR ADOPTION - FILE OF THE COUNCIL NO. 136, 2017 - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ALLOCATE \$250,000 FROM ECONOMIC DEVELOPMENT FUNDS ON A MATCHING BASIS TO SCRANTON TOMORROW TO FURTHER THE PROSPECTS OF ECONOMIC REVITALIZATION IN THE DOWNTOWN SECTION OF THE CITY OF SCRANTON.

Ordinance-2017 Allocate \$250K to Scranton Tomorrow.pdf

7.D FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC SAFETY - FOR ADOPTION - FILE OF THE COUNCIL NO. 137, 2017 - ESTABLISHING A "NO PARKING ZONE" ALONG THE NORTHERLY SIDE OF GREEN RIDGE ST (S.R.6011) BEGINNING APPROXIMATELY 150 FEET WEST FROM ITS INTERSECTION WITH PENN AVENUE AND CONTINUING 80 FEET TO ALLOW FOR SIGHT DISTANCE FOR A PROPOSED DRIVEWAY BY MR. GEORGE JENKINS FOR A PROPERTY LOCATED AT 921 GREEN RIDGE ST.

Ordinance-2017 No Parking Zone Green Ridge Street.pdf

7.E FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - FILE OF THE COUNCIL NO. 138, 2017 - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A PENSION TRUST AGREEMENT WITH THE COMPOSITE PENSION BOARD TO HOLD APPROXIMATELY \$22,910,531.56 OF THE PROCEEDS FROM THE SALE OF THE ASSETS OF THE SCRANTON SEWER AUTHORITY IN TRUST UNTIL SUCH TIME AS PENSION REFORMS HAVE BEEN ENACTED.

Ordinance-2017 Pension Trust Agreement.pdf

8. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MEMBERS OF SCRANTON HOUSING AUTHORITY NOVEMBER 6, 2017

The members of the Scranton Housing Authority met in a regular session at the office of the Authority in the City of Scranton, Pennsylvania, at 5:00 P.M. on November 6, 2017.

Pledge of Allegiance.

Mrs. Mary Anne Sinclair, Madame Chairman, called the meeting to order. Roll call please.

1. Roll Call.

Present

Absent

RECEIVED
DEC 1 2 2017

OFFICE OF CITY COUNCIL/CITY CLERK

Mary Anne Sinclair Thelma Wheeler Mary Clare Kingsley Thomas J. Galella, Jr. Terrence V. Gallagher

In addition to the board members, those in attendance were Gary P. Pelucacci, Executive Director, Karl P. Lynott, Deputy Executive Director; Boyd Hughes, Solicitor, and Ann Frye, Executive Assistant to the Executive Director. Also, in attendance was William J. Egan, Jr., former Board of Commissioner for the Scranton Housing Authority.

2. Executive Session.

Mrs. Sinclair: Executive Session.

Attorney Hughes: Yes, Madame Chairman, we discussed litigation and personnel at the Executive Session.

Mrs. Sinclair: Thank you.

3. Approval of the minutes of the Regular Meeting held October 2, 2017.

Mrs. Sinclair: Approval of the minutes of the regular meeting held October 2, 2017.

Mr. Gallagher: So moved.

Ms. Kingsley: Second.

Upon roll call, the ayes and nays were as follows:

AYES

NAYS

None

Mary Anne Sinclair Thelma Wheeler Mary Clare Kingsley Thomas J. Galella, Jr. Terrence V. Gallagher

4. Treasurer's Report for the period September 28, 2017 to October 31, 2017.

Mrs. Sinclair: Treasurer's Report for the period September 28, 2017 to October 31, 2017.

Mr. Galella: This report is as of October 31, 2017. The balances in our checking accounts are \$2,387,597.69. The Section 8 NRA Fund has a balance of \$11,554.47. This savings account is required by HUD to deposit excess HAP funds not used by the Authority. The payroll account will now be listed as the bank is requiring the account to have on deposit the amount of the direct deposit funds two days prior to the disbursement of the funds. Thus, the SHA will keep at minimum at least \$75,000 on deposit in the payroll account. Investments made in Certificates of Deposits amounted to \$4,698,799.11. Petty Cash totaled \$300.00, for a grand total of \$7,098,251.27. Paid bills from September 28, 2017 to October 31, 2017 were forwarded to all board members. If there are no questions, a motion should be made for approval of this report.

Mr. Gallagher: So moved.

Ms. Wheeler: Second.

Upon roll call, the ayes and nays were as follows.

AYES

NAYS

Mary Anne Sinclair Thelma Wheeler Mary Clare Kingsley Thomas J. Galella, Jr. Terrence V. Gallagher None

5. Secretary's Report.

Mrs. Sinclair: Secretary's Report, Attorney Gallagher.

Mr. Gallagher: We have one communication. A copy of a letter that was sent by William Courtright, Mayor of the City of Scranton to Council of the City of Scranton. I'll read it into the record.

"Please be advised that I am appointing Thomas Galella, (apparently there is a type-o stating he's Senior, but in fact he's Junior,) 112 Peller Avenue, Scranton, Pennsylvania 18505 as a member of the Board of the Scranton Housing Authority.

Mr. Galella will be replacing Bill Egan whose term expired on September 27, 2017.

Mr. Galella will be appointed to a five year term effective October 12, 2017 and will expire on September 27, 2022."

That is the only communication we have.

- 6. Committee Reports.
- 6.(a) Chairman Report.

Mrs. Sinclair: Committee Reports, I have nothing to report at this time. Executive Director's Report.

Mr. Pelucacci: First I would like to welcome Mr. Galella to our board. He had served here once before in the late 1980's. We welcome Tom to the Scranton Housing Authority

board.

Mr. Galella: Thank you.

6. (b) Executive Director Report.

Mr. Pelucacci: Yes, Madame Chairman. Under our Utility Report for the month of September, 2017 our total utility cost was \$168,678.02 and for the month of October, 2017 our

total utility cost was \$167,143.87.

On our Tenant's Accounts Receivable Report, for the month of August, 2017 we had a total of 278 delinquents totaling \$135,503.92; for the month of September, 2017 we had 295 delinquents totaling \$137,114.84 and for the month of October, 2017 we had 276 delinquents

totaling \$138,522.11.

On our Construction Report Madame Chairman, work has been completed and the occupancy permits have been obtained from the City for the comprehensive renovations of buildings 3 and 16 at Valley View Terrace. Residents are currently moving in.

Work is almost complete on the fire alarm system at Adams High Rise.

That is all I have, Madame Chairman.

Mrs. Sinclair: Thank you. Attorney Hughes, Solicitor's Report.

6.(c) Solicitor Report.

Attorney Hughes: Yes, Madame Chairman. Everything in the Solicitor's report was discussed at the Executive Session.

Mrs. Sinclair: Thank you. Apartment Report.

6.(d) Apartments.

Mr. Pelucacci: Yes, Madame Chairman. Under our Public Housing Program, we have an A.C.C. of 1,269 units with 1,215 units under effective lease. There are Fifty-Four (54) vacant apartments in which Twenty-Five (25) vacant units are under modernization at Valley View Terrace. Under our Section 8 Housing Choice Voucher Program, we have an A.C.C. of 1050 units with 861 units under effective lease. Total apartments under effective lease by the Scranton Housing Authority as of October 31, 2017, are 2,076 out of an A.C.C. of 2,319.

That concludes the Apartment Report, Madame Chairman.

Mrs. Sinclair: Any unfinished business?

7. Unfinished Business.

Mr. Pelucacci: Not to my knowledge, Madame Chairman.

Mrs. Sinclair: New Business.

8. New Business.

8.(a) Resolution No. 18-4 – Approval for the Section 8 Management Assessment Program (SEMAP).

Mr. Pelucacci: Madame Chairman, Item 8(a) is Resolution No 18-4 which is for the Section 8 Management Assessment Program Certification.

"Whereas, the U.S. Department of Housing and Urban Development has established a Section 8 Management Assessment Program (SEMAP); and

Whereas, the U.S. Department of Housing and Urban Development has developed SEMAP to objectively measure Public Housing Agency Performance in key Section 8 Tenant-Based Assistance Program areas; and

Whereas, the Scranton Housing Authority in conformance with SEMAP has reviewed, assessed and completed the SEMAP Certification Form HUD-52648; and

Now, Therefore, Be It Resolved that the Scranton Housing Authority Board of Commissioners do hereby certify that the SEMAP Certification Form, attached to and made a part hereof, is true and accurate."

It would be my recommendation that the Board of Commissioners pass Resolution No. 18-4.

Mr. Gallagher: So moved.

Ms. Kingsley: Second.

Upon roll call, the ayes and nays were as follows.

AYES NAYS

Mary Anne Sinclair Thelma Wheeler Mary Clare Kingsley Thomas J. Galella, Jr. Terrence V. Gallagher None

8.(b) Resolution No. 18-5 – Approval for the Disposal of Excess Equipment.

Mr. Pelucacci: Madame Chairman, Item 8(b) is Resolution No. 18-5 which is for the approval to dispose of excess equipment.

"Whereas, the Scranton Housing Authority on June 5, 2000 adopted an Amended Disposition Policy; and

Whereas, in accordance with said Disposition Policy equipment and/or personal property that is worn out, obsolete or surplus to the needs of the Housing Authority excess to be disposed of, must be written off and disposed of in an efficient manner; and

Now, Therefore, Be It Resolved that the Board of Commissioners of the Scranton Housing Authority hereby approves the attached list, designated as Exhibit "A" of worn out

excess equipment from the referenced developments be written off and disposed of in an

efficient manner."

It would be my recommendation that the Board of Commissioners pass Resolution No.

18-5.

Ms. Kingsley: So moved.

Mr. Gallagher: Second.

Upon roll call, the ayes and nays were as follows.

AYES

NAYS

None

Mary Anne Sinclair

Thelma Wheeler

Mary Clare Kingsley Thomas J. Galella, Jr.

Terrence V. Gallagher

Mrs. Sinclair: Personnel.

9. Personnel.

Mr. Pelucacci: Yes, Madam Chairman, under personnel, we have one resignation.

William Batch resigned, effective October, 2017.

There is currently no one on workers compensation at this time.

Gerard Morgan started working as a Maintenance Aide for the Scranton Housing

Authority on July 17, 2017, and has successfully completed his 90 day probationary period.

It would be my recommendation that the Board of Commissioners make a motion to

place Gerard Morgan on permanent status as a Maintenance Aide with the Housing Authority,

effective July 17, 2017.

Mr. Gallagher: So moved.

Ms. Wheeler: Second.

10

None

Upon roll call, the ayes and nays were as follows.

NAYS AYES

Mary Anne Sinclair Thelma Wheeler Mary Clare Kingsley Thomas J. Galella, Jr.

Terrence V. Gallagher

Mr. Pelucacci: That concludes the Personnel Report, Madame Chairman.

10. Public Comment.

Mrs. Sinclair: Public Comment Mr. Egan.

Mr. William Egan: I had the privilege of serving on a number of different boards and organizations over the years and I mean this from the bottom of my heart as I'm sitting here, I don't know if I had ever served with finer people. We take for granted the job that we do, that we put a roof over some of the poorest peoples' heads. We give them dignity, we give them a safe place to live and we treat them with respect regardless of their status in life, financially or health wise. I've always been very proud of that and I know that you guys are proud of that. The fact of the matter is that we should be proud of the way we do it. I think we are an A-1 organization and that the way Gary and his entire staff run the Housing Authority. We are the oversight, set some of the policy, but we got great leadership and the fact of the manner is that I couldn't be prouder of ever serving on a board, and I treasure the friends.

Mr. Galella I've known you for a long time and I will tell you that you are going to get so much out of your relationship with these fine folks and people who will come after them. I know you will do a great job. You have always been committed to public service and I tell you that I am proud you are sitting in that seat. You're not succeeding me you are just going to do the job I think in a way that I was always proud to do. I wish you the absolute best on it and if I

can give you any piece of advice I will. This guy here they never take credit for what they

know, listen to them they will always guide you straight. Their interest are in the best of the

Housing Authority and the citizens that we serve.

From the bottom of my heart I can't thank you enough. I'm sad leaving because I love

being with you. I'm not sad leaving because I believe that change in any organization is the

right thing and I've got to serve for a really long time. Much longer than I have ever intended

to, so you guys are my friends, you're a great board. When someone talks about the Scranton

Housing Authority you should always hold your head up high and say we are a part of making

the Scranton Housing Authority what it is. I'm glad I had a small part in doing that. From the

bottom of my heart I wish you all the best health, happiness and I don't have to encourage you

to continue to do the job you do, you will do it because of the type of people you all are. Please

convey to the entire staff at the Scranton Housing Authority my heartfelt thanks for all of their

kindness more importantly their hard work and their dedication to the people that are much less

fortunate than the rest of us.

Mr. Galella: Thank you,

The Board and Mr. Pelucacci: Thank you.

Mr. Galella: Can I say something?

Mr. Pelucacci: Yes.

Mr. Galella: I wish you were a no good louse. I wouldn't feel bad sitting here.

Mr. Egan: Please don't feel that. Change is good and you're going to do a great job.

Mr. Galella: Thank you.

12

11. Adjournment.

There being no further business to come before the board, the meeting was adjourned at the call of the Chair on motion made by Ms. Kingsley, and seconded by Ms. Wheeler.

Terrence V. Gallagher, Secretary

Certificate

- I, Terrence V. Gallagher, hereby certify that:
- 1. I am the duly appointed, qualified and Secretary of the Scranton Housing Authority.
- 2. I am custodian of the records of said Authority.
- 3. The attached copy of the Minutes of the Regular Meeting of said Authority held November 6, 2017 is a true and correct copy of the original Minutes of said meeting, as approved at the meeting of said Authority on December 4, 2017 and is recorded in the Minutes of the Authority.

In Witness Whereof, I have hereunto set my hand and the corporate seal of this Authority this 4th DAY of DECEMBER, 2017.

Terrence V. Gallagher
Secretary

H HH	ΩF	THE	COUNCIL	NO	
LILL	OI.	1111	COUNCIL	INU.	

AN ORDINANCE

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPROVE THE TRANSFER OF TWO MILLION (\$2,000,000.00) DOLLARS FROM ACCOUNT NO. 01.101031 (FNCB BANK-SEWER CLEARING ACCOUNT) TO ACCOUNT NO. 01.100000 (PNC BANK-GENERAL FUND ACCOUNT) FOR THE NECESSARY CAPITAL BUDGET FUNDING FOR 2018.

WHEREAS, it is in the best interest of the City that these funds be transferred to provide the necessary funding for the Capital Budget funding for 2018.

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

SCRANTON that the Mayor and other appropriate city officials approve the transfer funds as follows:

FROM:

ACCOUNT NO. AMOUNT

01.101031
FNCB Bank
Sewer Clearing Account \$2,000,000.00

TOTAL FROM \$2,000,000.00

TO:

01.100000 PNC Bank

General Fund Account \$2,000,000.00

The purpose of this transfer is to provide the necessary Capital Budget funding for 2018.

SECTION 1. 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 2. This Ordinance shall become effective immediately upon approval.

SECTION 3. 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.



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

November 16, 2017

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

NOV 17 2017

OFFICE OF CITY COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO APPROVE THE TRANSFER OF TWO MILLION (\$2,000,000.00) DOLLARS FROM ACCOUNT NO. 01.101031 (FNCB BANK-SEWER CLEARING ACCOUNT) TO ACCOUNT NO. 01.100000 (PNC BANK-GENERAL FUND ACCOUNT) FOR THE NECESSARY CAPITAL BUDGET FUNDING FOR 2018.

Respectfully,

City Solicitor

JLE/sl

FILE OF THE COUNCIL NO.

2017

AN ORDINANCE

APPROVING THE TRANSFER OF A RESTAURANT LIQUOR LICENSE OWNED BY CBTB, LLC, D/B/A CORNER BISTRO CURRENTLY IN SAFE KEEPING WITH THE PENNSYLVANIA LIQUOR CONTROL BOARD FORMERLY USED AT 76-78 SOUTH MAIN STREET, CARBONDALE, LACKAWANNA COUNTY, PENNSYLVANIA, 18407 FOR USE AT 429 NORTH MAIN AVENUE, SCRANTON, LACKAWANNA COUNTY, PENNSYLVANIA, 18504 AS REQUIRED BY THE PENNSYLVANIA LIQUOR CONTROL BOARD.

WHEREAS, the Pennsylvania Liquor Control Board ("PLCB") requires that the governing body of a municipality pass legislation approving an inter-municipal transfer of a liquor license when a municipality has met its quota of liquor licenses; and

WHEREAS, Rupal Patel, Individually, wishes to transfer Lackawanna County

Restaurant Liquor License No. R-1868 owned by CBTB, LLC d/b/a Corner Bistro currently in safekeeping with the Pennsylvania Liquor Control Board, formerly used at 76-78 South Main Street, Carbondale, Lackawanna County, Pennsylvania to the City of Scranton to operate a beer and cigarette shop at the premises located at 429 North Main Avenue, Scranton, Lackawanna County, Pennsylvania; and

WHEREAS, the Council of the City of Scranton approves the transfer of this license subject to its authority regarding inter-municipal transfers and subject to public comment on the same.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that the inter-municipal transfer request of Rupal Patel, Individually, wishes to transfer Lackawanna County Restaurant Liquor License No. R-1868 owned by CBTB, LLC d/b/a Corner Bistro, currently in safekeeping with the Pennsylvania Liquor Control Board formerly used at 76-78 South Main Street, Carbondale, Lackawanna County, Pennsylvania to the City of Scranton for use at 429 North Main Avenue, Scranton, Pennsylvania is hereby approved.

SECTION 1. 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 2. This Ordinance shall become effective immediately upon approval.

SECTION 3. 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.

TOCZYDLOWSKI LAW OFFICE

JOSEPH S. TOCZYDLOWSKI, JR., ATTORNEY
JOAN GUARI, ATTORNEY
STEPHANIE M. SEBASTIANELLI, ATTORNEY
JASON B. REEVES, ATTORNEY
392 North Main Street
ARCHBALD, PENNSYLVANIA 18403
TELEPHONE 570.876.3779
FACSIMILE 570.876.6636

October 3, 2017

Via Facsimile 570-348-4263 and E-mail slocker@scrantonpa.gov

Attention: Sally Locker Jessica Boyles, Esquire Scranton City Solicitor 340 North Washington Avenue Scranton, Pennsylvania 18503

RE: Inter-Municipal Transfer of Liquor License

Dear Attorney Boyles:

Kindly be advised that I represent the interests of Vedrish Realty, LLC. Verdish Realty, LLC owns real estate located at 429 North Main Avenue, Scranton, Pennsylvania 18504. It is the intent and desire of Vedrish Realty, LLC, to transfer a liquor license to the property at the address listed above. For informational purposes be advised as to the following:

- Vedrish Realty, LLC, is a single member LLC owned by 100% by Rupal Patel with an address of 210 Hawks Nest Road, East Stroudsburg, PA;
- 2. The premises at 429 North Main Avenue, Scranton, Pennsylvania was a former Wendy's premises which my clients have recently purchased. Their intent is to put a beer and cigarette shop at this facility;
- 3. The liquor license is currently in safekeeping with the Pennsylvania Liquor Control Board; and
- 4. The liquor license is owned by CBTB, LLC, d/b/a Corner Bistro interest and is identified as R-1868/LID67765; and
- 5. The Pennsylvania Liquor Control Board lists the managing member of CBTB, LLC as Cynthia Spreeman.

It is my understanding the procedure for the City of Scranton is that I provide this information to your office. Thereafter, you will prepare a resolution for submission to the City Council. It is my further understanding that you must

present this information no later than Thursday, October 5, 2017, for purposes of being introduced at the meeting set for October 12, 2017.

Should you have any further questions or concerns, please do not hesitate to contact our office.

Thank you.

Very truly yours,

Joan Guari

JG:#s

TOCZYDLOWSKI LAW OFFICE

JOSEPH S. TOCZYDLOWSKI, JR., ATTORNEY
JOAN GUARI, ATTORNEY
STEPHANIE M. SEBASTIANELLI, ATTORNEY
JASON B. REEVES, ATTORNEY
392 North Main Street
ARCHBALD, PENNSYLVANIA 18403
TELEPHONE 570.876.3779
FACSIMILE 570.876.6636

October 10, 2017

Via Facsimile 570-348-4263 and E-mail slocker@scrantonpa.gov

Attention: Salfy Locker Jessica Boyles, Esquire Scranton City Solicitor 340 North Washington Avenue Scranton, Pennsylvania 18503

RE: Inter-Municipal Transfer of Liquor License

Dear Attorney Boyles:

Kindly be advised that I have had an opportunity to review this matter with my client. By way of previous correspondence dated October 3, 2017, I had indicated that the owner of the liquor license was going to be Vedrish Realty, LLC, a single member entity owned by Rupal Patel. However, after further discussions and contemplation by my clients, it has been determined that the liquor license will be owned by Rupal Patel, individually. The information that I provided for the LLC pertaining to the address and responsible party all remain the same.

It is my understanding that this was the only additional information that you need to proceed with the liquor license with the resolution from the municipality. I was also aware that you were seeking additional information concerning the current owner of the liquor license and that information was sent in a separate e-mail.

Should you have any further questions or concerns, please do not hesitate to contact our office.

Thank you.

Very truly yours,

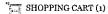
Joan Guari ⁄⁄G:tls

22



HOME

67765



License Search / Data Export

Need Help? Search Again

License Number LID# R1868

License Type

Restaurant (Liquor)

Premises / Location CORNER BISTRO INTERESTS 76-78 S MAIN ST CARBONDALE PA 18407-2650

Licensee CBTBLLC Status

Safekeeping

Last Issued

Oct 2, 2017

Expires

Sep 30, 2018

Records found: 1

Search Again

Screen ID; 1535035

PRIVACY POLICY | SECURITY POLICY | CONTACT US | RIGHT TO KNOW LAW Copyright © 2015-2016 Commonwealth of Pennsylvania. All Rights Reserved

Contact Us | 717.783.7637



DEPARTMENT OF LAW

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

November 16, 2017

To the Honorable Council Of the City of Scranton Municipal Building Scranton, PA 18503 RECEIVED NOV 1 7 2017

Dear Honorable Council Members:

OFFICE OF CITY COUNCIL/CITY CLERK

ATTACHED IS AN ORDINANCE APPROVING THE TRANSFER OF A RESTAURANT LIQUOR LICENSE OWNED BY CBTB, LLC, D/B/A CORNER BISTRO CURRENTLY IN SAFE KEEPING WITH THE PENNSYLVANIA LIQUOR CONTROL BOARD FORMERLY USED AT 76-78 SOUTH MAIN STREET, CARBONDALE, LACKAWANNA COUNTY, PENNSYLVANIA, 18407 FOR USE AT 429 NORTH MAIN AVENUE, SCRANTON, LACKAWANNA COUNTY, PENNSYLVANIA, 18504 AS REQUIRED BY THE PENNSYLVANIA LIQUOR CONTROL BOARD.

Respectfully,

Jessika L. Eskra, Esquire

City Solicitor

JLE/sl

FILE OF THE COUNCIL NO.

2017

AN ORDINANCE

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ALLOCATE \$250,000 FROM ECONOMIC DEVELOPMENT FUNDS ON A MATCHING BASIS TO SCRANTON TOMMOROW TO FURTHER THE PROSPECTS OF ECONOMIC REVITALIZATION IN THE DOWNTOWN SECTION OF THE CITY OF SCRANTON.

WHEREAS, the City of Scranton finalized the economic development strategy for the downtown section with assistance from the National Resource Network. This revitalization strategy was developed in two (2) phases: The initial phase created the downtown revitalization plan and identified the organizational strategy for execution, and phase two provided support through the creation of a task force to guide strategy implementation and assist in the development of a budget plan for execution; and

WHEREAS, Scranton Tomorrow has been designated as the organization which will execute the Downtown Revitalization Plan through coordination with the City of Scranton; and

WHEREAS, the proposed budget supporting the initial phase of the Scranton Tomorrow effort is attached with National Resource Network rationale explaining the strategy is based on a three (3) year implementation period and creates the foundation for the necessary support to form a Business Improvement District (BID).

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City Officials are hereby authorized to allocate \$250,000 from Economic Development Funds on a matching basis to Scranton Tomorrow to further the prospects of economic revitalization in the downtown section of the City of Scranton.

SECTION 1. 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 2. This Ordinance shall become effective immediately upon approval.

SECTION 3. 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.

BUSINESS ADMINISTRATION

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



SCRANTON

November 2, 2017

Memo

To:

William Courtright, Mayor Jessica Boyles, Solicitor Lori Reed, City Clerk

From: David Bulzoni, Business Administrator

Re: City of Scranton Downtown Economic Development Funding Strategy

All,

The City of Scranton finalized the economic development strategy for the downtown section with assistance from the National Resource Network. This result of this assistance has been documented previously. This revitalization strategy was developed in two phases: The initial phase created the downtown revitalization plan and identified the organizational strategy for execution. Phase one was implemented through the creation of a five step plan, resulting in tangible recommendations for downtown revitalization. Phase two provided support through the creation of a task force to guide strategy implementation and assisted in the development of a budget for plan execution. Scranton Tomorrow was designated as the organization which will execute the City of Scranton Downtown Revitalization Plan. Scranton Tomorrow will coordinate efforts through close interaction with the City of Scranton, including the City's Office of Economic and Community Development, in executing the revitalization plan.

The proposed budget supporting the initial phase of the Scranton Tomorrow effort is attached with the National Resource Network rationale explaining the strategy. The budget is based on a three year implementation period and creates the foundation for the necessary support to form a Business Improvement District (BID). The initial funding will be received from three critical sources: grant funding, non-profit contributions, and an allocation from City of Scranton economic development funds isolated from the sewer asset sale. The amount identified from the asset sale for economic development is \$500,000.

The recommendation from the Office of Business Administration is to allocate \$250,000 from economic development funds on a matching basis to meet the initial funding requirement of Scranton Tomorrow. The University of Scranton has indicated a willingness to channel funds received by the City in lieu of taxes to support this initiative. Scranton

Tomorrow is seeking other non-profit contributions to assist with the revenue generation needed to support program implementation.

Therefore, the Office recommends approval of a \$250,000 allocation to Scranton Tomorrow from the aforementioned fund in support of a comparable matching amount as necessary support needed to execute the Downtown Revitalization Strategy. The City will also, upon approval of the annual operating budget, provide a \$75,000 contribution to Scranton Tomorrow to assist in furthering this execution strategy. This budget contribution is increased from the \$32,500 allocation in 2017.

Much effort has been expended to develop a strategy critical to foster development in the City's downtown section. The allocation, as recommended, is a favorable amount to lever the expertise of Scranton Tomorrow to further the prospects of economic revitalization in the downtown section of the City of Scranton.

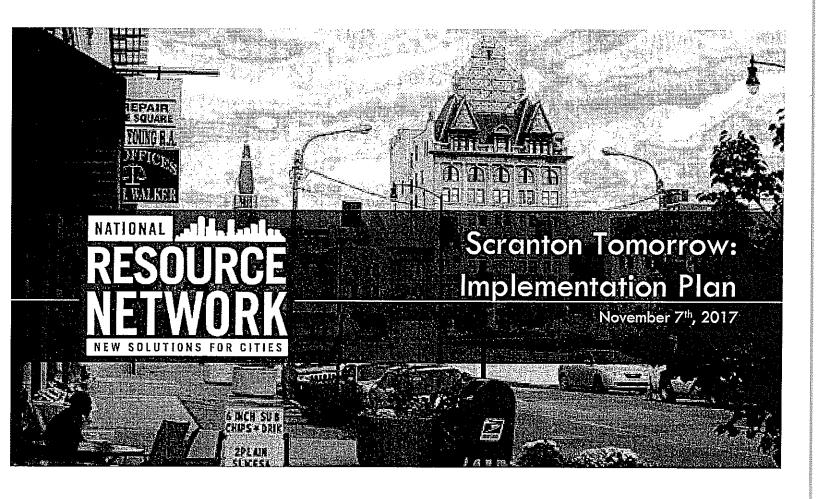


TABLE OF CONTENTS

Scranton Tomorrow's Value Proposition			
Scranton Tomorrow's Implementation Plan	8		
Scranton Tomorrow Budget Justification Memo	17		
Scranton Tomorrow Detailed Budget	26		

The rilational Resource Network; HR&A Advisors, Inc.

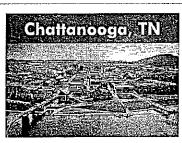
Scranton Tomorrow Implementation Plan | November 7, 2017 | 2



CIVIC ORGANIZATIONS ARE TOOLS FOR REVITALIZATION



PITTSBURGH DOWNTOWN **PARTNERSHIP**



RIVER CITY COMPANY



THE LANCASTER CITY ALLIANCE



THE DOWNTOWN COMMITTEE

Budget: \$4.7 million

Staff:

15

\$3.2 million

8

\$1.5 million

7

\$1.1 million

12

Nonprofit civic organizations, such as a BID, are successful tools for aligning community resources to change current conditions, attract economic development, and revitalize downtown districts.

The National Resource Network; HRSA Advisors, Inc.

Scranton Tomorrow Implementation Plan | Movember 7, 2017 | 4

TRADITIONAL PILLARS OF A BID









The National Resource Network; HR&A Advisors, Inc.

Scranton Tomorrow Implementation Plan | November 7, 2017 | 5

VALUE OF A NONPROFIT CIVIC ORGANIZATION

Beyond the four pillars of a BID, a fully operational nonprofit civic organization is essential to the economic revitalization of Scranton and downtown in four essential ways.







PARTNERSHIPS



RESOURCES



FLEXIBILITY

An active and effective civic organization is a valuable tool that provides leadership, create conditions for multi-sector partnerships, secures resources, and uses a flexible approach for improving the competitiveness of downtown Scranton.

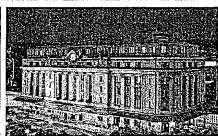
The National Resource Network; HR&A Advisors, Inc.

Scranton Tomorrow Implementation Plan | November 7, 2017 | 6

THE NEED FOR PARTNERSHIP









Transforming Downtown is a key component in the revitalization of Scranton's economy, which requires dedicated partnership among Scranton Tomorrow, the City, and its anchor institutions. **Key support involves building capacity at both organizations, including dedicating a City staff member to be the point person for downtown**, as well as long-term commitment from all organizations involved.

The National Resource Network; HR&A. Advisors, Inc.

Scranton Tomorrow Implementation Plan | November 7, 2017 | 7



MAJOR INITIATIVES





EVENTS &





SANITATION

MARKETING

WEBSITE

DOWNTOWN PLAN

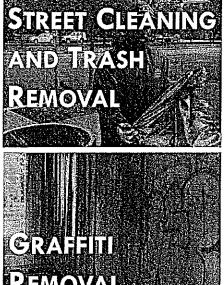
CAPITAL **MPROVEMENTS**

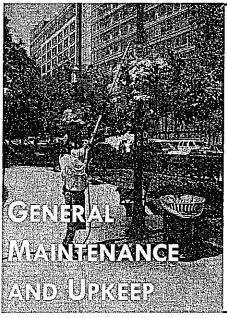
There are five major initiatives that Scranton Tomorrow will carry out during its three-year implementation period. These five initiatives are designed to advance visible downtown revitalization and demonstrate the value of a BID to property owners and businesses.

The Mational Resource Network; HR&A Advisors, Inc.

Scranton Tomorrow Implementation Plan | November 7, 2017 | 9

SANITATION





Summary

 Contract with an organization like Block by Block for 25 blocks or 9 miles of street frontage

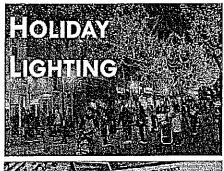
Rationale

- Visible activity demonstrating the effectiveness and capacity of Scranton Tomorrow
- Addresses common need of property owners and demonstrates the value of BID
- Improves visible character of Downtown to attract visitors

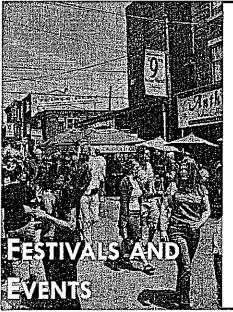
The National Resource Network; HR&A Advisors, Inc.

Scranton Tomorrow Implementation Plan | November 7, 2017 | 10

EVENTS & MARKETING







Summary

 Events to attract people, and materials to promote Downtown

Rationale

- Revitalization starts with activity and community members seeing downtown as important
- Successful events support retail, demonstrating the value of a BID
- Marketing helps to promote a positive identity, which is essential for making Downtown a regional destination and economic hub

The National Resource Network; HR&A Advisors, Inc.

Scranton Tomorrow Implementation Plan | November 7, 2017 | 11

WEBSITE

DOWNTOWN PLAN



Summary

 New website updated with current information to promote Downtown and Scranton Tomorrow

Rationale

 Publicize events/happenings downtown, and showcases the activities Scranton Tomorrow is leading to benefit property owners

DOWNTOWN:

Summary

 In partnership with City, County, and stakeholders, create a vision plan for Downtown, with Scranton Tomorrow as the lead implementing agency

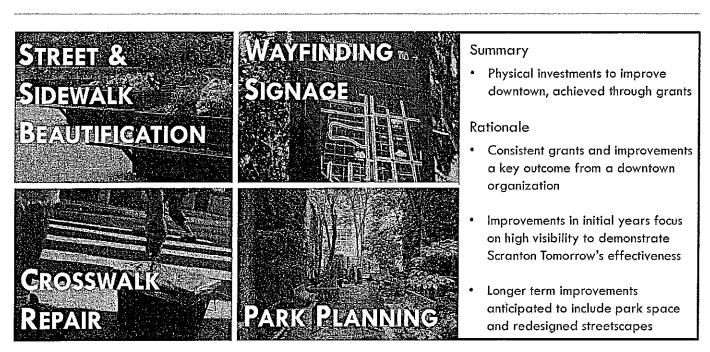
Rationale

Create a compelling vision to mobilize stakeholders and property owners and connect Downtown to broader economic development

The National Resource Network; HR&A Advisors, Inc.

Scranton Tomorrow Implementation Plan | November 7, 2017 | 12

CAPITAL IMPROVEMENTS



The National Resource Network; HR&A Advisors, Inc.

Scranton Tomorrow Implementation Plan | November 7, 2017 | 13

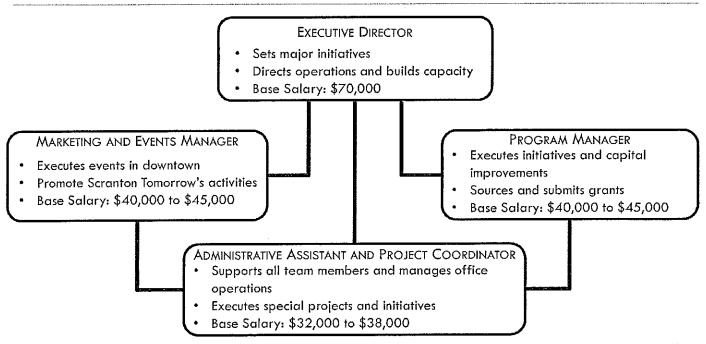
STAFFING SUMMARY

YEAR 1					YEA	R 2		YEAR 3				
1	2	3	4	1	2	3	4	1	2	3	4	
EXEC	AUDĀE,	DIREC	TOR									
		MAR	KENIK C) AND) Ever	ITS M	ANAG	ER.				
						Prod	GRAM	MAN	AGER			
ADM	NISTR	ATIVE	Assis	TANT	and B	PROJE	OT CO)ORDI	NATOI			

The National Resource Network; HR&A Advisors, Inc.

Scranton Tomorrow Implementation Plan | November $7,\,2017$ | 14

STAFFING SUMMARY



The National Resource Network; HR&A Advisors, Inc.

Scranton Tomorrow Implementation Plan | November 7, 2017 | 15

BUDGET OVERVIEW

YEAR 1 TOTAL: \$525,000

		T 1	_
\$125,000 SANITATION SERVICES	\$1.80,000 \$3.440,65	\$85,000 \$98,000 STAFFING COSTS MARKETING CAPITAL	

YEAR 2 TOTAL: \$650,000

	### ##################################	1
\$125,000 \$ \$284,000	\$12/,UUU \$100,UUU \$100,UUU \$100,UUU	1
		1
SANITATION		1
	TARREST CORTS ANADYPTING CARTAL STATES	i
	MARKETING CALLALS	1

YEAR 3 TOTAL: \$630,000

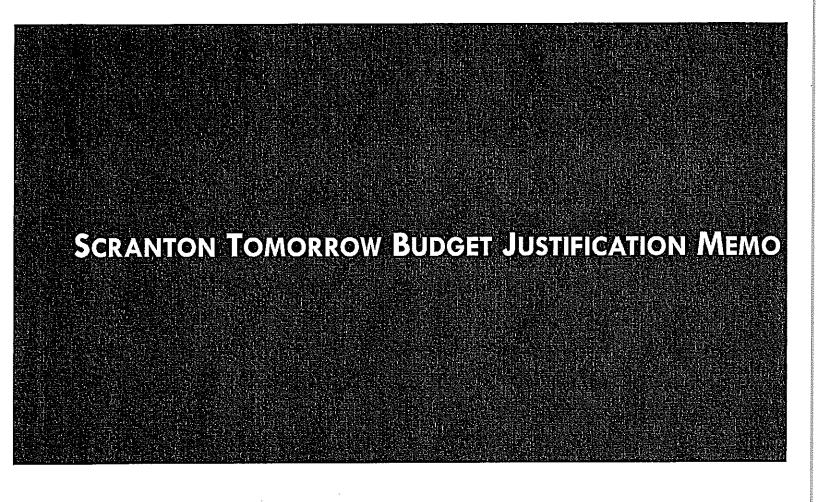
	6	
		_
		110
となった。 「日本日本日本日本日本日本日本日本日本日本日本日本日本日本日本日本日本日本日本		14.
\$317.6 HOLD		_
		-
DOMESTIC OF THE STATE OF THE ST		-
	A A A DVETING	
	TABENCE OF THE SECOND OF THE PROPERTY OF THE P	486
		-

THREE-YEAR IMPLEMENTATION PERIOD TOTAL: \$1.8 MILLION

The National Resource Network; HR&A Advisors, Inc.

Scranton Tomorrow Implementation Plan | November 7, 2017 | 16

\$37,000





MEMORANDUM

To:

Scranton City Council

From:

National Resource Network

Date:

11/7/2017

Re:

Scranton Tomorrow Draft 3-Year Implementation Period Budget

The proposed budget for Scranton Tomorrow's three-year implementation period is based on a strategy to demonstrate the organization's effectiveness and to generate the necessary support for the formation of a Business Improvement District (BID). Developed from discussions with the City and downtown stakeholders, the plan places an emphasis on tangible, visible impacts to downtown Scranton that Scranton Tomorrow will be able to showcase, initiatives to activate and attract people downtown, as well as addressing specific challenges faced by downtown property owners.

The National Resource Network, City of Scranton, and Scranton Tomorrow have worked to quantify the investment needed for Scranton Tomorrow to function at the level necessary to secure support for the formation of a BID. The National Resource Network is led by a consortium of five organizations: Enterprise Community Partners, HR&A Advisors, ICMA, NYU Wagner, and the PFM Group. This memo was authored by HR&A Advisors (HR&A) and pursuant to a direct assistance plan between the Network and the City of Scranton. The findings and recommendations reflect their work and the work of their firm and not necessarily those of other members of the consortium that did not participate in the engagement.

Based off the reported expenditures and financial statements of BIDs across the US, HR&A has developed a budget for Scranton Tomorrow over its first three years of operation. HR&A separated the budget into four major categories – staff salary & benefits, non-salary operation costs, capital and planning costs, and grant-funded initiatives.

Grant funding is critical for financing necessary capital improvements. Securing grant funding requires creating a team with demonstrated capacity to apply for and manage grants. The budget envisions grant-funded capital improvements beginning in year three that are contingent upon successful applications. In years one and two, Scranton Tomorrow would collaborate with Lackawanna County to jointly apply for grants.

HR&A used a variety of sources to develop this budget estimate. First, HR&A utilized budgets and financial statements from similarly sized BIDs across the nation. This includes BiDs highlighted in HR&A's original report for the City of Scranton. By basing Scranton Tomorrow's budget on similarly sized BIDs, HR&A estimated high-level expenditures in each category of services, in addition to the necessary number of employees and their salaries. Next, HR&A used an exhaustive report from the New York City's Small Business Services. This trends report breaks down expenses within BIDs by BID size and service category, giving highly granular data that was used to estimate detailed expenditures for Scranton Tomorrow. HR&A utilized this report to estimate expenses that stay relatively consistent across geographies, recognizing that line items like salaries and rent will vary widely between New York and Scranton. Finally, HR&A conducted research among national suppliers to estimate the cost of purchasing materials or carrying out capital improvements.

Detailed explanations and justifications for budget estimates are found in subsequent sections of this memo.



Overview

The proposed budget for the three-year implementation period totals \$1.8 million: \$525,000 in the first year, and \$650,000 in the second year, and \$630,000 in the third year. Continuation of the organization would require maintaining or increasing this third-year budget level. While not the subject of this memo or budget, HR&A assumes ongoing resources would come from a variety of sources such as a special assessment, government and non-government grants, earned revenues (events, etc.), and continued support from key downtown stakeholders.

Staff Salary & Benefits

High-quality staff are essential for Scranton Tomorrow to operate effectively and to implement programs that provide value to property owners and downtown tenants. Staff costs will be Scranton Tomorrow's largest expense, estimated to be approximately \$680,000 for the three-year implementation period and \$270,000 in year three when the organization is fully staffed. Based off an analysis of BIDs serving similar areas to downtown Scranton, HR&A recommends that Scranton Tomorrow hire and retain four full-time staff members by year three. This staffing level will allow Scranton Tomorrow to implement a sufficient number of initiatives needed to secure support for the creation of a BID.

Staff would include an executive director, a program manager, a marketing director, and one general administrative staff. This level of staffing will enable a robust effort to provide constituent services for downtown property owners, conduct marketing and hold events, and manage grant awards. The staffing level would increase from an initial executive director at the start of year one, to four positions by the end of year two.

HR&A developed staff salary levels after reviewing current Scranton Tomorrow salary levels, salaries of comparative professional positions at Lackawanna County, and by reviewing the International Downtown Association (IDA) 2017 Staffing & Salary Survey. The IDA survey details total compensation and staffing levels for municipal and civic organizations such as BID. HR&A targeted setting salary levels between the 25th and 50th percentile for equivalent size BIDs, reflecting Scranton's smaller size and lower cost of living as compared to major metropolitan areas.

- Executive Director: With input from the board, the executive director will set the direction for the organization, spearhead the establishment of major initiatives, and direct operations. During the implementation period, the executive director will spend a significant amount of time administering the organization, setting direction, and building capacity. Additionally, the executive director will devote substantial time to advocating for downtown property owners. This effort directly addresses a need noted by downtown property owners and helps raise the profile of Scranton Tomorrow.
 - Level of effort (% of time spent):
 - Administration of the organization, vision setting, and capacity building: 45%
 - Constituent services linking property owners with City Hall: 30%
 - Project management (grants and initiative implementation): 25%
 - Salary: Based on comparably sized BIDs and after taking into account location-based cost of living differences, HR&A recommends a starting salary of \$70,000. The IDA 2017 Staffing & Salary Survey indicates that this salary is between the 25th and 50th percentile for compensation of executive directors of BIDs with stabilized operating budgets of between \$500,000 and \$749,999.



- Marketing & Events Manager: Responsible for executing events throughout the year that promote and
 activate downtown Scranton, and for publicizing and promoting the activities of Scranton Tomorrow. As
 the organization matures, the marketing manager's level of effort may shift from promoting downtown
 Scranton towards spending more time spearheading initiatives such as collection and publication of data
 on downtown Scranton or supporting tenant recruitment. The marketing manager will join the staff
 starting in quarter 3.
 - Level of effort (% of time spent):
 - o Downtown events: 40%
 - Promotion of downtown Scranton: 40%
 - Tenant recruitment: 20%
 - Salary: Based on the salaries of similar positions in comparably sized BIDs, HR&A recommends a starting salary between \$40,000 and \$45,000. The recommended starting salary may exceed the average salary for marketing staff in the 25th to 50th percentile at comparable sized BIDs which ranges from \$35,000 to \$42,000 according to the 2017 IDA Staffing & Salary Survey. However, HR&A considers the marketing and events manager to be critical to the success of Scranton Tomorrow within the three-year implementation period and thus warrants the higher salary.
- Program Manager: Responsible for the execution of Scranton Tomorrow's initiatives and capital improvements. The program manager will lead Scranton Tomorrow's efforts to submit grants for continued capital improvements, leveraging new resources for the community. In addition, the program manager is anticipated to provide property owners and businesses with support for applications for grants and subsidies such as New Market Tax Credits and the Local Economic Revitalization Tax Assistance program. The program director will not join the staff until the third quarter of the second year, on-boarding as Scranton Tomorrow begins to receive more substantial grant awards to manage.
 - Level of effort (% of time spent):
 - o Grant writing: 45%
 - o Technical support of downtown businesses and property owner grant applications: 15%
 - o Project administration and management (dependent on successful grant awards): 40%
 - Salary: Based on the salaries of similar positions in comparably sized BIDs, HR&A recommends a starting salary between \$40,000 and \$45,000. This level is approximately equal to the 25th percentile of salaries for economic development staff at BIDs in similar sized cities.
- Administrative Assistant/Project Coordinator: Supports the responsibilities of all other members of the Scranton Tomorrow team and manages office operations. The administrative assistant/project officer should be able to assist in all facets of Scranton Tomorrow's initiatives a significant portion of their work will include special projects that are outside the scope of traditional office management activities, reflected in the hybrid title. Therefore, this role requires a capable professional with ambition to grow. HR&A recommends a starting salary between \$32,000 and \$38,000, a level that is equal to the 75th percentile salary for administration/support staff at comparable BIDS, but that HR&A feels reflects the increased level of responsibility and project coordination as compared to a standard assistant role.

Scranton Tomorrow must begin as and remain a competitive employer in order to attract and retain top candidates. Therefore, HR&A assumes a competitive benefits package that will result in incurred costs estimated at 30% of each base salary (including employer-paid payroll taxes). In addition, HR&A assumes



a nationwide-standard, annual 2% raise annually. HR&A also assumes a one-time recruitment cost of \$10,000 to recruit and interview top candidates for the administrative assistant and marketing positions in the first year.

Non-Salary Operating Costs

While salaries comprise the majority of costs, there are other non-salary costs associated with the operations of the organization. These costs include contracts for Clean & Safe services, production of marketing materials and events, and the operation of an office.

Sanitation: The "Clean" in Clean and Safe, sanitation activities are frequently a service BIDs and other downtown civic organizations provide via contracts with companies like Block by Block. Sanitation activities typically include trash pickup and removal, graffiti removal, and sweeping and cleaning of a downtown's sidewalks.

The cost of a sanitation contract is highly variable and determined by several factors including: the number of blocks covered by the sanitation contract, the number of man hours devoted to each block, and the scope of services provided. HR&A reviewed the contract cost and included services provided by Block by Block for the Wilkes-Barre BID and developed an estimate based on an adjusted level of effort and geographic coverage zone for Scranton. The annual expense of \$125,000 is anticipated to cover contracted staff of 2 FTE, with 1 additional summer worker performing trash removal, weed removal, maintenance of plantings, graffiti removal, power washing of sidewalks, snow removal, and minor repair to street furniture throughout the downtown. HR&A assumes that this sanitation contract will cover approximately 25 blocks or 9 miles of street frontage.

Public Safety: Many BIDS provide public safety services such as ambassadors or contract with local police to increase patrols. Organizations like Block-by-Block provide these services as a contract, including: sidewalk patrols, security cameras, traffic management, and downtown ambassadors. The proposed budget does not include public safety services during the initial three-year implementation period as safety and security are not key challenges for downtown Scranton, and these funds are therefore better spent on other initiatives.

Marketing: BIDs and downtown civic organizations often provide a diverse set of services in order to market their downtown. Marketing increases the profile of a downtown, bringing locals and tourists alike to shop in downtown retail and eat in downtown restaurants. Marketing increases the visibility of a downtown and can help attract new residents and investment.

Scranton Tomorrow will work with local property owners and under the direction of the marketing director to determine the types of marketing activates it should undertake. For purposes of budgeting, HR&A assumed that Scranton Tomorrow would plan and implement one event per quarter (four annually) in its first year and then three events per quarter (twelve annually) the next two years. Events vary widely in size, scope, and cost. The budget assumes that most events will be of moderate size, from 250 to 800 attendees, but that a larger event of up to 2,500 people would occur biannually. Based on the cost of existing Scranton Tomorrow events, HR&A estimated the overall average cost per event to be \$8,000 after factoring the variance in anticipated event sizes. This cost includes projected additional staff hours and supplies. As the effort matures, Scranton Tomorrow will explore the potential for raising revenue through events, such as ticket sales for festivals or charges for concessionaires in order to offset the costs of activating downtown. The executive director and marketing manager would be responsible for creating a suite of events that attract a range of



audiences to downtown Scranton. Events might include free movie nights, a summer music festival, a Scranton restaurant sampling event, and a regular farmers market.

Holiday lighting is a common BID service and helps encourage the use of downtowns during the winter months. HR&A has assumed that Scranton Tomorrow would decorate the 25-block, core downtown area from the original sanitation contract. Average holiday lighting cost per block in New York City is \$763, which includes man hours and materials. HR&A conservatively used this cost-per-block estimate in Scranton Tomorrow's proposed budget, while also noting that Scranton Tomorrow will explore opportunities for contribution of inkind services and sponsorship to offset costs.

Finally, HR&A anticipated that Scranton Tomorrow would produce and distribute print and digital marketing materials in order promote downtown Scranton or specific events. Materials would include items such as branding materials, an annual report, business promotion materials, maps, and social media posts. HR&A estimated a budget of \$1,000 quarterly for marketing materials during the initial startup period before the marketing director is hired, and then an ongoing budget of \$3,000 from Q4 once the marketing director is fully on-boarded.¹

IT and web support costs are included in the marketing budget, with a \$25,000 expenditure for consulting services to support a redesigned website. The cost for this website redesign is anticipated for Q4, once the marketing director is fully on-boarded. Additionally, the budget includes funds for website support, including maintenance and updating, estimated based on the cost of Scranton Tomorrow's current IT provider to be \$350 per month for 5 hours of support until the marketing manager is hired at which point outside assistance drops to \$140 per month for 2 hours of support.

Office Rent: HR&A estimated Scranton Tomorrow's annual rent through an analysis of first floor retail and office space in downtown Scranton that would comfortably accommodate four employees. Scranton Tomorrow's rent costs are projected to be \$0 for the first two years while using free space within the downtown that has been offered to them. In year three, HR&A estimated that Scranton Tomorrow will pay \$20,000 for highly-visible ground-floor retail space. This estimate is based on current market rents for retail space in downtown Scranton according to real estate data company CoStar and covers base rent and associated utilities.

Other Administrative Costs: Other administrative costs include operations expenses that are incurred outside of defined Scranton Tomorrow initiatives and salaries. HR&A's estimates for supplies and annual insurance are based upon the average expenditures of BIDs of comparable size in 2016. 2% annual inflation after the first year was also assumed.

Capital Costs & Planning

For the first three years of operations, Scranton Tomorrow's capital expenses will remain minimal as the organization grows and expands capacity. Capital improvements focus on immediate visible improvements that address key pedestrian safety needs. More extensive capital improvements will be grant funded, per the details below.

¹ HR&A developed this marketing budget based on assumptions regarding the amount of physical print material and printing fees of less than \$1 per page, as well as the amount to increase the reach and scope of social media campaigns.



Beautification/Sanitation Capital Investments: The budget includes funds for downtown beautification, such as new planters and banners as well as the necessary maintenance equipment. These investments are anticipated to be funded by grants, and thus the costs are shown as distinct lump-sum costs in the budget. The initial funding of \$98,000 is for planters and maintenance equipment, and is a Local Share Account grant that Scranton Tomorrow has already won. The budget includes \$40,000 in beautification investments for the first quarter of year 2 and year 3, and would include elements such as renewed and expanded plantings.

Pedestrian Safety and Wayfinding: In order to improve pedestrian access to downtown Scranton, Scranton Tomorrow will fund crosswalk repairs and wayfinding signage throughout the core downtown. HR&A based its cost assumptions on a report prepared by the UNC Highway Safety Research Center and prepared for the Federal Highway Administration. Based off of figures found within the report, HR&A estimated that crosswalk repairs will cost \$1,000 per crosswalk and wayfinding signage will cost \$2,000 per sign. HR&A estimated that Scranton Tomorrow would repair two crosswalks per quarter (ten annually) and execute a one-time purchase and installation of 20 wayfinding signs. The budget for crosswalk repair in years two and three is \$8,000 in years two and three, a moderate amount that ensures property owners see a base of physical improvements. There is potential to increase this base budget through greater grant funding for pedestrian safety capital investments. The budget for wayfinding signage is a one-time cost of \$40,000 anticipated to occur in year two.

Downtown Area Plan: Downtown Scranton stakeholders have expressed interest in producing an economic development plan for the downtown area and for the City of Scranton as a whole. With the assistance of outside consultants, Scranton Tomorrow is well positioned to lead the effort for a downtown plan that creates a vision for the future of downtown and underpins a major downtown initiative. Using knowledge of similar plans with similar scopes and sizes, HR&A estimated that a detailed Downtown Area Plan would cost \$50,000 at the low end and potentially \$130,000 to \$150,000 for a more comprehensive plan with additional features. The low range is characterized by updates to existing vision documents, while plans at the higher range might include a new downtown vision, recommendations and plans for physical improvements, streetscape concepts, financial feasibility assessments for initial catalyst projects, and robust implementation strategies. A downtown plan effort is anticipated to be a partnership between Scranton Tomorrow, the City of Scranton, Lackawanna County, the Lackawanna County Chamber of Commerce, and key downtown stakeholders. The budget assumes that Scranton Tomorrow would provide \$30,000 of the total cost, with the remainder funded by the partner organizations. Scranton Tomorrow has secured initial funding towards this plan, receiving \$17,000 for planning efforts as part of its most recent Local Share Account grant.

Grant-Funded Initiatives

The continued revitalization of downtown Scranton requires Scranton Tomorrow consistently submit grant applications to finance larger capital improvements such as new park space or streetscapes. Many programs offered by the State of Pennsylvania have annual application periods. HR&A has assumed that Scranton Tomorrow will begin applying for these grants starting in year one in partnership with Lackawanna County, and then as its own entity in year three upon hiring a program manager.

The three-year budget incorporates small capital improvements such as beautification investments and pedestrian wayfinding improvements that Scranton Tomorrow anticipates funding through grants, such as Local Share Account funds. The budget does not incorporate as a baseline assumption larger grants such as



a multi-modal transportation fund award for a complete street renovation. Although not assumed in the budget as part of the baseline, securing and administering a larger grant would be a sign of major success and should be a goal of Scranton Tomorrow as it becomes fully operational.

Scranton Tomorrow, in partnership with Lackawanna County and the City of Scranton, should explore the following sources of grant funds to complement and expand its services.

Grants to Fund Scranton Tomorrow Activities

- Local Share Account (LSA): LSA funds are available under Act 71 resulting from taxes on gaming establishments and has been made available to select Pennsylvania jurisdictions for the purpose of economic and community development and public interest projects. Funds are project-based and are not available for organization operations. Since the initiation of the program, numerous entities in Lackawanna County have been awarded grants. For instance, the Lackawanna County Board was awarded \$160,000 to help fund the County Land Bank through LSA funds. The budget assumes that Scranton Tomorrow will annually submit for LSA grants for moderate capital improvements such as streetscapes and sidewalk repair. Applications will be submitted in collaboration with Lackawanna County. The average grant award for projects in counties adjacent to Monroe County (which includes Lackawanna) is \$170,000; matching funds are not required but are encouraged.
- Multimodal Transportation Fund: PennDOT gives grants for transportation projects to municipalities, councils of government, businesses, economic development organizations, among other entities. Streetscape improvement projects are eligible Geisinger recently received \$300,000 for its streetscape improvements. Minimum project cost is \$100,000. Grants are capped at \$3 million and require a 30% local match. The budget does not assume allocation of multimodal transportation funds in the initial three years, but it is anticipated that Scranton Tomorrow, in collaboration with the City and County, will lead future applications for larger capital improvements such as complete streetscape renovations or expansion of the river trail network into downtown.
- Keystone Main Street Designation: The Keystone Main Street Program aims to revitalize city centers and downtowns and provides local Main Street organizations with technical assistance and priority consideration for a variety of DCED programs. While not reflected in the budget as this the designation does not result in grants or additional funding, HR&A anticipates that Scranton Tomorrow will be the Main Street organization for downtown Scranton and will receive continued support through this program.
- Keystone Communities Program: The Keystone Communities Program offers grants to economic
 development-focused entities. Grants can cover a wide variety of activities from planning to façade
 improvements to development. Planning grants are capped at \$25,000. Implementation of façade
 improvement grants are capped at \$50,000. Development grants are capped at \$500,000. Most
 grants require a dollar-for-dollar match.

Grants to Local Businesses and Property Owners with Support from Scranton Tomorrow

Redevelopment Assistance Capital Program (RACP): RACP funds are administered by the Office of
the Budget and must be for projects that have regional or multi-jurisdictional impacts and generate
substantial increases or maintain current levels of employment, tax revenues, and other measures of
economic activity. Projects are state-funded and cannot obtain primary funding from other state



programs. Lackawanna College's recent redevelopment was partially funded through a \$10.2 million grant from RACP.

- Keystone Innovation Zone (KIZ) Tax Credit: KIZ tax credits are used for zone coordination, strategic
 planning, personnel costs, and hiring of consultants in order to promote innovation and create
 entrepreneurial opportunities through community and university partnerships.
- Local Economic Revitalization Tax Assistance (LERTA): LERTA allows local taxing authorities to exempt
 improvements to a business property if such a property is located in a deteriorated area.
 Improvements can include repairs, construction or reconstruction, and rehabilitation. The schedule of
 savings cannot exceed 10 years and the savings realized are on a sliding scale beginning with
 100% tax abatement in the first year and declining 10% annually.

Contingency Fund

HR&A included a contingency fund set aside within the 3-year implementation period budget. Contingency funds are necessary for Scranton Tomorrow to effectively address unforeseen costs that may arise throughout the implementation period and act as built in flexibility for this budget estimate, reducing the likelihood of overages and unanticipated costs. HR&A included an industry-standard 5% set aside of annual budget values.

SCRANTON TOMORROW IMPLEMENTATION PHASE DETAILED BUDGET

SCRANTON TOMORROW BUDGET SUMMARY

	Year 1	Year 2	Year 3	3-Year Total
Operations	\$402,000	\$528,000	\$552,000	\$1,482,000
Sanitation Contract	\$125,000	\$125,000	\$125,000	\$3 <i>75,</i> 000
Public Safety	\$ <i>0</i>	\$0	\$0	\$0
Marketing	\$85,000	\$127,000	\$127,000	\$339,000
Salaries	\$180,000	\$23 <i>4</i> ,000	\$268,000	\$682,000
Econ. Dev. Plan	\$0	\$30,000	\$0	\$30,000
Other Admin	\$12,000	\$12,000	\$32,000	\$56,000
Capital Costs	\$98,000	\$88,000	\$48,000	\$234,000
Total	\$500,000	\$616,000	\$600,000	\$1,716,000
Contingency Fund Set Aside	\$25,000	\$34,000	\$30,000	\$89,000
Grand Total (Contingency Fund Included)	\$525,000	\$650,000	\$630,000	\$1,805,000

The National Resource Network; HR&A Advisors, Inc.

Scranton Tomorrow Implementation Plan | November 7, 2017 | 19

Tomestaw Expenditures			Yes	<u> </u>			Year :	<u> </u>			Year		
1	Yatal	Quant l	Overter 1	Quarter 1	Qverter 4	Quarter 3	Querter 6	Quester 7	Quarter \$	Quarter 7	Quester 10	Qverter 11	l Q
raja Kens													
Senitritus & Bunutification Conta										A 100,000			
Sanitation Servicer Contract Cort	\$375,000	531,250	531,250	\$31,250	\$31,250	531,250	531,250	\$31,250	\$31,250	\$31,250	\$31,250	531,250	
Total Senitation Corts	\$375,000	\$31,250	\$31,250	\$31,230	\$31,215	\$31,250	\$31,250	\$31,230	\$21,250	\$31,250	\$31,250	\$31,230	
Public Salety				er					•				
Contract Cort	\$0	\$0	. 50 50		\$Q \$a	50 E0		\$0	20	50			
Total Public Safety Costs	10	10	\$0	to	\$a	ţo	\$0	\$0	żo.	ţo.	30		
Markating													
Event Costs	\$224,000	000.62	\$8,000	58,000	2000	\$24,000	524,000	524,000	\$24,000	\$24,000	524,000	\$24,000	
Hallday Eighting Cents	\$57,000	92	. 50	02	\$19,000	\$0	50	10	\$19,000	30	50	50	
Marketing Material Casts (Print & Social Media)	\$30,000	\$1,000	\$1,000	\$1,000	\$3,000	\$3,000	\$1,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
If Website Redesign	\$25,000	. 30	. 50	\$25,000	. 50	- 50	50	\$0	50	10	50	\$0	
	\$3,000	000,12	51,000	\$1,000	\$0	50	50		- 50	10	50	50	
IT Wabsite Consultant Support Cost										\$27,000			
Total Marketing Carts	\$775,000	£10'029.	\$10,000	\$35,000	\$30,000	\$27,000	\$27,000	\$27,000	\$45,000	\$22,000	\$27,000	\$27,000	٠.
Selector, Payrell, and Employee Smalls													
Executive Director	\$280,000	521,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,030	\$23,000	\$24,000	\$24,000	\$24,000	
Program Maringer(t)	009,002	\$0	\$0	\$0	20	50	\$0	\$1.5,000	\$15,000	\$15,000	\$15,000	. \$15,000	
Marketing Director(t)	\$150,000	\$0		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	515,000	\$15,000	\$15,000	
Administrative Assistant	\$1.52,000	\$12,000	\$12,000	\$12,000	\$12,000	\$13,000	\$15,000	\$13,000	\$13,000	\$13,000	\$73,000	\$13,000	- 1 :
Recording to Costs	519,900	\$10,000	50		50			\$0	50	50	. 50	50	
Totel Selanas, Payrell, and Employee Benefits	\$6 62,000	\$45,000	\$35,000	E-50,000	\$10,000	\$31,00 0	\$55,000	\$66,000	\$65,000	\$67,000	\$67,000	\$67,000	1
Economic Davelopment Fire Costs													
Deventores Economic Development Plan	090,002	02	20	só	\$0	\$20,000	50	10			50	\$0	
City of Scramon Emparatic Development Plan	50	10	50	50	30	\$0	50	20	\$0	50	50	50	
Tatal Economic Devalapment Plan Costs	\$30,000	PO PO	, şa		to to	\$30,000	\$0	\$9	50	£0		\$10	
Other Administrative Costs													
Rest	\$20,000	50	\$0	\$0	20		50	\$0	50	\$5,000	\$5,000	\$5,000	٠.
Offset Cotts	\$36,000	\$3,000	53,000	\$3,000	\$3,000	\$3,000	50,000	\$3,000	\$3,000	\$3,000	53,000	\$3,000	
Talso Other Administrative Casts	\$34,000	\$3,000	\$3,000	13,000	\$2,000	\$2,008	\$3,000	\$3,000	\$3,000	\$8,000	\$8,000	11,000	
Subjeted: Operation	\$1,42,010	\$19,250	\$79,750	\$719,250	\$114,210	\$141,250	\$112,250	\$127,250	\$146,250	\$133,250	\$733,250	\$133,250	
	,****				7111611								
si Custs Capital Improvement Costs													
Beautilization/Savitation Capital investments (maddinery, planters, business etc.)	5178,000	000,E92	\$0	02	50	\$10,000	50	50	50	\$40,000	50	50	
Grosswork Keppitr/Austolions	516,000	50	50		\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Worldsing Sign Perdose and Installation	\$40,000	50	to.	50		\$0	540,600	\$0	. 50	\$0	50	\$0	
Tatal Capital Improvement Cents	\$234,000	\$98,000	FO "	*** \$10	ŧo.	\$47,000	\$47,000	\$2,000	£2,000	\$42,000	\$2,000	\$2,000	*
Substitute Copil of Code	3234,000	598,000	30	50	50	\$42,000	\$42,000	\$2,000	\$2,000	\$42,000	\$7,000	\$2,000	
Total Quartierly Scranian Turnarrow Expansibles		\$1 #7,250 Quarter 1	\$79,250 Quarter 2	\$119,230 Quarter 3	\$114,230 Duntar 4	\$384,250 Dunzhe 3	\$1.54,250 Gverter 6	- \$129,250 Quarter 7	\$148,250 Guarter B	\$175,250 Quester 9	\$135,250 Greater 10	\$135,250 Quarter 1	_
Tabil Anguel Scientish Temeriew Expenditures	- \$1,716,000		\$300,0	0-0			\$616,00	0			\$600,0	80 215	
Arm united against targetten and analysis			Year	1			Year 2				Yess	3	
CanSuperity Fund Set Acide	\$69,000	\$9,000	\$4,000	\$6,000	\$6,000	\$9,600	\$10,000	\$7,020	\$0,000	F8,000	\$7,000	\$7,000	٠.
·		\$176,250	\$83,750	\$125,250	\$120,250	\$193,230	\$164,250	\$136,250	\$136,350	\$183,250	\$142,230	\$142,250	-
Tetal Questiasiy Screeters Temestern Expenditures + Cantingency Fund		Quarter 1	Quester 2	Quester 3	Quarter 4	Querter 5	Duerter 6	Desite 7	Quarter 2	Duerter 9	Quester 10	Quarter 11	
	- \$1,205,050												
Total Annual Screenian Temporaw Expenditures + Contingency Fund	\$1,542,550		\$325,0				\$6,50,60				. 3630,0		



DEPARTMENT OF LAW

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

November 21, 2017

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 AN ORDINANCE AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO ALLOCATE \$250,000 FROM ECONOMIC DEVELOPMENT FUNDS ON A MATCHING BASIS TO SCRANTON TOMMOROW TO FURTHER THE PROSPECTS OF ECONOMIC REVITALIZATION IN THE DOWNTOWN SECTION OF THE CITY OF SCRANTON.

Respectfully,

Jessica L. Eskra, Esquire

City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. ___

2017

AN ORDINANCE

ESTABLISHING A "NO PARKING ZONE" ALONG THE NORTHERLY SIDE OF GREEN RIDGE ST (S.R. 6011) BEGINNING APPROXIMATELY 150 FEET WEST FROM ITS INTERSECTION WITH PENN AVENUE AND CONTINUING 80 FEET TO ALLOW FOR SIGHT DISTANCE FOR A PROPOSED DRIVEWAY BY MR .GEORGE JENKINS FOR A PROPERTY LOCATED AT 921 GREEN RIDGE ST.

WHEREAS, the proposed driveway enters and exits on Harrison Ave a state highway; and

WHEREAS, Pennsylvania Department of Transportation's ("PennDOT's") minimum safe site distance for driveways requirements mandate certain parking restrictions be implemented; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that parking is hereby eliminated along a 80 foot section of SR 6011, known as Green Ridge Street along the northernmost curb line beginning approximately 150 feet from its intersection with Penn Ave. traveling in a westerly direction, in order to provide acceptable sight distance for the proposed driveway to serve 921Green Ridge St.

SECTION 1. 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 2. This Ordinance shall become effective immediately upon approval.

SECTION 3. 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.

JACK SWEENEY ZONING OFFICER

2117 OCT 19 AM 9:47

	ORWEWAY ADDRESS:
	1913-915 GREEN RIDGE ST.
r er einstellicht in der eine eine eine eine eine eine eine ei	MAP No. 13517-060-015
	OWNERS:
	GEORGE V. 9 BARBARA A. JENKINS 921 GREEN RIDGE ST. 570- 351-5699
March 17 years that I also also also also also also also also	CAROL D'NEIL 919 GREEN RIDGE ST.
	LOT SIZE 40' WIDE X 70' DEEP DRIVEWAY ENTRANCE 16' WIDE
e de la companya de l	PARKING FOR UP TO 6 VEHICLES
ng dan mengenti ng ngapagan ang mengenting ng mengenting n	!
er Palacita de la capación de company de la capación de la capació	
The desired of the second of t	
afractionary in any new processors and	
, ,	
'-	



Department of Licensing, Inspections & Permits

City Hall - 4^{lt} Floor 340 North Washington Avenue Scranton, Pennsylvania 18503 Tel: (570) 348-4193 Fax: (570) 348-4171

BUILDING PERMIT B-17090097

SCRANTON

Permission is hereby granted for the construction on property, as noted below. All work will comply with the current Building Codes & all other applicable State and Local laws, ordinances, codes & regulations.

Right of Entry is authorized in accordance to PA Title 34, Labor & Industry, Part XIV UCC, §403.86 Right of Entry to

Date Issued: 09/12/2017 Tax ID #: 13517060015

Location: 913 915 GREENRIDGE ST

Subdivision:
Lot: 020A

Zoned As:

Owner:

LASALLE NATIONAL BANK

Address:

ONE RAMLAND RD

ORANGEBURG, NY 10962

Contractor: JAMES VALVANO TSE

License #: 22502

Company Name:

JAMES VALVANO TSE

Address:

826 FROUDE AVENUE

SCRANTON, PA 18505

Phone:

Permit Type: B

BUILDING PERMIT

Total Sq. Ft:

n

Project Description:

DRIVEWAY CUT, EXCAVATE, GRADE AND LAY MODIFY, AND STONE AND PAVING.

Approved By:_

Work Value:

\$2500

Fee Paid:

80.00

Expiration: Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its approval, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.

CALL BEFORE YOU DIG!!! IT'S THE LAW!!! 1-800-257-7777

All holders or their agents, of any permit shall notify this Department at the appropriate stages of construction for any inspections or approvals that must be performed or granted to assure constant

continuation of work.

NO WORK IS TO BE STARTED UNTIL APPLICANT RECIEVES AN APPROVED PERMIT AND IT IS POSTED AT THE JOB SITE

APPLICATION FOR BUILDING PERMIT CITY OF SCRANTON

1.	IS THE PROPERTY A CONDEMNED PROPERTY IN THE CITY OF
	SCRANTON? yes high r
	, &
2	Property address 913-915 GREEN Ribge ST, Tax ld 135170 600 15
(3)	is the proposed building operation construction of entirely new
•	structure/ alteration/ enlargement of existing
$\overline{}$	structure? // \(\sigma\)
4	Name of Property Owner. GEORGE JENKINS 921 GREEN RIDGE ST.
(5)	Address of Property Owner: Sanaviran Da 1950
(8)	Location of Job Site: 9/3-9/5 CREEN RIDGE ST. 18509
7.	Is the property Currently Fire Damaged? Yes No
	If yes, is the city treasurer holding insurance proceeds until the
	improvements are completed and approved? Yes No
8.	Existing use of Improvements on the Property:
•	Residential One Family Two or More (number of units) N/A
	Hotel Motel Dormitory Rooming House
	Non-Residential Rooming House
	Store School Church Hospital
	Office
	Other Restaulant
	Uner
	U

NOTE: THE ANSWERS AND INFORMATION PROVIDED IN PARAGRAPH 8 ABOVE DO NOT WAIVE THE REQUIREMENTS AND CONDITIONS REQUIRED BY THE CITY OF SCRANTON ZONING ORDINANCE FILE COUNCIL 74 OF 1993.

FURTHER, ANY RELIEF GRANTED BY THE APPROVAL OF THIS BUILDING PERMIT, DOES NOT WAIVE OR IMPLICITLY APPROVE ANY RELIEF REQUIREMENTS REQUIRED BY OTHER CITY ORDINANCES, INCLUDING BUT NOT LIMITED TO THE CITY OF SCRANTON ZONING ORDINANCE.

FURTHER, IF ANY OF THE ANSWERS TO QUESTIONS HEREIN OR INFORMATION PROVIDED ARE FALSE OR A MISREPRESENTATION, SHALL VOID THIS PERMIT AND SAME WILL BE REVOKED.

Denn lot Dumit No. 000 2912

9. Is the property located	on a corner lot? Yes	બ
Size of Lot 40	Feet in Front 70.	_Feet in Rear
reet average Dept	70 Square Feet in	Total Area <u>2800</u>
10. The structure will max depth of N/A of the land after constr	have a max width of/ feet and will occupy/ uction or alteration is com	が/A feet and a が/A square feet pleted.
11. The nearest distant the lot will be as follows: /Afeet from the right side lot line;	nce of the structure from s: _ <i>N/A</i> feet from the left lot side line; feet from the from	the boundary line of rear of lot line; NA feet from nt lot line.
12. Total cost of the p	proposed building operation in the properties of	on, labor and
PERMITS WILL BE ISSUED TO OCCUPANTS ONLY	LICENSED CONTRACTORS O	R HOME OWNER
ALL LICENSED CONTRACTOR COMPLETE EXECUTED COPY PROPOSED WORK BEFORE TH	OF THEIR CONTRACT AND IN:	IUST SUBMIT A SURANCE FOR THE
NOTICE: SEPARATE PERMITS MECHANICAL (HVAC)	ARE REQUIRED FOR ELECTR	ICAL, PLUMBING,
13. Plumber N/ Electrician N/A	A HVAC Contractor	N/A SE, Inc.
14. Identification- To p Contractor's License Nu Contractor's PA Registr	ımber 🔐 22562 (r	
Owner: GEORGE JENKINS	Address 92L GREEN RIOGS ST	Phone Number 570-351-5699
CAROL O'NEIL	919 GREEN RIOGE ST	570-347-7229
Contractor:	Address	Phone Number:
TSE, Inc	14.347 MAINSTOCA	570341-3001
Architect	Address	

15. Brief description of work being performed: DRIVE WAY CUT, EXCAVATE AREA, GRADE AND LAY MODI
16. Is there a dumpster for this job on the street? Yes No If yes, an additional dumpster permit is required. The cost is \$10.00 a day.
THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ADANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.
I the homeowner certify that the information I have submitted is correct and that I am doing the work myself. I have not hired a contractor to do the work.
I swear or affirm that my statements and answers above are true and complete to the best of my knowledge and belief. I also realize that I will be subject to criminal penalties provided by 18 PA.C.C 4903 and 4904 if I have provided false answers and statements. Machine Signature Signatu
NOTE: ALL WORK SHALL COMPLY WITH THE PENNSYLVANIA UNIFORM CONSTRUCTION CODE, ACT 45 OF 1999 **NO WORK IS TO BE STARTED UNTIL APPLICATE RECIEVES AN APPROVED
PERMIT AND IT IS POSTED AT THE JOB SITE.** OFFICIAL USE ONLY
APPROVED: VES NO 9/11/7 JULY SIGNATURE OF ZONING OFFICER APPROVED: VES NO 9-12-17 DATE SIGNATURE OF PUBLIC SOST OF THE SIGNATURE OF THE SIG



DEPARTMENT OF LAW

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

November 21, 2017

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

Dear Honorable Council Members:

OFFICE OF CITY
COUNCIL/CITY CLERK

ATTACHED IS AN ORDINANCE ESTABLISHING A "NO PARKING ZONE" ALONG THE NORTHERLY SIDE OF GREEN RIDGE ST (S.R. 6011) BEGINNING APPROXIMATELY 150 FEET WEST FROM ITS INTERSECTION WITH PENN AVENUE AND CONTINUING 80 FEET TO ALLOW FOR SIGHT DISTANCE FOR A PROPOSED DRIVEWAY BY MR .GEORGE JENKINS FOR A PROPERTY LOCATED AT 921 GREEN RIDGE ST.

Respectfully,

Jessica L. Eskra, Esquire

City Solicitor

ILE/sl

FILE OF THE COUNCIL NO.

2017

AN ORDINANCE

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A PENSION TRUST AGREEMENT WITH THE COMPOSITE PENSION BOARD TO HOLD APPROXIMATELY \$22,910,531.56 OF THE PROCEEDS FROM THE SALE OF THE ASSETS OF THE SCRANTON SEWER AUTHORITY IN TRUST UNTIL SUCH TIME AS PENSION REFORMS HAVE BEEN ENACTED.

WHEREAS, the City, the Borough of Dunmore and the Scranton Sewer Authority have heretofore sold certain sewer system assets to the Pennsylvania American Water Company (the "Sale"); and

WHEREAS, after paying transactional costs, funding required escrows, and retiring or defeasing the outstanding sewer system debt, and meeting other terms as set forth in the Sale, the City's portion of the Sale proceeds received at closing was \$69,074,221, comprised of \$66,505,463 received at closing and \$2,568,758 released from the sewer revenue bond refunding escrows (the "Sale Proceeds"); and

WHEREAS, the City has agreed to apply a significant portion of the remaining Sale Proceeds to fund the City's pension plans in conjunction with pension reforms through the attached Pension Trust Agreement; and

WHEREAS, among the pension reforms that are extremely important to the City's future financial well-being are: i) retaining a nationally recognized investment advisor to oversee the tactical and strategic allocation of pension fund investments; ii) retaining a third party administrator to assist the composite pension board with the operation of the funds, including but not limited to assisting with the processing of disability pension applications; and iii) utilization of independent board certified specialists to determine disability eligibility and continuing compliance with all material aspects of the January 30, 2015 Memoranda of Understanding, as amended by the Memoranda of Agreement filed in the Court of Common Pleas of Lackawanna County, No. 13-CV-6689 (the "Disability Pension Agreements"); and

WHEREAS, the City has agreed to invest the pension contributions made hereunder at such time as the above pension reforms are enacted; and

WHEREAS, it is anticipated that an amount of approximately \$22,910,531.56 shall be deposited in the pension plans from the Sale Proceeds.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City Officials are authorized to execute and enter into a Pension Trust Agreement with the Composite Pension Board to hold approximately \$22,910,531.56 of the proceeds from the sale of the assets of the Scranton Sewer Authority in Trust until such time as pension reforms have been enacted.

SECTION 1. 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 2. This Ordinance shall become effective immediately upon approval.

SECTION 3. 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.

TRUST AGREEMENT

Dated as of December 1, 2017

By and Among

CITY OF SCRANTON

and

SCRANTON COMPOSITE PENSION BOARD

TRUST AGREEMENT

THIS TRUST AGREEMENT (the "Trust Agreement") made and entered into as of this 1st day of November, 2017, by and among City of Scranton, Pennsylvania (the "City") and the Scranton Composite Pension Board.

WITNESSETH:

WHEREAS, the City, the Borough of Dunmore and the Scranton Sewer Authority have heretofore sold certain sewer system assets to the Pennsylvania American Water Company (the "Sale"); and

WHEREAS, after paying transactional costs, funding required escrows, and retiring or defeasing the outstanding sewer system debt, and meeting other terms as set forth in the Sale, the City's portion of the Sale proceeds received at closing was \$69,074,221, comprised of \$66,505,463 received at closing and \$2,568,758 released from the sewer revenue bond refunding escrows (the "Sale Proceeds"); and

WHEREAS, upon the Sale, an escrow fund for representations and warranties was established in the amount of \$5,000,000, with the City's share being 80 percent of that amount and the Borough's 20 percent, as well as an escrow fund for easements in the amount of \$12,000,000, with the City's share being 80 percent of that amount and the Borough's 20 percent. Upon the extinguishment of those escrows according to the schedule agreed upon at closing, all remaining funds will return to the City and the Borough according to the appropriate proportional share as additional proceeds ("Escrowed Sale Proceeds"); and

WHEREAS, the City determined to apply a portion of the Sale Proceeds to retire certain high coupon general obligation debt of the City (referred to as the City's 2006 General Obligation Bonds, the City's 2012 General Obligation Bonds, and the City's 2013 General Obligation Bonds) reducing the fixed costs of the general fund by approximately \$5.2 million per year; and

WHEREAS, the City determined to apply a portion of the Sale Proceeds to defease General Obligation debt of the City Series C of 2003 and Series D of 2003, and refund \$24,620,000 of Series B of 2003, reducing the City's debt service by \$29,170,000; and

WHEREAS, the City has agreed to apply the remaining Sale Proceeds to: i.) make necessary capital improvements in the City, ii.) provide initial funding for storm water management planning, iii.) fund economic development initiatives, iv.) repay or defease additional outstanding liabilities of the City v.) fund the City's pension plans; and vi.) potentially create/contribute to an OPEB Trust Fund; and

WHEREAS, among the pension reforms that are extremely important to the City's future financial well-being are: i) retaining a nationally recognized investment advisor to oversee the tactical and strategic allocation of pension fund investments; ii) retaining a third party administrator to assist the composite pension board with the operation of the funds, including but

not limited to assisting with the processing of disability pension applications, iii) utilization of independent board certified specialists to determine disability eligibility and continuing compliance with all material aspects of the January 30, 2015 Memoranda of Understanding, as amended by the Memoranda of Agreement filed in the Court of Common Pleas of Lackawanna County, No. 13-CV-6689 (the "Disability Pension Agreements"); and

WHEREAS, the City has agreed to invest the pension contributions made hereunder until such time as the above pension reforms are enacted; and

WHEREAS, it is anticipated that an amount of approximately \$22,910,531.56 shall be deposited in the pension plans from the Sale Proceeds; and

WHEREAS, the funds deposited hereunder shall remain invested in compliance with Act 10 of 2016 of the General Assembly of the Commonwealth of Pennsylvania; and

NOW, THEREFORE, intending to be legally bound, the City and the Scranton Composite Pension Board hereby agree as follows:

SECTION 1. Receipt of Sale Proceeds; Use of Funds; and Requisitions.

- a) The City hereby deposits into the Trust account an amount of approximately \$22,910,531.56. The Trust Deposit shall be deposited in the following amounts into the following accounts:
 - 1. Upon agreement between the City and the Composite Pension Board, portion may be deposited into the Pension Contribution Account Discount Rate Reduction Subaccount, and/or a portion may be deposited into a separate OPEB Account.
 - 2. The balance remaining shall be deposited into the Pension Contribution Account for the aggregate pension fund.

Notwithstanding anything in the foregoing to the contrary, amounts required to be transferred under this Agreement shall not commence until such time as the Mayor has certified to the Trustee that the City has retained a nationally recognized investment advisor to oversee the tactical and strategic allocation of pension fund investments; the City has retained a third party administrator to assist the composite pension board with the operation of the funds, including but not limited to assisting with the processing of disability pension applications, and the Police and Fire Unions are in compliance with all material aspects of the January 30, 2015 Memoranda of Understanding, as amended by the Memoranda of Agreement filed in the Court of Common Pleas of Lackawanna County, No. 13-CV-6689 (the "Disability Pension Agreements").

The Business Administrator of the City of Scranton shall serve as Trustee.

Thereafter, Sale Proceeds shall be released from the Trust and transferred to the Composite Pension Board for deposit into the Pension Contribution Account and application as follows:

- 1. Upon agreement between the City and the Composite Pension Board, portion may be deposited into the Pension Contribution Account Discount Rate Reduction Subaccount, and/or a portion may be deposited into a separate OPEB Account.
- 2. The balance remaining shall be deposited into the Pension Contribution Account.

Any amounts received thereafter from the Escrowed Sale Proceeds shall similarly deployed to reduce the liabilities of the pension funds and/or to create an OPEB account, and shall be deposited according to a schedule agreed upon by the Composite Pension Board, its investment advisor, and the City.

SECTION 2. Irrevocable.

The Trust created hereby shall be irrevocable. The Trustee, on behalf of the City {shall have an express lien on and security interest in} all amounts in the Escrow Fund until such amount has been used and applied in accordance herewith.

SECTION 3. Invalid Provision.

If any one or more of the covenants or agreements provided in this Trust Agreement on the part of the parties hereto to be performed should be determined by a court of competent jurisdiction to be contrary to law, such covenant or agreement shall be deemed and construed to be severable from the remaining covenants and agreements herein contained and shall in no way affect the validity of the remaining provisions of this Trust Agreement.

SECTION 4. Amendments.

No amendment may be made to this Trust Agreement unless it is in writing and signed by the parties to this Trust Agreement, unless the amendment:

- (i) cures a formal defect, omission, inconsistency or ambiguity in the Trust Agreement;
- (ii) does not materially adversely affect the long term financial interest of the City; or
- (iii) is made to pledge additional security, including the deposit of additional amounts to the various accounts created hereunder; and

SECTION 5. Governing Law.

This Trust Agreement shall be governed by the applicable law of the Commonwealth of Pennsylvania.

SECTION 6. Notices.

All notices, demands and formal actions under this Trust Agreement shall be in writing and mailed, postage prepaid by first class mail, telecopied and delivered:

(a) As to the City:

City Solicitor Law Department City of Scranton 340 North Washington Avenue Scranton, PA 18503

(b) As to the Scranton Composite Board:

Composite Pension Board Solicitor Lawrence Durkin, Esquire Durkin MacDonald, LLC 536 East Drinker Street Dunmore, PA 18512

Notices sent by mail shall be deemed received within seventy-two (72) hours of posting.

IN WITNESS WHEREOF, the parties hereto have each caused this Trust and Escrow Agreement to be executed by their duly authorized officers and attested as of the first date above written.

CITY OF SCRANTON



DEPARTMENT OF LAW

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

November 21, 2017

To the Honorable Council Of the City of Scranton Municipal Building Scranton, PA 18503 RECEIVED NOV 2 2 2017

> OFFICE OF CITY COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A PENSION TRUST AGREEMENT WITH THE COMPOSITE PENSION BOARD TO HOLD APPROXIMATELY \$22,910,531.56 OF THE PROCEEDS FROM THE SALE OF THE ASSETS OF THE SCRANTON SEWER AUTHORITY IN TRUST UNTIL SUCH TIME AS PENSION REFORMS HAVE BEEN ENACTED.

Respectfully,

Jessica L. Eskra, Esquire

City Solicitor

ILE/sl