

AGENDA
REGULAR MEETING OF COUNCIL
November 30, 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 NO BUSINESS AT THIS TIME.
4. CITIZENS PARTICIPATION
5. INTRODUCTION OF ORDINANCES, RESOLUTIONS, APPOINTMENT AND/OR RE-APPOINTMENTS TO BOARDS & COMMISSIONS MOTIONS & REPORTS OF COMMITTEES:
 - 5.A MOTIONS
 - 5.B FOR INTRODUCTION - AN ORDINANCE - 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](#)

- 5.C FOR INTRODUCTION – 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.

[Ordinance-2017 Transfer Liquor License 429 North Main Avenue.pdf](#)

- 5.D FOR INTRODUCTION – AN ORDINANCE – 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](#)

- 5.E FOR INTRODUCTION – 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.

[Ordinance-2017 No Parking Zone Green Ridge Street.pdf](#)

- 5.F FOR INTRODUCTION – 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.

[Ordinance-2017 Pension Trust Agreement.pdf](#)

- 5.G FOR INTRODUCTION – A RESOLUTION – ACCEPTING THE RECOMMENDATION OF THE HISTORICAL ARCHITECTURE REVIEW BOARD (“HARB”) AND

APPROVING THE CERTIFICATE OF APPROPRIATENESS FOR LOCKER GENERAL CONSTRUCTION, P.O. BOX 206, OLYPHANT, PA, 18447, TO INSTALL A DIGITAL BILLBOARD, WHICH ROUGHLY MEASURES 8 FEET HIGH BY 23 FEET WIDE, BETWEEN THE SECOND AND THIRD FLOORS AND A PAINTED SIGN ABOVE THE DIGITAL BILLBOARD COMPARABLE TO BITTENBENDER'S SIGNAGE, SITUATED AT 134 FRANKLIN AVENUE, SCRANTON, PA 18503.

[Resolution-2017 HARB Digital Billboard 134 Franklin Avenue.pdf](#)

- 5.H FOR INTRODUCTION - A RESOLUTION - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A MASTER LEASE AGREEMENT BETWEEN THE CITY OF SCRANTON, HEREINAFTER DESIGNATED ("LESSOR") AND NEW CINGULAR WIRELESS PCS, LLC, A DELAWARE LIMITED LIABILITY COMPANY, WITH ITS PRINCIPAL OFFICES AT 575 MOROSGO DRIVE, ATLANTA, GA 30324, HEREINAFTER DESIGNATED ("LESSEE") TO LEASE SPACE TO LESSEE WITH RESPECT TO PARTICULAR SITES AT WHICH LESSEE WISHES TO INSTALL, MAINTAIN, AND OPERATE, SMALL CELL COMMUNICATIONS EQUIPMENT, AS WELL AS ANY AND ALL NECESSARY LEASE SUPPLEMENTS OUTLINED HEREIN.

[Resolution-2017 Master Lease Agreement New Cingular Wireless PCS.pdf](#)

- 5.I FOR INTRODUCTION - A RESOLUTION - APPOINTMENT OF CHRISTE A. CASCIANO, SR., 301 NORTON AVENUE, SCRANTON, PENNSYLVANIA, 18504 AS BUSINESS ADMINISTRATOR EFFECTIVE NOVEMBER 20, 2017. MR. CASCIANO WILL BE REPLACING DAVID BULZONI WHO RESIGNED AS BUSINESS ADMINISTRATOR.

[Resolution-2017 Appt. Christe Casciano as Business Administrator.pdf](#)

- 5.J FOR INTRODUCTION - A RESOLUTION - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A COLLECTIVE BARGAINING AGREEMENT WITH LOCAL LODGE 2305 OF THE INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS IN ACCORDANCE WITH THE TERMS AND PROVISIONS OF A MEMORANDUM OF UNDERSTANDING RATIFIED BY THE MEMBERSHIP.

[Resolution-2017 CBA IAMAW 2305 DPW.pdf](#)

- 5.K FOR INTRODUCTION - A RESOLUTION - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH HIGHMARK BLUE CROSS BLUE SHIELD TO PROVIDE MEDICAL CLAIMS ADMINISTRATIVE SERVICES TO THE CITY OF SCRANTON FOR THE PERIOD JANUARY 1, 2018 THROUGH DECEMBER 31, 2020.

[Resolution-2017 Contract Highmark Blue Cross Blue Shield.pdf](#)

6. CONSIDERATION OF ORDINANCES - READING BY TITLE

- 6.A READING BY TITLE - FILE OF THE COUNCIL NO. 128, 2017 - AN ORDINANCE - AMENDING FILE OF THE COUNCIL NO. 6, 1976 ENTITLED "AN ORDINANCE (AS AMENDED) IMPOSING A TAX FOR GENERAL REVENUE PURPOSES ON THE TRANSFER OF REAL PROPERTY SITUATE WITHIN THE CITY OF SCRANTON; PRESCRIBING AND REGULATING THE METHOD OF EVIDENCING THE PAYMENT OF SUCH TAX; CONFERRING POWERS AND IMPOSING DUTIES UPON CERTAIN PERSONS, AND PROVIDING PENALTIES", BY IMPOSING THE RATE OF THE REALTY TRANSFER TAX AT TWO AND TWO TENTHS PERCENT (2.2%) FOR CALENDAR YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER.

[Ordinance-2017 Realty Transfer Tax 2018.pdf](#)

- 6.B READING BY TITLE - FILE OF THE COUNCIL NO. 129, 2017 - AN ORDINANCE - AMENDING FILE OF THE COUNCIL NO. 7, 1976, ENTITLED "AN ORDINANCE (AS AMENDED) IMPOSING A MERCANTILE LICENSE TAX OF 2 MILLS FOR THE YEAR 1976 AND ANNUALLY THEREAFTER UPON PERSONS ENGAGING IN CERTAIN OCCUPATIONS AND BUSINESSES THEREIN; PROVIDING FOR ITS LEVY AND COLLECTION AND FOR THE ISSUANCE OF MERCANTILE LICENSES; CONFERRING AND IMPOSING POWERS AND DUTIES UPON THE TAX COLLECTOR OF THE CITY OF SCRANTON; AND IMPOSING PENALTIES", BY IMPOSING THE MERCANTILE LICENSE TAX AT ONE (1) MILL (.001) FOR CALENDAR YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER.

[Ordinance-2017 Mercantile License Tax 2018.pdf](#)

- 6.C READING BY TITLE - FILE OF THE COUNCIL NO. 130, 2017 - AN ORDINANCE - AMENDING FILE OF THE COUNCIL NO. 8, 1976, ENTITLED "AN ORDINANCE (AS AMENDED) PROVIDING FOR THE GENERAL REVENUE BY IMPOSING A TAX AT THE RATE OF TWO (2) MILLS UPON THE PRIVILEGE OF OPERATING OR CONDUCTING BUSINESS IN THE CITY OF SCRANTON AS MEASURED BY THE GROSS RECEIPTS THEREFROM; REQUIRING REGISTRATION AND PAYMENT OF THE TAX AS CONDITION TO THE CONDUCTING OF SUCH BUSINESS; PROVIDING FOR THE LEVY AND COLLECTION OF SUCH TAX; PRESCRIBING SUCH REQUIREMENTS FOR RETURNS AND RECORDS; CONFERRING POWERS AND DUTIES UPON THE TAX COLLECTOR; AND IMPOSING PENALTIES", BY IMPOSING THE BUSINESS PRIVILEGE TAX AT THE RATE OF ONE (1) MILL (.001) FOR CALENDAR YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER.

[Ordinance-2017 Business Privilege Tax 2018.pdf](#)

- 6.D READING BY TITLE - FILE OF THE COUNCIL NO. 131, 2017 - AN ORDINANCE - AMENDING FILE OF THE COUNCIL NO. 11, 1976, ENTITLED "AN ORDINANCE (AS AMENDED) ENACTING, IMPOSING A TAX FOR GENERAL REVENUE PURPOSES IN THE AMOUNT OF TWO PERCENT (2%) ON EARNED INCOME AND NET PROFITS ON PERSONS, INDIVIDUALS, ASSOCIATIONS AND BUSINESSES WHO ARE RESIDENTS OF THE CITY OF SCRANTON, OR NON-RESIDENTS OF THE CITY OF SCRANTON, FOR WORK DONE, SERVICES PERFORMED OR BUSINESS CONDUCTED WITHIN THE CITY OF SCRANTON, REQUIRING THE FILING OF RETURNS BY TAXPAYERS SUBJECT TO THE TAX; REQUIRING EMPLOYERS TO COLLECT THE TAX AT SOURCE; PROVIDING FOR THE ADMINISTRATION, COLLECTION AND ENFORCEMENT OF THE SAID TAX; AND IMPOSING PENALTIES FOR THE VIOLATIONS", BY RE-ENACTING THE IMPOSITION OF THE WAGE TAX AT TWO AND FOUR TENTHS (2.4%) PERCENT ON EARNED INCOME FOR RESIDENTS AND ONE (1%) PERCENT ON EARNED INCOME FOR NON-RESIDENTS OF THE CITY OF SCRANTON, FOR WORK DONE, SERVICES PERFORMED OR BUSINESS CONDUCTED WITHIN THE CITY OF SCRANTON FOR THE YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER.

[Ordinance-2017 Earned Income Tax 2018.pdf](#)

- 6.E READING BY TITLE - FILE OF THE COUNCIL NO. 132, 2017 - AN ORDINANCE - AMENDING FILE OF THE COUNCIL NO. 78, 2017, AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 100, 1976, ENTITLED "AN ORDINANCE (AS AMENDED) LEVYING GENERAL AND SPECIAL TAXES FOR THE FISCAL YEAR 1977", BY SETTING THE MILLAGE FOR THE YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER BY AMENDING SECTION 1 REVERTING BACK TO THE MILLAGE RATES FROM 2016 WHICH ARE .232521 MILLS LEVY ON LAND AND .050564 LEVY ON ALL BUILDINGS AND BY ELIMINATING THE DEDICATED MILLAGE FOR DEBT SERVICE CONTAINED IN SECTION 2 AND REPLACING THE DEDICATED MILLAGE FOR DEBT SERVICE WITH A DEDICATED DEBT PERCENTAGE OF 32% OF REAL ESTATE TAX REVENUES COLLECTED ON A CURRENT YEAR BASIS.

[Ordinance-2017 Millage 2018.pdf](#)

- 6.F READING BY TITLE - FILE OF THE COUNCIL NO. 133, 2017 - AN ORDINANCE - CREATING AND ESTABLISHING SPECIAL CITY ACCOUNT NO. 02.229623 ENTITLED "STREET PAVING" FOR THE RECEIPT AND DISTRIBUTION OF FUNDS FROM THE DEFEASANCE OF THE 2012 SERIES A AND B BONDS WITH SEWER SALE PROCEEDS AND DISTRIBUTION OF THE FUNDS FOR PAVING STREETS THROUGHOUT THE CITY OF SCRANTON.

[Ordinance-2017 Special City Account for Street Paving.pdf](#)

7. FINAL READING OF RESOLUTIONS AND ORDINANCES

- 7.A FOR CONSIDERATION BY THE COMMITTEE ON FINANCE - FOR ADOPTION - FILE OF THE COUNCIL NO. 124, 2017 - AUTHORIZING THE ISSUANCE OF TAX AND REVENUE ANTICIPATION NOTES, SERIES OF 2018 IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$12,750,000; PROVIDING FOR THE DATE, INTEREST RATE, MATURITY DATE, REDEMPTION PROVISIONS, PAYMENT AND PLACE OF PAYMENT IN RESPECT OF THE NOTES; ACCEPTING THE PROPOSAL ATTACHED HERETO AS EXHIBIT "B" FROM THE FINANCIAL INSTITUTION NAMED THEREIN FOR THE PURCHASE

OF THE NOTES; NAMING A SINKING FUND DEPOSITARY/PAYING AGENT; AUTHORIZING THE PROPER OFFICERS OF THE CITY TO EXECUTE AND DELIVER THE NOTES AND CERTAIN OTHER DOCUMENTS AND CERTIFICATES IN CONNECTION THEREWITH; AUTHORIZING AND DIRECTING THE PREPARATION, CERTIFICATION AND FILING OF THE NECESSARY DOCUMENTS WITH THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT OF THE COMMONWEALTH OF PENNSYLVANIA; SETTING FORTH A FORM OF THE NOTES.

[Ordinance-2017 Tax Anticipation Note 2018.pdf](#)

- 7.B FOR CONSIDERATION BY THE COMMITTEE ON FINANCE - FOR ADOPTION - FILE OF THE COUNCIL NO. 125, 2017 - APPROPRIATING FUNDS FOR THE EXPENSES OF THE CITY GOVERNMENT FOR THE PERIOD COMMENCING ON THE FIRST DAY OF JANUARY, 2018 TO AND INCLUDING DECEMBER 31, 2018 BY THE ADOPTION OF THE GENERAL CITY OPERATING BUDGET FOR THE YEAR 2018.

[ORDINANCE-2017 2018 OPERATING BUDGET.pdf](#)

- 7.C FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - FILE OF THE COUNCIL NO. 126, 2017 - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A TRAIL MAINTENANCE AGREEMENT BETWEEN THE CITY OF SCRANTON AND LACKAWANNA HERITAGE VALLEY AUTHORITY FOR THE MAINTENANCE AND UPKEEP OF THE LACKAWANNA RIVER HERITAGE TRAIL (THE "TRAIL").

[Ordinance-2017 Trail Maintenance Agreement for LHVA.pdf](#)

- 7.D FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - FILE OF THE COUNCIL NO. 127, 2017 - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE THE DEED CONVEYING

TITLE FROM THE CITY OF SCRANTON PARKING AUTHORITY TO THE CITY OF SCRANTON, THE PROPERTY LOCATED AT 100 REAR SOUTH WASHINGTON AVENUE, SCRANTON, PENNSYLVANIA TO THE CITY OF SCRANTON, AS MORE FULLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

[Ordinance-2017 Deed for Property at Rear 100 South Washington Ave.pdf](#)

- 7.E FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC SAFETY - FOR ADOPTION - RESOLUTION NO. 209, 2017 - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A MAINTENANCE AGREEMENT BY AND BETWEEN THE MARTZ GROUP AND THE CITY OF SCRANTON PERTAINING TO THE MAINTENANCE OF SIX (6) SIGNS TO BE INSTALLED ALONG LACKAWANNA AVENUE FOR THE INTERMODAL TRANSIT CENTER PARKING.

[Resolution-2017 Maintenance Agreement Martz Group.pdf](#)

- 7.F FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 210, 2017 - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT FOR PROFESSIONAL SERVICES WITH THOMAS J. MCLANE AND ASSOCIATES, INC. FOR THE PROFESSIONAL DESIGN AND ENGINEERING SERVICES TO PREPARE DOCUMENTS FOR CONSTRUCTION OF A BASKETBALL COURT, LABYRINTH AND RELATED RECREATION SITE IMPROVEMENTS AT CROWLEY PARK.

[Resolution-2017 Contract McLane Associates for Crowley Park.pdf](#)

8. ADJOURNMENT

FILE OF THE COUNCIL NO. _____

2017

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
TOTAL TO	\$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.



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

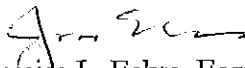
NOV 17 2017

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,


Jessica L. Eskra, Esquire
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. Vedrish 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:

1. 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.

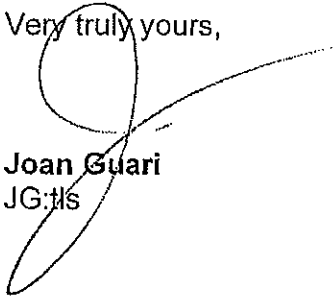
It is my understanding the procedure for the City of Scranton is that I provide this information to your office. Thereafter, you will prepare a resolution for submission to the City Council. It is my further understanding that you must

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:tlb

**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: 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 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
JG:tl



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License Search / Data Export

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LID #	License Number	License Type	Premises / Location	Licensee	Status	Last Issued	Expires
67765	R1868	Restaurant (Liquor)	CORNER BISTRO INTERESTS 76-78 S MAIN ST CARBONDALE PA 18407-2650	C B T B LLC	Safekeeping	Oct 2, 2017	Sep 30, 2018

Records found: 1

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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

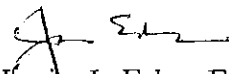
RECEIVED
NOV 17 2017

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

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,


Jessica 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



SCRANTON

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

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.

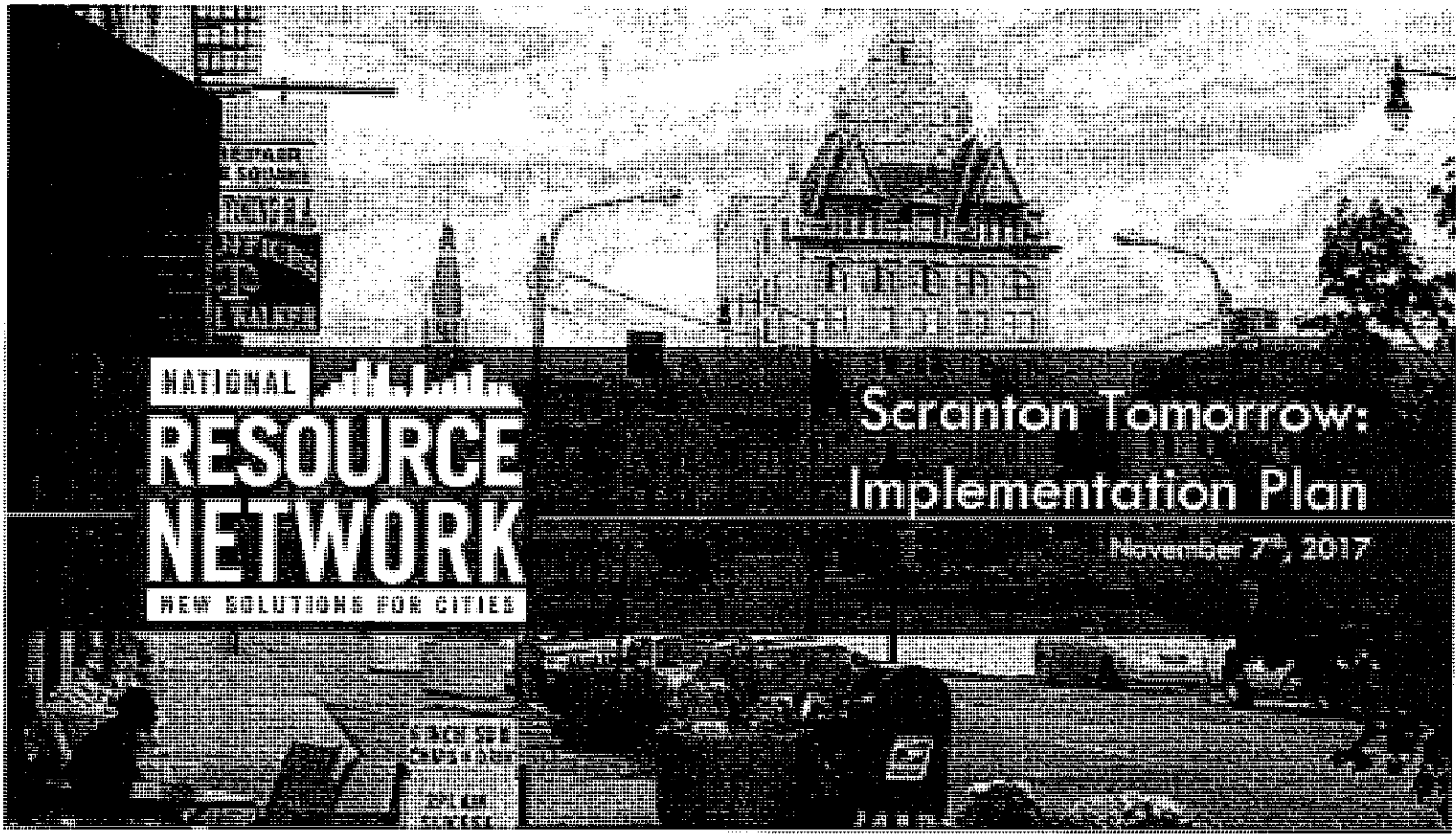
The proposed budget supporting the initial phase of the Scranton Tomorrow effort is attached with the National Resource Network rationale explaining the strategy. The budget is based on a three year implementation period and creates the foundation for the necessary support to form a Business Improvement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



NATIONAL 
**RESOURCE
NETWORK**
NEW SOLUTIONS FOR CITIES

Scranton Tomorrow: Implementation Plan

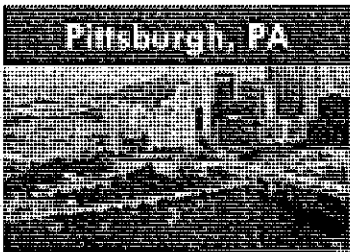
November 7th, 2017

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SCRANTON TOMORROW'S VALUE PROPOSITION

CIVIC ORGANIZATIONS ARE TOOLS FOR REVITALIZATION



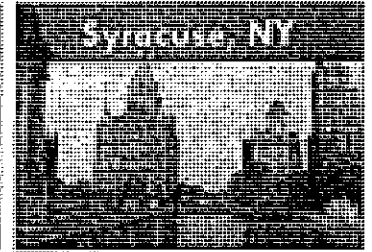
PITTSBURGH, PA
PITTSBURGH DOWNTOWN
PARTNERSHIP



CHATTANOOGA, TN
RIVER CITY COMPANY



LANCASTER, PA
THE LANCASTER CITY ALLIANCE



SYRACUSE, NY
THE DOWNTOWN COMMITTEE

Budget: \$4.7 million

\$3.2 million

\$1.5 million

\$1.1 million

Staff: 15

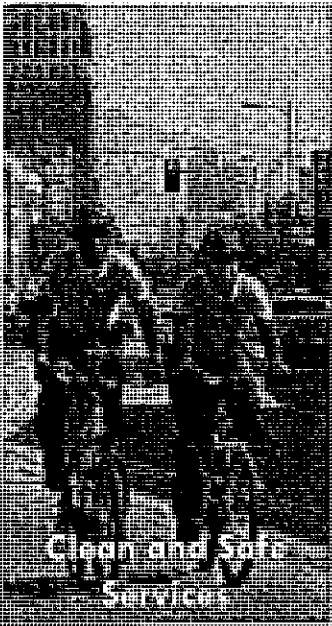
8

7

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.

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

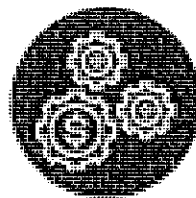
Beyond the four pillars of a BID, a fully operational nonprofit civic organization is essential to the economic revitalization of Scranton and downtown in four essential ways.



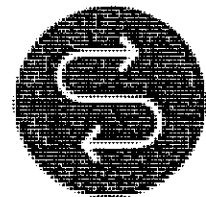
LEADERSHIP



PARTNERSHIPS



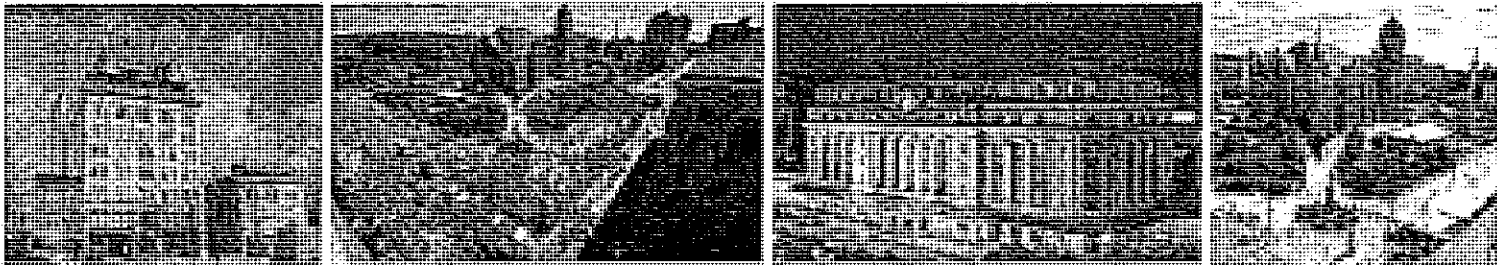
RESOURCES



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.

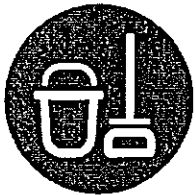
THE NEED FOR PARTNERSHIP



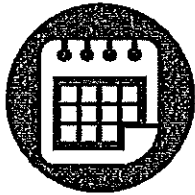
Transforming Downtown is a key component in the revitalization of Scranton's economy, which requires dedicated partnership among Scranton Tomorrow, the City, and its anchor institutions. **Key support involves building capacity at both organizations, including dedicating a City staff member to be the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

SCRANTON TOMORROW IMPLEMENTATION PLAN

MAJOR INITIATIVES



SANITATION



EVENTS &
MARKETING



WEBSITE



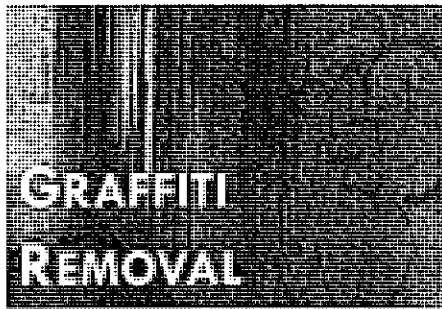
DOWNTOWN
PLAN



CAPITAL
IMPROVEMENTS

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.**

SANITATION



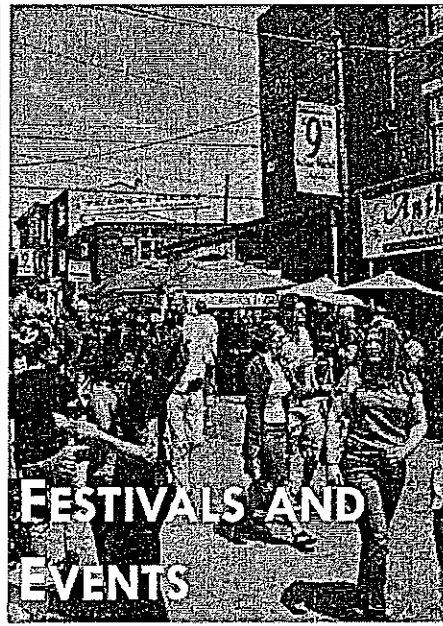
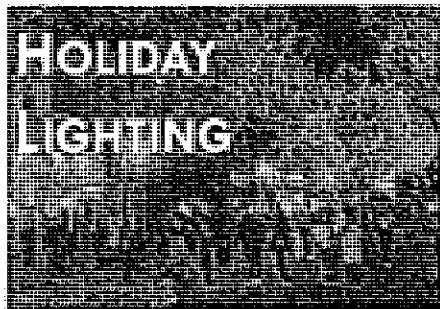
Summary

- 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

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

WEBSITE



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 PLAN




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

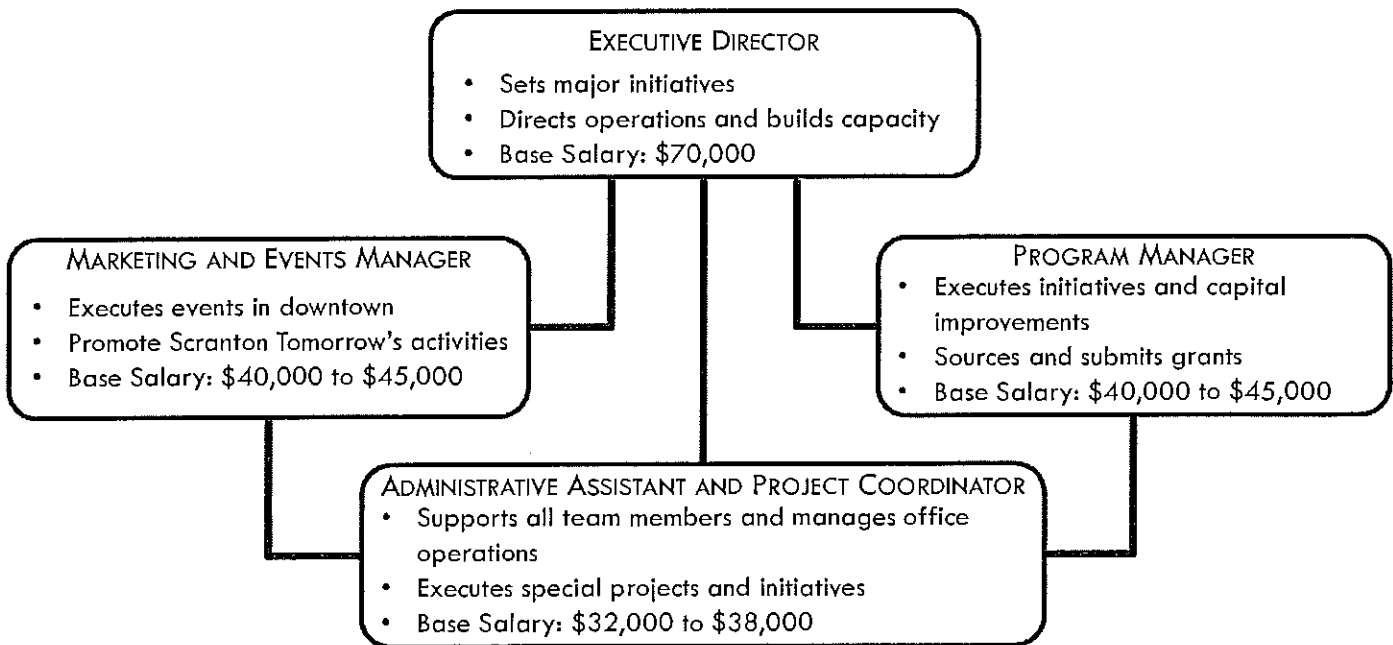
CAPITAL IMPROVEMENTS

 <p>STREET & SIDEWALK BEAUTIFICATION</p>	 <p>WAYFINDING SIGNAGE</p>	<p>Summary</p> <ul style="list-style-type: none">• Physical investments to improve downtown, achieved through grants <p>Rationale</p> <ul style="list-style-type: none">• Consistent grants and improvements a key outcome from a downtown organization• Improvements in initial years focus on high visibility to demonstrate Scranton Tomorrow's effectiveness• Longer term improvements anticipated to include park space and redesigned streetscapes
 <p>CROSSWALK REPAIR</p>	 <p>PARK PLANNING</p>	

STAFFING SUMMARY

YEAR 1				YEAR 2				YEAR 3			
1	2	3	4	1	2	3	4	1	2	3	4
EXECUTIVE DIRECTOR											
				MARKETING AND EVENTS MANAGER							
								PROGRAM MANAGER			
ADMINISTRATIVE ASSISTANT AND PROJECT COORDINATOR											

STAFFING SUMMARY



BUDGET OVERVIEW

YEAR 1 TOTAL: \$525,000

\$125,000	\$130,000	\$85,000	\$98,000	
SANITATION SERVICES	SALARIES & STAFFING COSTS	MARKETING	CAPITAL	
				\$37,000 OTHER

YEAR 2 TOTAL: \$650,000

\$125,000	\$234,000	\$127,000	\$88,000	\$76,000
SANITATION SERVICES	SALARIES & STAFFING COSTS	MARKETING	CAPITAL	OTHER

YEAR 3 TOTAL: \$630,000

\$125,000	\$268,000	\$127,000	\$48K	\$62,000
SANITATION SERVICES	SALARIES & STAFFING COSTS	MARKETING	CAPITAL	OTHER

THREE-YEAR IMPLEMENTATION PERIOD TOTAL: \$1.8 MILLION

SCRANTON TOMORROW BUDGET JUSTIFICATION MEMO

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):
 - 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):
 - Grant writing: 45%
 - Technical support of downtown businesses and property owner grant applications: 15%
 - 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 activities 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 in-kind services and sponsorship to offset costs.

Finally, HR&A anticipated that Scranton Tomorrow would produce and distribute print and digital marketing materials in order to 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	\$375,000
Public Safety	\$0	\$0	\$0	\$0
Marketing	\$85,000	\$127,000	\$127,000	\$339,000
Salaries	\$180,000	\$234,000	\$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

Sourthen Temecrow Expenditures Category	Total	Year 1				Year 2				Year 3			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Quarter 8	Quarter 9	Quarter 10	Quarter 11	Quarter 12
Operations													
Sanitation & Beautification Costs	\$375,000	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250
Sanitation Services Contract Cost	\$375,000	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250	\$31,250
Total Sanitation Costs													
Public Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contract Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Public Safety Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Marketing	\$224,000	\$6,000	\$6,000	\$6,000	\$6,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000
Event Costs	\$224,000	\$0	\$0	\$0	\$19,000	\$0	\$0	\$0	\$19,000	\$0	\$0	\$0	\$19,000
Holiday Lighting Costs	\$20,000	\$1,000	\$1,000	\$1,000	\$1,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Marketing Materials Costs (Print & Social Media)	\$25,000	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IT Website Redesign	\$3,000	\$1,000	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IT Website Content Support Cost	\$3,000	\$1,000	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Marketing Costs	\$139,000	\$10,000	\$10,000	\$10,000	\$20,000	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000
Salaries, Payroll, and Employee Benefits	\$280,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000
Executive Director	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Program Manager(s)	\$150,000	\$0	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Marketing Director(s)	\$150,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Administrative Assistant	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Boardroom Costs	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Salaries, Payroll, and Employee Benefits	\$642,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Economic Development Plan Costs	\$30,000	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Downtown Economic Development Plan	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
City of Southern Economic Development Plan	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Economic Development Plan Costs	\$30,000	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Administrative Costs	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000	\$5,000	\$5,000
Rent	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Costs	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Total Other Administrative Costs	\$30,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Subtotal Operations	\$7,437,000	\$19,250	\$19,250	\$19,250	\$19,250	\$19,250	\$19,250	\$19,250	\$19,250	\$19,250	\$19,250	\$19,250	\$19,250
Capital Costs													
Capital Improvement Costs	\$178,000	\$18,000	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0
Beautification/Sanitation Capital Investments (mudberry, planters, banners etc)	\$18,000	\$0	\$0	\$0	\$0	\$18,000	\$0	\$0	\$0	\$18,000	\$0	\$0	\$0
Construction/Repairs/Installation	\$40,000	\$0	\$0	\$0	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Wayfinding Sign Purchase and Installation	\$234,000	\$18,000	\$0	\$0	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Total Capital Improvement Costs	\$224,000	\$18,000	\$0	\$0	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Subtotal Capital Costs	\$224,000	\$18,000	\$0	\$0	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Total Quarterly Southern Temecrow Expenditures	\$1,716,000	\$187,250	\$79,250	\$119,250	\$114,250	\$184,250	\$154,250	\$129,250	\$148,250	\$175,250	\$135,250	\$135,250	\$154,250
Total Annual Southern Temecrow Expenditures	\$7,116,000	\$390,000				\$616,000				\$610,000			
Contingency Fund Set Aside	\$69,000	\$9,000	\$4,000	\$6,000	\$6,000	\$9,000	\$10,000	\$7,000	\$8,000	\$8,000	\$7,000	\$7,000	\$8,000
Total Quarterly Southern Temecrow Expenditures + Contingency Fund	\$1,805,000	\$194,250	\$83,250	\$125,250	\$120,250	\$193,250	\$164,250	\$136,250	\$156,250	\$183,250	\$142,250	\$142,250	\$162,250
Total Annual Southern Temecrow Expenditures + Contingency Fund	\$7,805,000	\$425,000				\$685,000				\$685,000			



DEPARTMENT OF LAW

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

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 21 2017

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 Eskra
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 ininus 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.

570-351-3699

JACK SWEENEY
Zoning OFFICER

2017 OCT 19 AM 9:47

DRIVEWAY ADDRESS:

913-915 GREEN RIDGE ST.

MAP No. 13517-060-015

OWNERS:

GEORGE V. & BARBARA A. JENKINS

921 GREEN RIDGE ST. 570-351-5699

CAROL O'NEIL 919 GREEN RIDGE ST.

LOT SIZE 40' WIDE X 70' DEEP

DRIVEWAY ENTRANCE 16' WIDE

PARKING FOR UP TO 6 VEHICLES



Department of
Licensing, Inspections &
Permits

City Hall - 4th 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 Inspect.

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: 0

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.

THIS CARD MUST BE DISPLAYED IN AN AREA ON THE PROJECT SITE THAT IS CLEARLY VISIBLE FROM THE STREET AT ALL TIMES.

****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 no ✓
2. Property address 913-915 GREEN RIDGE ST. Tax Id 1357060015
3. Is the proposed building operation construction of entirely new structure/ alteration/ enlargement of existing structure? NO
4. Name of Property Owner: GEORGE JENKINS 921 GREEN RIDGE ST.
CAROL OWELL 919 GREEN RIDGE ST.
5. Address of Property Owner: SCRANTON PA 18509
6. Location of Job Site: 913-915 GREEN 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) | <u>N/A</u> | |
| Hotel | Motel | Dormitory | Rooming House | |
| Non-Residential | Store | School | Church | Hospital |
| | Office | Bank | Industrial | Restaurant |
| | Other | | <u>Driveway</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.

Penn Not Permit No. 000 2972

9. Is the property located on a corner lot? Yes No
 Size of Lot 40 Feet in Front 70 Feet in Rear
 Feet average Dept 70 Square Feet in Total Area 2800
10. The structure will have a max width of N/A feet and a max depth of N/A feet and will occupy N/A square feet of the land after construction or alteration is completed.
11. The nearest distance of the structure from the boundary line of the lot will be as follows: N/A feet from rear of lot line; N/A feet from the left lot side line; N/A feet from right side lot line; N/A feet from the front lot line.
12. Total cost of the proposed building operation, labor and materials for the Home Improvement Contractor/ General Contractor/ Home Owner 2500.00

PERMITS WILL BE ISSUED TO LICENSED CONTRACTORS OR HOME OWNER OCCUPANTS ONLY

ALL LICENSED CONTRACTORS APPLYING FOR A PERMIT MUST SUBMIT A COMPLETE EXECUTED COPY OF THEIR CONTRACT AND INSURANCE FOR THE PROPOSED WORK BEFORE THE PERMIT IS ISSUED.

NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, MECHANICAL (HVAC)

13. Plumber N/A HVAC N/A
 Electrician N/A Contractor TSE, Inc.

14. Identification- To be completed by all applicants.
 Contractor's License Number 22502 City of SCRANTON
 Contractor's PA Registration Number PERMOT# 0002972

X Owner:	GEORGE JENKINS	Address 921 GREEN RIDGE ST	Phone Number 570-351-5699
	CAROL O'NEIL	919 GREEN RIDGE ST	570-347-7229
Contractor:	TSE, INC	Address R. 347 MAIN ST DC, PA	Phone Number 570 341-3001
Architect	N/A	N/A	N/A

15. Brief description of work being performed:
DRIVEWAY CUT, EXCAVATE AREA, GRADE AND LAY MODIFIED
STONE AND PAVING

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.

X N/A
SIGNATURE

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.

Robert D. Walker
Signature of Contractor or Authorized Agent

X 8/31/17
Date

****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: YES NO

9/11/17
DATE

[Signature]
SIGNATURE OF ZONING OFFICER

APPROVED: YES NO

9-12-17
DATE

[Signature]
SIGNATURE OF BUILDING CODE OFFICIAL



DEPARTMENT OF LAW

PENNSYLVANIA 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 21 2017

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 Eskra (1)
Jessica L. Eskra, Esquire
City Solicitor

JLE/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

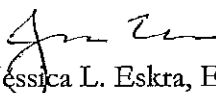
NOV 22 2017

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

JLE/sl

RESOLUTION NO. _____

2017

ACCEPTING THE RECOMMENDATION OF THE HISTORICAL ARCHITECTURE REVIEW BOARD ("HARB") AND APPROVING THE CERTIFICATE OF APPROPRIATENESS FOR LOCKER GENERAL CONSTRUCTION, P.O. BOX 206, OLYPHANT, PA, 18447, TO INSTALL A DIGITAL BILLBOARD, WHICH ROUGHLY MEASURES 8 FEET HIGH BY 23 FEET WIDE, BETWEEN THE SECOND AND THIRD FLOORS AND A PAINTED SIGN ABOVE THE DIGITAL BILLBOARD COMPARABLE TO BITTENBENDER'S SIGNAGE, SITUATED AT 134 FRANKLIN AVENUE, SCRANTON, PA 18503.

WHEREAS, the Historical Architecture Review Board ("HARB") has convened and reviewed the submission of Don Mammano, owner of the building, for Locker General Construction, P.O. Box 206, Olyphant PA, 18447, to install a digital billboard between the second and third floors as well as a painted sign above the digital billboard comparable to Bittenbender's signage, painter not yet determined, at 134 Franklin Ave., Scranton, PA 18503. A copy of which is attached hereto and marked as Exhibit "A" and incorporated herein by reference; and

WHEREAS, further recommendation by HARB includes the criteria that the digital billboard must fall in line with zoning requirements in regard to what can be advertised on the billboard; and

WHEREAS, the HARB has determined that the Improvements meets with the guidelines of the HARB and has been recommended for approval by the Governing Body of the City of Scranton; and

WHEREAS, the HARB specifically recommends that a Certificate of Appropriateness be issued for the Improvement.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that City Council hereby accepts the recommendation of the HARB concerning the Improvement, above defined, and approves the issuance of a Certificate of Appropriateness as defined by law and City ordinance.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect

any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

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

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

Paid
Check #
1246
10-11-17

Historical Architecture Review Board

City Hall . 340 North Washington Avenue . Scranton, PA 18503

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Building address: 134 Franklin Avenue Scranton PA 18503
Street and number City State Zip

Owner of building: OFM Properties LLC

Owner's address: 317 Linden Street Scranton PA 18503
Street and number City State Zip

Applicant: Donald Mammone

Applicant's address: 317 Linden Street Scranton PA 18503
Street and number City State Zip

Applicant's Phone Number: 570-241-3687

Tax Identification #: _____

Note: Application form, photographs and required drawings and application fee are to be submitted to the City of Scranton's Department of Licensing, Inspections and Permits (340 N Washington Ave, City Hall 4th floor, Scranton, PA 18503) no later than 12:00 noon on the first Monday of the month in order to be placed on the agenda for that month's meeting. All information must be completed in full or it will be not be placed on the agenda or considered for approval, this application will be labeled invalid and will need to be refiled.

A BOND MAY BE REQUESTED AT THE RECOMMENDATION OF THE HARB FOR DEMOLITION APPLICATIONS. In the event of default of the approved Certificate of Appropriateness, the bond will be used for demolition completion, historical preservation, historical education, mitigation, construction, or otherwise deemed appropriate by the HARB.

1. PHOTOGRAPHS - Photographs of your building and neighboring buildings must accompany your application.

2. TYPE OF WORK PROPOSED - Check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Trim and decorative woodwork | <input type="checkbox"/> Skylights |
| <input type="checkbox"/> Siding and Masonry | <input type="checkbox"/> Metal work |
| <input type="checkbox"/> Roofing, gutter and downspout | <input type="checkbox"/> Light fixtures |
| <input type="checkbox"/> Windows, doors, and associated hardware | <input checked="" type="checkbox"/> Signs |
| <input type="checkbox"/> Storm windows and storm doors | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Shutters and associated hardware | <input type="checkbox"/> Other _____ |

3. DRAWINGS OF PROPOSED WORK - Required drawings must accompany your application. Please submit ten (10) copies of 8-1/2" x 11" or 11" x 17" drawings.

Alteration, Restoration, Renovation: Provide photos of the existing conditions and images along with scaled drawings to fully communicate the proposed changes. Include manufacturer's information on new products to be installed (awnings, siding, trim, roofing, signage, windows, doors, hardware, etc.) Provide dimensions to communicate scale. Drawing should indicate which materials will be used and where they will be used. Provide material or color samples and photographs/drawings to communicate intended color-use.

___ **New Addition:** Provide photos of the existing conditions and images along with scaled drawings (elevations, floor plans, and sections) to fully communication the proposed scope of work. Include manufacturer's information on new products to be installed (awnings, siding, trim, roofing, signage, windows, doors, hardware, etc.) Provide dimensions to communicate scale. Drawing should indicate which materials will be used and where they will be used. Provide material or color samples and photographs/drawings to communicate intended color-use.

___ **New Building or Structure:** Provide photos of the existing conditions and images along with scaled drawings (elevations, floor plans, and sections) to fully communication the proposed scope of work. Include manufacturer's information on new products to be installed (awnings, siding, trim, roofing, signage, windows, doors, hardware, etc.) Provide dimensions to communicate scale. Drawing should indicate which materials will be used and where they will be used. Provide material or color samples and photographs/drawings to communicate intended color-use.

___ **Demolition:** Provide existing photos and historic images (if available) of the existing conditions. Provide drawings to fully communicate proposed use after demolition. Provide structural reports or other information that justify demolition.

___ **Windows and Doors:** Provide manufacturer's information on new doors and windows to communicate the dimensions, materials, colors, profile, hardware and operability.

___ **Signage – Provide the following:**

- o Photographs or elevation drawings showing existing conditions and proposed signage to depict approximate scale, materials, colors, and lettering.
- o Material specifications and/or material samples.
- o Information pertaining to the attachment method (diagrams, drawings, photos, details, samples, etc.)

___ **Lighting – Provide lighting manufacturer specifications which Indicate dimensions, materials, colors, lamping, and photometric information (if available)**

4. **DESCRIBE PROJECT – Describe any work checked in #2 and #3 above. Attach additional sheets as needed.**

Replace existing billboard with digital

5. **BUILDING USE – Describe the current use and the proposed use of this property. Attach additional sheets as needed.**

Current - 12 apartments & Commercial space
Proposed - Same use

ITEMS 6-11 ONLY NEED TO BE COMPLETED FOR DEMOLITION APPLICATIONS. MARK N/A IF THIS IS NOT APPLICABLE TO YOUR PROJECT. PROCEED TO SECTION 12.

Demolition applications may attach additional sheets as necessary.

6. PROVIDE PROJECT SCHEDULE

N/A

7. PROVIDE HISTORICAL BACKGROUND – Year built, previous owners, use & occupants, Architect of Record, previous renovations. Etc.

N/A

8. ANTICIPATED IMPACTS TO THE SURROUNDING AREA – Historical, Architectural, lines of site, viewshed, financial, social

N/A

9. JUSTIFICATION FOR DEMOLITION

N/A

10. ALTERNATIVES ANALYSIS --
Alternative Locations

Alternative-Use, Alterations, Renovation-Analysis
No Action Analysis

N/A

11. PROPOSED MITIGATION OF HISTORICAL AND ARCHITECTURAL LOSS

N/A

12. APPLICANT'S SIGNATURE: _____ Date: _____

DO NOT WRITE BELOW THIS LINE: FOR COMMISSION USE ONLY

Presented at Commission Meeting on: Monday, October 30, 2017

Reviewed by: HARB Date: 10/30/17

Zoning Approval: YES NO

Commission Recommendations:

HARB approves the recommendation by a vote of 4-1 for the installation of an 8 feet by 23 feet digital billboard between the 2nd & 3rd floors of the building as well as a painted sign above digital billboard comparable to Bittenbender's signage on adjacent building.

Additional Comments:

Must fall in line with zoning requirements in regard to what can be advertised on digital billboard.

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

APPLICATION FOR A BUILDING PERMIT
CITY OF SCRANTON

1. Is the Property Condemned? Yes No
- If yes, is the city treasurer holding a performance bond or cashier's check until the improvements are completed and approved? Yes No
2. Property Map Id Number(**Required**) 15626020013
3. Name of Property Owner: DFM Properties LLC
4. Authorized Agent of Property (If applicable) Donald Mammucco
5. Address of Property Owner: 317 Linden Street
6. Telephone Number of Owner: 570-241-3687
7. Location of Job Site: 134 Franklin AVE
8. Is the Property Located in a Flood Zone? Yes No
9. 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
10. Is Existing use of Property a Single Family Dwelling? Yes No
- If no, what is the current use of the structure? Apartments / Commercial
 - If multi dwelling, how many units? 12
11. Has this property been vacant for the past six (6) months? Yes No
12. Is the Property/Space a New or Existing Business? Yes No
- Explain: _____
13. Were Construction Prints Submitted by a Licensed Architect/Engineer? Yes- No- N/A
- If yes, are plans approved? Yes No _____

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 OF 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 THE SAME WILL BE REVOKED.

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

For New Structures

14. The new structure will have a max width of _____ feet and a max depth of _____ feet and will occupy _____ square feet of the land after construction or alteration is completed.

15. The nearest distance of the new structure from the property boundary line of the lot will be as follows: _____ feet from rear of lot line; _____ feet from the left lot side line; _____ feet from right side lot line; _____ feet from the front lot line.

16. Total cost of the proposed building operation (not including electrical, mechanical or plumbing), of labor and materials for construction:
\$ 4,000

PERMITS WILL BE ISSUED TO LICENSED CONTRACTORS OR HOME OWNER OCCUPANTS ONLY, HOME OWNER MUST LIVE AT THE PROPERTY IN ORDER TO PERFORM APPROVED WORK.

ALL LICENSED CONTRACTORS APPLYING FOR A PERMIT MUST SUBMIT A COMPLETE EXECUTED COPY OF THEIR CONTRACT AND INSURANCE FOR THE PROPOSED WORK BEFORE THE PERMIT IS ISSUED.

NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, MECHANICAL (HVAC)

17. Identification- To be completed by all applicants.

City of Scranton Contractor's License Number 5314

Contractor's PA Registration Number _____

Contractor's Name Locker General Contracting

Contractors Address P.O. Box 206 Glyport PA 18447

Contractor's Phone Number 570-840-5241

***If Applicable:

Architect's Name & Address: Tim Aikman

Architect's Telephone Number: 570-983-7445

18. Description of work being performed:

Install 8' x 23' digital billboard
on side of 174 Franklin Ave

19. Is there a dumpster for this job on the street? Yes No (# of Days _____)
(If yes, an additional dumpster permit is required. The cost is \$10.00 a day).

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

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 true and that I am doing the work myself. ***I have not hired a contractor to do the work.***

Karl M. Meyer
Signature of Property Owner

2/28/17
Date

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.

Jack Locker
Signature of Contractor or Authorized Agent

2/28/17
Date

****NOTE: ALL WORK SHALL COMPLY WITH THE PENNSYLVANIA UNIFORM CONSTRUCTION CODE, ACT 45 OF 1999****

OFFICIAL USE ONLY

APPROVED: YES NO 10/4/17
DATE

[Signature]
SIGNATURE OF ZONING OFFICER

APPROVED: YES NO _____
DATE

SIGNATURE OF BUILDING CODE OFFICIAL

Lackawanna County Assessor's Office Search Link

Lackawanna County Assessor's Office Property Details

PIN Number: 15626020013

Property Information

Address: 134 136 FRANKLIN AVE L 28
Municipality: SCRANTON

Owner Information

Name: DEM PROPERTIES LLC
Address: 317 LINDEN ST ATTN BUSINESS OF
SCRANTON, PA 18503

Dwelling Type: OTHER COMMERCIAL
Dimensions: 40X177
Subdivision: TOWN PLOT OF CITY OF SCRANTON

Book Page/Ref No.: 2007-27642
Date Acquired (mm/dd/yy): 09/27/07

Assessment

Land Value: \$20600
Improvement Value: \$20000
Total Value: \$40600

Purchase Price: \$350000

Printed: Tuesday, Feb 28 2017 - 02:43:28 pm

DAKTRONICS QUOTE

609165-1.0

DFM Properties
 Attn: Don Mammano
 Hawley, PA USA
 Phone: (570)241-3687
 Email: dfmproperties@yahoo.com

DATE Tuesday, February 21, 2017
 VALID FOR 60 Days
 DELIVERY 60-90 Days
 TERMS To be determined - based on credit

MAIN Custom

Digital Billboard 6401 Series 8' x 23'

Spacing	Matrix	Active Area	Physical Size	Weight (pounds)	Operating Amps	Service Access
20 mm MT	120 x 340	7'10" x 22'4"	6'4" x 22'10"	2,000	4	Front and Rear

SCOPE

Equipment & Services	QTY	PRICE
Display DB-6401-120x340-20MT	1	\$66,500.00
Software OOH Venus® Control Suite - Pro AdGrid Package - Cloud Based 10 yr	1	
Spare Parts DB-6400 Spare Parts (inside display)	1	
Webcam DB-640X Webcam and Mounting Arm	1	
Service Year(s) 1-5 Parts and Labor (Billboard Platinum) for a total of 5 Years for One DB-6401-120x340-20MT	1	
Brightness Guarantee: Minimum 5,000 Nits at Ten Years http://www.daktronics.com/TermsConditions/DD3557499	1	
Software Training Venus® Control Suite - Pro AdGrid One-on-One Webinar	1	
Shipping FCA Destination to Hawley, PA	1	

Total Price Excluding Sales Tax \$66,500.00

For detailed specifications (dimension, weight, and power) please request a Daktronics shop and riser drawing.

DAKTRONICS DIFFERENCE

ZONING AND PERMIT ASSISTANCE Take advantage of our experienced sign legislation team
PROFESSIONAL LIGHT ANALYSIS Experienced team of application engineers available to answer site specific questions
DIGITAL STRATEGY, AD SALES AND CREATIVE CONSULTING Customized training
ASSIGNMENT OF A PROJECT TEAM including a project manager, and account service manager
INDUSTRY SPECIFIC LED
ON-SITE TECHNICAL ASSISTANCE FOR INSTALLATION

DISPLAY FEATURES

FULLY SEALED COMPONENTS Module, power supply, and display electronics
LIGHT CONTROL STANDARDS Complies with local, federal and industry light output standards
DISPLAY CALIBRATION Multiple methods, including critical field calibration for lifetime color consistency
CONTRAST High contrast non-reflective louvers
SMART LIGHT SENSOR SYSTEM Multi-direction sensing with power saving algorithms

PERFORMANCE

COMPLIANCE INFORMATION UL, cUL, UL-Energy Verified, and FCC compliant
SIGNAL REDUNDANCY Bi-directional module communication
DIAGNOSTICS Advanced Intelligent Device Management (IDM) checks over 2,400 information points every hour
INTEGRATED SMARTLINK™ CONTROLLER Redundant communication path and remote power cycle
24/7 Service availability

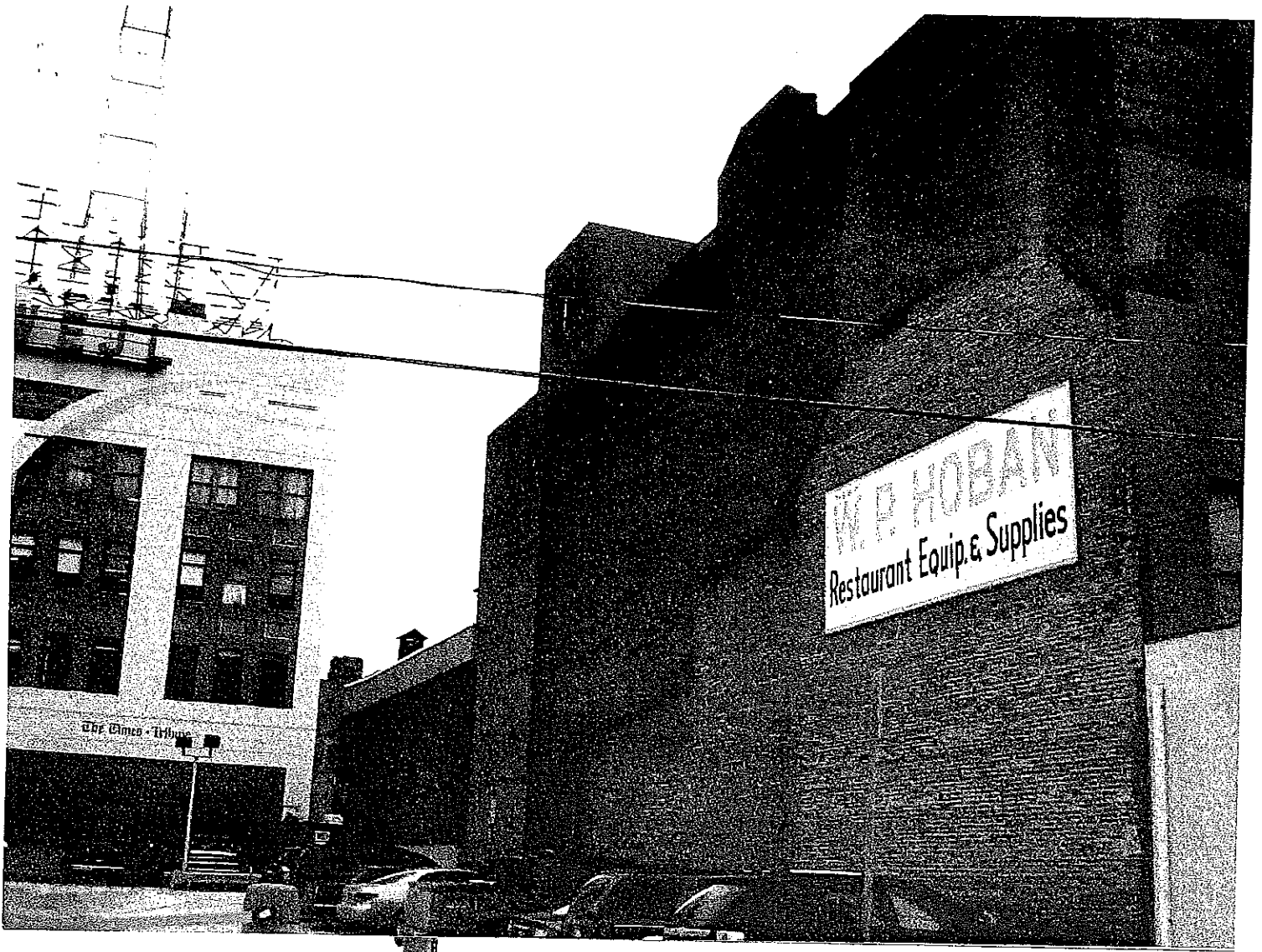
TECHNOLOGY

LEDS PER PIXEL Single Bin, 3 color matched LEDs: 1 red, 1 green, 1 blue
VIEWING ANGLE 160° Horizontal x 70° Vertical
OPERATING TEMPERATURE -30° to +120° F (-34° to +49° C)
COLOR CAPABILITY 19 Bit - 144 Quadrillion
DISPLAY DIMMING 256 Dimming Levels
BRIGHTNESS 3,500 Nits ship level

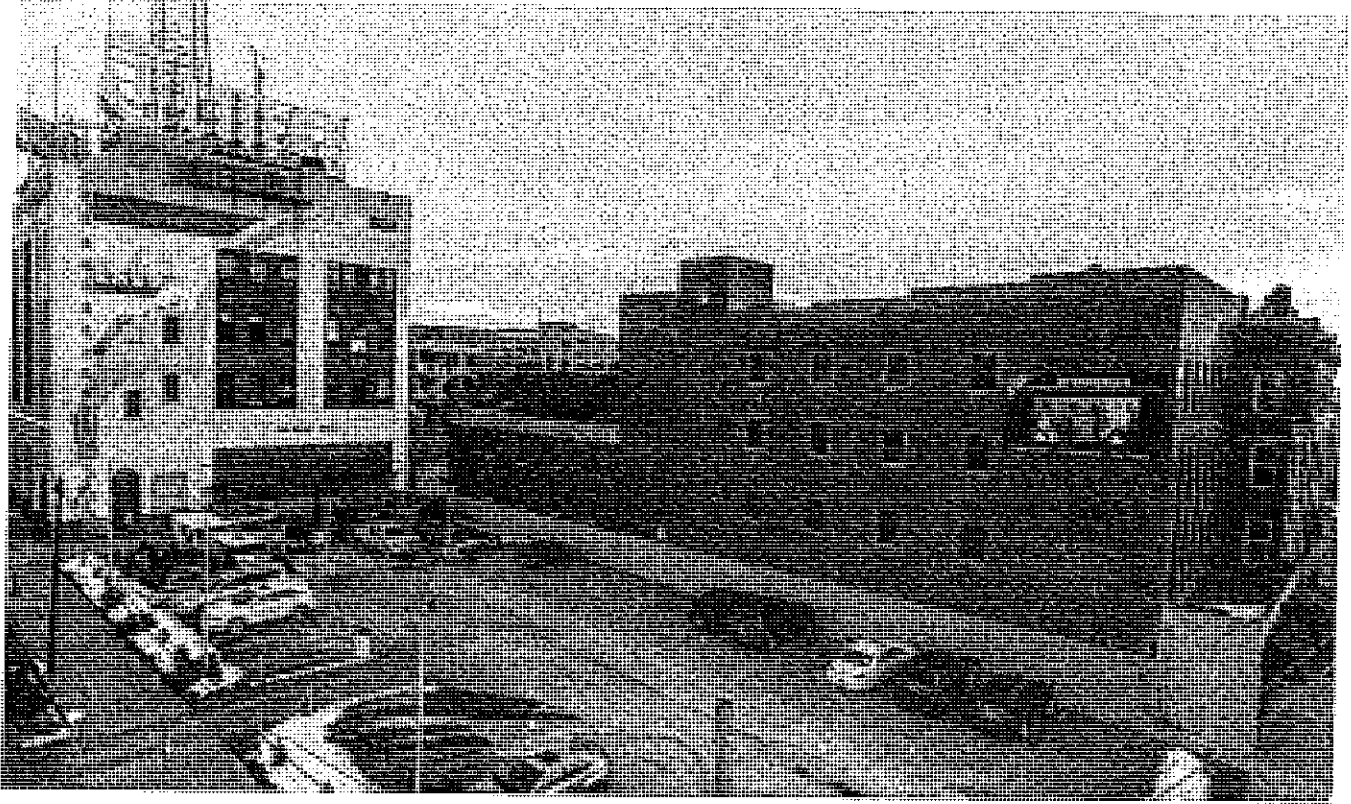
Thank you for considering Daktronics. We are excited about the opportunity to be your out-of-home solutions partner. Please contact us with any questions or comments that you may have regarding this information.

Sincerely,

Courtney Ericson
Phone 201 424 3800
Fax
Email Courtney.Ericson@daktronics.com



"Proposed Replacement Board"





HISTORICAL ARCHITECTURE REVIEW BOARD

CITY HALL • 340 NORTH WASHINGTON AVE., 4TH FL. • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105

TO: Jessica Eskra
City Solicitor
Law Department

CC: Tim Corbett
HARB Solicitor

FROM: Mary-Pat DeFlice
Confidential Secretary, HARB Coordinator

DATE: November 2, 2017

RE: HARB Recommendation

Enclosed please find the following recommendation from the Historical Architecture Review Board (HARB) regarding the following project:

- Locker General Construction, P.O. Box 206, Olyphant, PA, for installation of a digital billboard, which roughly measures 8''h x 23''w, between the second and third floors and a painted sign above the digital billboard comparable to Bittenbender's signage, situated at 134 Franklin Avenue, Scranton, PA 18503.

A Certificate of Appropriateness was issued for project listed and has received approval from the HARB as long as project falls in line with zoning requirements in regard to what can be advertised on digital billboard, following a presentation at their meeting on October 30, 2017.

Please prepare the necessary submission to City Council for review and passage. Thank you in advance for your attention regarding this matter.

/mpd
encl.



DEPARTMENT OF LAW

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

November 3, 2017

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

RECEIVED

NOV 17 2017

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION ACCEPTING THE RECOMMENDATION OF THE HISTORICAL ARCHITECTURE REVIEW BOARD ("HARB") AND APPROVING THE CERTIFICATE OF APPROPRIATENESS FOR LOCKER GENERAL CONSTRUCTION, P.O. BOX 206, OLYPHANT, PA, 18447, TO INSTALL A DIGITAL BILLBOARD, WHICH ROUGHLY MEASURES 8 FEET HIGH BY 23 FEET WIDE, BETWEEN THE SECOND AND THIRD FLOORS AND A PAINTED SIGN ABOVE THE DIGITAL BILLBOARD COMPARABLE TO BITTENBENDER'S SIGNAGE, SITUATED AT 134 FRANKLIN AVENUE, SCRANTON, PA 18503.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2017

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A MASTER LEASE AGREEMENT BETWEEN THE CITY OF SCRANTON, HEREINAFTER DESIGNATED (“LESSOR”) AND NEW CINGULAR WIRELESS PCS, LLC, A DELAWARE LIMITED LIABILITY COMPANY, WITH ITS PRINCIPAL OFFICES AT 575 MOROSGO DRIVE, ATLANTA, GA 30324, HEREINAFTER DESIGNATED (“LESSEE”) TO LEASE SPACE TO LESSEE WITH RESPECT TO PARTICULAR SITES AT WHICH LESSEE WISHES TO INSTALL, MAINTAIN, AND OPERATE, SMALL CELL COMMUNICATIONS EQUIPMENT, AS WELL AS ANY AND ALL NECESSARY LEASE SUPPLEMENTS OUTLINED HEREIN.

WHEREAS, Lessor is the owner of or holds a leasehold interest in certain buildings, light poles, utility poles, traffic control poles, facilities, rights of way and/or real property which are located within the geographic area of a license to provide wireless services licensed by the Federal Communications Commission (“FCC”) to Lessee; and

WHEREAS, Lessee desires to install, maintain, and operate small cell communications equipment in and/or upon certain of Lessor’s buildings, light poles, utility poles, traffic control poles, facilities, rights of way and/or real property; and

WHEREAS, Lessor and Lessee desire to enter into this Agreement to define the general terms and conditions which would govern their relationship with respect to particular sites at which Lessor may wish to permit Lessee to install, maintain, and operate small cell communications equipment as herein after set forth; and

WHEREAS, Lessor and Lessee acknowledge that they will enter into a Lease Supplement (“Supplement”) substantially in the form as attached hereto as Exhibit “A”. Lessee proposes to lease said space as outlined in Exhibit “B” attached hereto

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City officials are hereby authorized to execute and enter into the attached Master Lease Agreement between the City of Scranton (Lessor) and New Cingular Wireless PCS, LLC (Lessee) to lease space to Lessee with respect to particular sites at which Lessee wishes to install, maintain, and operate small cell communications equipment as well as any and all Lease Supplements for the locations in Exhibit “B” attached hereto.

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

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

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

MASTER LEASE AGREEMENT

This Master Lease Agreement (the "Agreement") made this ___ day of _____, 2017 between The City of Scranton, having an address of 340 North Washington Street; Scranton PA 18501, , hereinafter designated LESSOR, and New Cingular Wireless PCS, LLC, a Delaware limited liability company, with its principal offices at 575 Morosgo Drive, Atlanta, GA 30324 , hereinafter designated LESSEE. LESSOR and LESSEE are at times collectively referred to hereinafter as the "Parties" or individually as the "Party."

WITNESSETH

WHEREAS, LESSOR is the owner of or holds a leasehold interest in certain buildings, light poles, utility poles, traffic control poles, facilities, rights of way and/or real property which are located within the geographic area of a license to provide wireless services licensed by the Federal Communications Commission ("FCC") to LESSEE; and

WHEREAS, LESSEE desires to install, maintain and operate communications equipment in and/or upon certain of LESSOR's buildings, light poles, utility poles, traffic control poles, facilities, rights of way and/or real property; and

WHEREAS, LESSOR and LESSEE desire to enter into this Agreement to define the general terms and conditions which would govern their relationship with respect to particular sites at which LESSOR may wish to permit LESSEE to install, maintain and operate communications equipment as hereinafter set forth; and

WHEREAS, LESSOR and LESSEE acknowledge that they will enter into a lease supplement ("Supplement"), a copy of which is attached hereto as Exhibit A, with respect to any particular location or site which the Parties agree to lease; and

WHEREAS, the Parties acknowledge that different related entities may operate or conduct the business of LESSOR and LESSEE in different geographic areas and as a result, each Supplement may be signed by LESSEE and LESSOR's affiliated entities as further described herein, as appropriate based upon the ownership or other interest in the subject building or facility, in the case of LESSOR, and the entity holding the FCC license in the subject geographic location, in the case of LESSEE.

NOW THEREFORE, in consideration of the mutual covenants contained herein and intending to be legally bound hereby, the Parties hereto agree as follows:

1. PREMISES.

a. Pursuant to all of the terms and conditions of this Agreement and the applicable Supplement, LESSOR agrees to lease to LESSEE certain space on or upon LESSOR's buildings, light poles, utility poles, traffic control poles, facilities, rights of way and/or real property as more fully described in each Supplement to be executed by the Parties, hereinafter referred to as the "Premises" for the

installation, operation and maintenance of communications equipment; together with the non-exclusive right of ingress and egress from a public right-of-way, seven (7) days a week, twenty four (24) hours a day, over the LESSOR's property, hereinafter referred to as the "Property" and to and from the Premises for the purpose of installation, operation, modification, replacement and maintenance of LESSEE's communications facility, along with the right to use the public rights-of-way as described in Paragraph 27 below. In the event there are not sufficient electric and telephone, cable or fiber utility sources located at the Premises or on the Property, LESSOR agrees to grant LESSEE or the local utility provider the right to install such utilities on, over and/or under the Property and to the Premises as necessary for LESSEE to operate its communications facility, provided the location of such utilities shall be as reasonably designated by LESSOR.

b. LESSOR would like to integrate the small cell technology with their WI-FI electric light system. In furtherance of this, LESSOR would like to install WI-FI electric lights on certain of LESSEE's communications facilities, so long as such installation: (i) does not interfere with LESSEE's intended use of such communications facility; (ii) is submitted for review to LESSEE first, which review shall be completed within a reasonable time period after submittal; (iii) is approved by LESSEE, (iv) LESSOR coordinates with LESSEE in regards to the time of intended construction and receives prior approval for any time LESSOR needs to service, modify or upgrade such installation; and (v) any such service, modification or upgrade is performed at LESSOR's sole cost and expense.

2. **CONDITION OF PROPERTY.** LESSOR shall deliver the Premises to LESSEE in a condition ready for LESSEE's construction of its improvements. LESSOR represents and warrants to LESSEE that as of the Effective Date of each Supplement and continuing throughout the Term of each Supplement (as hereinafter defined): (a) the building, light pole, utility pole, traffic control pole, facility, right-of-way and/or real property, as the case may be, is (i) in good condition and structurally sound; and (ii) in compliance with all Laws (as defined in Paragraph 24 below), including any applicable building codes, regulations, or ordinances which may exist; and (b) the Property is free of all lead-based paint, asbestos or other hazardous substances, as such term may be defined under any applicable federal, state or local law. If a breach of the representations and warranties contained in this Paragraph 2 is discovered at any time during the Term of a particular Supplement, LESSOR shall, promptly after receipt of written notice from LESSEE setting forth a description of such non-compliance, rectify same at LESSOR's expense.

3. **TERM; RENTAL.** This Agreement shall be for a term of twenty-five (25) years commencing upon the execution hereof by both Parties. Each Supplement shall be effective as of the date of execution by both Parties (the "Effective Date"), provided, however, the initial term of each Supplement shall be for five (5) years and shall commence on the first day of the month following the day that LESSEE commences installation of the equipment on the Premises (the "Commencement Date") at which time rental payments shall commence and be due at a total annual rental of One Thousand Two Hundred and 00/100 Dollars (\$1,200.00), to be paid in advance annually on the Commencement Date and on each anniversary of it in advance, to the payee designated by LESSOR in the Supplement or to such other person, firm or place as LESSOR may, from time to time, designate in writing at least thirty (30) days in advance of any rental payment date by notice given in accordance with Paragraph 18 below. The annual rental for each extension term will be increased at the rate of fifteen percent (15%) of the annual rental for the previous term. LESSOR and LESSEE

acknowledge and agree that the initial rental payment for each Supplement shall not actually be sent by LESSEE until thirty (30) days after the Commencement Date. LESSOR and LESSEE agree that they shall acknowledge in writing the Commencement Date of each Supplement.

Upon agreement of the Parties, LESSEE may pay rent by electronic funds transfer and in such event, LESSOR agrees to provide to LESSEE bank routing information for such purpose upon request of LESSEE.

LESSOR hereby agrees to provide to LESSEE certain documentation (the "Rental Documentation") including without limitation: (i) documentation evidencing LESSOR's good and sufficient title to and/or interest in the Property and right to receive rental payments and other benefit under each Supplement; (ii) a completed Internal Revenue Service Form W-9, or equivalent for any party to whom rental payments are to be made pursuant to this Agreement or a Supplement; and (iii) other documentation requested by LESSEE and within fifteen (15) days of obtaining an interest in any Property, Supplement or this Agreement, any assignee(s), transferee(s) or other successor(s) in interest of LESSOR shall provide to LESSEE such Rental Documentation. All documentation shall be acceptable to LESSEE in LESSEE's reasonable discretion. Delivery of Rental Documentation to LESSEE shall be a prerequisite for the payment of any rent by LESSEE and notwithstanding anything to the contrary herein or in any Supplement, LESSEE shall have no obligation to make any rental payments until Rental Documentation has been supplied to LESSEE as provided herein.

Within thirty (30) days of a written request from LESSEE, LESSOR or any assignee(s) or transferee(s) of LESSOR agrees to provide updated Rental Documentation. Delivery of Rental Documentation to LESSEE shall be a prerequisite for the payment of any rent by LESSEE to such party and notwithstanding anything to the contrary herein or in any Supplement, LESSEE shall have no obligation to make any rental payments until Rental Documentation has been supplied to LESSEE as provided herein.

44. ADDITIONAL RENT ("Capital Costs"). As additional rent, LESSEE further agrees to pay LESSOR a non-refundable one-time payment of Five Thousand and 00/100 (\$5,000.00) dollars on each of the first ten (10) fully executed Supplements, which shall be due and payable within thirty (30) days of the commencement of construction of the Supplement ("Capital Costs"). The parties understand and agree that the Capital Costs are being paid to LESSOR to reimburse LESSOR for fees incurred in the performance of this Agreement, and no further Capital Costs shall be payable to LESSOR beyond the first ten (10) fully executed Supplement. The cumulative sum of Capital Costs paid by LESSEE to LESSOR shall not exceed Fifty Thousand and 00/100 (\$50,000.00) dollars.

5. ELECTRICAL. LESSOR shall, at all times during the Term of each Supplement, provide electrical service and telephone service access within the Premises. If permitted by the local utility company servicing the Premises, LESSEE shall furnish and install an electrical meter at the Premises for the measurement of electrical power used by LESSEE's installation. In the alternative, if permitted by the local utility company servicing the Premises, LESSEE shall furnish and install an electrical sub-meter at the Premises for the measurement of electrical power used by LESSEE's installation. In the event such sub-meter is installed, the LESSEE shall pay the utility directly for its power consumption,

if billed by the utility, and if not billed by the utility, then LESSEE shall pay an estimated utilities charge of Fifty Dollars (\$50.00) per month to LESSOR.

LESSEE shall be permitted at any time during the Term of each Supplement, to install, maintain and/or provide access to and use of, as necessary (during any power interruption at the Premises), a temporary power source, and all related equipment and appurtenances within the Premises, or elsewhere on the Property in such locations as reasonably approved by LESSOR. LESSEE shall have the right to install conduits connecting the temporary power source and related appurtenances to the Premises.

6. EXTENSIONS. Each Supplement shall automatically be extended for four (4) additional five (5) year terms unless LESSEE terminates it at the end of the then current term by giving LESSOR written notice of the intent to terminate at least three (3) months prior to the end of the then current term. The initial term and all extensions under a Supplement shall be collectively referred to herein as the "Term". Notwithstanding anything herein, after the expiration of this Agreement, its terms and conditions shall survive and govern with respect to any remaining Supplements in effect until their expiration or termination.

7. USE; GOVERNMENTAL APPROVALS. LESSEE shall use the Premises for the purpose of constructing, maintaining, repairing and operating a communications facility and uses incidental thereto. LESSEE shall have the right, without payment of any additional, rental, Capital Costs or other fee, to replace, repair, add or otherwise modify its utilities, equipment, antennas and/or conduits or any portion thereof and the frequencies over which the equipment operates, whether the equipment, antennas, conduits or frequencies are specified or not on any exhibit attached to a Supplement, during the Term. It is understood and agreed that LESSEE's ability to use the Premises is contingent upon its obtaining after the execution date of each Supplement all of the certificates, permits and other approvals (collectively the "Governmental Approvals") that may be required by any Federal, State or Local authorities as well as a satisfactory building structural analysis which will permit LESSEE use of the Premises as set forth above. LESSOR shall cooperate with LESSEE in its effort to obtain such approvals and shall take no action which would adversely affect the status of the Property with respect to the proposed use thereof by LESSEE. In the event that (i) any of such applications for such Governmental Approvals should be finally rejected; (ii) any Governmental Approval issued to LESSEE is canceled, expires, lapses, or is otherwise withdrawn or terminated by governmental authority; and (iii) LESSEE determines that such Governmental Approvals may not be obtained in a timely manner, LESSEE shall have the right to terminate the applicable Supplement. Notice of LESSEE's exercise of its right to terminate shall be given to LESSOR in accordance with the notice provisions set forth in Paragraph 18 and shall be effective upon the mailing of such notice by LESSEE, or upon such later date as designated by LESSEE. All rentals paid to said termination date shall be retained by LESSOR. Upon such termination, the applicable Supplement shall be of no further force or effect except to the extent of the representations, warranties and indemnities made by each Party to the other thereunder. Otherwise, the LESSEE shall have no further obligations for the payment of rent to LESSOR for the terminated Supplement.

8. INDEMNIFICATION. Subject to Paragraph 9 below, each Party shall indemnify and hold the other harmless against any claim of liability or loss from personal injury or property damage resulting from or arising out of the negligence or willful misconduct of the indemnifying Party, its employees, contractors or agents, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of the other Party, or its employees, contractors or agents.

9. INSURANCE.

a. The Parties hereby waive and release any and all rights of action for negligence against the other which may hereafter arise on account of damage to the Premises or to the Property, resulting from any fire, or other casualty of the kind covered by standard fire insurance policies with extended coverage, regardless of whether or not, or in what amounts, such insurance is now or hereafter carried by the Parties, or either of them. These waivers and releases shall apply between the Parties and they shall also apply to any claims under or through either Party as a result of any asserted right of subrogation. All such policies of insurance obtained by either Party concerning the Premises or the Property shall waive the insurer's right of subrogation against the other Party.

b. LESSOR and LESSEE each agree that at its own cost and expense, each will maintain commercial general liability insurance on an ISO CGL form 00 01 or equivalent with limits of \$1,000,000 for injury to or death of one or more persons and for damage or destruction to property in any one occurrence and \$2,000,000 policy aggregate. LESSOR and LESSEE each agree that it will include the other Party as an additional insured.

Notwithstanding the forgoing, LESSEE may, in its sole discretion, self-insure any of the required insurance under the same terms as required by this Agreement. In the event LESSEE elects to self-insure its obligation under this Agreement to include LESSOR as an additional insured, the following conditions apply: (i) LESSOR shall promptly and no later than thirty (30) days after notice thereof provide LESSEE with written notice of any claim, demand, lawsuit, or the like for which it seeks coverage pursuant to this Paragraph and provide LESSEE with copies of any demands, notices, summonses, or legal papers received in connection with such claim, demand, lawsuit, or the like; (ii) LESSOR shall not settle any such claim, demand, lawsuit, or the like without the prior written consent of LESSEE; and (iii) LESSOR shall fully cooperate with LESSEE in the defense of the claim, demand, lawsuit, or the like.

10. LIMITATION OF LIABILITY. Except for indemnification pursuant to Paragraphs 8 and 22, neither Party shall be liable to the other, or any of their respective agents, representatives, employees for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

11. ANNUAL TERMINATION. Notwithstanding anything to the contrary contained herein, provided LESSEE is not in default hereunder beyond applicable notice and cure periods, LESSEE shall

have the right to terminate each Supplement upon the annual anniversary of the Commencement Date provided that three (3) months prior notice is given to LESSOR.

12. INTERFERENCE. LESSEE agrees to install equipment of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to any equipment of LESSOR or other lessees of the Property which existed on the Property prior to the date this Agreement is executed by the Parties. In the event any after-installed LESSEE's equipment causes such interference, and after LESSOR has notified LESSEE in writing of such interference, LESSEE will take all commercially reasonable steps necessary to correct and eliminate the interference, including but not limited to, at LESSEE's option, powering down such equipment and later powering up such equipment for intermittent testing. In no event will LESSOR be entitled to terminate a Supplement or relocate the equipment as long as LESSEE is making a good faith effort to remedy the interference issue. LESSOR agrees that LESSOR and/or any other tenants of the Property who currently have or in the future take possession of the Property will be permitted to install only such equipment that is of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to the then existing equipment of LESSEE. In the event LESSOR and/or any other tenants of the Property cause harmful interference which is measurable in accordance with then existing industry standards to LESSEE, and after LESSEE has notified LESSOR in writing of such interference, LESSOR will take all commercially reasonable steps necessary to correct and eliminate the interference. The Parties acknowledge that there will not be an adequate remedy at law for noncompliance with the provisions of this Paragraph and therefore, either Party shall have the right to equitable remedies, such as, without limitation, injunctive relief and specific performance.

13. REMOVAL AT END OF TERM. LESSEE shall, upon expiration of the Term, or within ninety (90) days after any earlier termination of a Supplement, remove its equipment, conduits, fixtures and all personal property and restore the Premises to its original condition, reasonable wear and tear and casualty damage excepted. LESSOR agrees and acknowledges that all of the equipment, conduits, fixtures and personal property of LESSEE shall remain the personal property of LESSEE and LESSEE shall have the right to remove the same at any time during the Term, whether or not said items are considered fixtures and attachments to real property under applicable laws. If such time for removal causes LESSEE to remain on the Premises after termination of the Supplement, LESSEE shall pay rent at the then existing monthly rate or on the existing monthly pro-rata basis if based upon a longer payment term, until such time as the removal of the antenna structure, fixtures and all personal property are completed.

14. RIGHT OF FIRST REFUSAL (COMMUNICATIONS EASEMENT). If LESSOR elects, during the Term of any Supplement to grant to a third party by easement or other legal instrument an interest in and to that portion of the building and/or Property occupied by LESSEE, or a larger portion thereof, for the purpose of operating and maintaining communications facilities or the management thereof, with or without an assignment of the Supplement to such third party, LESSEE shall have the right of first refusal to meet any bona fide offer of transfer on the same terms and conditions of such offer. If LESSEE fails to meet such bona fide offer within thirty (30) days after written notice thereof from LESSOR, LESSOR may grant the easement or interest in the Property or

portion thereof to such third person in accordance with the terms and conditions of such third party offer.

15. RIGHTS UPON SALE. Should LESSOR, at any time during the Term of any Supplement decide (i) to sell or transfer all or any part of the Property or the Premises thereon to a purchaser other than LESSEE, or (ii) to grant to a third party by easement or other legal instrument an interest in and to that portion of the Premises and or Property occupied by LESSEE, or a larger portion thereof, for the purpose of operating and maintaining communications facilities or the management thereof, such sale or grant of an easement or interest therein shall be under and subject to the Supplement and any such purchaser or transferee shall recognize LESSEE's rights hereunder and under the terms of the Supplement. In the event that LESSOR completes any such sale, transfer, or grant described in this paragraph without executing an assignment of the Supplement whereby the third party agrees in writing to assume all obligations of LESSOR under the Supplement, then LESSOR shall not be released from its obligations to LESSEE under the Supplement, and LESSEE shall have the right to look to LESSOR and the third party for the full performance of the Supplement.

16. QUIET ENJOYMENT AND REPRESENTATIONS. LESSOR covenants that LESSEE, on paying the rent and performing the covenants herein and in a Supplement, shall peaceably and quietly have, hold and enjoy the Premises. LESSOR represents and warrants to LESSEE as of the execution date of each Supplement, and covenants during the Term that LESSOR is seized of good and sufficient title and interest to the Property and has full authority to enter into and execute the Supplement. LESSOR further covenants during the Term that there are no liens, judgments or impediments of title on the Property, or affecting LESSOR's title to the same and that there are no covenants, easements or restrictions which prevent or adversely affect the use or occupancy of the Premises by LESSEE as set forth above.

17. ASSIGNMENT. This Agreement and each Supplement under it may be sold, assigned or transferred by the LESSEE without any approval or consent of the LESSOR to the LESSEE's principal, affiliates, subsidiaries of its principal or to any entity which acquires all or substantially all of LESSEE's assets in the market defined by the FCC in which the Property is located by reason of a merger, acquisition or other business reorganization. As to other parties, this Agreement and each Supplement may not be sold, assigned or transferred without the written consent of the LESSOR, which such consent will not be unreasonably withheld, delayed or conditioned. No change of stock ownership, partnership interest or control of LESSEE or transfer upon partnership or corporate dissolution of LESSEE shall constitute an assignment hereunder.

18. NOTICES. All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

LESSOR: The City of Scranton
340 North Washington Street
Scranton, Pennsylvania 18501

LESSEE: AT&T Network Real Estate Administration
Re: Cell Site #: _____; Cell Site Name: _____
Fixed Asset No: _____
575 Morosgo Drive
Atlanta, GA 30324

With a copy to:

AT&T Legal Department-Network
Attn.: Network Counsel
Re: Cell Site #: _____; Cell Site Name: _____
Fixed Asset No: _____
208 South Akard Street
Dallas, TX 75202-4206

AT&T Mobility Corporation
Attn: Lease Administration, Mail Drop 370
Re: Cell Site #: _____; Cell Site Name: _____
Fixed Asset No: _____
200 North Warner Road
King of Prussia, PA 1940 North6

The copy sent to the Legal Department is an administrative step which alone does not constitute legal notice.

Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

19. RECORDING. LESSOR agrees to execute a Memorandum of each Supplement which LESSEE may record with the appropriate recording officer. The date set forth in the Memorandum of Lease is for recording purposes only and bears no reference to commencement of either the Term or rent payments.

20. DEFAULT. In the event there is a breach by a Party with respect to any of the provisions of this Agreement or its obligations under it, the non-breaching Party shall give the breaching Party written notice of such breach. After receipt of such written notice, the breaching Party shall have thirty (30) days in which to cure any breach, provided the breaching Party shall have such extended period as may be required beyond the thirty (30) days if the breaching Party commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. The non-breaching Party may not maintain any action or effect any remedies for default against the breaching Party unless and until the breaching Party has failed to cure the breach within the time periods provided in this Paragraph. Notwithstanding the foregoing to the contrary, it shall be a default under this Agreement if LESSOR fails, within five (5) days after receipt of written notice of such breach, to perform an

obligation required to be performed by LESSOR if the failure to perform such an obligation interferes with LESSEE's ability to conduct its business in the building; right-of-way, or on the real property or pole provided, however, that if the nature of LESSOR's obligation is such that more than five (5) days after such notice is reasonably required for its performance, then it shall not be a default under this Agreement if performance is commenced within such five (5) day period and thereafter diligently pursued to completion.

21. REMEDIES. In the event of a default by either Party with respect to a material provision of this Agreement, including but not limited to uncured interference under Section 12 of this Agreement, without limiting the non-defaulting Party in the exercise of any right or remedy which the non-defaulting Party may have by reason of such default, the non-defaulting Party may terminate the applicable Supplement and/or pursue any remedy now or hereafter available to the non-defaulting Party under the Laws or judicial decisions of the state in which the Premises are located. Further, upon a default, the non-defaulting Party may at its option (but without obligation to do so), perform the defaulting Party's duty or obligation on the defaulting Party's behalf, including but not limited to the obtaining of reasonably required insurance policies. The costs and expenses of any such performance by the non-defaulting Party shall be due and payable by the defaulting Party upon invoice therefor. If LESSEE undertakes any such performance on LESSOR's behalf and LESSOR does not pay LESSEE the full undisputed amount within thirty (30) days of its receipt of an invoice setting forth the amount due, LESSEE may offset the full undisputed amount due against all fees due and owing to LESSOR under the applicable Supplement until the full undisputed amount is fully reimbursed to LESSEE.

22. ENVIRONMENTAL.

a. LESSOR will be responsible for all obligations of compliance with any and all environmental and industrial hygiene laws, including any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene conditions or concerns as may now or at any time hereafter be in effect, that are or were in any way related to activity now conducted in, on, or in any way related to the building, right-of-way, pole or Property, unless such conditions or concerns are caused by the specific activities of LESSEE in the Premises.

b. LESSOR shall hold LESSEE harmless and indemnify LESSEE from and assume all duties, responsibility and liability at LESSOR's sole cost and expense, for all duties, responsibilities, and liability (for payment of penalties, sanctions, forfeitures, losses, costs, or damages) and for responding to any action, notice, claim, order, summons, citation, directive, litigation, investigation or proceeding which is in any way related to: a) failure to comply with any environmental or industrial hygiene law, including without limitation any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene concerns or conditions as may now or at any time hereafter be in effect, unless such non-compliance results from conditions caused by LESSEE; and b) any environmental or industrial hygiene conditions arising out of or in any way related to

the condition of the building, right-of-way, pole or Property or activities conducted thereon, unless such environmental conditions are caused by LESSEE.

c. LESSEE shall hold LESSOR harmless and indemnify LESSOR from and assume all duties, responsibility and liability at LESSEE's sole cost and expense, for all duties, responsibilities, and liability (for payment of penalties, sanctions, forfeitures, losses, costs, or damages) and for responding to any action, notice, claim, order, summons, citation, directive, litigation, investigation or proceeding which is in any way related to: a) failure to comply with any environmental or industrial hygiene law, including without limitation any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene concerns or conditions as may now or at any time hereafter be in effect, to the extent that such non-compliance results from conditions caused by LESSEE; and b) any environmental or industrial hygiene conditions arising out of or in any way related to the condition of the building, right-of-way, pole or Property or activities conducted thereon, to the extent that such environmental conditions are caused by LESSEE.

23. CASUALTY. In the event of damage by fire or other casualty to the building, right-of-way, pole or Premises that cannot reasonably be expected to be repaired within forty-five (45) days following same or, if the Property is damaged by fire or other casualty so that such damage may reasonably be expected to disrupt LESSEE's operations at the Premises for more than forty-five (45) days, then LESSEE may, at any time following such fire or other casualty, provided LESSOR has not completed the restoration required to permit LESSEE to resume its operation at the Premises, terminate the Supplement upon fifteen (15) days prior written notice to LESSOR. Any such notice of termination shall cause the Supplement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of the Supplement and the Parties shall make an appropriate adjustment, as of such termination date, with respect to payments due to the other under the Supplement. Notwithstanding the foregoing, the rent shall abate during the period of repair following such fire or other casualty in proportion to the degree to which LESSEE's use of the Premises is impaired.

24. APPLICABLE LAWS. During the Term, LESSOR shall maintain the building, light pole, utility pole, traffic control pole, facility, right-of-way and/or real property, as the case may be, in compliance with all applicable laws, rules, regulations, ordinances, directives, covenants, easements, zoning and land use regulations, and restrictions of record, permits, building codes, and the requirements of any applicable fire insurance underwriter or rating bureau, now in effect or which may hereafter come into effect (including, without limitation, the Americans with Disabilities Act and laws regulating hazardous substances) (collectively "Laws"). LESSEE shall, in respect to the condition of the Premises and at LESSEE's sole cost and expense, comply with (a) all Laws relating solely to LESSEE's specific and unique nature of use of the Premises; and (b) all building codes requiring modifications to the Premises due to the improvements being made by LESSEE in the Premises. It shall be LESSOR's obligation to comply with all Laws relating to the building, light pole, utility pole, traffic control pole, facility, right-of-way and/or real property, as the case may be, in general, without regard to

specific use (including, without limitation, modifications required to enable LESSEE to obtain all necessary building permits).

25. AUTHORIZED ENTITIES. This Agreement is entered into by the Parties each on its own behalf and for the benefit of: (i) any entity in which the Party directly or indirectly holds an equity or similar interest; (ii) any entity which directly or indirectly holds an equity or similar interest in the Party; or (iii) any entity directly or indirectly under common control with the Party. Each Party and each of the entities described above are referred to herein as an "Authorized Entity". No obligation is incurred or liability accepted by any Authorized Entity until that Authorized Entity enters into a site specific Supplement. Only the Party and the Authorized Entity executing a Supplement are responsible for the obligations and liabilities related thereto arising under that Supplement and this Agreement. All communications and invoices relating to a Supplement must be directed to the Authorized Entity signing the Supplement. A default by any Authorized Entity will not constitute or serve as a basis for a default by any other Authorized Entity not a party to the applicable Supplement.

26. MISCELLANEOUS. This Agreement and the Supplements that may be executed from time to time hereunder contain all agreements, promises and understandings between the LESSOR and the LESSEE regarding this transaction, and no oral agreement, promises or understandings shall be binding upon either the LESSOR or the LESSEE in any dispute, controversy or proceeding. This Agreement may not be amended or varied except in a writing signed by all Parties. This Agreement shall extend to and bind the heirs, personal representatives, successors and assigns hereto. The failure of either party to insist upon strict performance of any of the terms or conditions of this Agreement or to exercise any of its rights hereunder shall not waive such rights and such party shall have the right to enforce such rights at any time. The performance of this Agreement via each Supplement shall be governed interpreted, construed and regulated by the laws of the state in which the Premises is located without reference to its choice of law rules.

27. USE OF PUBLIC RIGHTS-OF-WAY.

a. LESSOR hereby grants to LESSEE the right to use the municipal public rights-of-way for the installation, maintenance and operation of LESSEE's communications equipment in and/or upon light poles, utility poles, traffic control poles, facilities, rights-of-way and/or real property, as the case may be, owned by LESSOR or by third parties and located within said public right-of-way. LESSOR agrees that the annual rental as described in Paragraph 3 above includes any fee or rent associated with LESSEE's use of the public rights-of-way, and in no event shall LESSEE be obligated to pay LESSOR any other rent or fee in connection with such use of any of the public rights-of-way.

b. This Agreement shall allow LESSEE to perform all work on LESSEE's communications equipment within the public rights-of-way and to park vehicles in the streets and other public rights-of-way when necessary for the installation, replacement, operation, maintenance or removal of LESSEE's communications equipment. LESSEE and contractors performing work for LESSEE shall not be required to pay any fee in order to

perform work on LESSEE's communications equipment, or park within the streets and other public rights-of-way.

c. In the event, a pole does not exist in the public right-of-way or the poles that do exist cannot accommodate LESSEE's loading, LESSEE may set a new pole or poles within the public right-of-way, in compliance with applicable Laws.

IN WITNESS WHEREOF, the Parties hereto have set their hands and affixed their respective seal the day and year first above written.

"LESSOR"

The City of Scranton

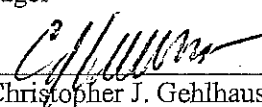
By: _____
Name: _____

Title: _____
Date: _____

WITNESS

"LESSEE"

New Cingular Wireless PCS, LLC
By: AT&T Mobility Corporation
Its: Manager

By: 
Name: Christopher J. Gehlhaus

Title: Sr. Real Estate and Construction
Manager

Date: 11/10/17



WITNESS

CITY OF SCRANTON

ATTEST:

BY: _____
Lori Reed, City Clerk

BY: _____
William L. Courtright, Mayor

Date: _____

Date: _____

BY: _____
Roseann Novembrino, City Controller

Date: _____

APPROVED AS TO FORM:

BY: _____
Jessica L. Eskra, Esq., City Solicitor

Date: _____

EXHIBIT "A"
LEASE SUPPLEMENT

This Lease Supplement ("Supplement"), is made this _____ day of _____, 20____, between The City of Scranton, having an address of 340 North Washington Street, Scranton, Pennsylvania 18711 ("Lessor"), and New Cingular Wireless PCS, LLC, a Delaware limited liability company, whose principal place of business is 575 Morosgo Drive, Atlanta, GA 30324 ("Lessee").

1. Master Lease Agreement. This Supplement is a Supplement as referenced in that certain Master Lease Agreement between The City of Scranton and New Cingular Wireless PCS, LLC, dated _____, 20____, (the "Agreement"), All of the terms and conditions of the Agreement are incorporated herein by reference and made a part hereof without the necessity of repeating or attaching the Agreement. In the event of a contradiction, modification or inconsistency between the terms of the Agreement and this Supplement, the terms of this Supplement shall govern. Capitalized terms used in this Supplement shall have the same meaning described for them in the Agreement unless otherwise indicated herein.

2. Premises. Lessor hereby leases to Lessee certain spaces on and within Lessor's Property located at _____. The Premises leased by the LESSOR to the LESSEE hereunder is shown on Exhibit "1" attached hereto and made a part hereof.

3. Term. The Commencement Date and the Term of this Supplement shall be as set forth in the Agreement.

4. Consideration. Rent under this Supplement shall be One Thousand Two Hundred and 00/100 Dollars (\$1,200.00) per year, payable to The City of Scranton at 340 North Washington Avenue, Scranton, Pennsylvania 18711. The annual rental for each extension term will be increased at the rate of fifteen percent (15%) of the annual rental for the previous term.

5. Site-Specific Terms. (Include any site-specific terms)

* The following subsection 5 (a) shall be added to the first ten (10) Supplements **only** that are signed between the Parties:

a. ADDITIONAL RENT ("Capital Costs"). As additional rent, LESSEE further agrees to pay LESSOR a non-refundable one-time payment of Five Thousand and 00/100 dollars (\$5,000.00) on the first ten (10) fully executed Supplements, which shall be due and payable within thirty (30) days of the commencement of construction under the applicable Supplement ("Capital Costs"). The parties understand and agree that the Capital Costs are being paid to LESSOR to reimburse LESSOR for fees incurred in the performance of this Agreement, and no further Capital Costs shall be payable to LESSOR beyond the first ten (10) fully executed Supplements. The cumulative Sum of Capital Costs paid by LESSEE to LESSOR shall not exceed Fifty Thousand and 00/100 (\$50,000.00).

This Supplement is the _____ Supplement entered into between the Parties.

Doc #02-567516.2

IN WITNESS WHEREOF, the Parties hereto have set their hand and affixed their respective seal the day and year first above written.

[Signature Page To Follow]

Doc #02-567516.2

“LESSOR”

City of Scranton

By: _____
Name: _____

Title: _____
Date: _____

WITNESS

“LESSEE”

New Cingular Wireless PCS, LLC
By: AT&T Mobility Corporation
Its: Manager

By: _____
Name: Christopher J. Gehlhaus

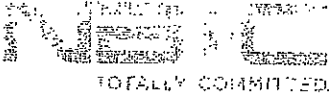
Title: Sr. Real Estate and Construction
Manager

Date: _____

WITNESS

EXHIBIT 1
SITE PLAN OF PREMISES

September 29, 2017



Joseph Price
Assistant City Solicitor
340 North Washington Avenue
Scranton, PA 18503

RE: AT&T small cells and City of Scranton

Mr. Price:

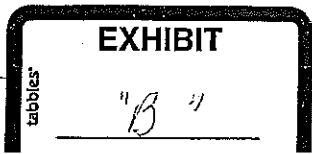
Network Building and Consulting is contracted by AT&T for project management for site acquisition, planning and zoning for the current AT&T expansion of their wireless network. AT&T has an interest in procuring multiple cell site licenses with the City of Scranton for wireless communications facilities.

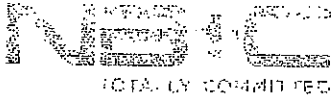
At your earliest convenience, I would like a meeting to discuss the project in how it will relate to the City of Scranton regarding the acceptability of the project from the City and financial impact to the City for a revenue stream. Please advise to a mutually agreeable date and time.

Enclosed find information forwarded to Don King, City Planner, for a resolution for the Council for 3 sites in August 2017 associated with Pennsylvania Department of Transportation. Also enclosed is information to Don King in September for 6 sites within the Scranton ROW (right of way).

At present, there are nine (9) initial small cell/nodes planned within the City:

- Node #1 - Linden Street between intersections of Colfax Ave and Sherwood Court;
- Node #2 - Mulberry Street between Colfax Avenue and Arthur Avenue;
- Node #3 - Pine Street at intersection of Clay Avenue;
- Node #4 - Intersection of route 307 and Meadow Avenue;
- Node #5 - intersection of Jefferson Avenue and E. Gibson Street;
- Node #6 - Intersection at Scranton High School;
- Node #7 - Wyoming Avenue between Ash Street and Popular St;





Node #9 – Mulberry Street between McKenna Court and Quincy Avenue;

Node #10 – West Scranton School in-between Luzerne Street and 12th Avenue and Oliver Place.

Node numbers 24, 26 and 29 are placed on a structure with Pennsylvania Department of Transportation. The remaining 6 nodes are the Scranton ROW.

I can be reached by mobile phone at 570-236-6538, email moser@nbcllc.com or USPS address of 39 Fairview Avenue, Suite B; Mount Pocono, PA 18344.

Thank you for your time in this matter.

Sincerely,

Mike Oser

enclosures



DEPARTMENT OF LAW

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

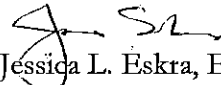
NOV 17 2017

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A MASTER LEASE AGREEMENT BETWEEN THE CITY OF SCRANTON, HEREINAFTER DESIGNATED ("LESSOR") AND NEW CINGULAR WIRELESS PCS, LLC, A DELAWARE LIMITED LIABILITY COMPANY, WITH ITS PRINCIPAL OFFICES AT 575 MOROSGO DRIVE, ATLANTA, GA 30324, HEREINAFTER DESIGNATED ("LESSEE") TO LEASE SPACE TO LESSEE WITH RESPECT TO PARTICULAR SITES AT WHICH LESSEE WISHES TO INSTALL, MAINTAIN, AND OPERATE, SMALL CELL COMMUNICATIONS EQUIPMENT, AS WELL AS ANY AND ALL NECESSARY LEASE SUPPLEMENTS OUTLINED HEREIN.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2017

APPOINTMENT OF CHRISTE A. CASCIANO, SR., 301 NORTON AVENUE, SCRANTON, PENNSYLVANIA, 18504 AS BUSINESS ADMINISTRATOR EFFECTIVE NOVEMBER 20, 2017. MR. CASCIANO WILL BE REPLACING DAVID BULZONI WHO RESIGNED AS BUSINESS ADMINISTRATOR.

WHEREAS, David Bulzoni resigned from his position as Business Administrator effective November 11, 2017; and

WHEREAS, the Mayor has appointed Christe A. Casciano, Sr. to fill the position of Dave Bulzoni; and

WHEREAS, Christe A. Casciano, Sr. has the requisite, experience, education and training necessary to serve as Business Administrator of the City of Scranton.

NOW, THEREFORE, BE IT RESOLVED that the appointment of Christe A. Casciano, Sr., 301 Norton Avenue, Scranton, PA is hereby approved as is the execution of any and all documents necessary to formalize that appointment.

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

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

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



OFFICE OF THE MAYOR

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

November 16, 2017

Danielle Kennedy
Director of Human Resources/Assistant Business Administrator
340 North Washington Avenue
Scranton, PA 18503

Dear Mrs. Kennedy:

Please be advised that I have appointed Christie A. Casciano, Sr., 301 Norton Avenue, Scranton, Pennsylvania 18504 to the position of Business Administrator effective November 20, 2017 to replace David Bulzoni who resigned on November 11, 2017.

Mr. Casciano's salary will be \$90,000.00 yearly. Kindly adjust your records accordingly.

Sincerely,

William L. Courtright
Mayor, City of Scranton

CC: Roseann Novembrino, City Controller
Christie Casciano, Sr., Business Administrator
Kathy McGinn, Payroll
Debbie Torba, Insurance
Jessica Eskra, City Solicitor

MEMORANDUM

TO: Danielle Kennedy, Human Resources Director

FROM: David Bulzoni, Business Administrator

RE: Departure

DATE : November 14, 2017

Danielle, please accept this memorandum for my file as a confirmation of my departure date of November 11, 2017. This note will confirm the intent of my August 2017 memorandum with more specificity. Thank you again for your patience.

Dave



DEPARTMENT OF LAW

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

RECEIVED

NOV 17 2017

OFFICE OF CITY
COUNCIL/CITY CLERK

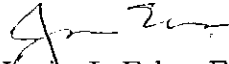
November 16, 2017

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

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING APPOINTMENT OF
CHRISTE A. CASCIANO, SR., 301 NORTON AVENUE, SCRANTON,
PENNSYLVANIA, 18504 AS BUSINESS ADMINISTRATOR
EFFECTIVE NOVEMBER 20, 2017. MR. CASCIANO WILL BE REPLACING
DAVID BULZONI WHO RESIGNED AS BUSINESS ADMINISTRATOR.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2017

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A COLLECTIVE BARGAINING AGREEMENT WITH LOCAL LODGE 2305 OF THE INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS IN ACCORDANCE WITH THE TERMS AND PROVISIONS OF A MEMORANDUM OF UNDERSTANDING RATIFIED BY THE MEMBERSHIP.

WHEREAS, Local Lodge No. 2305 of the International Association of Machinists and Aerospace Workers (the "Union") and the City of Scranton entered into negotiations for the terms of a new Collective Bargaining Agreement; and

WHEREAS, those negotiations resulted in a Memorandum of Understanding setting forth the terms and provisions for a Collective Bargaining Agreement for the period from January 1, 2018 to December 31, 2021, a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference thereto titled Memorandum of Understanding between Local Lodge No. 2305 and the City of Scranton; and

WHEREAS, the Union ratified the terms and provisions of the Memorandum of Understanding with a final vote of 65 in favor, and 3 against.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City officials are authorized to execute and enter into a Collective Bargaining Agreement with the Local Lodge No. 2305 of the International Association of Machinists and Aerospace Workers in final contract format to be completed by the Parties containing the terms and provisions of the Memorandum of Understanding between Local Lodge No. 2305 of the International Association of Machinists and Aerospace Workers and the City of Scranton attached hereto as Exhibit "A" and incorporated herein by reference thereto.

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

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

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

Sally Locker

From: Jessica Boyles
Sent: Thursday, November 16, 2017 4:15 PM
To: Sally Locker
Subject: FW: memorandum of understanding

From: sam vitris [<mailto:sfv2305@outlook.com>]
Sent: Thursday, November 16, 2017 3:10 PM
To: Jessica Boyles
Subject: memorandum of understanding

Jess,

as president of local lodge 2305 representing Scranton dpw and recreation we are pleased to inform the city of Scranton that the memorandum of understanding regarding our 2018- 2021 contract has been approved by the membership 65 votes for and 3 against.

Thank you Sam Vitris
president local 2305



DEPARTMENT OF HUMAN RESOURCES

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4246 • FAX: 570-348-4202

2018-2021 International Association of Machinists & Aerospace Workers AFL-CIO

1. UNAFFECTED PROVISIONS

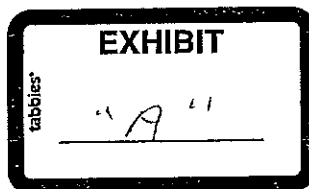
Except as otherwise specifically provided by this Memorandum of Understanding, all terms and conditions of the parties' 2014 – 2017 Collective Bargaining Agreement shall remain in full force and effect for the duration of the successor agreement provided by this Memorandum of Understanding.

2. EXTENSION OF THE COLLECTIVE BARGAINING AGREEMENT

The 2014 – 2017 Collective Bargaining Agreement shall be extended for a period of four years, commencing on January 1, 2018 and terminating on December 31, 2021.

3. EFFECTIVE DATE OF MODIFICATIONS

Except as specifically provided herein, all modifications to the 2014 – 2017 Collective Bargaining Agreement shall become effective with the pay period next following the mutual ratification of this Memorandum of Understanding.



MUTUALLY AGREEABLE TERMS

Article I, Section 4: Probation Period – All new Employees engaged by the City shall be deemed on a probation period for the first forty-five (45) days, with a potential fifteen (15) day extension when requested in writing to the Union. All such Employees may be dismissed during said trial period without cause. After the said trial period, all new Employees shall become regular Employees.

Article III Union Security, Section 1: As a condition of employment, all employees covered by this Agreement shall, forty-five (45) days after the date of the execution of this Agreement, or in the case of new employees, forty-five (45) days after the date of hiring, become members of the Union and remain members in good standing in the Union during the term of this Agreement. The City may require a fifteen (15) day extension when requested in writing to the Union.

Article VI Discipline and Discharge, Section 3(10): Failure of an employee to notify the Director of the Department of an infraction that may effect his Commercial Driver's License.

Article VI Discipline and Discharge, Section 5(10): Failure of an employee to notify the Director of the Department of a revocation of his Commercial Driver's License.

Article VII Safety, Section 4: The Directors of the Departments of Public Works and Parks and Recreation or his designated representative designated by the Union may meet monthly with the Director of the Department and/or designated City official along with designated Union official to discuss safety matters during the last hour of the bargaining members' work day.

Article XI Seniority, Section 7(B): All postings will be posted behind a locked glass cabinet in the Department of Public Works. The posting will state the number of jobs to be filled, the shift on which the work is to be done, the rates of pay for each job and the qualifications required to fill the position. Any Employee within the department may sign the posting so long as the Employee is deemed qualified and medically capable within two weeks of the end of the posting period.

Article XI Seniority, Section 7(D): The qualified bidder with the highest seniority shall be selected to fill the job for a trial period of not less than three (3) working days inclusive of any time off (e.g. sick, personal, vacation and holidays) with the option to extend the trial period for skilled positions by mutual agreement.

Article XI Seniority, Section 9: When a job opening is posted and successfully bid by an employee from the departments and another vacancy is created, that vacancy, if it is to be filled by the discretion of the City, it shall be posted and the procedure shall be followed until one (1) posting has occurred. Any vacancies created after the one posting shall be filled at the discretion of the Director of the Department.

Article XII Working Conditions, Section 3: All future assignments of routes and vehicles in the Bureau of Refuse, Recycling and Highways where a specific route is designated will be in conjunction with the bidding procedure. The City reserves the right to establish and/or restructure routes in accordance with the Collective Bargaining Agreement. The City reserves the right where a specific vehicle is designated to assign any employee within the Bargaining Unit to operate such vehicle when it deems necessary. (e.g. The most qualified senior operator in performance of demolition.)

Article XV Wages, Section 1: Base wage rates shall be increased by 2% each year on January 1st for the life of the contract. Heavy Equipment Operators will receive \$1.00 more per hour while operating the excavator in performance of demolition duties. Chauffer classification shall receive the same rate of pay per hour as Pacmaster Operator while in performance of snow removal duties.

Article XVI Pension Plan, Section 1: The City agrees to contribute to the I.A.M. National Pension Fund, Benefit Plan "A" for each employee employed in a job classification covered by the said Collective Bargaining Agreement for each day or portion thereof for which an employee receives pay. The City shall make a contribution of \$18.80 to the above named pension fund, but not more than \$94.00 per week for any one employee (5 X Daily Rate). Effective January 1, 2018, this contribution shall be increased by \$.10 per hour and by an additional \$.10 per hour on January 1, 2019. Effective January 1, 2020, this contribution shall be increased by \$.10 per hour and by an additional \$.10 per hour on January 1, 2021.

Article XVII Sick Leave, Section 4: Any employee who is off work as a result of an illness or injury for more than three consecutive days or who exhibits sick leave abuse shall be required to furnish a doctor's certificate concerning the illness or injury immediately upon returning to work. The City may refuse to pay the employee if the doctor's certificate is not provided on the date of his return. Additionally, employees with no sick time available will be disciplined accordingly.

Article XVII Sick Leave, Section 6: Any unused sick days can be carried over and accumulated from one calendar year to the next to a maximum of two hundred forty (240) days. Any employee who retires shall be entitled to receive a payout for up to one hundred twenty (120) days in accordance with their years of service as set forth in Section 13.

Article XVII Sick Leave, Section 12(C): All sick leaves without pay will be designated as leave under the provisions of The Family Medical Leave Act (FMLA) of 1993. FMLA and Short Term Disability shall run concurrently.

Article XIX Vacations, Section 3: Eligibility for vacation shall be based upon an employee's seniority. The Director of the Department of Public Works shall, in his sole discretion, determine how many employees shall be entitled to vacation in any particular week. An employee shall be

required to provide twenty-four (24) hours notice to the City of the use of a vacation day unless prevented from doing so by reasons that are beyond the employee's control.

Article XX Welfare Provisions, Section 1: Increase the face value of life insurance policies for retirees from \$7,500 to \$10,000.

Article XX Welfare Provisions, Section 2, Retiree Health Insurance: Change three (3) year healthcare coverage after retirement for those hired between 12/31/95 and 1/1/98 to 1/1/99 (affects 4 members)

Article XX Welfare Provisions, Section 8, Retirement: Employees will be entitled to any increases or changes offered to the Clerical Union. A one thousand two hundred fifty dollar (\$1,250) bonus will be paid to each employee who retires prior to February 1st of any calendar year provided said employee will have twenty five (25) years of service in that year.

Retirement Severance

15 years of service = \$3,000

20 years of service = \$3,500

25 years of service = \$4,000

30 years of service = \$4,500

35 years of service = \$5,000

Article XXII Death In Family: In the case of the death of a member of the immediate family of an employee, the Employer, will protect such employee against loss of his wages on his regular job for up to four (4) scheduled work days lost because of such death, during the period beginning with the date of death and ending three (3) working days after the date of burial. Immediate family shall be defined as: wife, husband, child, step-child, mother, father, step-mother, step-father, sister, brother, grandparents, grandchildren, mother-in-law, father-in-law, step-mother-in-law, step-father-in-law, brother-in-law, sister-in-law, aunt and uncle.

Article XXVII Work-Related Injury, Section 1: Add light duty job descriptions

Article XXVIII Miscellaneous Provisions, Section 2, Drug/Alcohol Testing: The Drug and Alcohol Policy attached hereto as Exhibit A is adopted.

**2018-2021 Local Lodge 2305 International Association of Machinists & Aerospace Workers
AFL-CIO modifications agreed to by the undersigned:**

Local Lodge 2305, President
International Association of Machinists & Aerospace Workers AFL-CIO

Local Lodge 2305, Vice President
International Association of Machinists & Aerospace Workers AFL-CIO

City of Scranton, Director, Human Resources

City of Scranton, Mayor

CITY OF SCRANTON

ATTEST:

BY: _____
Lori Reed, City Clerk

BY: _____
William L. Courtright, Mayor

Date: _____

Date: _____

BY: _____
Roseann Novembrino, City Controller

Date: _____

APPROVED AS TO FORM:

BY: _____
Jessica L. Eskra, Esq., City Solicitor

Date: _____

November 14, 2017

Ms. Danielle Kennedy
Director of Human Resources
City of Scranton
340 North Washington Avenue
Scranton, PA 18503

Dear Ms. Kennedy:

The Pennsylvania Economy League (PEL), in its role as the City of Scranton's Act 47 Coordinator, is required to review the terms of proposed collective bargaining agreements between the City of Scranton (City) and its collective bargaining units for compliance with the City's adopted 2017 Act 47 Exit Plan. PEL has received for review a proposed memorandum of agreement (MOA) between the City and the City's DPW Collective Bargaining Union (DPW), the International Association of Machinists and Aerospace Workers; the proposed agreement's term is 2018 through 2021. We also received for review a cost calculation memo prepared by you for the City's Solicitor and labor counsel review.

The MOA proposes a two percent (2%) annual wage increase for the term of the agreement. The increase proposes is within the limits projected by the Exit Plan for all years of the agreement. The Exit Plan provided employee health insurance yearly limits and a six percent (6%) per year increase for the term of the Exit Plan. We reviewed the City's health insurance cost estimates provided by you that are based on the current employee population coverage as indicated by the current COBRA rates. The comparison of the pertinent Exit Plan limits and the estimated MOA costs is shown in the table below.

MOA TERM	EXIT PLAN ESTIMATED HEALTHCARE COSTS	CITY ESTIMATED HEALTH INSURANCE BASED ON POPULATION AND CURRENT COBRA RATES WITH ASSUMED 6% INCREASE PER YEAR	EXIT PLAN WAGE LIMITS	MOA ESTIMATED WAGES AT 2% INCREASE PER YEAR
2017	\$ 2,282,403	\$ 1,852,492	\$ 3,732,949	\$ 3,732,949
2018	\$ 2,419,348	\$ 1,963,641	\$ 3,813,102	\$ 3,807,608
2019	\$ 2,564,509	\$ 2,081,460	\$ 3,900,173	\$ 3,883,760
2020	\$ 2,718,379	\$ 2,206,347	\$ 3,987,258	\$ 3,961,435

Accounting for the above comparisons, it is PEL's conclusion that the proposed DPW agreement submitted to PEL for review substantially complies with the City's adopted Exit Plan.

Ms. Danielle Kennedy

Page Two

November 14, 2017

Please feel free to contact me regarding any items presented above.

Sincerely,

/s/ Gerald E. Cross
Executive Director



DEPARTMENT OF LAW

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

RECEIVED

NOV 17 2017

OFFICE OF CITY
COUNCIL/CITY CLERK

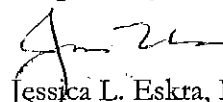
November 16, 2017

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

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A COLLECTIVE BARGAINING AGREEMENT WITH LOCAL LODGE 2305 OF THE INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS IN ACCORDANCE WITH THE TERMS AND PROVISIONS OF A MEMORANDUM OF UNDERSTANDING RATIFIED BY THE MEMBERSHIP.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2017

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH HIGHMARK BLUE CROSS BLUE SHIELD TO PROVIDE MEDICAL CLAIMS ADMINISTRATIVE SERVICES TO THE CITY OF SCRANTON FOR THE PERIOD JANUARY 1, 2018 THROUGH DECEMBER 31, 2020.

WHEREAS, a request for Proposal was advertised to provide medical claims administrative services for the City of Scranton, and only one (1) proposal was submitted for review; and

WHEREAS, after review of the proposal submitted it was determined that it would be in the best interest of the City to award the Contract to Highmark Blue Cross Blue Shield for the reasons provided in the Memo attached hereto from the Director of the Department of Human Resources; and

WHEREAS, the Healthcare Committee has approved and supports the award of the contract to Highmark Blue Cross Blue Shield.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City Officials are authorized to execute and enter into a Contract, substantially in the form attached hereto marked as Exhibit "A" and incorporated herein by reference thereto with Highmark Blue Cross Blue Shield to provide medical claims administrative services to the City of Scranton for the period January 1, 2018 through December 31, 2020.

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

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

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

CONTRACT

This contract entered into this ____ day of _____ 2017 effective from _____ to _____ by and between the City of Scranton, 340 North Washington Avenue, Scranton, PA 18503, hereinafter called "Scranton" and

HIGHMARK BLUE CROSS BLUE SHIELD
19 NORTH MAIN STREET
WILKES BARRE, PA. 18711
PHONE NO. (570) 200-6360

hereinafter called "Contractor".

WITNESSETH:

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

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

ARTICLE I - CATEGORY OF WORK AND SERVICES

The work and services to be performed by Contractor shall be in the general fields of provide medical claims administrative services for City of Scranton TPA/ASO claims The Contractor hereby covenants, contracts and agrees to furnish Scranton with:

MEDICAL CLAIMS ADMINISTRATIVE SERVICES
FOR THE CITY OF SCRANTON TPA/ASO CLAIMS
JANUARY 1, 2018 THROUGH DECEMBER 31, 2020
PER THE ATTACHED BID PROPOSAL AND SCRANTON'S
SPECIFICATIONS

Said services to be furnished and delivered in strict and entire conformity with Scranton's Specifications marked as Exhibit "A" attached hereto and incorporated herein by reference thereto and the Bid Proposal submitted by Highmark Blue Cross Blue Shield dated October 31, 2017 attached hereto marked as Exhibit "B" and incorporated herein by reference thereto. Said Bid Proposal and Specifications are hereby made part of this Agreement as fully and with the same effect as if set forth at length herein.

ARTICLE II - GENERAL

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

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

ARTICLE III - FEES

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

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

ARTICLE IV - INDEMNIFICATION

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

ARTICLE V - INSURANCE

- (1) Contractor represents that it now carries, and agrees it will continue during the term of this Contract to carry, at a minimum: Workers' Compensation, Comprehensive General and Contractual Liability, and Professional Liability Insurance in the following amounts:

<u>TYPE OF INSURANCE</u>	<u>LIMITS OF LIABILITY</u>
Workers' Compensation	\$1,000,000.00
Professional Liability	\$10,000,000.00
Commercial General Liability (including Blanket Contractual Liability Insurance)	\$ 1,000,000 each person \$ 1,000,000 each occurrence \$ 2,000,000 aggregate \$ 2,000,000 products/contemplated operations aggregate \$1,000,000 personal/advertising injury
Comprehensive Auto Liability	\$1,000,000 combined bodily injury and property damage
Blanket Crime Insurance	\$5,000,000.00

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

- (a) Name of insurance company, policy number, and expiration date;
- (b) The coverage required and the limits on each, including the amount of deductibles or self-insured retentions (which shall be for the account of the Contractor);
- (c) A statement indicating Scranton shall receive thirty (30) days notice of cancellation or significant modification of any of the policies which may affect Scranton's interest;

-
- (d) A statement confirming Scranton has been named an additional insured (except for Worker's Compensation) on all policies; and
 - (e) A statement confirming that Scranton, its agents and employees, have been provided a waiver of any rights or subrogation, which the Contractor may have against them.

ARTICLE VI: TERMINATION OF CONTRACT

If through any cause the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or in the event of violation of any of the covenants contained herein, or in the event of violation of the laws applicable to implementation of the project contemplated by this Agreement, or in the event of misuse of funds, mismanagement, criminal activity or malfeasance in the implementation of this Agreement, or for any reason, with or without cause, Scranton shall thereupon have the right to terminate this Agreement by giving written notice to the CONTRACTOR specifying the effective date of termination. Said notice shall be given in writing to the CONTRACTOR and will be effective upon receipt by the CONTRACTOR. In such an event, all project records, unused grant monies, and such amounts as may have been expended contrary to the terms of this Agreement shall be returned to the Scranton.

ARTICLE VII: DEFAULT

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

ARTICLE VIII: JURISDICTION

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

ARTICLE IX - ENTIRE AGREEMENT

This contract constitutes the entire agreement between Scranton and Contractor. It supersedes all prior contemporaneous communications, representations, or agreements, whether oral or written, with respect to the subject matter thereof and if it has been induced by no representations, statements, or agreements other than those expressed. No agreement hereafter made between the parties shall be binding on either party unless reduced to writing and signed by an authorized officer of the party sought to be bound thereby.

IT IS FURTHER UNDERSTOOD AND AGREED that this contract is entered into under and subject to the provisions of the Act of Assembly of the Commonwealth of Pennsylvania, approved March 7, 1901, its supplements and amendments, and the liability of the City of Scranton herein limited to the amount appropriated for the same and subject to the Section 6-13 of the Administrative Code of the City of Scranton which limits payments of money out of the City Treasury to appropriations made by the Council

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

ATTEST:

CITY CLERK

BY: _____
MAYOR

DATE: _____

DATE: _____

COUNTERSIGNED:

CITY CONTROLLER

DIRECTOR HUMAN RESOURCES

DATE: _____

DATE: _____

APPROVED AS TO FORM:

CITY SOLICITOR

DATE: _____

HIGHMARK BLUE CROSS BLUE SHIELD

BY:

TITLE: _____

DATE: _____



DEPARTMENT OF HUMAN RESOURCES

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4246 • FAX: 570-348-4202

MEMORANDUM

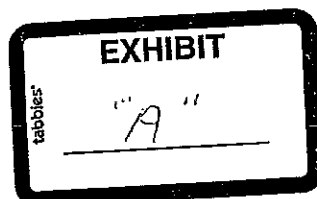
TO: Jessica L. Eskra, Esquire
Solicitor

FROM: Danielle E. Kennedy
Director of Human Resources/Assistant Business Administrator

DATE: November 21, 2017

RE: Medical Claims Administrator for the City of Scranton

On November 21st the Healthcare Containment Committee (HCC) met to review one RFP response regarding a Medical Claims Administrator for the City of Scranton. Please be advised that the HCC and I concur with Millennium Administrators' recommendation to select Highmark as the City's Medical Claims Administrator for a period of three years. The HCC also recommended to include a termination clause in the contract that would give the City the right to terminate at any time for any reason by providing 60 days notice to Highmark.



Department of Business Administration



SCRANTON

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

November 3, 2017

Mrs. Danielle Kennedy
Director of Human Resources
Municipal Building
340 North Washington Ave.
Scranton, Pa. 18503

Dear Mrs. Kennedy,

This is to inform you that R.F.P. Proposals were opened Friday, November 3, 2017 in Council Chambers for the **Medical Claims Administrative Services**. Attached is the copy of the proposal submitted by the following company:

Highmark Blue Cross Blue Shield

After your review of the proposal, please inform the Law Office of your decision so they may call for a contract or reject said bid.

Thank you for your cooperation in this matter.

Sincerely,

A large, handwritten signature in black ink that reads "Julie Reed". The signature is written in a cursive style and is positioned over the typed name and title.

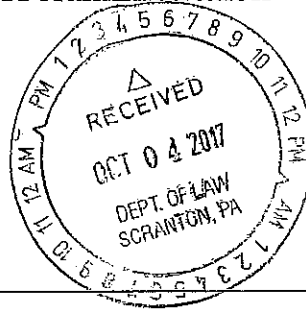
Julie Reed
Purchasing Clerk

Encls.

CC: Mrs. Roseann Novembrino, City Controller
Mrs. Danielle Kennedy, Human Resource Director
Mrs. Lori Reed, City Clerk
Mrs. Jessica Eskra, City Solicitor
File

Department of Business Administration

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



SCRANTON

October 4, 2017

Mrs. Danielle Kennedy
Director of Human Resources
Municipal Building
340 North Washington Avenue
Scranton, Penna. 18503

Dear Mrs. Kennedy:

This is to inform you that proposals will be opened in Council Chambers on Friday, November 3, 2017 at 10:00 A.M. in City Council Chambers for the following:

MEDICAL CLAIMS ADMINISTRATIVE SERVICES

Attached, please find an Invitation to Bidders, Proposal and Specifications.

Thank you for your cooperation in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Julie Reed".

Julie Reed,
Purchasing Clerk

CC: Mayor William Courtright
Mrs. Roseann Novembrino
Mrs. Lori Reed, City Clerk
Mr. David Bulzoni, Business Administrator
Mrs. Rebecca McMullen, Finance Manager
✓Ms. Jessica Boyles, City Solicitor
File

The Request for Proposals

Separate sealed proposals will be received by the City of Scranton, 340 North Washington Avenue, Scranton, PA 18503 until 10:00 a.m. on Friday, November 3, 2017 at which time they will be opened in the City Council Chambers for the following:

CITY OF SCRANTON **MEDICAL CLAIMS ADMINISTRATIVE SERVICES**

All proposals are to be in accordance with the Request for Proposal (RFP) specifications which are available and can be picked up at the Office of the Bureau of Purchasing, 4th Floor, City Hall, 340 North Washington Avenue, Scranton, PA 18503. The Request for Proposals can also be obtained via email at our website, scrantonpa.gov, but supporting data can only be obtained in person or via email. If you obtain the Request for Proposal via our website, please make sure to obtain supporting data via email or in person.

The requested services will be provided for a period of three (3) years, from approximately January 1, 2018 to December 31, 2020.

Sealed envelopes containing proposals will be received and identified by "City of Scranton Medical Claims Administrative Services" on the outside with the wording "City of Scranton Medical Claims Administrative Services." The envelopes should be delivered or mailed to the Office of the City Controller, at the address listed above, so as to arrive by the date and time specified above. The City of Scranton will require six (6) copies of this proposal.

If you have any questions, please call Danielle E. Kennedy, Director of Human Resources/Assistant Business Administrator at (570)-348-4232, dkennedy@scrantonpa.gov

1.1 Proposal Requirements

Proposals shall be accepted only from respondents (“Proposers”) who have:

- 1.1.1. Obtained from the City of Scranton a complete set of Proposal Documents and any addenda thereto issued by the City of Scranton (sometimes referred to as the “RFP”), consisting of the following five (5) sections and five (5) attachments:

Sections:

1. The Solicitation -- Notice to Proposers
2. Project Definitions and Requirements
3. Instructions to Proposers
4. Proposer Information
5. Proposal Evaluation, Negotiation, and Contract Award

Attachments:

1. Disclosure Form
2. Demographic Survey
3. Census
4. Claims
5. Plan Design

- 1.1.2. Submitted a proposal pursuant to the instructions in this RFP as set forth in Section 3.

In evaluating the proposals, the City of Scranton will consider the demonstrated experience and ability of the Proposer to deliver the proposed services, the scope and value of the proposed services, and the financial proposal of each Proposer as described in this RFP.

The City may appoint a broker/agent locally to assist with the management of a nationally based account package. This appointment may be fee based.

The City of Scranton hereby solicits proposals in accordance with these Proposal Documents.

2. Project Definition and Requirements

2.1. Overview of City of Scranton

The existing healthcare medical claims administrative services in Attachment C.

2.2. Scope of Work

The City of Scranton is requesting a bid to provide professional claims processing services for the City. All submittals should detail the firm's or individual's qualifications to perform TPA/ASO medical claims administrative services for the self-funded medical plan only for the City of Scranton Active Employees and COBRA participants. The bid should include a minimum three year TPA/ASO medical claims administrative service fee and be able to meet the specific set-up requirements as defined by Bargaining Unit contracts which state "equal to or better coverage," as well as maintain current provider network. The self-funded medical plan is considered to be a large group, 500 – 1,000 contracts. Stop Loss Insurance is not requested and should not be included with the bid.

The following detailed services are required:

- Provide a competitive discounted network for both facility and professional based services in Northeastern Pennsylvania, mid-Atlantic region, and nationally.
- Provide any charge for requested reports.
- Provide a cost analysis based on the City of Scranton's attached spreadsheet.
- Provide a reporting package for self-funded medical plan to include the following:
 - Reports which include detailed electronic weekly paid claims and invoices accessible online.
 - ACH Credit Billing for the TPA/ASO medical claims administrative service fee.
 - Monthly Stop Loss Report.
 - Electronic enrollment process capabilities.
 - Provide enrollment cards for members.
 - Monthly case management report.
 - Service Representative for periodic enrollment meetings.
 - Online Reporting capabilities.

- Integrated health and wellness programs.
- Network discount guarantee.
- Claim processing timeline guarantee.
- Listing of ancillary and support services included in the TPA/ASO medical claims administrative service fee.
- Ability to administer plan designs within the negotiated Bargaining Unit contracts.

The City may appoint a broker/agent locally to assist with the management of a nationally based account package. This appointment may be fee based.

2.3. Term

The contract between the City of Scranton and the successful Proposer will be for three (3) years, from approximately January 1, 2018 to December 31, 2020.

2.4. Proposal Pricing and Costs

a. Proposal Pricing

Each proposal must include the rates to be charged for the services listed below. Please use the administrative pricing, rebates, and discounts format found in pricing tables of Attachment C.

For medical claims administrative services:

- A specific breakdown of administrative fees for all subgroups in a per employee per month basis and as a percentage of claims
- Network Access Fee
- Utilization Management Fee
- Case Management Fee
- Hard Copy Directory Fee
- Employee/Retiree Communication Material Fee
- Implementation Fee
- Special billing Charges
- Online Services Fee
- Reporting and Special Custom Reporting Fees
- Run-Out and Length of Time for Run-Out
- HIPAA Certificate Fee
- Creditable Coverage Notice Fee

- Service Fees Other than what is listed above

b. Cost Proposal

Proposers should not include any assumptions in their cost submittals. If the Proposer includes assumptions in its cost submittal, the proposal may be rejected. Proposers should direct in writing to the City of Scranton any questions about whether a cost or other component is included or applies. All Proposers will then have the benefit of the City of Scranton's written answer so that proposals are submitted on the same basis.

Please submit your response to the following:

- If there is a broker/consultant with your proposal, please list the percentage or City amounts the broker will receive if you are awarded the City's contract.
- Please provide the expected maximum dollar value of the Performance Guarantees by category as outlined in your proposal.
- Please quote on an experience-rated basis and provide details (actual rate calculation) on how initial rates were calculated including a breakout of anticipated claims expenses (i.e. pure premium) and non-claims expenses (i.e. retention). Explain simply (verbally and through numeric example) how the proposed rates were developed from current claims experience including levels of discounts, assumed network utilization, etc.
- Please detail your experience rating methodology and provide an example of a renewal calculation assuming each of the following:
 - i. Claims are 25% lower than expected
 - ii. Claims are at the expected level
 - iii. Claims are 25% higher than expected
- List the earliest a renewal and COBRA rates can be provided and guaranteed.
- List your average loss ratio (paid and incurred) for each product offered over the past three years.
- Provide details on your "other party liability" functions including documentation of quantifiable savings.
- Provide details on your subrogation functions including documentation of quantifiable savings.
- Describe in detail how the credibility of the group's experience is determined.

- Describe your current pooling level and how any applicable charge is calculated.
- Describe the funding arrangements that you offer.
- Under an ASO arrangement, when does the settlement process take place, assuming a 12/12 stop loss? Assuming a 12/15 stop loss?
- Under an ASO arrangement, is an advance deposit, cash advance, or letter of credit required? If so, how is the initial amount determined? How is each subsequent year determined?
- Are there any payment options available that would eliminate the need for an advance deposit, cash advance, or letter of credit (i.e., weekly billing)?
- The City is certified for participation in Early Retiree Reinsurance Program and will need quarterly claim reports from the medical vendor. Please list any costs associated with quarterly reporting for the Early Retiree Reinsurance Program.

Any costs not provided in this cost proposal will be assumed as no charge to the City of Scranton.

2.5. Licensing

The successful Proposer must be authorized to do business in the Commonwealth of Pennsylvania and comply with all pertinent state and federal requirements, codes, and regulations.

Proposer must have a valid business privilege license, issued by the Commonwealth of Pennsylvania's Department of Licenses and Inspections, to do business in the Commonwealth of Pennsylvania, prior to entering into any contract with the City of Scranton.

2.6. Information/Product

All reports, surveys, tables, charts, diagrams, design work, product recordings, and other data (including electronic, audio, and video) or documentation prepared or compiled by Proposer in connection with the performance of its obligations under the contract, shall be the sole and exclusive property of the City of Scranton. Proposer shall retain in its files sufficiently detailed working papers relevant to its engagement with the City of Scranton. Proposer further agrees that its working papers will be held in the strictest confidence and will not be disclosed or otherwise made available to outside sources, except as required by law, within the written consent of the City of Scranton.

2.7. Confidentiality

Proposer must agree to keep confidential any and all information concerning the plans, operations, or activities of the City of Scranton which may be divulged by the City of Scranton or ascertained by Proposer in the course of performing services under any contract with the City of Scranton. In the event Proposer is required to disclose confidential information pursuant to a subpoena, order of court, or other legal process, Proposer shall, upon notice of such required disclosure and prior to disclosure, immediately notify the City of Scranton and allow the City of Scranton the opportunity to inspect the information subject to disclosure, and in the event such disclosure is objectionable under any standard or rule of the court, Proposer shall exhaust all legal means to prevent disclosure.

2.8. Insurance

Proposals must include a statement of the prospective bidder's insurance coverage. Proposer shall procure and maintain, at its own cost and expense, insurance with companies that have an A.M. Best's Rating of not less than A- and acceptable to City of Scranton, with coverage limits of not less than stipulated below. The City of Scranton, the Commonwealth of Pennsylvania, and their respective officers, employees, directors, boards and agents, shall be included as Additional Insureds on the General Liability, Automobile Liability and Excess/Umbrella Liability Insurance policies. An endorsement is required stating that Proposer's policies will be primary to any other coverage available to the City of Scranton and/or the Commonwealth of Pennsylvania and their respective officers, employees, directors, boards, and agents. Any insurance maintained by the City of Scranton will be excess and non-contributory. Furthermore, no act or omission of the City of Scranton and/or the Commonwealth of Pennsylvania and their respective officers, employees, directors, boards and agents, shall invalidate the coverage. All insurance coverage must be kept in effect during the Contract Period. Loss of insurance coverages could result in the voiding/termination of the Contract.

- Worker's Compensation and Employers Liability. Worker's Compensation Insurance as required by statute. Employers Liability coverage to be carried with limits of not less than \$1,000,000.00/per accident, \$1,000,000.00/disease (policy limit), \$1,000,000.00/disease (each employee).
- Commercial General Liability. Commercial General Liability Insurance is required with limits of not less than \$1,000,000.00 Each Occurrence; \$2,000,000.00 General Aggregate; \$2,000,000.00 Products/Completed Operations Aggregate and \$1,000,000.00 Personal/Advertising Injury. The policy shall also cover liability arising from Blanket Contractual, Broad Form Property Damage, liability assumed under an insured contract (including tort liability of another assumed in a business contract), and Personal Injury (including coverage for discrimination, defamation, harassment, malicious prosecution, slander, and mental anguish). Products and Completed Operations must be included. ISO Endorsement CG 21 39 10 93 (Contractual Liability Limitation) shall not apply to this contract. Such policy must contain a "Severability of Interests" clause. This insurance

shall be excess over any other insurance, whether primary, excess, contingent, or on any other basis, that is available to the contractor or its subcontractor covering liability for damages because of Bodily Injury or Property Damage for which the contractor has been included as an Additional Insured. The City of Scranton and the Commonwealth of Pennsylvania and their respective officers, employees, directors, boards and agents shall be included as Additional Insureds. A copy of the actual Additional Insured Endorsement or policy wording is required.

- Automobile Liability. Business Automobile Liability covering all owned, non-owned, and hired autos in required with limits of not less than \$1,000,000.00 Combined Single Limit for Bodily Injury and Property Damage. Such policy must contain a “Severability of Interests” clause. The City of Scranton, and the Commonwealth of Pennsylvania and their respective officers, employees, directors, boards, City’s, and agents, shall be included as Additional Insureds. A copy of the actual Additional Insured Endorsement or policy wording is required.
- Excess/Umbrella Liability. Proposer shall provide evidence of Excess/Umbrella Liability Insurance with limits of not less than \$5,000,000.00 in Any One Claim or Occurrence. Coverage shall include, but not be limited to, coverage provided by any underlying insurance. Underlying insurance shall include all liability coverage required by this contract except Professional Liability/Errors or Omissions coverage as outlined below. The City of Scranton and the Commonwealth of Pennsylvania and their respective officers, employees, directors, boards and agents shall be included as Additional Insureds. A copy of the actual Additional Insured Endorsement or policy wording is required.
- Professional Liability/Errors & Omissions Coverage. Evidence of Professional Liability/Errors & Omissions coverage, including Privacy Liability, must be provided, with limits of not less than \$10,000,000.00, with a deductible not to exceed \$10,000.00. Errors & Omissions coverage shall be applicable to any occurrence arising out of the performance of services required under the Professional Services Contract and shall cover liability arising from information technology services including, but not limited to, intellectual property infringement, privacy infringement, and, if applicable, software development services and computer or electronic information technology services. Coverage under an occurrence form shall be maintained in full force and effect under the policy during the contract period. Under a claims made form, continuous coverage is required. Should an Extended Discovery Period or “tail” coverage be required in the event coverage is terminated, such coverage must be maintained for a period of not less than three (3) years.
- Fidelity/Blanket Crime Insurance. Evidence of Fidelity/Blanket Crime Insurance with an Employee Dishonesty limit of not less than \$5,000,000.00 shall be submitted to the City of Scranton prior to the commencement of services. Proposer must maintain Third Party (includes money, securities, client’s property, and other properties) coverage under

the Crime policy. The City of Scranton shall be included as a co-loss payee. A copy of the actual Loss Payee Endorsement is required.

Additional Provisions

A certificate of insurance evidencing all of the above coverages shall be filed with the City of Scranton prior to the commencement of work. It shall be the responsibility of the successful Proposer to ensure that all subcontractors carry insurance of not less than coverage and limits specified herein. Proper evidence of this compliance must be forwarded to the City of Scranton prior to the inception of any work by subcontractor.

Renewal certificates and policies, as required, shall be forwarded to the City of Scranton for as long as professional contractor performs the work as specified in this contract. All certificates and policies shall contain a provision that coverage afforded will not be cancelled or materially altered until at least thirty (30) days prior written notice has been given to the City of Scranton.

Proposals must include a statement of assurance that the prospective bidder is not currently in violation of any regulatory rules and regulations that may have any impact on its operations, as well as a statement that the prospective bidder is not involved in any current litigation with the City of Scranton.

All bids are subject to Right to Know laws pursuant to applicable Pennsylvania statutes.

Proposals must include a copy of any and all contractual language, including any and all governing terms of the agreement.

Incumbents do not have the opportunity to match or beat the offer of another bidder.

2.9. Indemnification

The Proposer will be required in the contract to “protect, defend, indemnify and hold harmless the City of Scranton, and the Commonwealth of Pennsylvania, and their respective officers, directors, boards, cities, agents, contractors, employees, and/or their invitees from and against all claims, demands, loss, fines, penalties, and causes of action, damages, or liability (i) for bodily injury, including death, and for damage to property, including the property of any of them, incurred by reason of any willful or negligent act of City or omission of successful Proposer, its agents or employees, arising out of or taking place in the courts of the performance of this contract; (ii) or results from or arises out of the violation of any third party’s trade secrets, trademarks, copyright, patent rights, or other proprietary rights in connection with a breach of any warranty set forth in the contract.” The indemnification shall include the fees and expenses of attorneys and experts, etc. The Successful Proposer’s indemnification expressly includes any claims for personal injuries or death made by or on behalf of Proposer’s employees against the City of Scranton, the Commonwealth of Pennsylvania and each of their respective employees, officers, directors, agents, contractors, employees, and/or invitees.

The City of Scranton does not indemnify.

2.10. Certificate of Non-Indebtedness

The Proposer will be required to certify and represent that Proposer and Proposer's parent company(ies) and subsidiary(ies) are not indebted (at the time of signing of the contract) to the Commonwealth of Pennsylvania, or the City of Scranton, and will not at any time during the term of the contract (including any extensions or renewals thereof) be indebted to the City, for or on account of any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District), liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. In addition to any other rights or remedies available to the City of Scranton at law or in equity, Proposer acknowledges that upon any breach or failure to conform to such certification the City of Scranton shall have the right to, and may, at the option of the City of Scranton, withhold payments otherwise due to Proposer, and, if such breach or failure is not resolved to the City of Scranton's satisfaction within a reasonable time frame as specified by the City of Scranton in writing, this will offset any such indebtedness against said payments and/or terminate this Agreement for default (in which case Proposer shall be liable for all excess costs and other damages including reasonable attorney's fees resulting from the termination).

2.11. Non-Discrimination

Proposer shall not discriminate or permit discrimination against any person because of race, color, religion, national origin, sex, or sexual orientation. In the event of such discrimination, the City of Scranton may, in addition to any other rights or remedies available under the contract, at law or in equity, terminate any contract with Proposer forthwith.

Proposer shall comply with the provisions of Title VII of the Civil Rights Act of 1964 (42 U.S.C. §200d et seq.), §504 of the Federal Rehabilitation Act of 1973 (29 U.S.C. §794), The Age Discrimination Act of 1975 (42 U.S.C. §6101 et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681), and 45 C.F.R. Part 92, as they may be amended from time to time, which together prohibit discrimination on the basis of race, color, national origin, sex, handicap, age, and religion.

Proposer understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in any contract of Proposer with the City of Scranton or from activities or services provided under such contract. As a condition of accepting and executing such contract, Proposer shall comply with all provisions of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq., and all regulations promulgated thereunder, as the Act and regulations may be amended from time to time, which are applicable (a) to Proposer, (b) to the benefits, services, activities, facilities, and programs provided in connection with this Agreement, (c) to the City of Scranton, or the Commonwealth of Pennsylvania, and (d) to the benefits, services, activities, facilities, and programs of the City of Scranton or of the Commonwealth.

Without limiting the generality of the preceding sentence, Proposer shall comply with the “General Prohibitions Against Discrimination,” 28 C.F.R. §35.130, and all other regulations promulgated under Title II of “The Americans with Disabilities Act,” as they may be amended from time to time, which are applicable to the benefits, services, programs, and activities provided by the City of Scranton through contracts with outsider contractors.

2.12. Governing Laws

Any contract entered into by the City of Scranton will be executed in and shall be governed by the laws of the Commonwealth of Pennsylvania.

2.13. Certain Required Disclosures

In accordance with the Commonwealth of Pennsylvania’s contract reform legislation, persons and entities who wish to provide goods and services to the City of Scranton must provide certain information about contributions they have made to elected City officials or candidates for City offices. All Proposers must, therefore, complete Attachment D and include such completed Attachment with their proposal. Please note that the selected Proposer will be required to update such disclosure during the term of its agreement with the City of Scranton and for one (1) year thereafter.

3. Instructions to Proposers

3.1. Proposal Preparation Requirements

3.1.1. Proposals must be prepared in English on 8 ½ x 11 inch paper with tabbed indexes separating the following six (6) completed sections in the following order:

3.1.1.1. **Tab 1: Transmittal Letter.**

3.1.1.2. **Tab 2: Scope of Work.** A proposed and detailed scope of work satisfying the objectives, tasks, and deliverables as outlined below, including its appendices and identify all associated assumptions. Any areas that are beyond the scope of work should be clearly identified.

3.1.1.3. **Tab 3: Proposed Pricing.**

3.1.1.4. **Tab 4: Completed Section 4 (Proposer Information) of this RFP.** All Proposals must include the following information and be signed at the end of Section 4 as follows:

- If the Proposal is made by an individual, the Proposal must be signed by the individual, the individual's full name must be typed or printed under the signature line and the Proposal must include the individual's mailing address.
- If the Proposal is made by a partnership, the Proposal must:
 - Be signed by at least one of the general partners with authority to bind the partnership and the name of the general partner must be typed or printed under the signature line;
 - Include the name and mailing address of the partnership; and
 - Attach a copy of the partnership agreement, or other document authorizing the general partner to sign the Proposal to bind the partnership.
- If a corporation makes the Proposal, the Proposal must:
 - Be signed by the president or vice president of the corporation, and the secretary or treasurer must attest the signature and the names of the corporate offices must be typed or printed under the signature lines;
 - Include the name and mailing address of the corporation; and

- Attach a copy of the corporation's by-laws or a corporate resolution authorizing the corporate officer signing the Proposal to bind the corporation.
- If the Proposal is made by a joint venture, the Proposal must:
 - Be signed by all joint venture partners and the names of the joint venture partners must be typed or printed under the signature lines;
 - Include the name and mailing address of the joint venture; and
 - Attach a copy of the joint venture agreement or other documentation signed by each member of the joint venture and, if applicable, any documentation necessary to show that the individuals signing on behalf of each joint venture partner are authorized to bind the joint venture.
- Proposal must be in the same name as that of the individual, partnership, corporation, joint venture, or entity attending the mandatory pre-proposal conference.

3.1.1.5. Tab 5: Qualification and Experience of Proposer. Proposers are strongly encouraged to list experience providing similar services.

- Provide the names and resumes of representative sample personnel who would be providing medical claims administrative services hereunder;
- Indicate whether the individual is a full time employee of Proposer's organization (and if so, for how long) or a subcontractor. If the individual is a subcontractor, list the engagements (and the particular responsibilities on each engagement) that the subcontractor has previously worked for Proposer;
- Indicate the areas of the Project that each individual will be involved with or have responsibility for; and
- For each individual that would be involved in this Project, provide a reference list with phone numbers.

3.1.1.6. Tab 6: Completed Attachments A, B, and C, and any other attachments required to be completed under the RFP.

- 3.1.2. All proposals must be either hand delivered or mailed to the Office of the City Controller, City Hall, 2nd Floor, 340 North Washington Avenue, Scranton, PA 18503. Proposals will not be accepted by email or facsimile transmission. The City of Scranton will require six (6) copies of the proposal, which shall be placed in a sealed envelope marked "City of Scranton Medical Claims Administrative Services."

Proposals will be received until Friday, November 3, 2017. Any proposal received after the above-mentioned time and date will not be accepted.

The City of Scranton assumes no responsibility for delays in any form of carrier, mail, or delivery services causing the submission to be received after the above-referenced due date and time. The final selection shall be made in the sole discretion of the City.

- 3.1.3. Failure to answer all questions completely and furnish all information required in these Proposal Documents may result in disqualification of the Proposer. The City of Scranton reserves the right to thoroughly investigate the financial status and experience of the Proposer.
- 3.1.4. It shall be the responsibility of the Proposer to deliver the Proposal and all other required items to the location specified in Section 1 of these Proposal Documents on or before the due date and time set forth in Section 1.
- 3.1.5. Oral communications from the City of Scranton personnel or other persons shall not be binding on the City of Scranton and shall in no way modify the provisions of the Proposal Documents. Official responses of the City of Scranton to inquiries regarding these Proposal Documents shall be issued by the City of Scranton in writing as addenda, and only such written responses shall be binding on the City of Scranton as modifications to these Proposal Documents.

3.2. Duration of Proposal

In consideration of the City of Scranton's evaluation of the submitted Proposals, each Proposer agrees that its Proposal shall be a firm offer to the City of Scranton, and shall remain open for acceptance by the City of Scranton for a period of at least one hundred and fifty (150) days beginning with the submission due date set forth in Section 1 of these Proposal Documents, as may be revised by addenda.

3.3. Proposer's Responsibility

The Proposer shall carefully examine the terms of the Proposal Documents and shall judge for itself all of the circumstances and conditions affecting its Proposal. The City of Scranton will endeavor to present accurate information, but Proposers are advised to independently verify the accuracy of any information received.

3.4. Questions and Addenda

Any questions regarding this RFP shall be directed to Danielle E. Kennedy, Director of Human Resources at (570) 348-4232.

If at any time this RFP needs to be revised, an amendment shall be issued to all responders.

4. Proposer Information

4.1. Proposer

Submitted by:

[Please type or print]

Name: _____

Address: _____

Telephone: _____

Facsimile: _____

The undersigned Proposer hereby submits to the City of Scranton this Proposal as described herein and in the attached documents.

4.2. Qualifications Statement

The Proposer represents and covenants that the Proposer is fully qualified to provide the requested services to the City of Scranton. The undersigned further swears and affirms that the information contained in this response is true, accurate, and complete.

4.3. Business Experience

4.3.1. The following describes other points of service by Proposer and the companies for whom the services were provided. Proposer should include a reference contact at the described companies, and this contact should have direct, specific responsibility for the oversight of the program. In particular, the Proposer should describe all experience with projects similar to this project.

- 4.3.2. The Proposer has operated under its current name since _____, a period of _____ years, and the Proposer (if such be the case) formerly operated under the following name: _____.
- 4.3.3. Proposer must attach the resume of the manager which it anticipates will be the contact for the services required by this RFP.
- 4.3.4. The Proposer submits herewith the following list of three (3) persons or businesses, which have knowledge of the Proposer's ability to successfully perform the services for which this Proposal is submitted.

Reference 1:

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

Association: _____

Reference 2:

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

Association: _____

Reference 3:

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

Association: _____

4.3.5. The Proposer has not had an agreement cancelled or terminated due, in whole or in part, to the fault of the Proposer, or a default or breach of contract on the part of the Proposer. (If a contract or agreement has been cancelled, please explain.)

4.4. Financial Information

4.4.1. If the Proposer requests that the City of Scranton receive and maintain any of the following financial information in confidence, the Proposer understands that such information may not be exempt from disclosure under the Home Rule Charter and/or the Commonwealth Right to Know Act. The Proposer agrees that the City of Scranton may make such disclosure or reproduce such financial information as is deemed necessary or convenient by the City of Scranton, its officers, agents, or

employees, for the City of Scranton's use in Proposal evaluation and comparison; provided, however, that if any person makes a request as contemplated by the Home Rule Charter and/or Commonwealth Right to Know Act to review or be provided with copies of such financial information or any part thereof, and the City of Scranton denies such requests, immediately upon notification thereof, the Proposer shall, at its sole cost and expense, defend the City of Scranton and its officers, agents, and employees shall be free to grant such requests, in law or in equity, that it may have against the City of Scranton respecting such disclosure. The Proposer agrees to indemnify and hold harmless the City of Scranton, its officers, agents, and employees from any and all claims, costs, liabilities or damages, including attorney's fees and court costs resulting from the City of Scranton's or Proposer's acts or omissions pursuant to this Paragraph.

4.4.2. The Proposer has () has never () [check one] had a bond or surety cancelled or forfeited. (If the Proposer has had a bond or surety cancelled, state the name of the bonding company, date, amount of bond, and reason for such cancellation or forfeiture.)

4.4.3. The Proposer has () has never () [check one] been adjudged bankrupt (Chapter 7), or petitioned the court for relief under the Bankruptcy Code or Act for either business reorganization (Chapter 11) or the Wage Earner's Plan (Chapter 13). If the response is in the affirmative, provide the following information:

4.4.3.1. Date Petition filed: _____

4.4.3.2. Docket No: _____

4.4.3.3. County/Jurisdiction: _____

4.4.3.4. Amount of Liabilities
And Debts: _____

4.4.3.5. Date of Discharge or
Successful Completion
Of Reorganization or
Wage Earner's Plan: _____

4.4.4. Proposer's Bank References

Name	Address
4.4.4.1. _____	_____
4.4.4.2. _____	_____
4.4.4.3. _____	_____

The undersigned herewith submits a letter from _____
(name of financial institution)
indicating that the Proposer has an available working line of credit of no less than
_____ Dollars (\$ _____), or other
evidence of Proposer's capital sufficient to permit it to meet the obligations
contemplated by its Proposal.

4.4.5. The undersigned hereby affirms that he Proposer is authorized to conduct business in the Commonwealth of Pennsylvania, and City of Scranton, or will obtain proper authorization to do so before executing an agreement and furnishing the required bond or letter of credit.

4.5. General Litigation Disclosure

Proposer must describe any pending, contemplated, or ongoing administrative or judicial proceedings material to Proposer's business, finances, or products, including, but not limited to, any litigation, consent orders, debarment, or contracts with any local, state, or federal regulatory agency issued to proposer or to any parent or subsidiary of Proposer.

4.6. Business Organization Statement

4.6.1. General Information

Name of Firm: [Exactly as it would appear on an agreement; if operating under a fictitious name, so indicate.]

Principal Office Address:

Telephone Number:

Form of Business Entity: [Check one.]

() Corporation

- () Partnership
- () Individual
- () Joint Venture

4.6.2. Corporation Statement

If a corporation, answer the following:

Date of Incorporation: _____

Location of Incorporation: _____

Is the corporation authorized to do business in Pennsylvania?

Yes () No ()

If so, what date? _____

The corporation is held:

Publicly () Privately ()

Furnish the name, title, and address of each director and officer of the corporation.

DIRECTORS

1. Name: _____

Address: _____

Principal Business Affiliation Other than Proposer's Directorship:

2. Name: _____

Address: _____

Principal Business Affiliation Other than Proposer's Directorship:

3. Name: _____

SHAREHOLDERS

1. Name: _____

Address: _____

Number of Shares Owned: _____

2. Name: _____

Address: _____

Number of Shares Owned: _____

3. Name: _____

Address: _____

Number of Shares Owned: _____

4. Name: _____

Address: _____

Number of Shares Owned: _____

5. Name: _____

Address: _____

Number of Shares Owned: _____

6. Name: _____

Address: _____

Number of Shares Owned: _____

7. Name: _____

Address: _____

Number of Shares Owned: _____

8. Name: _____
Address: _____
Number of Shares Owned: _____

OFFICERS

1. Name: _____
Position: _____
2. Name: _____
Position: _____
3. Name: _____
Position: _____
4. Name: _____
Position: _____

4.6.3. Partnership Statement

If a partnership, answer the following:

Date of Organization: _____

General Partnership () Limited Partnership ()

Partnership Agreement recorded?

Yes () No ()

Date _____

Book _____

Page _____

County _____

State _____

Has the partnership done business in Pennsylvania?

Yes () No ()

When? _____

Name, address, and ownership share of each general partner owning more than five percent (5%) of the partnership:

1. Name: _____

Address: _____

Percent of Ownership: _____ %

2. Name: _____

Address: _____

Percent of Ownership: _____ %

3. Name: _____

Address: _____

Percent of Ownership: _____ %

4. Name: _____

Address: _____

Percent of Ownership: _____ %

5. Name: _____

Address: _____

Percent of Ownership: _____ %

6. Name: _____

Address: _____

Percent of Ownership: _____ %

4.6.4. Joint Venture Statement

If a joint venture, answer the following:

Date of Organization: _____

Joint Venture Agreement recorded?

Yes () No ()

Date _____

Book _____

Page _____

County _____

State _____

Has the joint venture done business in Pennsylvania?

Yes () No ()

When? _____

Name, address, and ownership share of each joint venture:

7. Name: _____

Address: _____

Percent of Ownership: _____ %

8. Name: _____

Address: _____

Percent of Ownership: _____ %

9. Name: _____

Address: _____

Percent of Ownership: _____ %

10. Name: _____

Address: _____

Percent of Ownership: _____ %

11. Name: _____

Address: _____

Percent of Ownership: _____ %

4.7. Warranties by Proposer

4.7.1. The Proposer's Proposal has been completed to the best of the Proposer's ability, and the Proposer swears that all information contained herein is true, correct, and complete to the best of the Proposer's knowledge, information, and belief.

4.7.2. By submission of this Proposal, the Proposer acknowledges that the City of Scranton has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the Proposal, and Proposer authorizes the release to the City of Scranton of any and all information sought in such inquiry or investigation.

4.7.3. The Proposer declares by the submission of this Proposal that the Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham Proposal, and has not directly or indirectly colluded or agreed with any Proposer or anyone else to put in a sham Proposal or to refrain from proposing; that the Proposer has not directly or indirectly sought by agreement or communication to secure any advantage against the City of Scranton; anyone interested in the Proposal as principal are named within the Proposal; that all statements contained in the Proposal are true; that the Proposer has not directly or indirectly divulged information or data relative to the Proposer's Proposal to any other person, partnership, corporation, or association, except to such person or persons as have a direct financial interest in the Proposer's general business.

The foregoing Proposal is hereby submitted by the entity signing below in accordance with all terms and conditions as set forth in the Request for Proposals issued by the City of Scranton.

PROPOSER:

Date: _____

[Corporate Seal if applicable.]

Name of Proposer

By: _____
[Signature]

[Name]

[Title]

Attest: _____
[Signature]

[Name]

[Title]

5. Proposal Evaluation, Negotiation, and Contract Award

5.1. Disqualification of Proposers

5.1.1. If more than one Proposal is received from any individual, firm, partnership, corporation, or association, under the same or different names, said Proposals will not be considered. Reasonable grounds for believing that any Proposer has an interest in more than one Proposal will cause the rejection of all Proposals in which such Proposer is interested. If there is reason to believe that collusion exists among Proposers, none of the participants in such collusion will be considered. Similarly, unsolicited proposals may not be considered.

5.1.2. No Proposal shall be received from, or contract awarded to, any City of Scranton employee or official who may have any direct or indirect interest in such submitted Proposal or contract.

5.2. Qualification of Proposers

5.2.1. The City of Scranton will carefully consider the Proposer's qualifications, proposed financial consideration, experience, financial responsibility, proposed scope of services, and timeline in evaluating each Proposal. In the City of Scranton's

evaluation, the Proposal as a whole may bear more weight than the individual parts of the Proposal.

- 5.2.2. Following a review of the submitted proposals, the City of Scranton may select one or more Proposers with which to negotiate. The City of Scranton shall notify Proposer(s) of selection for negotiation.
- 5.2.3. Respondents to this RFP are subject to the New Jersey Ethics Act (65 Pa. C.S.A. §401, et seq.). All respondents are required to disclose any potential conflict caused by the City of Scranton or City employees having a financial interest in the entity entering into a contract or agreement with the City of Scranton.

5.3. General Reservation of Rights

- 5.3.1. This RFP and the process it describes are proprietary to the City of Scranton and are for the sole and exclusive benefit of the City of Scranton. No other party, including any respondent to this RFP or future Proposer to any RFP which may be issued by the City of Scranton, is intended to be granted any rights hereunder. Any response to this RFP, including written documents and verbal communication, may be subject to public disclosure by the City of Scranton, or any authorized agent of the City of Scranton and any materials submitted or ideas elicited in response to this RFP shall be the sole and absolute property of the City of Scranton with the City of Scranton having title thereto and unrestricted use thereof.
- 5.3.2. The City of Scranton reserves the right to reject as informal or non-responsive any Proposal that, in the City of Scranton's sole judgment, is incomplete, is not in conformity with applicable law, is not responsive to this RFP, or contains ambiguities or services not called for by this RFP.
- 5.3.3. Without limiting the generality of any other provision of this RFP, the City of Scranton reserves the right, at any time prior to execution of an agreement with the successful Proposer, to exercise all or any of the following rights and options, which rights and options the City of Scranton may exercise to the extent that the City of Scranton, in its sole discretion, deems to be in its best interests:
 - 5.3.3.1. To request additional or supplemental information (including, but not limited to, information inadvertently omitted by any Proposer in response to this RFP) from any or all Proposers;
 - 5.3.3.2. To accept or reject, at any time prior to its execution of an agreement, any or all Proposals or any part thereof submitted in connection with this RFP;

- 5.3.3.3. To accept or reject any or all of the items in any Proposal and award the contract in whole or in part if it is deemed in the City of Scranton's best interest to do so;
- 5.3.3.4. To waive any informality, defect, non-responsiveness, or derivation from this RFP that is not, in the City of Scranton's sole judgment, material to the Proposal;
- 5.3.3.5. To negotiate unacceptable provisions incorporated within an otherwise acceptable Proposal submitted in response to this RFP;
- 5.3.3.6. To reject without evaluation any Proposal that is incomplete, unclear, conditional, or which contains irregularities of any kind;
- 5.3.3.7. To reject any Proposal that in the sole discretion of the City of Scranton is not in the best interest of the City of Scranton;
- 5.3.3.8. To re-issue this RFP without change or modification;
- 5.3.3.9. To issue a subsequent RFP for this project with terms and conditions that are substantially different from the terms and conditions set forth in this RFP;
- 5.3.3.10. To cancel this RFP with or without issuing another RFP;
- 5.3.3.11. To supplement, amend, substitute, or otherwise modify this RFP at any time prior to execution of a final agreement with a Proposer;
- 5.3.3.12. To reject the Proposal of a Proposer that, in the City of Scranton's sole judgement, has been delinquent or unfaithful in the performance of any contract with the City of Scranton, or is financially or technically incapable of performing the services required in this RFP, or is otherwise not a responsible Proposer;
- 5.3.3.13. To reject, at the City of Scranton's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of Proposals by some or all of the Proposers following Proposal submission;
- 5.3.3.14. To request that some or all of the Proposers modify Proposals or provide additional information following evaluation by the City of Scranton;

- 5.3.3.15 To conduct such investigations as the City of Scranton considers appropriate with respect to the qualifications of any Proposer and/or any information contained in any Proposal;
 - 5.3.3.16 To request clarifications of any unclear Proposal;
 - 5.3.3.17 To negotiate simultaneously, or otherwise, with one or more Proposers;
 - 5.3.3.18 To discontinue and resume negotiations with one or more Proposers;
 - 5.3.3.19 To rescind its rejection of any Proposal(s) and negotiate (or resume with Negotiations) with previously rejected Proposer;
 - 5.3.3.20 To not proceed with the process described in this RFP, or to change any time schedules set forth herein;
 - 5.3.3.21 To not enter into an argument pursuant to this RFP.
- 5.3.4 The City of Scranton intends to enter into a contract negotiations with the selected Proposer. However, the City of Scranton reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple Proposers. The City of Scranton reserves the right to negotiate acceptable terms an otherwise unacceptable Proposal. Such negotiations may result in changes to material terms of this RFP; in such event, the City of Scranton shall not be obligated to inform other Proposers of the changes, or permit them to revise their Proposals accordingly, unless the City of Scranton, in its sole discretion, determines that doing so and permitting such is in the City of Scranton's best interest. Should negotiations not prove satisfactory with the recommended Proposer(s), the City of Scranton reserves the right to discontinue negotiations with the recommended Proposer(s) and additional firms may be asked to enter into negotiations or the City of Scranton may solicit new Proposals or issue a new Request for Proposals.

5.4 Award

- 5.4.1 The City of Scranton intends to award the agreement to the Proposer whose Proposal best satisfies the scope of the services described in Section 2 and is otherwise in the best interest of the City of Scranton. The determination of award shall be made by the City of Scranton, in its sole discretion, which decision shall be final. The City of Scranton may employ such analysis techniques and professional consultants for Proposal evaluation as it deems necessary. The City of Scranton may request submission of additional information to assist it in evaluating a Proposal, and the Proposer shall cooperate fully with such request. The contract resulting from this RFP

awarded to the qualified Proposer whose Proposal the City of Scranton believes will be the most advantageous to the City of Scranton. The City of Scranton may condition an award on the successful Proposer's agreement to such terms and conditions as required by the City of Scranton including, but not limited to, the City of Scranton's indemnification.

Exhibit 1. Healthcare Administrative Service Expectations and Performance Guarantee

The City expects your benefit or insurance plan to provide premium service in administering benefits to our employees. To help accomplish that goal, we expect the plan to guarantee that the following administrative functions will be performed in a consistent and timely manner.

- Generally, new enrollments, changes and cancellations will be processed the next business day following receipt. Situations may arise where enrollment changes will need to be made immediately.
- 99% of ID cards for ongoing enrollment will be accurate and mailed to the appropriate plan participants within 15 days of notification.
- Claims reports, upon request, must be able to breakout City Management and Union benefits; show utilization by age/sex, employee/dependent status, and type of service; show enrollment info for specific time periods; and show benefit category by claim amount. Reports must comply with HIPAA regulations and cannot disclose Protected Health Information of employees unless exclusively requested by the City.
- You must be able to support several group numbers and various types of benefits for both active and retired employees at no additional charge. The City has different group numbers for different groups of employees for budgeting purposes.
- You must be able to produce a customized handbook, customized ID cards, electronic enrollment and delivery of handbooks no later than the date of plan implementation upon request.
- You must provide dedicated customer service representatives with a dedicated toll free telephone number to answer questions for both employees and the Human Resources Department of the City.
- City contracts must be in accordance with requirements of the Attorney General of the Commonwealth of Pennsylvania and the City. Contracts should be signed by both parties prior to the effective date of the contract.

Attachment A: Census Data

Please see attached.

Attachment B. Claims Data

Please see attached.

Attachment C. Plan Design

Please see attached.

Affirmative Action Certification

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

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

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

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

DATE: _____

NAME OF
BIDDER: _____

BY: _____

TITLE: _____

Certificate of Non-Segregated Facilities

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

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

DATE: _____

NAME OF
BIDDER: _____

BY: _____

TITLE: _____

Non-Collusion Affidavit of Prime Bidder

STATE OF _____

COUNTY OF _____

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

1.) He is _____

(Owner, partner, officer, representative or agent)

of _____, the Bidder that has
submitted the bid;

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

Non-Collusion Affidavit
Signature Page

Signed _____

(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____
_____, 20_____

(TITLE)

MY COMMISSION EXPIRES _____
_____, 20_____

PARTNERSHIP FOR QUALITY

HEALTHY PEOPLE. HEALTHY BUSINESS.

A HEALTHCARE PROPOSAL
PREPARED FOR:

CITY OF SCRANTON

SUBMITTED TO:
City of Scranton

PRESENTED BY:

Highmark Blue Cross Blue Shield
Eileen Marsico, Sr. Client Manager

DISCLAIMER

This response does not constitute an offer to contract. Furthermore, the responses and information provided are based on our current understanding of the requests posed and are limited in scope to the information that was available at the time the responses were prepared.

The recipient of this response acknowledges and agrees that the information contained herein is confidential and proprietary and, as a consequence, may not be disclosed to any third party without the specific written consent of Highmark Inc. d/b/a Highmark Blue Cross Blue Shield.



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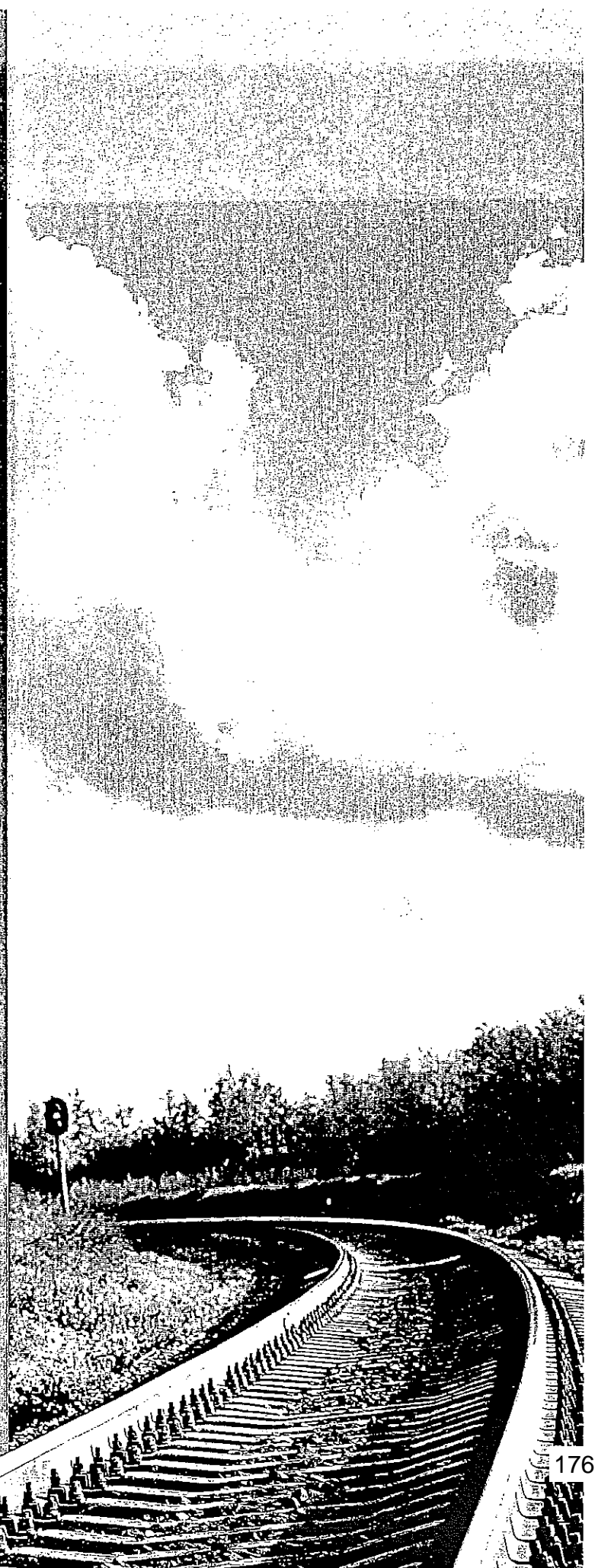
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Executive Summary

Integrated Solutions for a Healthier Bottom Line



Executive Summary

According to Kaiser's 2016 Employer Health Benefits Survey, "companies are beginning to shift incentive strategy away from primarily rewarding desired behaviors or improved health status, to a focus on building a healthy workplace culture."¹

The City of Scranton has been a 40+ year's client of ours! As we continue to deliver a differentiated experience through a proactive, highly collaborative partnership, we seek to better understand what your employee's value.



*Engagement, Education and
being able to deliver our services
at the right time, to the right
people, at the right cost.*

In 2016, 74 City of Scranton members were targeted, 33 reached and 20 engaged = \$24,844.40 in cost savings!

Growth and perpetuity can occur if we focus on developing a customized, comprehensive and data-driven health management strategy to address your population's specific clinical and lifestyle risks—keeping low-risk members at low-risk and preventing others from moving into higher risk categories. We know that cost follows risk. In fact, we estimate > \$11 million in cost savings have been realized for 125 unique clients whose members made positive lifestyle behavior changes over a three-year period by quitting tobacco, increasing physical activity, managing stress and losing weight .

Highmark Blue Cross Blue Shield (Highmark) is working to keep our members healthy and well-educated with seamless, integrated solutions. We connect members to a healthier lifestyle through:

Culture change with a long term health care strategy

Value that focuses on quality with maximum administrative efficiency

Choice that allows access when and where it's needed which will minimize disruption

Innovation that seeks to improve utilization, drive down costs and reduce overall plan costs

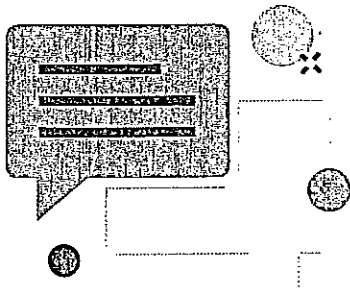
¹ The Kaiser Family Foundation/Health Research & Educational Trust 2016 Annual Employer Health Benefits Survey (Kaiser/HRET) reports findings from a telephone survey of 1,933 randomly selected public and private employers with three or more workers.

Collectively Improving Health, Managing Cost & Delivering Results

Aligning with our clients' ever-changing health care needs, the City of Scranton will benefit from our innovation solutions at every level in the health care continuum. Highmark will successfully develop and incorporate any of the City of Scranton's health promotion strategies.



WHY IS CULTURE IMPORTANT?



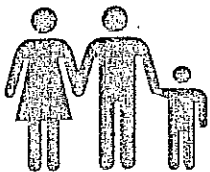
"...organizations that foster a strong culture of health, through leading by example and encouraging healthy activities, will cultivate a workforce that demonstrates health behaviors and is more actively engaged."

– Joann Hall Swenson, Health Engagement Leader at Aon Hewitt

Example, encouraging a culture of engagement takes initiatives and starts with basic awareness. We have worked with the City of Pittsburgh initiatives since 2009 and have evolved a comprehensive, data-driven approach to health management. Their participation rates have increased by 73% since 2015.



Friends, family and where we live and work are some of the largest influencers and key factors to our overall wellbeing. To optimize the City of Scranton's health care experience and to impact lifestyle risk factors on a larger scale, it is critical to include social influence and community engagement to the plan.



- 77k+ residents reside in the city of Scranton
- Scranton is attracting a younger and more digital workforce (Uber, Google, etc.)
- With the rising costs and complexities of health care, consumers are more engaged in their health care decisions
- Scranton is Ranked 100th by Gallup/Sharecare Well-Being Index²



Seamless care management program provides a positive member experience. We provide a total health management solution—an integrated condition, case, utilization and lifestyle management program—to positively impact adherence and utilization patterns of your population. We are committed to providing the right care for the right member at the right time.

² Gallup-Sharecare * Percentages indicate those who exercised for 30+ minutes, 3+ days in the last week.

CENTRAL TO OUR APPROACH



Primary health coach develops a strong relationship with members and empowers them to self-manage their health with condition and lifestyle-specific tools.



24/7 nurseline provides convenient access to a health coach for clinical concerns.



State of the art clinical platform that allows the health coach to easily and quickly navigate through all clinically important information for each member.



Data from all available health plan sources including medical, pharmacy, dental and vision claims, Wellness Profile and biometric screenings informs coach interactions.



Predictive modeling allows us to identify and stratify members and prioritize outreach for the greatest health and financial impact.



Personal wellness consultations include weight management, tobacco cessation, nutrition, stress management and physical activity.



Client-specific reporting includes outcomes which integrate clinical, financial and operational measurements for a total aggregate picture of performance.

RECOMMENDATION

Top 4 high cost claimants for the City of Scranton include: Cancer, Digestive, Kidney Failure and Scoliosis. Getting preventive care and age appropriate screenings will greatly benefit the City of Scranton. A Wellness Profile campaign would be the best place to start... *it will be the baseline for lifestyle change, grab their attention and bring awareness to change.*

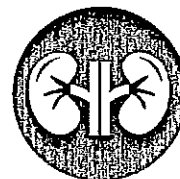
TOP HIGH COST CLAIMANTS FOR CITY OF SCRANTON



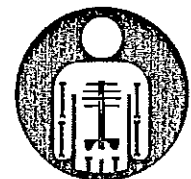
CANCER



DIGESTIVE

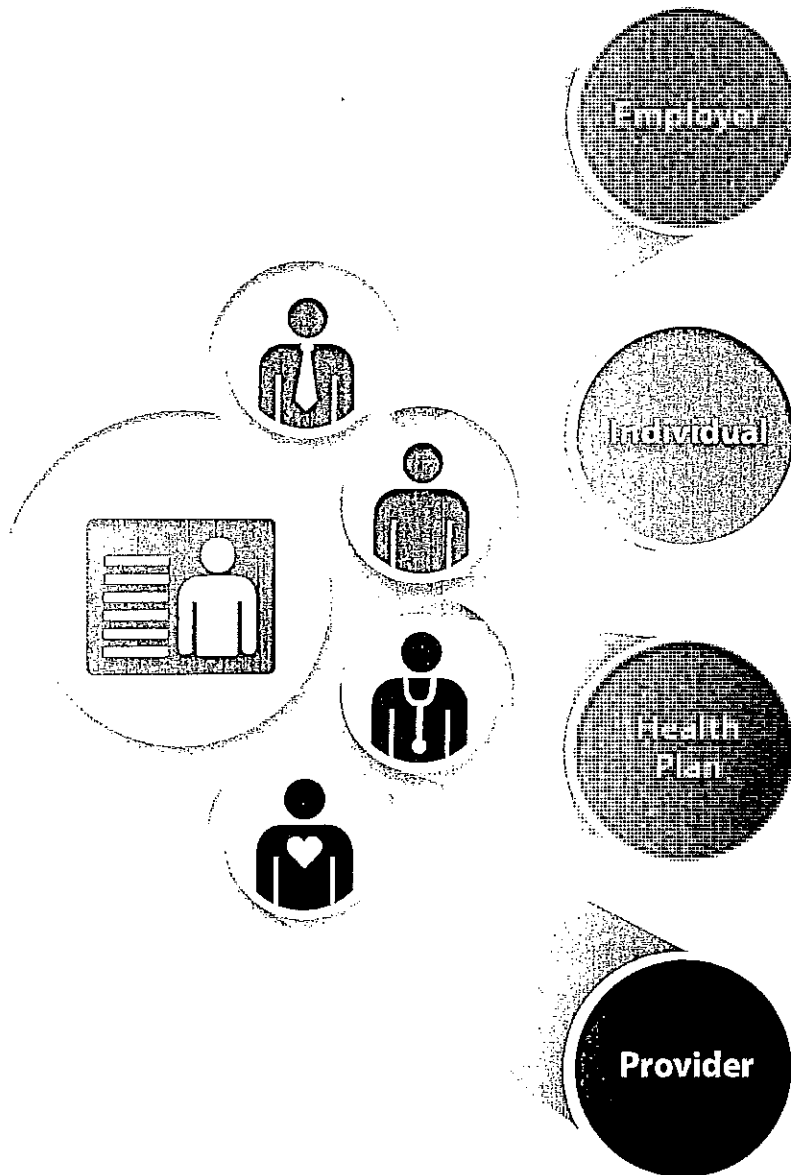


KIDNEY FAILURE



SCOLIOSIS

Benefits to the...



- Influences population health strategy.
- Demonstrates tangible evidence of success.
- Identifies impact of health on employee productivity.

- Highlights strengths and opportunities.
- Prioritizes steps for positive change.
- Provides tailored recommendations for immediate use.

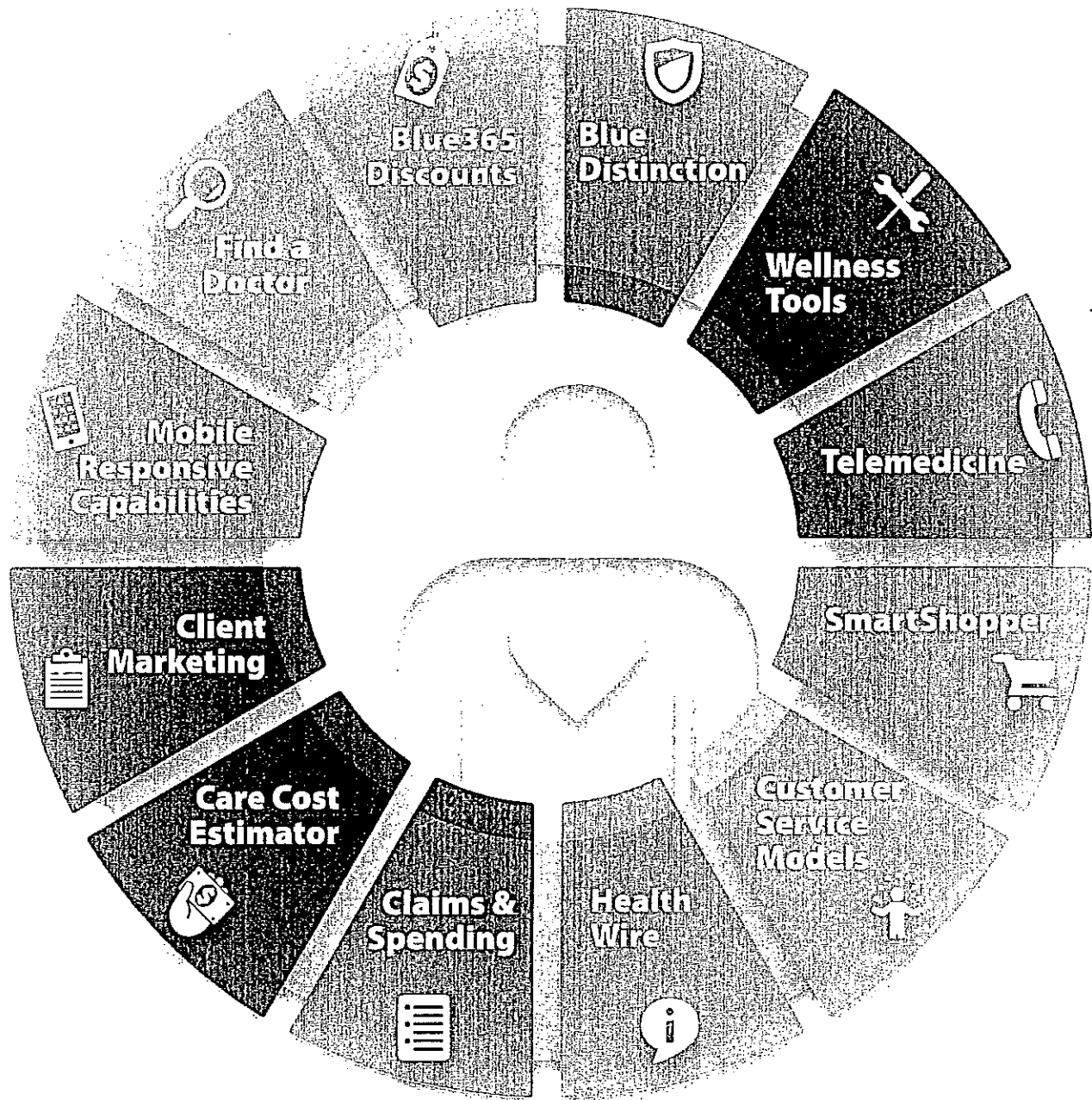
- Enriches data set to address all risk segments.
- Enhances coaching efficacy.

- Prioritizes the focus for lifestyle change.
- Uncovers hidden risk factors.
- Gives insight into individuals' perceptions of their health.

Member Engagement Tools

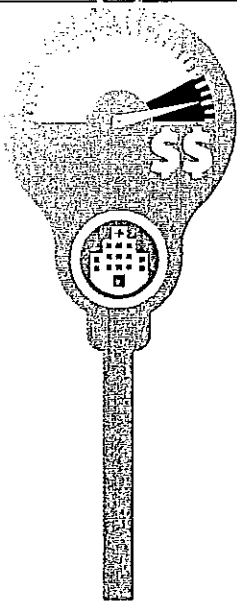
EDUCATING THE MEMBER

As our client's health care strategy evolves, we have the tools and resources available to members to make educated decisions on their health care choices.



Empowering members to shop for their health care like an expert.

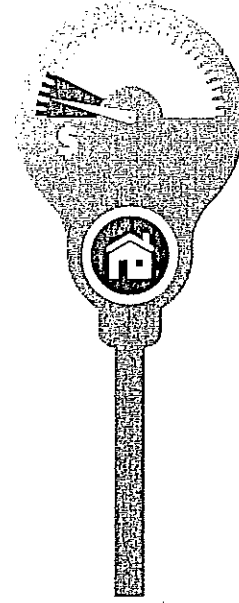
HOSPITAL
\$1,500/hour



Costs Differ Dramatically by Location

The cost of your health care depends on where you park

OUT-PATIENT
\$60/hour



When Your Employees Shop, Everyone Saves

Your employees are looking for help to understand the cost and quality of their health care choices, so they can take control and manage their out-of-pocket expenses. The SmartShopper Program is a game changer. SmartShopper guides employees to high-quality, lower-cost options, resulting in important savings for you and your employees.

SmartShopper is a full-service incentive and engagement program that activates employees to change behavior and shop for health care like an expert. It uses a powerful incentive – cash – that pays employees when they shop for routine health care services. The program is easy to use and delivers measurable and sustainable engagement and savings, resulting in verifiable ROI.

How it Works

When a procedure is ordered for a patient, they have multiple ways to shop. They can go online or call to get a list of the facilities in their area, along with the cost and quality ratings. If they choose a lower-priced provider from the options presented, they are rewarded with an employer-funded incentive check. So they get paid cash, and save money for themselves and their employer.

\$600+

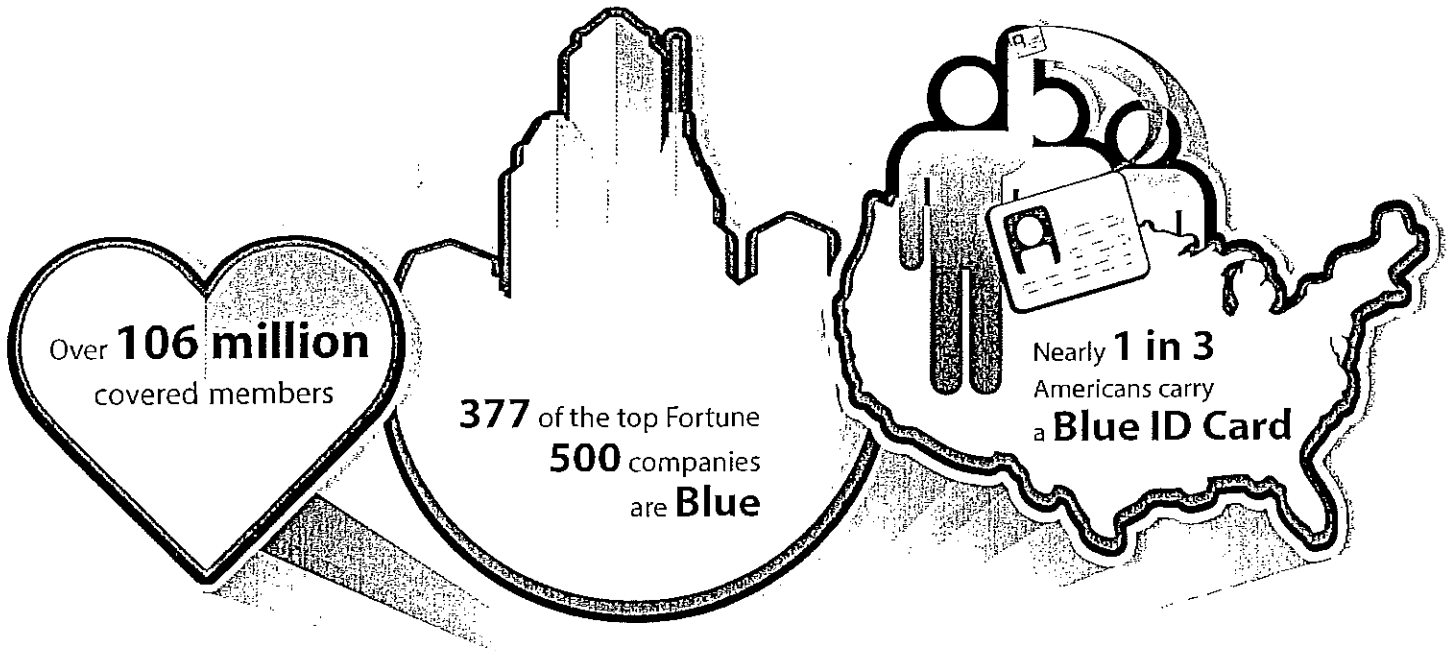
Net Savings
per Incentive

\$78

Average Employee
Incentive Awarded

Network Optimization

At the heart of the power of Blue is the largest provider network available in the country, encompassing 93 percent of physicians and 96 percent of hospitals. This magnitude translates into 97 percent of claims paid at in-network rates, compared with competitors' average of 93 percent. Each day, we use the power of our leading position and the strength of our provider relationships to deliver a low total cost of care for national employers — often the lowest in the industry by far. Blue companies deliver the lowest cost-per-claim average in the industry, through leading discount positions in 65 percent of markets across the country, with a 12 percent total cost of care advantage.



What this means for the Client

In-Network
Access
Exceeding
97%

Overall National
Discount
Advantage
52%

Out-of-Network
Claim
Savings
46%

More than
96% of all hospitals
.....
92% of all physicians

True Performance Program

Highmark continues to expand its value-based reimbursement programs throughout the continuum of care - improving patient experience of outcomes while reducing avoidable costs. (These programs are currently in the market or will be rolling out within the next calendar year.)

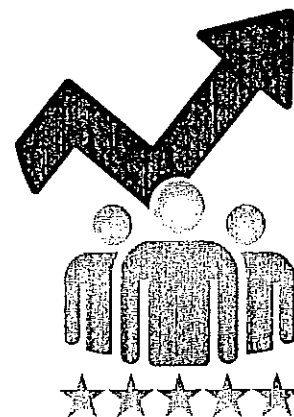
Quality Blue Hospital creates incentives focused on cost of care and overall quality for over 110 hospitals throughout Highmark's footprint

True Performance Plus creates a gainshare opportunity for providers who are able to manage total cost of care below a target while maintaining high quality standards

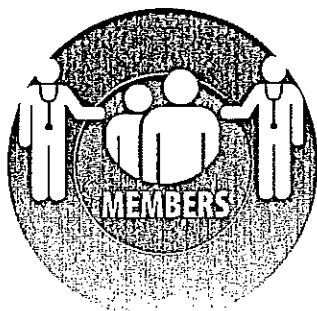
True Performance Advanced creates opportunities for providers to be exposed to downside risk increasing accountability and incentive to work with patients outside traditional settings of care

Home & Community Services (HCS) P4V Program creates incentives in the post-acute space to increase quality and improve the member experience

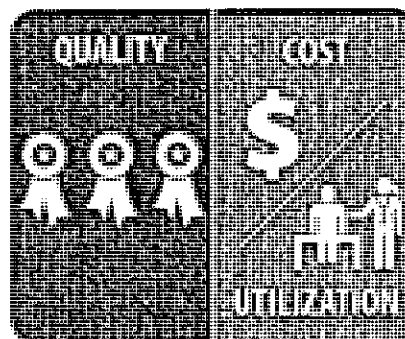
Continued expansion of advanced payment models targeting cancer, chronic episodes of care, pediatrics, and more



The True Performance program is structured around two components: Quality and Cost & Utilization



Quality is measured based on nationally recognized standards—like comprehensive diabetes care and immunizations—which are proven to lead to better patient outcomes.



The Cost & Utilization component evaluates the ability of the physician to promote member well-being, while helping to control costs.

TRUE PERFORMANCE IS MAKING AN IMPACT

Western Pennsylvania

- 230 entities
- 558 practices
- More than 627,000 members

Central Pennsylvania

- 154 entities
- 439 practices
- More than 500,000 members

NEPA

- 102 entities
- 159 practices
- More than 137,000

West Virginia

- 65 entities
- 284 practices
- More than 140,000 members

Delaware

- 71 entities
- 120 practices
- More than 114,000 members

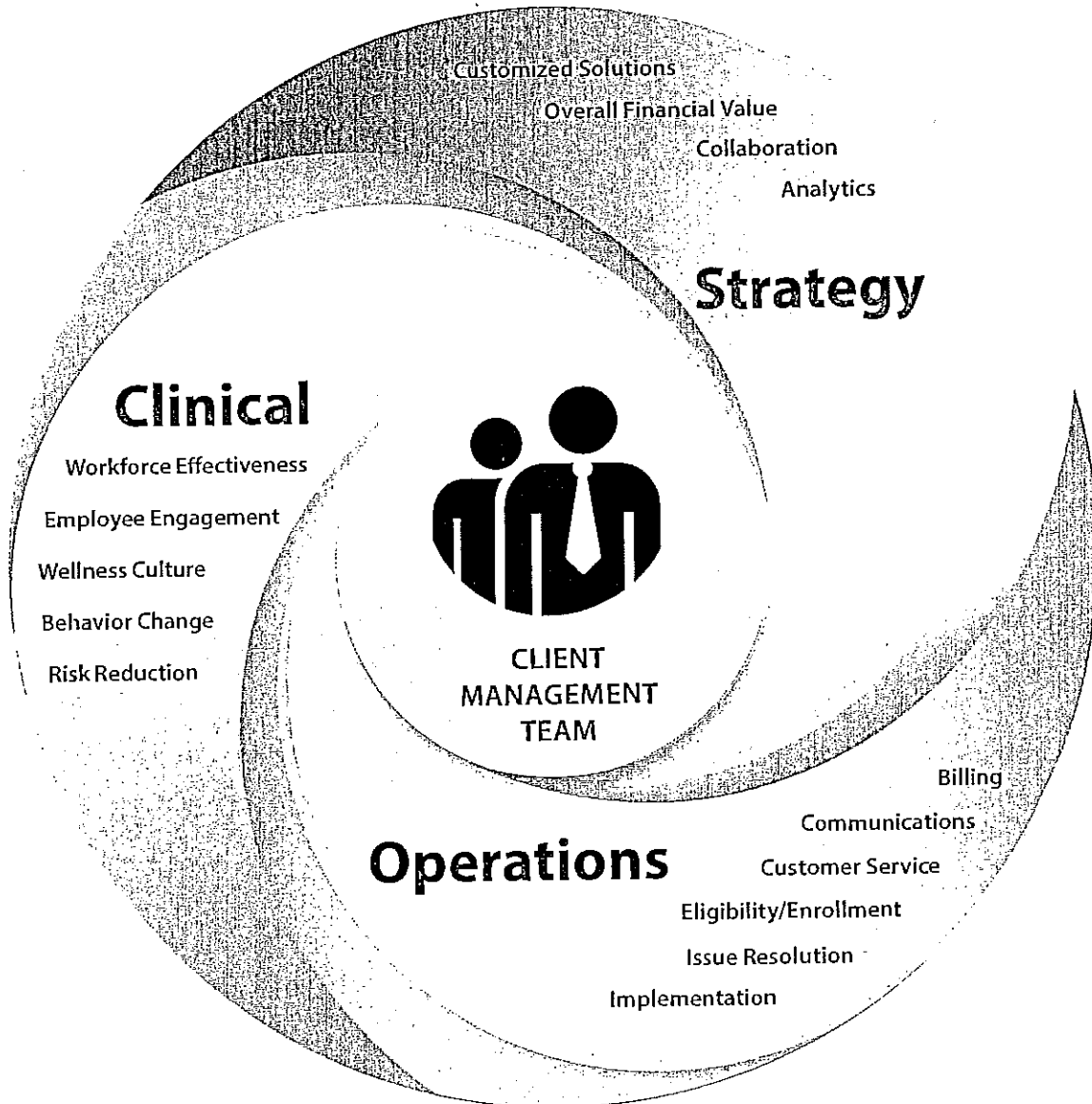
Quality Blue ACO

- 31 practices
- 175 practitioners
- More than 33,000 members

624 Contracted Entities • 1,596 Practices • More than 1 Million Members

Dedicated Client Management Team

We strive to stay ahead of the City of Scranton's next challenge. Our values help drive our partnership by putting the City of Scranton at the center of our integrated medical and pharmacy strategy. Highmark continues to be accountable and innovative in an ever-changing market.



Eileen Marsico
Client Manager

Allison Tighe
Senior Client Service Manager

Dr. Chris Clark, DO, MHA
Medical Director

Jaime Coleman, MS, RD, LDN
Health Strategy Consultant



November 3, 2017

Ms. Danielle Kennedy
Director of Human Resources
City of Scranton
340 North Washington Avenue
Scranton, PA 18503

RE: The City of Scranton Request for Proposal

Dear Danielle:

Thank you for extending Highmark Blue Cross Blue Shield (Highmark) the opportunity to provide you with a proposal for the continued administration of the City of Scranton

The Blue brand is the most trusted name in Healthcare and is well positioned to assist The City of Scranton by providing the lowest net cost, ease of employer and member administration through our integrated products and systems, cutting edge population management and superior service, regardless of where The City of Scranton employees reside.

Please be advised that the enclosed response supersedes any and all prior offers agreed upon and executed between Highmark and The City of Scranton.

As the incumbent administrator, we have not repriced medical/professional claims.

To be provided additional consideration, our submission of The City of Scranton's Request for Proposal includes the following:

- An aggressive three year multiyear administrative guarantee for the active population, as well as a more aggressive option for combining the active and retiree population.
- Performance Guarantees including performance measures, provider discount, as well as a trend guarantee and customer loyalty credit..

PERFORMANCE MEASURES

Superior performance is the expectation at Highmark. To that end, we have placed 10% of Highmark's medical administrative fees at risk for operational excellence, \$10,000.00 for provider facility performance measure, as well as a medical trend guarantee.

PROGRESSIVE TOTAL HEALTH MANAGEMENT APPROACH

In these challenging times, achieving improvements in member health status and managing the trend of future health care costs is of paramount importance.

Through PPO Blue, Highmark has become a pioneer in the development of Patient Centered Medical Homes (PCMHs) and Accountable Care Organizations (ACOs). By providing lower costs but a better quality delivery of medical care, we all benefit by reduced medical costs. We are also leading the way of how health costs are being managed by the addition of a new and innovative provider reimbursement methodology called True Performance.

WEB-BASED TRANSPARENCY TOOLS

Our best-in-class transparency tools make it easy for The City of Scranton members to compare reliable cost, quality and provider information on a complete instance of care basis and choose the best value. These tools help members control your bottom line. The breadth and scope of our extensive set of transparency tools far exceeds those of our nearest competitors. Coupled with your health management strategy, these tools can be particularly effective in helping to meet our long-term strategic goal of promoting a greater degree of awareness within The City of Scranton employee population.

Our partnership with the City of Scranton has been very productive. In the spirit of partnership and with the continued sense of collaboration that our companies have developed, we very much look forward to building upon these successes in the future.

On behalf of the entire Highmark team, I would like to take this opportunity to emphasize how much we appreciate the confidence that The City of Scranton has shown in us and how much we value the relationship that our companies have established over the many years. Highmark delivers a seamless network across the nation, lowest cost solution, along with a seasoned team to work with The City of Scranton to deliver a more productive, healthier employee that will also impact the overall bottom line for your company.

Best Regards,



Eileen Marsico

Senior Client Manager, Strategic Accounts
Highmark Blue Cross Blue Shield

Tab 2: Scope of Work

THE REQUEST FOR PROPOSALS

Separate sealed proposals will be received by the City of Scranton, 340 North Washington Avenue, Scranton, PA 18503 until 10:00 a.m. on Friday, November 3, 2017 at which time they will be opened in the City Council Chambers for the following:

CITY OF SCRANTON

MEDICAL CLAIMS ADMINISTRATIVE SERVICES

All proposals are to be in accordance with the Request for Proposal (RFP) specifications which are available and can be picked up at the Office of the Bureau of Purchasing, 4th Floor, City Hall, 340 North Washington Avenue, Scranton, PA 18503. The Request for Proposals can also be obtained via email at our website, scrantonpa.gov, but supporting data can only be obtained in person or via email. If you obtain the Request for Proposal via our website, please make sure to obtain supporting data via email or in person.

The requested services will be provided for a period of three (3) years, from approximately January 1, 2018 to December 31, 2020.

Sealed envelopes containing proposals will be received and identified by "City of Scranton Medical Claims Administrative Services" on the outside with the wording "City of Scranton Medical Claims Administrative Services." The envelopes should be delivered or mailed to the Office of the City Controller, at the address listed above, so as to arrive by the date and time specified above. The City of Scranton will require six (6) copies of this proposal.

If you have any questions, please call Danielle E. Kennedy, Director of Human Resources/Assistant Business Administrator at (570)-348-4232, dkennedy@scrantoripa.gov.

1. PROPOSAL REQUIREMENTS

Proposals shall be accepted only from respondents ("Proposers") who have:

1.1.1. Obtained from the City of Scranton a complete set of Proposal Documents and any addenda thereto issued by the City of Scranton (sometimes referred to as the "RFP"), consisting of the following five (5) sections and five (5) attachments:

SECTIONS:

1. The Solicitation -Notice to Proposers
2. Project Definitions and Requirements
3. Instructions to Proposers
4. Proposer Information
5. Proposal Evaluation, Negotiation, and Contract Award

ATTACHMENTS:

1. Disclosure Form
2. Demographic Survey
3. Census
4. Claims
5. Plan Design

1.1.2. Submitted a proposal pursuant to the instructions in this RFP as set forth in Section 3.

In evaluating the proposals, the City of Scranton will consider the demonstrated experience and ability of the Proposer to deliver the proposed services, the scope and value of the proposed services, and the financial proposal of each Proposer as described in this RFP.

The City may appoint a broker/agent locally to assist with the management of a nationally based account package. This appointment may be fee based.

The City of Scranton hereby solicits proposals in accordance with these Proposal Documents.

TAB 2_SCOPE OF WORK

Please note that our response to the request for proposal (RFP) constitutes current statements of our capabilities. We cannot accept RFP provisions that require us to accept our responses as being contractually binding, as facts and circumstances may change from the date of the RFP to the date of actual contracting. As such, we can only agree to be bound by a final, formal contract/agreement.

2. PROJECT DEFINITION AND REQUIREMENTS

2.1. OVERVIEW OF CITY OF SCRANTON

The existing healthcare medical claims administrative services in Attachment C.

2.2. SCOPE OF WORK

The City of Scranton is requesting a bid to provide professional claims processing services for the City. All submittals should detail the firm's or individual's qualifications to perform TPA/ASO medical claims administrative services for the self-funded medical plan only for the City of Scranton Active Employees and COBRA participants. The bid should include a minimum three year TPA/ASO medical claims administrative service fee and be able to meet the specific set-up requirements as defined by Bargaining Unit contracts which state "equal to or better coverage," as well as maintain current provider network. The self-funded medical plan is considered to be a large group, 500 - 1,000 contracts. Stop Loss Insurance is not requested and should not be included with the bid.

The following detailed services are required:

- Provide a competitive discounted network for both facility and professional based services in Northeastern Pennsylvania, mid-Atlantic region, and nationally.

Please refer to Tab 6_Attachments: A_City of Scranton – 2017 Discount Guarantee Proposal.

- Provide any charge for requested reports.

Highmark's web based reporting tool: Reports@Hand, is included without additional costs. Nonstandard and Ad Hoc reports designed to the City of Scranton specifications are available on a case by case basis. A quote per report is required. A cost of development @ \$250.00 per hour.

- Provide a cost analysis based on the City of Scranton's attached spreadsheet.

Confirmed.

- Provide a reporting package for self-funded medical plan to include the following:

- Reports which include detailed electronic weekly paid claims.

Confirmed; i.e. EBill.

- ACH Credit Billing for the TPA/ASO medical claims administrative service fee.

Confirmed.

- Monthly Stop Loss Report.

Confirmed; i.e. Reports@Hand.

- **Electronic enrollment process capabilities.**

Confirmed.

- **Provide enrollment cards for members.**

Confirmed.

- **Monthly case management report.**

Confirmed.

ROBUST REPORTING PACKAGE INCLUDES MEASURES FOR SUCCESS

One of the markers of a truly successful program is the ability to clearly define and examine criteria to determine its effectiveness. Industry-leading analytic capabilities are leveraged to provide a multi-dimensional reporting package for City of Scranton. Our standard reports are discussed below and samples are attached for your review.

- **Clinical Performance Review.** This annual aggregate report evaluates key clinical opportunities based on year-to-year comparisons of costs and utilization of the client population. The report also analyzes client risks associated with conditions such as diabetes, musculoskeletal and heart disease. The Clinical Performance Review evaluates key clinical opportunities through findings around the population, participation and impact focusing on population health management. Please refer to **Tab 6_Attachments: C_CPR Sample Client**.
- **Operational Dashboard.** This quarterly aggregate report demonstrates program participation on a rolling 12-month period. The report summarizes interventions that include: outbound health coaching, IVR telephonic outreach, targeted member mailings and online tools, services and programs.

Measurements are calculated at the overall population level and reflect several factors such as intervention type and frequency, condition prevalence, wellness program participation and progress toward goals. High-cost members are included. Please refer to **Tab 6_Attachments: D_Sample Operational Dashboard** for a sample report.

- **Executive Clinical Summary.** This annual report provides a clinical interpretation of a client's data.

Reporting elements include:

- ♦ Demographics
- ♦ Enrollment and payments by age range
- ♦ Medical and drug utilization
- ♦ Risk and clinical condition analysis

- Preventive services
- Population health management activity

Please refer to **Tab 6_Attachments: E_Sample ECS Sample Client** for a sample report.

The Clinical Consulting Tool. This report provides a basis for meaningful conversation with smaller clients (50 – 1,000 contracts) regarding risk and wellness efforts and is available to clients with fewer than 1,000 contracts. Please refer to **Tab 6_Attachments: F_Sample Clinical Consulting Tool Report Sample.**

- **Wellness Profile Results.** Annual reports provide lifestyle behavior risk, motivation to change behavior, level of self-confidence to change behaviors, biometric risk factors and productivity assessment analysis. Available by segmented population or location, they highlight a client's key areas of risk exposure based on Wellness Profile results:
 - **Wellness Profile Aggregate Report:** Represents one time period. Please refer to **Tab 6_Attachments: G_Sample Wellness Profile Aggregate Report.**
 - **Wellness Profile Comparative Report:** Represents aggregate data for matched cohorts (the same population year over year) for up to two time periods. Please refer to **Tab 6_Attachments: H_Wellness Report Comparative Report.**
- **Biometric Screening Report.** Biometric aggregate reports are available to clients within 30 days following the completion of the screening event or within two weeks of request. Aggregate reports are also available by location for those who host screening events in multiple locations. Please refer to **Tab 6_Attachments: I_Sample Biometric Report.**

Clinical reports are generally provided quarterly and annually. Wellness Profile reports can be provided more frequently.

All reports are available in both paper and electronic formats upon request. Report availability varies depending on the report. Typical turnaround time ranges between one week to one month after the end of the requested time period (depending on the requested amount of ad hoc analysis). We do not provide monthly case management reports.

- **Service Representative for periodic enrollment meetings.**
Confirmed.

- **Online reporting capabilities.**

Confirmed. Our interactive, web-based reporting tool offers the City of Scranton the ability to submit and schedule requests for standard utilization and supplemental reports in real time. The City of Scranton will receive/receives uniform, standard reporting packages for both medical and prescription drug. Our online tool eliminates the need for storage of paper reports and increases productivity by meeting the City of Scranton's needs faster.

Reporting functionality allows the City of Scranton to:

- Obtain data quickly via electronic format
- Download information easily for further analysis
- Structure selection screens for request generation
- Submit and schedule report requests based on needs
- Notify by e-mail when requests are complete
- Simplify employee segmentation reporting

Additional ad hoc reporting tools provide users with access to a variety of robust ad hoc reports using point, click and drop technology.

- **Integrated health and wellness programs.**

Confirmed.

We support worksite wellness with a population health management approach. We will continue to work with City of Scranton to develop a data-driven health management plan and help them establish a culture of wellness, the foundation of a successful worksite wellness program. We also will continue to provide coaching with a complex case or disease manager, and offer a rewards program and effective customizable communications designed to peak member engagement.

A successful worksite wellness program not only impacts members' health, it can positively impact City of Scranton's bottom line.

We published a four-year study of client group wellness programs demonstrating that they saved \$332 per wellness program participant, a substantial savings for clients that establish a worksite wellness program.

From our experience, successful member engagement in health and wellness programs can be realized through:

The right health management plan. Our clinical team will help City of Scranton achieve their health and wellness goals. We will collaborate with them to build a customized, data-driven health management plan that's designed to impact risk, increase engagement and support worksite health and wellness initiatives. We will also work with them to set and achieve realistic participation goals based on their needs.

An important part of the plan includes building a culture. We know from experience that a supportive culture provides the foundation for a successful and sustainable worksite health and wellness program.

As an example, we have provided a sample health management plan for review. Please see **Attachment: L_Sample Health Management Plan**.

Care Management. Due to the complexity of today's health care system, we have redesigned and enhanced our health management solutions to best meet City of Scranton's health care needs and focus on increased engagement. This newly customized strategy uses a multi-disciplinary team of expert clinicians and a multi-channel outreach approach. By leveraging the strengths of a multi-disciplinary team, our goals are to meet member needs, improve care coordination and manage medical expense. This physician-supported team consists of complex case and disease managers, behavioral health specialists, social workers, pharmacists, medical directors and clinical coordinators.

Our health management strategy includes complex case and disease management and inbound wellness coaching with structured programs and measured outcomes to focus on care, connection, coordination and cost for the most prevalent and emerging health conditions, including asthma, CAD, CHF, COPD, diabetes, musculoskeletal pain, metabolic syndrome and behavioral health. These targeted programs strategically align with many of the prevalent conditions found in City of Scranton's membership, which include musculoskeletal, high blood pressure and behavioral health. Additional areas of focus include transitions of care, ER outreach, high cost claimants and wellness.

Our care management team uses a proprietary 360-degree nurse dashboard to enhance member engagement. Our advanced analytics and partnership with Verscend provides our care management team with identification and stratification methodology that allows us to target members where we can make the most difference.

Our experience shows that when members engage with a complex case or disease manager, they avoid annual costs totaling \$1,242.22 per participant. In the previous year, we successfully engaged 20 City of Scranton members for a potential cost savings of \$24,844.40. We know a high percentage of your employees have historically been unable to reach due to no return phone call. To enhance awareness of the health management resources available to them we recommend all City of Scranton members be included in a "Make the Call" communication campaign.

Rewards. Our wellness rewards program will support City of Scranton's wellness strategy. These engaging incentive package options educate members on their health status and motivate them to participate in health-enhancing programs and activities. To promote behavior change and reward healthy habits, we bring simple, flexible incentive program options:

Activity-based programs reward members for completing standard actions such as taking the Wellness Profile, receiving a preventive exam or attesting to being tobacco free.

Points-based programs allow members to earn points for completing the Wellness Profile, participating in employer-sponsored programs or receiving preventive care.

Outcomes-based programs reward members for meeting targets or making progress with BMI, blood pressure, LDL cholesterol, glucose or cotinine (optional). In alignment with Affordable Care Act requirements, we offer reasonable alternatives for any individual who does not meet biometric targets. Members may choose from activities such as using the online health trackers, completing online assessments for certain chronic conditions, registering a Fitbit device or setting goals with the online Digital Health Assistant or a case or disease manager.

Effective communication. Microsite technology allows us to reduce the administrative burden by automating email communications for a variety of worksite wellness campaigns ranging from weight management to tobacco cessation.

To maximize employee engagement, we also provide City of Scranton with access to an online Consumer Communications Toolkit that contains customizable videos, posters, flyers, plasma ads, articles and emails.

Additionally, City of Scranton members will continue to have the advantage of interactive online programs, tools and resources that offer personalized experiences, engaging them to take active roles in their health. These resources benefit all members, whether at risk for serious health conditions or those who want to maintain healthy lifestyles. Key features include a Wellness Profile health risk assessment, Personal Health Record, Wellness Rewards, Digital Health Assistants, a wide array of Health Trackers, Symptom Checker, Preventive Schedule, smartphone apps, fitness device integration, messaging capabilities, wellness discounts and health education and wellness information.

For a complete listing of our wellness program offerings please refer to **Attachment: J_Worksite Program Descriptions**. Pricing for individual programs can be found on **Attachment: K_Pricing Sheet**.

City of Scranton's clinical team will discuss program recommendations with them in detail.

- **Network discount guarantee.**

Confirmed. Please refer to **Tab 3_Proposed Pricing section: C_City of Scranton Performance Measures**.

- **Claim processing timeline guarantee.**

Confirmed. Please refer to **Tab 3_Proposed Pricing section: C_City of Scranton Performance Measures**.

- **Listing of ancillary and support services included in the TPA/ASO medical claims administrative service fee.**

Confirmed.

CUSTOMER SERVICE/CLAIMS

- Toll-free customer service line
- Toll-free group administrator customer service line
- Toll free line for open enrollment
- Translator assistance
- Integrated Voice Response
- Foreign claim translation and processing
- Internal appeals according to DOL claims rule
- **Ability to administer plan designs within the negotiated Bargaining Unit contracts.**

Confirmed.

The City may appoint a broker/agent locally to assist with the management of a nationally based account package. This appointment may be fee based.

Confirmed.

2.3. TERM

The contract between the City of Scranton and the successful Proposer will be for three (3) years, from January 1, 2018 to December 31, 2020.

Confirmed.

2.4. PROPOSAL PRICING AND COSTS

a. Proposal Pricing

Each proposal must include the rates to be charged for the services listed below. Please use the administrative pricing, rebates, and discounts format found in pricing tables of Attachment C.

Confirmed.

For medical claims administrative services:

- **A specific breakdown of administrative fees for all subgroups in a per employee per month basis and as a percentage of claims**
Please refer to Tab 3_Proposed Pricing: B_COS Proposal.
- **Network Access Fee**
4.51% for Bluecard Providers
- **Utilization Management Fee**
Included in base admin.
- **Case Management Fee**
Included in base admin.
- **Hard Copy Directory Fee**
\$5.00 per booklet.
- **Employee/Retiree Communication Material Fee**
Standard communications pieces included in base admin.
- **Implementation Fee**
Included in base admin.
- **Special billing Charges**
Requires additional clarification prior to responding.
- **Online Services Fee**
Member/Employer Portal as well as Ebill online access included in base admin.

- **Reporting and Special Custom Reporting Fees**
Highmark's web based reporting tool known as Reports At Hand is included in base admin fee. Nonstandard ad Hoc reporting pricing reviewed on a case by case.
- **Run-Out and Length of Time for Run-Out**
Run Out Pricing: 35% of ASO fee times the last 4 months of enrollment,
Timing: 12 months.
- **HIPAA Certificate Fee**
Included. Requests to be made through Customer Service.
- **NIA Services (managed radiology)**
Included in base admin.
- **Creditable Coverage Notice Fee**
Highmark does not produce notice of Creditable Coverage.
- **Service Fees Other than what is listed above**
Fiduciary Fee: \$1.30/employee/month ; Transitional Reinsurance Fee: \$2000.00/client/per year; Claim repricing fee \$25.00 per claim, COB Recoveries: Up to 30% of recovered amount, RDSD: \$1000.00/client/per year; External Appeals – PPACA \$1000.00 per case; Stop Loss Reports: \$1,500.00/report; Standard report for non HMIG carrier – Quote per report, Ad hoc/non-standard for stop loss - quote per report. Data Feeds: (Inbound/outbound Highmark standard format) \$1,000.00 per feed; ; Outbound claims data extract \$1,000.00

Please refer to **Tab 3_Proposed Pricing section: A_Administrative Fee Services**. Please also refer to **Tab 6: Attachments: B_Admin Services** for a full listing of all services included in administration fee. Highmark does not agree that any services not addressed in attached document become the expenses of Highmark.

b. Cost Proposal

Proposers should not include any assumptions in their cost submittals. If the Proposer includes assumptions in its cost submittal, the proposal may be rejected. Proposers should direct in writing to the City of Scranton any questions about whether a cost or other component is included or applies. All Proposers will then have the benefit of the City of Scranton's written answer so that proposals are submitted on the same basis.

Please submit your response to the following:

- **If there is a broker/ consultant with your proposal, please list the percentage or commission amounts the broker will receive if you are awarded the Commission's contract**

Broker/consultant fees are not included within the proposal. If it is the intent of SSD to embed broker/consultant fees and provide a pass through of said fees to

broker/consultant, Highmark can accommodate. Any commissions paid by Highmark are negotiated on a case by case basis.

- **Please provide the expected maximum dollar value of the Performance Guarantees by category as outlined in your proposal.**

Please see the attached Performance Guarantee Document for detail. In aggregate; a total of 10% of administrative fee are at risk. A separate annual \$10,000.00 is at risk for provider discount guarantee.

- **Please quote on an experience-rated basis and provide details (actual rate calculation) on how initial rates were calculated including a breakout of anticipated claims expenses (i.e. pure premium) and non-claims expenses (i.e. retention). Explain simply (verbally and through numeric example) how the proposed rates were developed from current claims experience including levels of discounts; assumed network utilization, etc.**

Highmark does not provide experience-rated calculations on quotes. We use the group's claims experience in our calculation and apply our fully-insured factors, including IBNR, trend and retention, to determine the appropriate rate level for the fully-insured quote.

- **Please detail your experience rating methodology and provide an example of a renewal calculation assuming each of the following.**
 - a) **Claims are 25% lower than expected**
 - b) **Claims are at the expected level**
 - c) **Claims are 25% higher full expected**

Highmark does not provide this information.

- **List the earliest a renewal and COBRA rates can be provided and guaranteed.**

Currently the renewal is released by July 1st. Changes to this date can be accommodated through discussion with Client Manager.

- **List your average loss ratio (paid and incurred) for each product offered over the past three years.**

This information is propriety.

- **Provide details on your "other party liability" functions including documentation of quantifiable savings.**

The goal of our Coordination and Recovery department is to ensure that claims that are another party's responsibility are investigated and coordinated appropriately, in order to minimize costs and still provide maximum benefits to the member. To help achieve these goals, Highmark created a new user friendly Other Party Liability (OPL) System called OPIS (Other Party Information System). A number of COB and Medicare rules are coded into the OPIS system logic which allows for automated primacy determinations to be applied. This automation provides operational efficiency by eliminating multiple sources of data

and redundant processes across multiple systems and improves the integrity of the Other Party Liability data.

You have currently elected a Pay and Pursue COB Investigation Method. As an ASO client, you would have the option of choosing from among the following COB Investigation Methods.

- **Modified Pursue and Pay:** The first claim submitted and approved for payment that meets the specified dollar threshold (currently \$100), a COB questionnaire is generated and the initial claim is processed according to benefits, but subsequent claims will pend during a 30 day member response period. If there is not a response to the initial questionnaire, a follow-up COB questionnaire is issued 15 days later. If after the entire 30 days has expired and a response is not received to either questionnaire, any claims currently pending and future claims deny until a response is acquired.
- **Pursue and Pay:** The first claim submitted and approved for payment that meets the specified dollar threshold (currently \$100), a COB questionnaire is generated and the initial claim and subsequent submitted claims will pend during a 30 day member response period. If there is not a response to the initial questionnaire, a follow-up COB questionnaire is issued 15 days later. If after the entire 30 days has expired and a response is not received to either questionnaire, any claims currently pending and future claims deny until a response is acquired.
- **Pay and Pursue:** The first claim submitted and approved for payment that meets the specified dollar threshold (currently \$100), a COB questionnaire is generated and the initial claim and all subsequent claims submitted are processed according to benefits. If there is not a response to the initial questionnaire, a follow-up COB questionnaire is issued 15 days later. If a response is not received to either questionnaire, another COB questionnaire will be generated approaching the new COB Re-verification Date.

Note: The COB questionnaire has instructions for 3 easy methods of providing a response. The easiest way being to simply dial the toll free number and follow the prompts on the easy-to-use interactive voice response (IVR) system. Other methods include using the web-site or the enclosed pre-addressed courtesy envelope.

- **Provide details on your subrogation functions including documentation of quantifiable savings.**

Highmark does full outsourcing, to Equian, Inc., for Accident Investigation & Subrogation Recovery administration. Equian investigates all paid claims to identify those that involve Subrogation, Workers' Compensation and Motor Vehicle related claims. Then, Equian will recover on the Subrogation claims, while Highmark staff will continue to review and recover on the Motor Vehicle and Workers' Compensation claims.

Claims submitted with accident related Occurrence Codes, Value Codes and/or an Explanation of Benefits (EOB) will result in the claim pending for up front investigation of possible accidents related to Worker's Compensation, Motor Vehicle or a Third Party. This investigation is handled internally by Highmark and any subrogation related cases are referred to Equian.

Highmark and Equian's Responsibilities: Equian will review our weekly Medical and Pharmacy paid claims file to identify potential accident claims. Once Equian identifies potential Accident claims, an accidental injury is built into electronic files according to date of injury and Member Identification Number. Episodes (event) of care for claims having similar or related diagnosis codes will be linked together. Once the total of the linked claims paid amount accumulates to \$400.00, the process of mailing letters begins. Equian mails out the initial letter asking members to contact them. If Equian receives a response, the Equian Customer Service Representative will determine if an accident occurred. If the response is No, the "event" (case) is rejected. If the response is Yes, accident details are obtained and documented in their internal system and shared with Highmark. If Equian does not receive a response, up to three additional letters will be mailed for a total of four letters, with the fourth and final letter being issued by Equian's law firm Gibson & Sharps PSC.

If the member does not respond to the four accident investigation letters, and the total payout reaches \$2500, Equian will access certain state and national databases to verify if the member has filed a Motor Vehicle or Workers' Compensation claim or has filed a law suit against a third party. The search stays active for 1 year, searching for a hit. If, when Equian reviews the database and finds that the member has filed a claim, since the liability carrier is identified on the database, Equian will usually contact the liability carrier directly. If the member has filed a law suit, the member's attorney is usually identified on the database and Equian will contact them directly as well. If Equian can get what they need from the database, then there is not a need to contact the member again for this information.

If Equian determines that a claim is Motor Vehicle or Worker's Comp related, even if it did not originally suspend during processing, Equian will send that identified claim back to Highmark to retract, at which time Highmark will pursue the details of the accident and a refund on the paid claim.

When a lien is settled, Equian will send the Highmark Finance area all Subrogation recoveries via an EFT wire transfer and an Autopost file, that lists all medical and pharmacy claims, pertaining to that event. Recoveries are applied to the claims with specific indicators which post the savings to the claims.

- **Describe in detail how the credibility of the group's experience is determined.**

This does not apply, as the group is 100% credible.

- **Describe your current pooling level and how any applicable charge is calculated.**

This group is over our size limit for pooling, so no pooling charge is included and no claims would be removed from the calculation.

- **Describe the funding arrangements that you offer.**

ASO, ASC and Fully insured.

- **Under an ASO arrangement, when does the settlement process take place, assuming 12/12 stop loss? Assuming a 12/15 stop loss?**

Settlements do not occur as reimbursements for those members who have breached the specific deductible are made ongoing through the contract period through HMIG.

- **Under an ASO arrangement, is an advance deposit, cash advance, or letter of credit required? If so, how is the initial amount determined? How is each subsequent year determined?**

N/A.

- **Are there any payment options available that would eliminate the need for an advance deposit, cash advance, or letter of credit (i.e., weekly billing)?**

Our standard arrangement is weekly billing and includes the 15 day reserve.

- **The City is certified for participation in Early Retiree Reinsurance Program and will need quarterly claim reports from the medical vendor. Please list any costs associated with quarterly reporting for the Early Retiree Reinsurance Program.**

Reporting available via Reports At Hand is available at no additional cost. Nonstandard or ad hoc reporting does incur costs as previously reported. To provide RDSD services, the retiree population including prescription drug is required to be on the Highmark platform. Please see RDRS area of RFP for further details.

Any costs not provided in this cost proposal will be assumed as no charge to the City of Scranton.

2.5 LICENSING

The successful Proposer must be authorized to do business in the Commonwealth of Pennsylvania and comply with all pertinent state and federal requirements, codes, and regulations.

Proposer must have a valid business privilege license, issued by the Commonwealth of Pennsylvania's Department of Licenses and Inspections, to do business in the Commonwealth of Pennsylvania, prior to entering into any contract with the City of Scranton.

Agree.

2.6 INFORMATION/PRODUCT

All reports, surveys, tables, charts, diagrams, design work, product recordings, and other data (including electronic, audio, and video) or documentation prepared or compiled by Proposer in connection with the performance of its obligations under the contract, shall be the sole and exclusive property of the City of Scranton. Proposer shall retain in its files sufficiently detailed working papers relevant to its engagement with the City of Scranton. Proposer further agrees that its working papers will be held in the strictest confidence and will not be disclosed or otherwise made available to outside sources, except as required by law, within the written consent of the City of Scranton.

Agree.

2.7 CONFIDENTIALITY

Proposer must agree to keep confidential any and all information concerning the plans, operations, or activities of the City of Scranton which may be divulged by the City of Scranton or ascertained by Proposer in the course of performing services under any contract with the City of Scranton. In the event Proposer is required to disclose confidential information pursuant to a subpoena, order of court, or other legal process, Proposer shall, upon notice of such required disclosure and prior to disclosure, immediately notify the City of Scranton and allow the City of Scranton the opportunity to inspect the information subject to disclosure, and in the event such disclosure is objectionable under any standard or role of the court, Proposer shall exhaust all legal means to prevent disclosure.

Agree.

2.8 INSURANCE

Proposals must include a statement of the prospective bidder's insurance coverage. Proposer shall procure and maintain, at its own cost and expense, insurance with companies that have an A.M. Best's Rating of not less than A- and acceptable to City of Scranton, with coverage limits of not less than stipulated below. The City of Scranton, the Commonwealth of Pennsylvania, and their respective officers, employees, directors, boards, Commissions and agents, shall be included as Additional Insureds on the General Liability, Automobile Liability and Excess/Umbrella Liability Insurance policies. An endorsement is required stating that Proposer's policies will be primary to any other coverage available to the City of Scranton and/or the Commonwealth of Pennsylvania and their respective officers, employees, directors, boards, commissions, and agents. Any insurance maintained by the City of Scranton will be excess and non-contributory. Furthermore, no act or omission of the City of Scranton and/or the Commonwealth of Pennsylvania and their respective officers, employees, directors, boards, commissions, and agents, shall invalidate the coverage. All insurance coverage

must be kept in effect during the Contract Period. Loss of insurance coverages could result in the voiding/termination of the Contract.

- **Worker's Compensation and Employers Liability.** Worker's Compensation Insurance as required by statute. Employers Liability coverage to be carried with limits of not less than \$1,000,000.00/per accident, \$1,000,000.00/ disease (policy limit), \$1,000,000.00/ disease (each employee).

Agree.

- **Commercial General Liability.** Commercial General Liability Insurance is required with limits of not less than \$1,000,000.00 Each Occurrence; \$2,000,000.00 General Aggregate; \$2,000,000.00 Products/Completed Operations Aggregate and \$1,000,000.00 Personal/Advertising Injury. The policy shall also cover liability arising from Blanket Contractual Broad Form Property Damage, liability assumed under an insured contract (including tort liability of another assumed in a business contract), and Personal Injury (including coverage for discrimination, defamation, harassment, malicious prosecution, slander, and mental anguish). Products and Completed Operations must be included. ISO Endorsement CG 2139 10 93 (Contractual Liability Limitation) shall not apply to this contract. Such policy must contain a "Severability of Interests" clause. This insurance shall be excess over any other insurance, whether primary, excess, contingent, or on any other basis, that is available to the contractor or its subcontractor covering liability for damages because of Bodily Injury or Property Damage for which the contractor has been included as an Additional Insured. The City of Scranton and the Commonwealth of Pennsylvania and their respective officers, employees, directors, boards, commissions, and agents shall be included as Additional Insureds. A copy of the actual Additional Insured Endorsement or policy wording is required.

Agree.

- **Automobile Liability.** Business Automobile Liability covering all owned, non-owned, and hired autos in required with limits of not less than \$1,000,000.00 Combined Single Limit for Bodily Injury and Property Damage. Such policy must contain a "Severability of Interests" clause. The City of Scranton, and the Commonwealth of Pennsylvania and their respective officers, employees, directors, boards, commissions, and agents, shall be included as Additional Insureds. A copy of the actual Additional Insured Endorsement or policy wording is required.

Agree.

- **Excess /Umbrella Liability.** Proposer shall provide evidence of Excess/Umbrella Liability Insurance with limits of not less than \$5,000,000.00 in Any One Claim or Occurrence. Coverage shall include, but not be limited to, coverage provided by any underlying insurance. Underlying insurance shall include all liability coverage required by this

contract except Professional Liability/Errors or Omissions coverage as outlined below. The City of Scranton and the Commonwealth of Pennsylvania and their respective officers, employees, directors, boards, commissions and agents shall be included as Additional Insureds. A copy of the actual Additional Insured Endorsement or policy wording is required.

Agree.

- **Professional Liability/Errors & Omissions Coverage.** Evidence of Professional Liability/Errors & Omissions coverage, including Privacy Liability; must be provided, with limits of not less than \$10,000,000.00, with a deductible not to exceed \$10,000.00. Errors & Omissions coverage shall be applicable to any occurrence arising out of the performance of services required under the Professional Services Contract and shall cover liability arising from information technology services including, but not limited to, intellectual property infringement, privacy infringement, and, if applicable, software development services and computer or electronic information technology services.

Coverage under an occurrence form shall be maintained in full force and effect under the policy during the contract period. Under a claims made form, continuous coverage is required. Should an Extended Discovery Period or "tail" coverage be required in the event coverage is terminated, such coverage must be maintained for a period of not less than three (3) years.

Highmark's primary managed care errors & omissions insurance has liability limits of \$15,000,000 per claim and in the aggregate. We also carry excess coverage above these limits. The policy includes a \$3,000,000 per claim self-insured retention. This is not unusual given our size and financial strength.

Highmark also carries separate cyber liability insurance which includes privacy liability coverage. The primary policy has a liability limit of \$50,000,000 per claim and in the aggregate. We also carry excess coverage above these limits. The policy includes a \$5,000,000 per claim self-insured retention. This is not unusual given our size and financial strength.

- **Fidelity/Blanket Crime Insurance.** Evidence of Fidelity/Blanket Crime Insurance with an Employee Dishonesty limit of not less than \$5,000,000.00 shall be submitted to the City of Scranton prior to the commencement of services. Proposer must maintain Third Party (includes money, securities, client's property, and other properties) coverage under the Crime policy. The City of Scranton shall be included as a co-loss payee. A copy of the actual Loss Payee Endorsement is required.

Agree.

Additional Provisions

A certificate of insurance evidencing all of the above coverages shall be filed with the City of Scranton prior to the commencement of work. It shall be the responsibility of the successful Proposer to ensure that all subcontractors carry insurance of not less than coverage and limits specified herein. Proper evidence of this compliance must be forwarded to the City of Scranton prior to the inception of any work by subcontractor.

Renewal certificates and policies, as required, shall be forwarded to the City of Scranton for as long as professional contractor performs the work as specified in this contract. All certificates and policies shall contain a provision that coverage afforded will not be cancelled or materially altered until at least thirty (30) days prior written notice has been given to the City of Scranton.

Proposals must include a statement of assurance that the prospective bidder is not currently in violation of any regulatory rules and regulations that may have any impact on its operations, as well as a statement that the prospective bidder is not involved in any current litigation with the City of Scranton.

Proposals must include a copy of any and all contractual language, including any and all governing terms of the agreement.

Agree. See Professional Liability section for our deviated response.

2.9 INDEMNIFICATION

The Proposer will be required in the contract to "protect, defend, indemnify and hold harmless the City of Scranton, and the Commonwealth of Pennsylvania, and their respective officers, directors, boards, commissions, commissioners, agents, contractors, employees, and/or their invitees from and against all claims, demands, loss, fines, penalties, and causes of action, damages, or liability (i) for bodily injury, including death, and for damage to property, including the property of any of them, incurred by reason of any willful or negligent act of commission or omission of successful Proposer, its agents or employees, arising out of or taking place in the courts of the performance of this contract; (ii) or results from or arises out of the violation of any third party's trade secrets, trademarks, copyright, patent rights, or other proprietary rights in connection with a breach of any warranty set forth in the contract." The indemnification shall include the fees and expenses of attorneys and experts, etc. The Successful Proposer's indemnification expressly includes any claims for personal injuries or death made by or on behalf of Proposer's employees against the City of Scranton, the Commonwealth of Pennsylvania and each of their respective employees, officers, directors, commissions, commissioners, agents, contractors, employees, and/or invitees.

The City of Scranton does not indemnify.

Agree. We can accept an indemnification/hold harmless provision, the terms of which can be negotiated as part of the administrative services only (ASO) agreement. The

indemnification/hold harmless would not apply to (i) benefits payable under the terms of the Plan, (ii) actions or inactions taken at the direction of the customer, an agency of government or court of law, (iii) duties and responsibilities not set forth in the ASO agreement and (iv) actions or inactions taken by providers; including, but not limited to, malpractice.

2.10 CERTIFICATE OF NON-INDEBTEDNESS

The Proposer will be required to certify and represent that Proposer and Proposer's parent company(ies) and subsidiaries) are not indebted (at the time of signing of the contract) to the Commonwealth of Pennsylvania, or the City of Scranton, and will not at any time during the term of the contract (including any extensions or renewals thereof) be indebted to the City, for or on account of any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District), liens, judgements, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. In addition to any other rights or remedies available to the City of Scranton at law or in equity, Proposer acknowledges that upon any breach or failure to conform to such certification the City of Scranton shall have the right to, and may, at the option of the City of Scranton, withhold payments otherwise due to Proposer, and, if such breach or failure is not resolved to the City of Scranton's satisfaction within a reasonable time frame as specified by the City of Scranton in writing, this will offset any such indebtedness against said payments and/ or terminate this Agreement for default (in which case Proposer shall be liable for all excess costs and other damages including reasonable attorney's fees resulting from the termination).

Agree.

2.11 NON-DISCRIMINATION

Proposer shall not discriminate or permit discrimination against any person because of race, color, religion, national origin, sex, or sexual orientation. In the event of such discrimination, the City of Scranton may, in addition to any other rights or remedies available under the contract, at law or in equity, terminate any contract with Proposer forthwith.

Proposer shall comply with the provisions of Title VII of the Civil Rights Act of 1964 (42 U.S.C. §200d et seq.), §504 of the Federal Rehabilitation Act of 1973 (29 U.S.C. §794), The Age Discrimination Act of 1975 (42 U.S.C. §6101 et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681), and 45 C.F.R. Part 92, as they may be amended from time to time, which together prohibit discrimination on the basis of race, color, national origin, sex, handicap, age, and religion.

Proposer understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in any contract of Proposer with the City of Scranton or from activities or services provided under such contract. As a condition of accepting and executing such contract, Proposer shall comply with all provisions of the Americans with Disabilities Act, 42 U.S.C.

§121.01 et seq., and all regulations promulgated thereunder, as the Act and regulations may be amended from time to time, which are applicable (a) to Proposer, (b) to the benefits, services, activities, facilities, and programs provided in connection with this Agreement, (c) to the City of Scranton, or the Commonwealth of Pennsylvania, and (d) to the benefits, services, activities, facilities, and programs of the City of Scranton or of the Commonwealth.

Without limiting the generality of the preceding sentence, Proposer shall comply with the "General Prohibitions Against Discrimination," 28 C.F.R. §35.130, and all other regulations promulgated under Title II of "The Americans with Disabilities Act," as they may be amended from time to time, which are applicable to the benefits, services, programs, and activities provided by the City of Scranton through contracts with outsider contractors.

Agree.

2.13 GOVERNING LAWS

Any contract entered into by the City of Scranton will be executed in and shall be governed by the laws of the Commonwealth of Pennsylvania.

Agree.

2.14 CERTAIN REQUIRED DISCLOSURES

In accordance with the Commonwealth of Pennsylvania's contract reform legislation, persons and entities who wish to provide goods and services to the City of Scranton must provide certain information about contributions they have made to elected City officials or candidates for City offices. All Proposers must, therefore, complete Attachment D and include such completed Attachment with their proposal. Please note that the selected Proposer will be required to update such disclosure during the term of its agreement with the City of Scranton and for one (1) year thereafter.

Once Attachment D is received, Highmark will review internally.

B

The City of Scranton
 Self-funded Proposal
 January 1, 2018 through December 31, 2020

Option #1

Active Employee Population Only						
Product	Current			PROPOSED		
	Contracts	2017 PCPM	2018 PCPM	2019 PCPM	2020 PCPM	2020 PCPM
PPO Blue	561	\$ 53.13	\$ 46.34	\$ 47.27	\$ 48.21	
Classic Blue	41	\$ 62.10	\$ 54.33	\$ 55.42	\$ 56.52	
Signature 65	11	\$ 58.83	\$ 51.41	\$ 52.44	\$ 53.49	
Annual Admin Dollars:		\$ 395,989.92	\$ 345,477.36	\$ 352,386.91	\$ 359,434.65	
Loyalty Credit:					\$ 29,952.89	

Terms/Conditions:
 2% per contract per year inflator per year
 1 Monthly Administrative Holiday 2020
 Medical Exclusivity Required

Option #2

Active and Retiree Population						
Product	Current			PROPOSED		
	Proposed Contracts	2017 PCPM	2018 PCPM	2019 PCPM	2020 PCPM	2020 PCPM
PPO Blue	561	\$ 53.13	\$ 45.34	\$ 46.25	\$ 47.17	
Classic Blue	41	\$ 62.10	\$ 53.33	\$ 54.40	\$ 55.48	
Signature 65	449	\$ 58.83	\$ 50.41	\$ 51.42	\$ 52.45	
Annual Admin Dollars:		\$ 395,989.92	\$ 603,076.32	\$ 615,137.85	\$ 627,440.60	
Loyalty Credit:					\$ 52,286.72	

Terms/Conditions:
 2% per contract per year inflator per year
 1 Monthly Administrative Holiday 2020
 Medical Exclusivity Required



Highmark, confident that the clinical services delivered to City of Scranton through the use of medical and pharmacy claims information by experienced clinical staff will deliver significant financial value, offers a definitive trend guarantee for each year of the term of the contract where the contract runs from January 1, 2018 through December 31, 2020.

Overview of Guarantee

The objectives are to reduce unnecessary costs and to improve the health status and care coordination of members. Highmark's care management services, through prevention and wellness, decision support, disease and absentee management, utilization management, behavioral health case management, prescription drug management and complex/large case management, will positively influence City of Scranton's claim cost trends.

Highmark's Commitment

As a commitment to achieving these objectives, Highmark will offer a trend guarantee performance measure. Highmark will place **ten (10) percent of the base medical admin fee** each year at risk for this performance measure. The amount at risk in this proposal represents a base medical admin fee of \$46.34 PCPM for 1/1/18 – 12/31/18. All future year trend guarantee provisions would be similar to those that follow but adjusted to whatever the final base medical fee is for that period.

Basic Performance Measure Qualifications or Contingencies
--

The requirements to participate in the performance measure program are as follows:

- Performance measures will only be offered if Highmark retains at least 575 enrolled contracts. If during the 3 year period, enrollment falls below 575 contracts, performance measures will no longer be valid.
- Highmark retains all the Medical, Customer Service and Clinical Management services (including Utilization Management, Case Management, Behavioral Health, Disease Management & 24/7 Nurseline).
- For purposes of the trend calculation, Rx claims will be excluded in the calculation as the Rx coverage is not through Highmark. However, in order to properly manage members from a clinical standpoint, pharmacy utilization data must be provided monthly from its carrier in the data format and schedule required by Highmark. Also, at least 12 months of historical pharmacy data must be provided in the required format.



- Highmark reserves the right to revisit guarantee provisions and make adjustments for baseline and demographic changes in awarded membership as it may differ significantly from Highmark's existing members.
- We reserve the right to make appropriate changes to this guarantee in any year that enrollment changes by more than 10%, there is a change in the plan of benefits (including benefits for Rx coverage), provider networks, network utilization falls below 90%, a total market segment is acquired or terminated from the plan, the PPO demographics change by more than 5%, or there is a significant change in government laws or regulations affecting claims or the client changes its contribution formula. In such instances, the conditions of the guarantee would be re-evaluated.

Measuring Performance Outcomes

- Claims will be measured on an incurred claims basis with two months of runout.
- All active Highmark members (employees, spouses, dependent children) of City of Scranton are included in the trend calculation. Identifiable COBRA members, early retirees and retirees and spouses eligible for Medicare are excluded from the calculation.
- The guarantee will measure the annual change in the combined facility and professional claims cost on a PMPM level using total allowances as the basis (incurred claims + member liability) with individual member's claims in excess of \$200,000 being carved out.

Performance Measure

Trend Guarantee Provisions:

Highmark will place 10% of the base admin fee at risk based on measuring actual allowance level trends of the intervention year over the immediately preceding 12 month period. Penalty payout will be based upon actual trend results as summarized directly below:

<u>Trend Range</u>	<u>PCPM Penalty Payout</u>
6.0% or less	\$0.00 no penalty payment by Highmark
6.1% or higher	\$4.63 payment to City of Scranton

The City of Scranton
APPENDIX 3 TO SOW FOR HEALTH PLAN ADMINISTRATION
PERFORMANCE MEASURES
From January 1, 2018 to December 31, 2020

Highmark and Sponsor acknowledge and agree that the following performance measures are in effect for the period stated above only, do not apply to any extension of the SOW, and must be submitted and approved by Highmark for renewal. In addition, Highmark reserves the right to revise or void these performance measures at any time there is a five percent (5%) increase or decrease in the enrollment or projected enrollment (total number of lives administered by Highmark under the Plan) from the Effective Date of the SOW. The parties also agree that these performance measures constitute confidential and proprietary information and Sponsor shall not disclose the content, terms, or conditions of such to a third party without the express written permission of Highmark.

Results regarding agreed-upon performance measures are typically reported on a quarterly basis, with final review and settlement performed after the close of each twelve (12) month measurement year.

Highmark and Sponsor agree that ten percent (10%) of the Administrative Fees due and owing to Highmark by Sponsor during each year will be placed at risk. However, if the Sponsor is not current in its payment of Paid Claims or Administrative Fees (i.e., all invoiced amounts have not been paid in full for the annual performance period in question), then Highmark will not be required to pay any amount at risk.

Highmark will determine the results of all quarterly and final annual performance measures. The annual performance results will be either the simple average or a weighted average of the quarterly results in each measurement category. In order to verify Highmark's results, the Sponsor is entitled to receive an explanation of the measurement methodology applied by Highmark, including its use of random sampling. On an annual basis, the Sponsor may perform an independent review of a subset of the random sample that Highmark measured. A Paid Claim that is processed or paid incorrectly initially, but adjusted within the immediate six (6) week period after the payment date, will not be considered an error in the calculation of Claims Accuracy performance measure set forth below. Any discrepancy between Highmark's results and the Sponsor's results on review of the subset will be resolved by the parties on a case by case basis.

Definitions:

The following definitions shall apply to these Performance Measures:

CLAIMS:

- **Claim Processing Financial Accuracy:** means a percent of audited Claim dollars paid correctly, based on absolute value of over- and under-payments. Includes finalized, original Claims received via all media (electronic, paper, etc.). Transactions are selected and audited using statistical sampling methods and procedures.
- **Claim Processing Volume Accuracy:** means a percent of audited Paid Claims finalized accurately. Includes finalized, original Claims received via all media (electronic, paper, etc.). Transactions are selected and audited using statistical sampling methods and procedures.
- **Claim Processing Timeliness:** means turnaround is calculated starting with the date the Claim is received through the date the Claim is paid or denied.

ELIGIBILITY/ID CARDS

- **Eligibility:** means that Highmark processes electronic files containing enrollment updates within four (4) business days for change files to seven (7) days for full files, ninety-eight percent (98%) of the time, provided files received from Sponsor or third party are complete and accurate.
- **Mailing of Identification Cards:** means that, as a condition to extending this performance measure, Highmark will require that all information provided by Sponsor or its designee be accurate prior to the production of ID cards. In such case, the ID Card Accuracy standard will apply to unique Member identifications (UMIs), copays, prescription information, member toll-free numbers, logos, and other agreed-upon content. Highmark mails ID cards to Members within ten (10) business days of processing of eligibility files, ninety-nine percent (99%) of the time.

MEMBER SERVICE








- **Telephone Abandon Rate:** Percentage of Member calls abandoned prior to a member reaching a Member Service representative. This rate includes calls received by Member Service that were in queue but later terminated by the Member. The Abandon Call Rate is calculated by dividing the total number of abandoned calls by the total number of Member calls that have been received by Member Service. Average is weighted based on call volume.
- **Telephone Block Call Rate:** means the percentage of calls that, after connecting to the Highmark interactive voice response system, were automatically disconnected at established wait time settings. Average is weighted based on call volume.
- **Inquiry Timeliness (Telephone and Email Inquiries)** means a percentage of Member inquiries are finalized within a defined period of time. This measures the efficiency of responses to Member and the timeliness of actions taken. Average is weighted based on call volume.




- **Telephone Wait Time:** means the average time it takes Highmark Member Service to respond to Member call after entering call queue. This does not include time of pre-recorded messages, pre-recorded prompts, abandoned calls, or provider initiated calls. Measure is met when average Member wait time does not exceed defined parameters. Average is weighted based on call volume.

SURVEYS/SCORECARDS:

- **Client Management:** means the Sponsor evaluates the Highmark client management team's ability to achieve performance objectives. The Sponsor must complete and return all surveys issued by Highmark for the reporting period. Failure of Sponsor to respond to all questions and/or return completed scorecards will result in the highest possible rating applied to any unanswered questions on the scorecard for that reporting period. An average score of three (3.0) or higher for all questions in all surveys indicates measure has been satisfied.

Details of Performance Measures

Operational Performance		7% of the fee at risk
Member Satisfaction		
 45 seconds or less average wait	Telephone Wait Time	
	45 seconds or less	No penalty
	Greater than 45 seconds	1% of admin fee at risk
 5% or less abandon rate	Telephone Abandon Rate	
	5.0% or less	No penalty
	Greater than 5.0%	1% of admin fee at risk
 5% or less Block Rate	Telephone Blocked Call Rate	
	5.0% or less	No penalty
	Greater than 5.0%	1% of admin fee at risk
 95% within 7 business days	Inquiry Timeliness	
	95% or greater	No penalty
	Less than 95%	1% of admin fee at risk
Quality Assurance		
 97%	Claim Processing Financial Accuracy	
	97% or greater	No penalty
	Less than 97%	1% of admin fee at risk
 96%	Claim Processing Volume Accuracy	
	96% or greater	No penalty
	Less than 96%	1% of admin fee at risk
 97% in 30 days	Claim Processing Timeliness	
	97% or greater	No penalty
	Less than 97%	1% of admin fee at risk

Eligibility/Identification Cards		1% of admin fee at risk
 98%	Eligibility - Change File (4 business days)	
	Eligibility - Full File (7 business days)	
	98% or greater	No penalty
	Less than 98%	.5% of admin fee at risk
 99% within 10 business days	Mailing of Identification Cards	
	99% or greater	No penalty
	Less than 99%	.5% of admin fee at risk
Client Management		2% of admin fee at risk
 3.0 or better	Client Management	See attached survey
	A 3.0 average score or better is meeting performance measures	
	If written documentation is not provided to Highmark by the Client, no deduction will be made for the Account Management category.	

Client Management Team Performance Report Card

This report card is to be completed at the end of every calendar year or quarter by Sponsor to measure the effectiveness of the Highmark client management team in meeting the strategic needs of Sponsor. The final results will be determined at the end of each calendar year through a simple average of each quarterly review.

RATING SCALE:

1 = Not Effective 2 = Marginally Effective 3 = Effective 4 = Very Effective 5 = Extremely Effective

(To select rating, click on drop down box opposite Performance Indicator on each line.)

Performance Indicator	Rating Scale
Client Service	
Responds to and resolves issues and inquiries effectively and efficiently	Select Rating
Contacts or meets regularly with CLIENT to discuss program goals, objectives, and performance	Select Rating
Prepares an annual strategic work plan for CLIENT	Select Rating
Provides an overall effective client management team	Select Rating
Treats you as a valued client	Select Rating
Financial Management	
Has a thorough understanding of health insurance administration and the industry	Select Rating
Provides effective recommendations and solutions for controlling program costs	Select Rating
Prepares and distributes effective program management reports on a timely basis	Select Rating
Proactively shares essential plan utilization and cost information to CLIENT	Select Rating
Demonstrates an understanding of your business objectives and challenges	Select Rating
Communications	
Provides timely, clear and effective communications to CLIENT	Select Rating
Proactively shares relevant Highmark information and initiatives	Select Rating
Proactively communicates plan administration issues to CLIENT benefits staff	Select Rating
Listens to and understands CLIENT needs	Select Rating
Returns calls and responds to e-mails promptly	Select Rating

Service Performance Report Card

Feedback Section:

The following section is for specific feedback from Sponsor regarding the performance and service of the Highmark client management team. Sponsor recognizes that constructive feedback is extremely important and will be used by Highmark to make appropriate adjustments to improve the overall level of service provided in the future. Feedback will be provided for any score of 2 (Marginally Effective) or below and any general item deserving special attention by the client service team.

Measure	Comments

PLEASE FILL OUT SECTION BELOW:

Survey Completed by:	(Name)	(Company)
Client Management Team:	(Client Manager)	(Client Service Manager)
For Period Ending:		
Date Completed:		

Please send completed survey to PerformanceGuarantees@highmark.com

Thank you for your response.

**Tab 4: Proposed
Information**

4. PROPOSER INFORMATION

4.1. PROPOSER

Submitted by:

[Please type or print]

Name: Highmark Blue Cross Blue Shield

Address: 19 North Main Street, Wilkes Barre, PA 18711

Telephone: (570) 200-6360

Facsimile: 570-200-7784

The undersigned Proposer hereby submits to the City of Scranton this Proposal as described herein and in the attached documents.

4.2. QUALIFICATIONS STATEMENT

The Proposer represents and covenants that the Proposer is fully qualified to provide the requested services to the City of Scranton. The undersigned further swears and affirms that the information contained in this response is true, accurate, and complete.

Confirmed.

4.3. BUSINESS EXPERIENCE

4.3.1. The following describes other points of service by Proposer and the companies for whom the services were provided. Proposer should include a reference contact at the described companies, and this contact should have direct, specific responsibility for the oversight of the program. In particular, the Proposer should describe all experience with projects similar to this project.

4.3.2. The Proposer has operated under its current name since 1996, a period of years, and the Proposer (if such be the case) formerly operated under the following name: Highmark Blue Cross Blue Shield.

Highmark Blue Cross Blue Shield, the recognized leader in the delivery of health care and group insurance coverage, has the experience and expertise to help the City of Scranton develop and manage the right benefit programs for its employees.

Our predecessor companies, Blue Cross of Western Pennsylvania and Pennsylvania Blue Shield, are among Pennsylvania's first insurers, providing health care benefits for more than 75 years to local, regional and national groups.

TAB 4_PROPOSER INFORMATION

Highmark Inc., formed in December 1996 through the consolidation of Blue Cross of Western Pennsylvania and Pennsylvania Blue Shield, is one of the largest insurers in the nation and a national leader in customer service, innovative health promotion programs and quality assurance.

Our mission – to make high-quality health care readily available, easily understandable and affordable– is supported by the subsidiaries and affiliates that make up the roster of Highmark companies. Through these companies, Highmark offers a comprehensive product portfolio that allows it to serve a variety of members.

Highmark Inc. currently offers full-service, physician and hospital health insurance plans in 62 counties across Pennsylvania and throughout West Virginia and Delaware. In addition, since the mid-1990's, the Blue Cross and Blue Shield Association's BlueCard® program is available for members that live or work outside of our service area, and the Highmark Blue Cross Blue Shield ID card is recognized nationally.

4.3.3. Proposer must attach the resume of the manager which it anticipates will be the contact for the services required by this RFP.

Please refer to **Tab 6_Attachments: M_Eileen Marsico Resume.**

4.3.4. The Proposer submits herewith the following list of three (3) persons or businesses, which have knowledge of the Proposer's ability to successfully perform the services for which this Proposal is submitted.

REFERENCE 1:

Name: City of Harrisburg

Firm: City Workers

Title: Peggy Homcheck, Benefits Administrator Bureau of Human Resources

Address: Martin L. King Jr Govnt Center Ste 406 10 N Second Street, Harrisburg, PA 17101

Telephone: (717) 255-3101

Facsimile: N/A

Association: N/A

REFERENCE 2:

Name: City of Pittsburgh

Firm: City Works

Title: Judy Hill Finegan, Director of Personnel

Address: 414 Grant Street, Suite 431 Pittsburgh, Pa 15219

Telephone: (412) 255-2717

Facsimile: N/A

Association: N/A

REFERENCE 3:

Name: County of Washington

Firm: County Workers

Title: Patricia Maxon, Employee Wellness & Benefits Administrator

Address: 600 W. Beau Street, Washington, PA 15301

Telephone: (724) 228-6933

Facsimile: N/A

Association: N/A

4.3.5. The Proposer has not had an agreement cancelled or terminated due, in whole or in part, to the fault of the Proposer, or a default or breach of contract on the part of the Proposer. (If a contract or agreement has been cancelled, please explain.)

Once clarification is received, our legal department will review internally.

4.4. FINANCIAL INFORMATION

4.4.1. If the Proposer requests that the City of Scranton receive and maintain any of the following financial information in confidence, the Proposer understands that such information may not be exempt from disclosure under the Home Rule Charter and/ or the Commonwealth Right to Know Act. The Proposer agrees that the City of Scranton may make such disclosure or reproduce such financial information as is deemed necessary or convenient by the City of Scranton, its officers, agents, or employees, for the City of Scranton's use in Proposal evaluation and comparison; provided, however, that if any person makes a request as contemplated by the Home Rule Charter and/or Commonwealth Right to Know Act to review or be provided with copies of such financial information or any part thereof, and the City of Scranton denies such requests, immediately upon notification thereof, the Proposer shall, at its sole cost and expense, defend the City of Scranton and its officers, agents, and employees shall be free to grant such requests, in law or in equity, that it may have against the City of Scranton respecting such disclosure. The Proposer agrees to indemnify and hold harmless the City of Scranton, its officers, agents, and employees from any and all claims, costs, liabilities or damages, including attorney's fees and court costs resulting from the City of Scranton's or Proposer's acts or omissions pursuant to this Paragraph.

Agree. We can accept an indemnification/hold harmless provision, the terms of which can be negotiated as part of the administrative services only (ASO) agreement. The indemnification/hold harmless would not apply to (i) benefits payable under the terms of the Plan, (ii) actions or inactions taken at the direction of the customer, an agency of government or court of law, (iii) duties and responsibilities not set forth in the ASO agreement and (iv) actions or inactions taken by providers; including, but not limited to, malpractice.

TAB 4_PROPOSER INFORMATION

4.4.2. The Proposer has () has never (X) [check one] had a bond or surety cancelled or forfeited. (If the Proposer has had a bond or surety cancelled, state the name of the bonding company, date, amount of bond, and reason for such cancellation or forfeiture.)

4.4.3. The Proposer has () has never (X) [check one] been adjudged bankrupt (Chapter 7), or petitioned the court for relief under the Bankruptcy Code or Act for either business reorganization (Chapter 11) or the Wage Earner's Plan (Chapter 13). If the response is in the affirmative, provide the following information:

4.4.3.1. Date Petition filed: N/A

4.4.3.2. Docket No: N/A

4.4.3.3. County/Jurisdiction: N/A

4.4.3.4. Amount of Liabilities
And Debts: N/A

4.4.3.5. Date of Discharge or Successful Completion Of Reorganization or
Wage Earner's Plan: N/A

4.4.4. Proposer's Bank References

N/A

Name

Address

4.4.4.1. _____

4.4.4.2. _____

4.4.4.3. _____

The undersigned herewith submits a letter from _____ indicating that the Proposer has an available working line of credit of no less than _____ Dollars (\$), or other evidence of Proposer's capital sufficient to permit to meet the obligations contemplated by its Proposal.

4.4.5. The undersigned hereby affirms that the Proposer is authorized to conduct business in the Commonwealth of Pennsylvania, and City of Scranton, or will obtain proper authorization to do so before executing an agreement and furnishing the required bond or letter of credit.

Confirmed.

4.5. GENERAL LITIGATION DISCLOSURE

Proposer must describe any pending, contemplated, or ongoing administrative or judicial proceedings material to Proposer's business, finances, or products, including, but not limited to, any litigation, consent orders, debarment, or contracts with any local, state, or federal regulatory agency issued to proposer or to any patent or subsidiary of Proposer.

None that are material to current RFP and proper business.

4.6. BUSINESS ORGANIZATION STATEMENT

4.6.1. General Information

Name of Firm: Exactly as it would appear on an agreement; if operating under a fictitious name, so indicate.]

Principal Office Address:

Telephone Number:

Form of Business Entity:

- [Check one.] (X) Corporation
() Partnership () Individual
() Joint Venture

4.6.2. Corporation Statement

If a corporation, answer the following:

Date of Incorporation:

Location of Incorporation:

Is the corporation authorized to do business in Pennsylvania?

Yes

If so, what date?

The Corporation is held:

Publicly/Privatey

Furnish the name, title, and address of each director and officer of the corporation.

DIRECTORS/OFFICERS

HIGHMARK INC.

BOARD OF DIRECTORS

(January 1, 2017)

DAVID L. HOLMBERG (EX-OFFICIO DIRECTOR; CHAIRMAN OF THE BOARD OF DIRECTORS)

TAB 4_PROPOSER INFORMATION

President and Chief Executive Officer

Highmark Health

Pittsburgh

JOSEPH C. GUYAUX (LEAD DIRECTOR)

Retired Executive, PNC Bank

Pittsburgh

DAVID A. BLANDINO, M.D.

Family Physician

Clinical Associate Professor of Family Medicine at

University of Pittsburgh School of Medicine

Pittsburgh

RICHARD W. BLOOMINDALE

President

Pennsylvania AFL-CIO

Harrisburg

R. YVONNE CAMPOS

Chief Executive Officer

Campos Inc.

Pittsburgh

THOMAS J. CASTELLANO, M.D.

Gastroenterology

Harveys Lake

LOUIS A CIVITARESE DO, MMI

Family Physician and CMIO

Preferred Primary Care Physicians

Pittsburgh

THOMAS R. DONAHUE

CFO and Treasurer, Federated Investors, Inc., and

CEO, Federated Investors Management Company

Pittsburgh

DON P. FOSTER, ESQUIRE

Principal

Offit Kurman

Philadelphia

STEVEN M. HOFFMAN, CPA

Retired, Midatlantic Area Tax Risk Management Partner, KPMG

Harrisburg

CALVIN B. JOHNSON, M.D., M.P.H

President

Altre Strategic Solutions Group, LLC

Penn Valley

GREGORY B. JORDAN, ESQ.

EVP, General Counsel and Chief Administrative Officer

PNC Financial Services Group, Inc.

Pittsburgh

MARK S. KAMLET, PH.D.

University Professor of Economics and Public Policy,

and Provost Emeritus

Carnegie Mellon University

Pittsburgh

GARY F. LAMONT

Principal

The Conyngham Pass Company

Conyngham

DAVID J. MALONE

President and CEO

Gateway Financial

Gibsonia

DAVID M. MATTER

Chief Executive Officer, Retired and Chairman of the Executive Committee

Oxford Development Company

Pittsburgh

GLEN T. MEAKEM

President and CEO

FOREVER

Sewickley

TAB 4_PROPOSER INFORMATION

JOHN J. MENAPACE

Retired, Vice President & Chief Administrative Officer

C-Tec Corporation

Clarks Summit

JOHN P. MOSES, ESQ.

Cozen O'Connor LLP

Wilkes-Barre

VICTOR A. ROQUE

Retired, President

Duquesne Light Company

Allison Park

RHEA P. SIMMS

Chief Executive Officer

Lewith & Freeman Real Estate, Inc.

Shavertown

SUSAN W. SHOVAL

President

Shoval Enterprises

Kingston

DORIS CARSON WILLIAMS

President and Chief Executive Officer

African American Chamber of Commerce

of Western Pennsylvania

Pittsburgh

highmarkbdaff2016-2017.doc

SHAREHOLDERS

Name:

Address:

Number of Shares Owned:

We are a Pennsylvania nonprofit corporation and because we hold Certificates of Authority to operate a nonprofit hospital plan and a nonprofit professional health service plan, we are exempt from all taxation by the Commonwealth of Pennsylvania or political subdivisions. For federal taxation purposes, we are taxable in the same manner as if it were a stock insurance company. As a nonprofit company, we do not have any

shareholders. We invest in a variety of subsidiaries, affiliates and joint ventures, most of which are insurance or health care-related businesses.

OFFICERS

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BOARD OF DIRECTORS

(January 1, 2017)

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Highmark Health
Pittsburgh

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Pennsylvania AFL-CIO
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Chief Executive Officer
Campos Inc.
Pittsburgh

THOMAS J. CASTELLANO, M.D.

Gastroenterology
Harveys Lake

LOUIS A CIVITARESE DO, MMI

Family Physician and CMIO

TAB 4_PROPOSER INFORMATION

Preferred Primary Care Physicians

Pittsburgh

THOMAS R. DONAHUE

CFO and Treasurer, Federated Investors, Inc., and

CEO, Federated Investors Management Company

Pittsburgh

DON P. FOSTER, ESQUIRE

Principal

Offit Kurman

Philadelphia

STEVEN M. HOFFMAN, CPA

Retired, Midatlantic Area Tax Risk Management Partner, KPMG

Harrisburg

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President

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Penn Valley

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MARK S. KAMLET, PH.D.

University Professor of Economics and Public Policy,

and Provost Emeritus

Carnegie Mellon University

Pittsburgh

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Clarks Summit

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Cozen O'Connor LLP

Wilkes-Barre

VICTOR A. ROQUE

Retired, President

Duquesne Light Company

Allison Park

RHEA P. SIMMS

Chief Executive Officer

Lewith & Freeman Real Estate, Inc.

Shavertown

SUSAN W. SHOVAL

President

Shoval Enterprises

Kingston

DORIS CARSON WILLIAMS

President and Chief Executive Officer

African American Chamber of Commerce

of Western Pennsylvania

Pittsburgh

4.6.3. Partnership Statement

We are a wholly owned company. See above.

If a partnership, answer the following:

Date of Organization:

General Partnership/Limited Partnership

Partnership Agreement recorded?

Yes/ No

Date:

Book:

Page:

County:

State:

Has the partnership done business in Pennsylvania?

Yes/No

When?

Name, address, and ownership share of each general partner owning more than five percent (5%) of the partnership:

Name:

Address:

Percent of Ownership:

4.6.4. Joint Venture Statement

We are a wholly-owned company. See above.

If a joint venture, answer the following:

Date of Organization:

Joint Venture Agreement recorded?

Yes/No

Date:

Book:

Page:

County:

State:

Has the joint venture done business in Pennsylvania?

Yes/No

When?

Name, address, and ownership share of each joint venture:

Name:

Address:

Percent of Ownership:

4.7. WARRANTIES BY PROPOSER

4.7.1. The Proposer's Proposal has been completed to the best of the Proposer's ability, and the Proposer swears that all information contained herein is true, correct, and complete to the best the Proposer's knowledge, information, and belief.

Agree.

4.7.2. By submission of this Proposal, the Proposer acknowledges that the City of Scranton has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the Proposal, and Proposer authorizes the release to the City of Scranton of any and all information sought in such inquiry or investigation.

Agree.

4.7.3. The Proposer declares by the submission of this Proposal that the Proposal is not de e interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that eh Proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham Proposal, and has not directly or indirectly colluded or agreed with any Proposer or anyone else to put in a sham Proposal or to refrain from proposing; that the Proposer has not directly or indirectly sought by agreement or communication to secure any advantage against the City of Scranton; anyone interested in the Proposal as principal are named within the Proposal; that all statements contained in the Proposal are true; that the Proposer has not directly or indirectly divulged information or data relative to the Proposer's Proposal to any other person, partnership, corporation, or association, except to such person or persons as have a direct :financial interest in the Proposer's general business.

The foregoing Proposal is hereby submitted by the entity signing below in accordance with all terms and conditions as set forth in the Request for Proposals issued by the City of Scranton.

Agree.


TAB 4_PROPOSER INFORMATION

PROPOSER:

Date: October 31, 2017

[Corporate Seal if applicable.]

Name of Proposer:

By: 

{Signature}

Tony Benevento

[Name]

SVP Regional Sales

[Title]

5. PROPOSAL EVALUATION, NEGOTIATION, AND CONTRACT AWARD

5.1. DISQUALIFICATION OF PROPOSERS

5.1.1. If more than one Proposal is received from any individual, firm, partnership, corporation, or association, under the same or different names, said Proposals will not be considered. Reasonable grounds for believing that any Proposer has an interest in more than one Proposal will cause the rejection of all Proposals in which such Proposer is interested. If there is reason to believe that collusion exists among Proposers, none of the participants in such collusion will be considered. Similarly, unsolicited proposals may not be considered.

Confirmed.

5.1.2. No Proposal shall be received from, or contract awarded to, any City of Scranton employee or official who may have any direct or indirect interest in such submitted Proposal or contract

Confirmed.

5.2. QUALIFICATION OF PROPOSERS

5.2.1. The City of Scranton will carefully consider the Proposer's qualifications, proposed financial consideration, experience, financial responsibility, proposed scope of services, and timeline in evaluating each Proposal. In the City of Scranton's evaluation, the Proposal as a whole may bear more weight than the individual parts of the Proposal.

Confirmed.

5.2.2. Following a review of the submitted proposals, the City of Scranton may select one or more Proposers with which to negotiate. The City of Scranton shall notify Proposer(s) of selection for negotiation.

Confirmed.

5.2.3. Respondents to this RFP are subject to the New Jersey Ethics Act (65 Pa. C.S.A. §401, et seq.). All respondents are required to disclose any potential conflict caused by the City of Scranton or City employees having a financial interest in the entity entering into a contract or agreement with the City of Scranton.

Confirmed.

5.3. GENERAL RESERVATION OF RIGHTS

5.3.1. This RFP and the process it describes are proprietary to the City of Scranton and are for the sole and exclusive benefit of the City of Scranton. No other party, including any respondent to this RFP or future Proposer to any RFP which may be issued by the City of Scranton, is intended to be granted any rights hereunder. Any response to this RFP, including written documents and verbal communication, may be subject to public disclosure by the City of Scranton, or any authorized agent of the City of Scranton and any materials submitted or ideas

TAB 5_QUALIFICATION AND EXPERIENCE

elicited in response to this RFP shall be the sole and absolute property of the City of Scranton with the City of Scranton having title thereto and unrestricted use thereof.

Agree.

5.3.2. The City of Scranton reserves the right to reject as informal or non-responsive any Proposal that, in the City of Scranton's sole judgment, is incomplete, is not in conformity with applicable law, is not responsive to this RFP, or contains ambiguities or services not called for by this RFP.

Agree.

5.3.3. Without limiting the generality of any other provision of this RFP, the City of Scranton reserves the right, at any time prior to execution of an agreement with the successful Proposer, to exercise all or any of the following rights and options, which rights and options the City of Scranton may exercise to the extent that the City of Scranton, in its sole discretion, deems to be in its best interests:

Agree.

5.3.3.1. To request additional or supplemental information (including, but not limited to, information inadvertently omitted by any Proposer in response to this RFP) from any or all Proposers;

Agree.

5.3.3.2. To accept or reject, at any time prior to its execution of an agreement, any or all Proposals or any part thereof submitted in connection with this RFP;

Agree.

5.3.3.3. To accept or reject any or all of the items in any Proposal and award the contract in whole or in part if it is deemed in the City of Scranton's best interest to do so;

Agree.

5.3.3.4. To waive any informality, defect, non-responsiveness, or derivation from this RFP that is not, in the City of Scranton's sole judgment, material to the Proposal;

Agree.

5.3.3.5. To negotiate unacceptable provisions incorporated within an otherwise acceptable Proposal submitted in response to this RFP;

Agree.

5.3.3.6. To reject without evaluation any Proposal that is incomplete, unclear, conditional, or which contains irregularities of any kind;

Agree.

5.3.3.7. To reject any Proposal that in the sole discretion of the City of Scranton is not in the best interest of the City of Scranton;

Agree.

5.3.3.8. To re-issue this RFP without change or modification;

Agree.

5.3.3.9. To issue a subsequent RFP for this project with terms and conditions that are substantially different from the terms and conditions set forth in this RFP;

Agree.

5.3.3.10. To cancel this RFP with or without issuing another RFP;

Agree.

5.3.3.11. To supplement, amend, substitute, or otherwise modify this RFP at any time prior to execution of a final agreement with a Proposer;

Agree.

5.3.3.12 To reject the Proposal of a Proposer that, in the City of Scranton's sole judgement, has been delinquent or unfaithful in the performance of any contract with the City of Scranton, or is financially or technically incapable of performing the services required in this RFP, or is otherwise not a responsible Proposer;

Agree.

5.3.3.13 To reject, at the City of Scranton's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of Proposals by some or all of the Proposers following Proposal submission;

Agree.

5.3.3.14 To request that some or all of the Proposers modify Proposals or provide additional information following evaluation by the City of Scranton;

Agree.

5.3.3.15 To conduct such investigations as the City of Scranton considers appropriate with respect to the qualifications of any Proposer and/or any information contained in any Proposal;

Agree.

5.3.3.16 To request clarifications of any unclear Proposal;

Agree.

5.3.3.17 To negotiate simultaneously, or otherwise, with one or more Proposers;

Agree.

5.3.3.18 To discontinue and resume negotiations with one or more Proposers;

Agree.

5.3.3.19 To rescind its rejection of any Proposal(s) and negotiate (or resume with Negotiations) with previously rejected Proposer;

Agree.

5.3.3.20 To not proceed with the process described in this RFP, or to change any time schedules set forth herein;

Agree.

5.3.3.21 To not enter into an argument pursuant to this RFP.

Agree.

5.3.4 The City of Scranton intends to enter into a contract negotiations with the selected Proposer. However, the City of Scranton reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple Proposers. The City of Scranton reserves the right to negotiate acceptable terms an otherwise unacceptable Proposal Such negotiations may result in changes to material terms of this RFP; in such event, the City of Scranton shall not be obligated to inform other Proposers of the changes, or permit them to revise their Proposals accordingly, unless the City of Scranton, in its sole discretion, determines that doing so and permitting such is in the City of Scranton's best interest Should negotiations not prove satisfactory with the recommended Proposer(s), the City of Scranton reserves the right to discontinue negotiations with the recommended Proposer(s) and additional firms may be asked to enter into negotiations or the City of Scranton may solicit new Proposals or issue a new Request for Proposals.

Agree.

5.4 AWARD

5.4.1 The City of Scranton intends to award the agreement to the Proposer whose Proposal best satisfies the scope of the services described in Section 2 and is otherwise in the best interest of the City of Scranton. The determination of award shall be made by the City of Scranton, in its sole discretion, which decision shall be final. The City of Scranton may employ such analysis techniques and professional consultants for Proposal evaluation as it deems necessary. The City of Scranton may request submission of additional information to assist it in evaluating a Proposal, and the Proposer shall cooperate fully with such request. The contract resulting from this RFP awarded to the qualified Proposer whose Proposal the City of Scranton believes will be the most advantageous to the City of Scranton. The City of Scranton may condition an award on the successful Proposer's agreement to such terms and conditions as required by the City of Scranton including, but not limited to, the City of Scranton's indemnification.

Confirmed.

EXHIBIT 1. HEALTHCARE ADMINISTRATIVE SERVICE EXPECTATIONS AND PERFORMANCE GUARANTEE

The City expects your benefit or insurance plan to provide premium service in administering benefits to our employees. To help accomplish that goal we expect the plan to guarantee that the following administrative functions will be performed in a consistent and timely manner.

- **Generally, new enrollments, changes and cancellations will be processed the next business day following receipt. Situations may arise where enrollment changes will need to be made immediately.**

Confirmed.

- **99% of ID cards for ongoing enrollment will be accurate and mailed to the appropriate plan participants within 15 days of notification.**

Please refer to Tab 3_Proposed Pricing section: C_City of Scranton Performance Measures.

- **Claims reports, upon request, must be able to breakout City Management and Union benefits; show utilization by age/sex, employee/ dependent status, and type of service; show enrollment info for specific time periods; and show benefit category by claim amount. Reports must comply with HIPAA regulations and cannot disclose Protected Health Information of employees unless exclusively requested by the Co.**

Confirmed.

- **You must be able to support several group numbers and various types of benefits for both active and retired employees at no additional charge. The City has different group numbers for different groups of employees for budgeting purposes.**

Confirmed.

- **You must be able to produce a customized handbook, customized ID cards, electronic enrollment and delivery of handbooks no later than the date of plan implementation upon request.**

Highmark will provide benefit booklets no later than 90 days post effective date in a pdf format to the Scranton School District. ID cards will be mailed prior to the effective date.

- **You must provide dedicated customer service representatives with a dedicated toll free telephone number to answer questions for both employees and the Human Resources Department of the City.**

Highmark provides employer administrative support by providing a dedicated group Benefit Administrators Line, as well as a dedicated Client Management Team. Customer Service for members is provided Monday through Friday, 8:00 am – 5:00 pm. Members also have the ability to communicate with our Customer Service team via the member portal located at www.Highmarkbcbs.com.

TAB 5_QUALIFICATION AND EXPERIENCE

- **City contracts must be in accordance with requirements of the Attorney General of the state of Pennsylvania and the City. Contracts should be signed by both parties prior to the effective date of the contract.**

Confirmed.

AFFIRMATIVE ACTION CERTIFICATION

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

1. Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.

Agree.

2. Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.,

Agree.

3. Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.

Agree.

4. It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it, such a factor shall be considered in mitigation in determining appropriate sanctions.

Agree.

5. Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.

Agree.

6. Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

Agree.

7. Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.

Agree.

8. Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.

Agree.

9. Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.

Agree.

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

Agree.

Any and all agreements will remain the same as previously agreed upon between Scranton and Highmark.

Date: 9/9/16

Name of Bidder: Highmark Blue Cross Blue Shield

By: Tony Benevento

Title: SVP Regional Markets

CERTIFICATE OF NON-SEGREGATED FACILITIES

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

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

Any and all agreements will remain the same as previously agreed upon between Scranton and Highmark.

Date: 9/9/16

By: Tony Benevento

Title: SVP Regional Markets

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of: Pennsylvania

County of:

Tony Benevento, being first duly sworn, deposes and says that:

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

NON-COLLUSION AFFIDAVIT SIGNATURE PAGE



Signed:

Title: SVP Regional Markets

Subscribed and sworn to before me

This 31 Day of October, 2017

—

Title: SVP Regional Markets

My commission expires: (date)

A



City of Scranton

PPO Discount Guarantee
January 1, 2018 through December 31, 2020

Highmark and the City of Scranton acknowledge and agree that the following PPO Discount Guarantee is in effect for the period stated above only. A total of \$10,000 dollars will be placed in a Gain/Risk Share arrangement between Highmark and the City of Scranton for each year of the indicated contract period.

In applying this Guarantee, a "discount percentage" will be calculated at the end of each calendar year. The Discount Guarantee will be based on the annual PPO aggregated results including at least two (2) month runout period using incurred claims. Eligible claims include only those claims for covered active employees and pre 65 retirees.

The discount percentage is defined as the difference between the covered billed charges (excluding ineligible and not-covered charges) submitted by a network provider and reimbursed as network claims, and the payment amount (based on contractual savings with network providers) allowed by Highmark. The discount percentage will be determined by dividing the contractual savings into the covered charges. The results of the discount percentage calculation will determine if Highmark has met the target.

PPO Discount Guarantee:

Table with 2 columns: Annual Aggregated Result, % of ASO Fee at Risk. Rows include: 65.0% or Greater (Gain Share + \$10,000), 58.0% but less than 65.0% (Guaranteed Discount - No Penalty), Less than 58.0% (Risk Share - \$10,000).

The PPO discount guarantee percentage has been determined based on the current total enrollment enrolled in a medical health plan with Highmark.

Highmark reserves the right to void this Discount Guarantee or revise the targeted discount percentages should there be an increase or decrease of more than ten percent (10%) in unique employee population (by BC/BS Plan Area 1) or distribution of medical claims (by service category 2) in any of the defined markets used in the development of the Overall Discount.

A signed Administrative Services Agreement must be in place on the effective date in order for the guarantee to apply.

Termination prior to the end of the contract period or placing the business out to bid prior to the end of the contract nullifies this guarantee.

- 1. Enrollment census base data is based upon the existing enrolled population (source ICIS; Unique PPO contracts/members as of 09/2016), the average of the discount measurement period will be compared to the base data.
2. Medical claims service category results are based on the distribution of claims by service category of the previous calendar year (base data) and are compared against the average of the discount measurement period.

This Material is CONFIDENTIAL and cannot be disclosed without the expressed permission of the Highmark Review & Oversight Committee.

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Highmark Blue Cross Blue Shield Regional Markets

Services included in Administrative Fees



Administrative Services

Account Management Team - Client Manager, Implementation Service Manager, Client Service Manager, Client Relationship Consultant, Supervisor of Operations

Network

- Network Access/ National reciprocity through BlueCard®
- BlueCard Worldwide® – global network in over 200 countries
- Easy-to-use online directory for the most current network information, including access to Blue Distinction® Centers for Bariatric Surgery, Cardiac Care, Complex and Rare Cancers, Knee & Hip Replacement, Spine Surgery and Transplants

Communications

- Standard ID or custom ID card (one per member)
- Electronic benefit booklet (Also available for members online) includes member postcard
- Standard electronic open enrollment / communication materials

Customer Service/Claims

- Toll-free customer service line
- Toll-free group administrator customer service line
- Toll-free line for open enrollment
- Translator assistance
- Integrated Voice Response
- Foreign claim translation and processing
- Internal appeals according to DOL claims rule

Administrative Services

- Annual renewal package, administrative fee determination & claims projections
- External Audit - 1,000+ contracts are permitted to audit 200 claims per product and clients with fewer than 1,000 contracts are permitted to audit 100 claims per product. We apply a surcharge of \$50/claim for additional claims.

Reporting

- 5500 Reporting – provide data for client to file form 5500

Reports@Hand Standard Reporting

- Standard Medical/Rx Utilization Reporting - Details medical claims dollars spent (hospitals, providers, types of diagnoses, savings, shock reports, etc.).
- Standard Health Management Reporting – Includes clinical performance, interventions/activities, biometric screening reports, Risk analysis, Productivity and Preventive Health Management Reports

Stop Loss Reports

- Standard Report for using HM Insurance Group¹

Web/Digital Services

- Member Self Service Portal and Mobile Web - evaluate health cost and quality-of-care data, find providers, track claims/spending, manage health spending accounts, wellness/decision support services, access to ID card
- Employer Self Service Portal – view/manage enrollment, access benefits, view claims, access reports, pay bills

Blue Shield, the Shield symbol, BlueCard, BlueCard Worldwide, Blue Distinction, Blue Distinction Centers, Blue Distinction Centers for Bariatric Surgery, Blue Distinction Centers for Cardiac Care, Blue Distinction Centers for Complex and Rare Cancers, Blue Distinction Centers for Transplants, Blue Distinction Centers for Knee and Hip Replacement, Blue Distinction Centers for Spine Surgery are registered service marks of the Blue Cross and Blue Shield Association.

¹ HM Insurance Group is an independent entity that does not provide Blue Cross and/or Blue Shield products or services. They are solely responsible for the products and services they provide.

Administrative Services (Continued)

Wellness Services

Online (Highmark Medical Member only)

- Wellness Profile (Health Risk and Productivity Assessment)
- WebMD® Apps- Daily Victory and Weigh Today
- WebMD® Fitbit Device Tracking Integration
- WebMD® Personal Health Record
- WebMD® Digital Health Assistant Programs (physical activity, nutrition, weight management, stress)
- WebMD® Health Trackers (blood pressure, blood glucose, cholesterol and more)
- WebMD® Symptom Checker
- WebMD® Videos (over 3,000 videos on diseases, conditions and wellness topics)
- WebMD® Recipes (over 600 healthy living and lifestyle recipes)
- WebMD® Health Information Content (over 200 health topics)
- WebMD® Health Topics (topics include alcohol and substance abuse, nutrition, emotional health management and more)

Tobacco (Highmark Medical Member only)

- Telephonic and self-study tobacco cessation delivered by Highmark wellness coaches. Nicotine replacement therapy resources may be available, dependent on benefits.

Telephonic Coaching (no reporting available for Reward/Incentive purposes)

- Inbound Telephonic Coaching regarding health care, weight, nutrition, exercise or stress management

Reward/Incentive Tracking

- Standard Reward Program

Client Directed Campaigns and Reference Sources

Toolkits and Newsletter Campaigns:

- Color Your Plate
- Drop 10 in 10
- Eat Well for Life
- Health and Wellness Fair
- Maintain Don't Gain
- Maintain Your Mind
- Prevention 101
- Strides for Health
- 'Tis the Season to Lighten Up
- Yes I Can! Quit

Pharmacy Management

- The National Network is a broad network of 58,000 participating pharmacies nationwide
- The National Plus Network is the broadest network of 69,000 pharmacies nationwide
- The Advantage Network is a limited network of pharmacies nationwide
- Aggressive and competitive AWP pricing discounts
- Lower dispensing fees for retail and no dispensing fee for mail order prescriptions
- All-inclusive administrative fee that encompasses customer service, written member communications, clinical and physician programs

WebMD Health Services is a registered trademark of WebMD, LLC., an independent and separate company that supports Highmark online wellness services. WebMD Health Services is solely responsible for its programs and services, which are not a substitute for professional medical advice, diagnosis or treatment. WebMD Health Services does not endorse any specific product, service or treatment.

Communication Services

Communication Materials

- Pre-printed marketing materials, including 2 day shipping
- Printing standard open enrollment materials, including 2 day shipping/mailing

Open Enrollment Meetings

- Minimum participation may be required for groups with fewer than 100 employees/location.
- Does not include air travel.

Health Management Services

Standard Health Management Model - uses data from our entire member population to identify and reach out to a client's highest risk and highest cost members. This model attempts to target 5-8 percent of members and engage a minimum of 1-6 percent of the employer's total population.

- Utilization Management - Pre-certification, Pre-determination, Concurrent Review, Discharge Planning & Retrospective Review
- Case Management - Short-term Outreach, Intensive & Specialized Case Management
- Behavioral Health - All mental health and substance abuse services using a fully integrated care management model which includes Utilization Management, Outreach and Intensive Case Management and a Depression Management Program
- 24/7 Nurse Line/Decision Support/Condition Management⁴.
 - Primary nurse model for continuity of care – single point of contact for chronic health conditions, intensive case management or lifestyle coaching
 - Personal support and access to extensive educational resources
 - Decision support on treatment options
 - Individualized support for those with chronic conditions

Baby BluePrints® Maternity Education and Support Program – This program encourages members to take a more proactive role in their health by providing clear, in-depth educational information and ongoing personalized support throughout the pregnancy and after the delivery.

Radiology – National Imaging AssociatesSM (NIA)

- Standard Program (Provider-Driven) for managed care products only

Radiation Oncology Authorization Program - eviCore National, LLC² - Helps ensure that the radiation therapy services provided to our members are consistent with nationally recognized clinical guidelines. This will help enhance quality and patient safety for our members who require radiation therapy services.

Physical Medicine Authorization Program - Healthways WholeHealth Networks, Inc.³ – A utilization management program for outpatient spinal manipulation, physical therapy and occupational therapy that will help to ensure the medical necessity of the services being provided. This will help manage escalating costs and ensure members receive appropriate services in the proper setting.

Baby BluePrints is a registered mark of the Blue Cross and Blue Shield Association, an association of independent Blue Cross and Blue Shield Plans.

National Imaging Associates (NIA) is a service mark of Magellan Health Services, Inc. NIA is an independent entity that administers the Radiology Management Program.

myCare Navigator is a service mark of Highmark Inc.

²eviCore National, LLC is an independent entity that administers the oncology program.

³Healthways WholeHealth Network, Inc. is an independent entity that administers the physical medicine authorization program.

⁴May not be available for all products.

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SAMPLE CLIENT UTILIZATION, COST & RISK ANALYSIS

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OVERVIEW

This presentation is a two year analysis of utilization and cost for TRAINING DOCUMENT. The analysis is based on claims incurred from December 2012 through November 2014 and paid through January 2015. The years are referenced as 2013 and 2014.

The data are presented by inpatient and outpatient settings. Professional claims are included with the applicable facility cost to show a comprehensive cost per diagnosis and procedure. Most metrics are compared to National book of business norm.

Major Diagnostic Categories (MDC's) are based on ICD-9 codes. The Health Status MDC has been modified to move certain V diagnosis codes that are usually grouped into the Health Status into the applicable MDC.

High cost members are defined as members who incur \$50,000 or more in claims. The data in the presentation is for medical claims only. No drug claims are included.

ENROLLMENT AND DEMOGRAPHICS

ENROLLMENT AND DEMOGRAPHICS

OVERVIEW

The following slides show changes in enrollment and demographics for the population and segments that are subject to this analysis.

Enrollment is presented by age categories and relationship, relationship and gender and by enrollment tier.

ENROLLMENT BY AGE AND RELATIONSHIP

AGE RANGE	AVERAGE AGE	2014		2015	
		MEMBERS	% TOTAL	MEMBERS	% TOTAL
EMPLOYEE	42.3	7,994	100.0%	8,495	100.0%
<25		398	5.0%	396	4.7%
25-29		814	10.2%	881	10.4%
30-34		1,067	13.3%	1,151	13.5%
35-39		941	11.8%	1,019	12.0%
40-44		1,050	13.1%	1,071	12.6%
45-49		1,017	12.7%	1,062	12.5%
50-54		1,009	12.6%	1,047	12.3%
55-59		865	10.8%	970	11.4%
60-64		635	7.9%	666	7.8%
65-79		198	2.5%	230	2.7%
80>		1	0.0%	1	0.0%
SPOUSE	42.7	3,753	100.0%	3,828	100.0%
<25		119	3.2%	120	3.1%
25-29		397	10.6%	405	10.6%
30-34		482	12.8%	496	12.9%
35-39		475	12.7%	482	12.6%
40-44		515	13.7%	499	13.0%
45-49		501	13.4%	508	13.1%
50-54		481	12.8%	479	12.5%
55-59		412	11.0%	459	12.0%
60-64		277	7.4%	279	7.3%
65-79		94	2.5%	106	2.8%
80>		0	0.0%	0	0.0%
DEPENDENT	12.0	6,108	100.0%	6,562	100.0%
1-4		961	15.7%	1,029	15.7%
5-9		1,253	20.5%	1,344	20.5%
10-14		1,376	22.5%	1,410	21.5%
15-19		1,438	23.5%	1,522	23.2%
20-24		958	15.7%	1,084	16.5%
25>		122	2.0%	172	2.6%
TOTAL	32.0	17,855	100.0%	18,885	100.0%

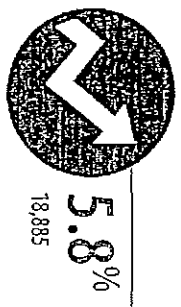
AVERAGE AGE

2014 2015 NORM



TOTAL PLAN MEMBERS

2013 to 2014

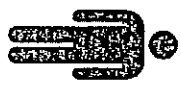

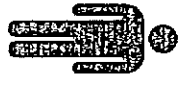



Enrollment increased. Enrollment increased for employees and dependents while spouses remained stable. The member to employee ratio is 2.22 which is less than the norm of 2.31.

ENROLLMENT BY RELATIONSHIP AND GENDER

The average age for the client is 32.0 which is younger than the norm of 33.2. A younger population is often associated with lower costs. The percent of males is 58.7% of membership, compared to the norm of 50.1%

RELATIONSHIP	2014 MEMBERS		2015 MEMBERS	
	Count	Percentage	Count	Percentage
EMPLOYEE	MALE	7,212 (90%)	7,655 (90%)	
	FEMALE	782 (10%)	840 (10%)	
SPOUSE	MALE	161 (4%)	161 (4%)	
	FEMALE	3,593 (96%)	3,667 (96%)	
DEPENDENT	MALE	3,058 (50%)	3,274 (50%)	
	FEMALE	3,050 (50%)	3,288 (50%)	
TOTAL		17,855		18,885

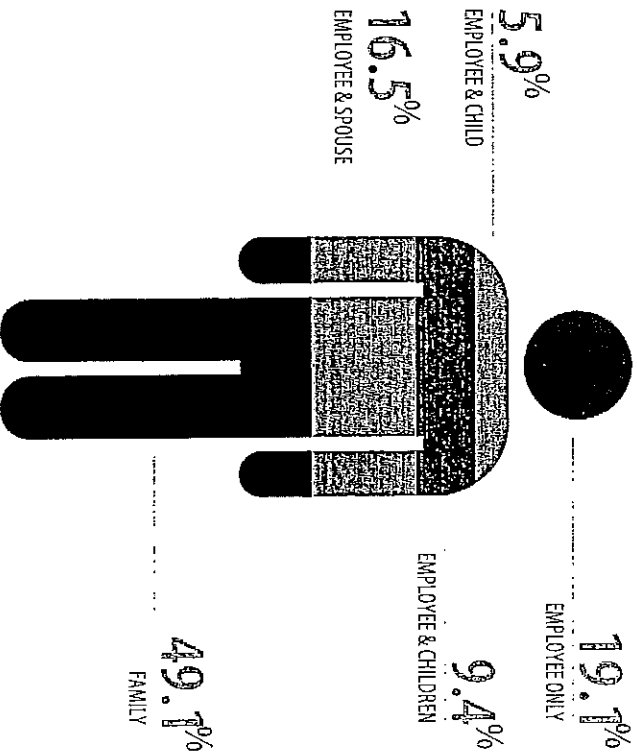
	NORM			
	EMPLOYEE	SPOUSE	DEPENDENT	
	44.0	46.0	13.0	
				

ENROLLMENT BY TIER

Enrollment increased by 5.8% and the ratio of members to employees decreased from 2.23 to 2.22 which was lower than the norm of 2.31. Enrollment was driven by changes in enrollment in Employee Only, Employee and Child, Employee and Family and Children and Family tiers.

ENROLLMENT TIER	2014		2015	
	MEMBERS	CONTRACTS	MEMBERS	CONTRACTS
Employee Only	3,311	3,311	3,611	3,611
Employee and Child	974	487	1,122	561
Employee and Children	1,593	462	1,779	517
Employee and Spouse	3,175	1,587	3,107	1,553
Family	8,802	2,156	9,267	2,264
TOTAL	17,855	8,003	18,885	8,506

PERCENT ENROLLMENT BY TIER



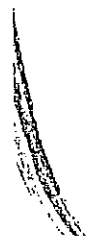
FINANCIAL OVERVIEW



FINANCIAL OVERVIEW

OVERVIEW

The following slides show changes in overall finances for this analysis. The financial statistics are presented for the total population, by age and relationship, and by enrollment tier.



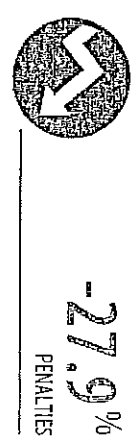
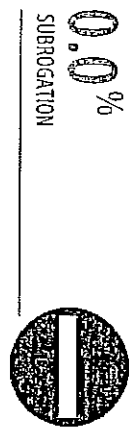
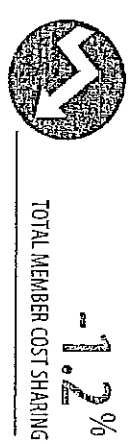
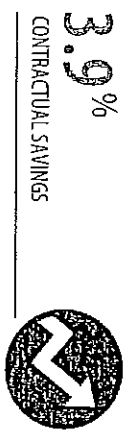
FINANCIAL OVERVIEW PAYMENTS BY PAYOR

Total company payments PMPY decreased -2.5% to \$2,776 PMPY which is less than the norm of \$3,247 PMPY. Total member cost sharing PMPY decreased -1.2% and was 17.7% of allowed charges which is greater than the norm of 14.7%. Contractual savings was 57.8% of eligible charges. The percent of high cost claimants accounted for 37.4% of total payment or \$1,038 PMPY.

	2014	2015	CHANGE
Submitted Charge	\$170,919,100	\$185,410,400	2.6%
Ineligible Amount	\$27,403,680	\$31,656,640	9.2%
Eligible Charges	\$143,515,400	\$153,753,800	1.9%
Contractual Savings	\$80,860,040	\$88,890,290	3.9%
Allowed Charges	\$62,655,410	\$64,865,490	2.1%
Deductible	\$3,305,287	\$4,689,656	41.1%
Copayments	\$2,973,376	\$2,924,119	-7.0%
Coinsurance	\$4,680,435	\$3,843,402	-22.4%
Penalties	\$19,000	\$14,491	-27.8%
HRA Reimbursement	\$0	\$0	0.0%
Total Member Cost Sharing	\$10,978,100	\$11,471,670	1.2%
Coordination of Benefits	\$474,593	\$26,58	-1.8%
Subrogation	\$0	\$0	0.0%
Medicare Savings	\$424,509	\$600,391	31.7%
Total Other Party Liability	\$899,102	\$1,023,257	14.8%
Access Fees	\$0	\$0	0.0%
HRA Reimbursement	\$0	\$0	0.0%
Paid Claims	\$50,808,560	\$52,419,750	1.8%
Total Company Payments	\$50,808,560	\$52,419,750	2.5%

2014 to 2013 Comparison

NOTABLE


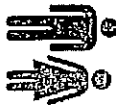
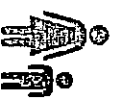




FINANCIAL OVERVIEW PAYMENTS BY TIER

ENROLLMENT TIER	2014			2015			% CHANGE
	TOTAL	PCPM	CONTRACTS	TOTAL	PCPM	CONTRACTS	
Employee Only	\$6,237,793	\$157.00	3,311	\$6,310,392	\$145.63	3,911	-7.2%
Employee and Child	\$1,223,646	\$209.39	487	\$1,319,746	\$196.04	561	-6.4%
Employee and Children	\$1,499,977	\$270.56	462	\$1,684,057	\$271.45	517	0.3%
Employee and Spouse	\$9,314,281	\$489.09	1,587	\$9,270,206	\$497.44	1,553	1.7%
Family	\$13,750,980	\$531.50	2,156	\$14,233,660	\$523.91	2,264	-1.4%
TOTAL	\$32,026,670	\$333.49	8,003	\$32,818,060	\$321.52	8,506	-3.6%

Claims for high cost members have been removed from this analysis.

PCPM COSTS

	\$183.73	EMPLOYEE ONLY		\$559.19	EMPLOYEE AND SPOUSE
	\$309.11	EMPLOYEE AND CHILD		\$408.50	EMPLOYEE AND CHILDREN
	\$636.22	FAMILY			

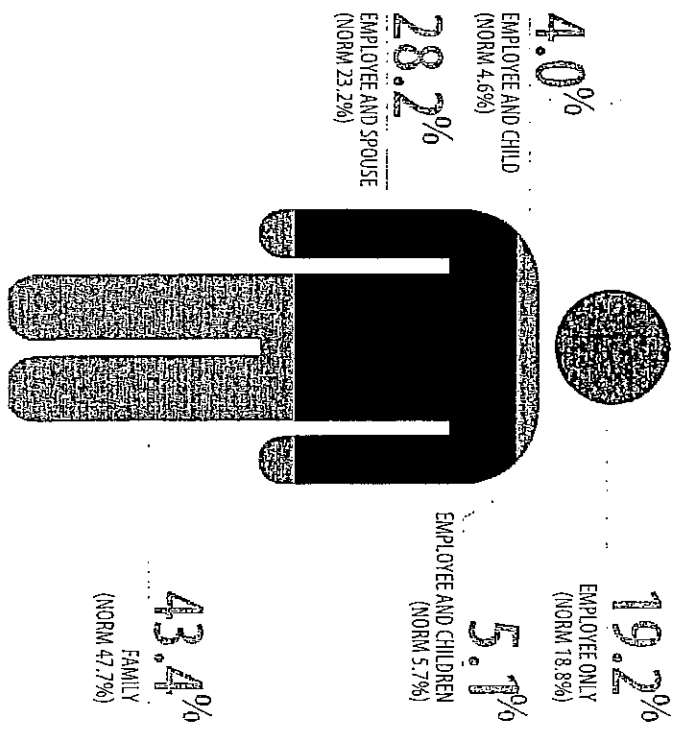
FINANCIAL OVERVIEW PAYMENTS BY RELATIONSHIP

The cost was less than the norm for all relationship types. On average, spouses cost \$150 more than Employees. Cost savings can be achieved by implementing a spousal surcharge. Spouses represent 20.3% of the members in the population and 34.4% of the total payments. Spouse costs increased 1.6% PMPM.

	2014		2015		% CHANGE
	TOTAL	PMPM	TOTAL	PMPM	
Employee	\$24,170,360	\$251.97	\$24,662,030	\$241.92	4.0%
Spouse	\$17,378,110	\$385.83	\$18,011,890	\$392.08	1.6%
Dependent	\$9,260,086	\$126.34	\$9,745,828	\$123.77	-2.0%
TOTAL	\$50,808,556	\$237.13	\$52,419,748	\$231.31	-2.5%

2014 to 2015
Comparison

PERCENT OF PAYMENT AND NORM

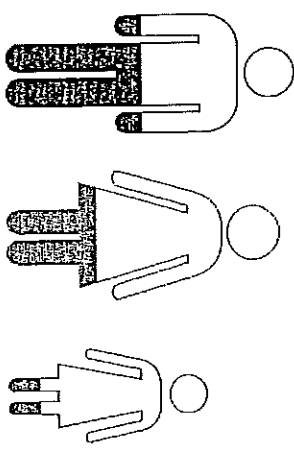


FINANCIAL OVERVIEW PAYMENTS BY AGE & RELATIONSHIP

EMPLOYEE	2014		2015		CHANGE
	TOTAL	PMPM	TOTAL	PMPM	
<25	\$24,170,360	\$251.97	\$24,662,030	\$241.92	-4.0%
25-29	\$351,800	\$73.75	\$400,783	\$84.38	14.4%
30-34	\$1,031,497	\$105.56	\$869,357	\$82.21	-21.1%
35-39	\$1,519,260	\$118.69	\$1,721,337	\$124.64	5.0%
40-44	\$1,682,863	\$149.04	\$1,811,627	\$148.19	-0.6%
45-49	\$1,704,617	\$135.31	\$2,046,822	\$159.21	17.7%
50-54	\$2,685,437	\$220.01	\$2,493,117	\$195.60	-11.1%
55-59	\$3,944,984	\$325.95	\$3,208,373	\$255.30	-21.7%
60-64	\$5,797,944	\$558.46	\$5,954,883	\$511.37	-8.4%
65-79	\$4,621,185	\$606.30	\$4,241,953	\$530.51	-12.5%
80>	\$795,682	\$335.73	\$1,908,857	\$691.87	106.1%
	\$35,093	\$2,924.46	\$4,918	\$409.80	-86.0%
SPOUSE					
<25	\$17,378,110	\$385.83	\$18,011,890	\$392.08	1.6%
25-29	\$315,170	\$221.48	\$258,888	\$258.88	16.9%
30-34	\$1,352,327	\$283.74	\$1,269,979	\$261.58	-7.8%
35-39	\$1,274,433	\$220.45	\$1,271,699	\$213.84	-3.0%
40-44	\$1,190,207	\$208.66	\$1,430,674	\$247.57	18.6%
45-49	\$2,089,145	\$337.99	\$2,027,079	\$338.81	0.2%
50-54	\$2,345,127	\$389.75	\$2,451,743	\$405.92	11.9%
55-59	\$2,233,341	\$386.99	\$2,343,160	\$407.36	9.3%
60-64	\$3,998,074	\$809.00	\$3,759,858	\$682.00	-17.7%
65-79	\$1,868,957	\$562.26	\$2,159,713	\$644.50	14.6%
80>	\$711,330	\$628.38	\$924,690	\$724.68	14.3%
	\$0	\$0.00	\$0	\$0.00	0.0%
DEPENDENT					
1-4	\$9,260,086	\$126.34	\$9,745,828	\$123.77	-2.0%
5-9	\$4,634,098	\$401.78	\$2,381,944	\$192.82	-52.0%
10-14	\$909,326	\$60.49	\$2,603,386	\$161.40	165.8%
15-19	\$846,471	\$51.25	\$839,512	\$49.61	-3.2%
20-24	\$1,538,872	\$89.16	\$1,745,660	\$95.56	7.2%
25->	\$1,114,399	\$96.98	\$1,639,597	\$126.02	29.9%
	\$216,921	\$148.47	\$535,730	\$260.00	75.2%
TOTAL	\$50,808,558	\$327.13	\$52,419,748	\$313.31	2.5%

2014 to 2013
Comparison

PERCENTAGE OF PAYMENTS



EMPLOYEE 47.1%
SPOUSE 34.4%
DEPENDENT 18.6%

KEY FINDINGS

Employees represent 45.0% of the total population and 47.1% of the total payments. Spouses costs increased 1.6% PMPM.

COSTS AND UTILIZATION

COSTS AND UTILIZATION

OVERVIEW

The following slides show changes in cost and utilization by Major Diagnostic Categories (MDC's) and setting (i.e., Inpatient and Outpatient)

The slides by MDC show the disease prevalence for the population, while the slides by setting show the services that are utilized by the population.

COST AND UTILIZATION SUMMARY BY MDC

The top five MDCs, highlighted below, account for 55.0% of the total cost PMPM in 2014. When compared to the norm, Circulatory System and Respiratory System are at least 10% higher than the norm.

	2014		2015		CHANGE	NORM	
	MEMBERS	PMPM	MEMBERS	PMPM		PMPM	CHANGE
2 Blood	504	\$1.67	533	\$1.92	\$0.25	\$3.29	\$1.37
2 Circulatory System	3,112	\$25.36	3,466	\$29.40	\$4.04	\$33.27	\$6.13
3 Congenital Anomalies	237	\$1.38	250	\$1.89	\$0.51	\$3.50	\$1.61
3 Digestive System	2,044	\$17.64	2,254	\$17.57	\$0.07	\$20.11	\$2.54
Endocrine and Metabolic	3,419	\$5.40	3,690	\$6.06	\$0.66	\$9.70	\$3.64
External Causes	4	\$0.00	3	\$0.00	\$0.00	\$0.00	\$0.00
Genitourinary System	3,745	\$15.80	3,880	\$14.96	\$0.84	\$14.93	\$0.03
Health Status	4,907	\$6.98	5,700	\$8.59	\$1.61	\$10.98	\$2.39
Infectious and Parasitic	4,029	\$6.85	4,419	\$7.22	\$0.37	\$8.31	\$1.09
Injury and Poisoning	2,815	\$17.41	2,973	\$16.03	\$1.38	\$20.19	\$4.16
Mental Disorders	2,799	\$7.09	3,196	\$7.81	\$0.72	\$8.86	\$1.05
1 Musculoskeletal	4,376	\$24.00	4,733	\$26.03	\$2.03	\$35.81	\$9.78
Neoplasms	2,863	\$43.11	2,931	\$37.80	\$5.31	\$37.44	\$4.64
3 Nervous and Sense Organs	3,664	\$10.59	3,800	\$9.87	\$0.72	\$16.26	\$6.39
Perinatal Conditions	163	\$2.49	161	\$0.74	\$1.75	\$2.21	\$1.50
Pregnancy and Childbirth	788	\$14.47	709	\$10.98	\$3.49	\$16.97	\$5.99
Respiratory System	7,133	\$12.75	7,500	\$13.90	\$1.15	\$11.99	\$1.98
Skin and Subcutaneous	2,727	\$4.06	2,810	\$4.08	\$0.02	\$4.22	\$0.14
4 Symptoms and Ill-Defined	6,936	\$20.09	7,316	\$21.47	\$1.38	\$22.56	\$1.09
TOTAL		\$237.14		\$231.32	\$5.82	\$270.56	\$39.24

2014 to 2013
Comparison

2014 to NORM
Comparison

COST AND UTILIZATION INPATIENT AND OUTPATIENT DETAIL BY MDC

Total payments PMPM decreased 2.5%. PMPM decreased 5.6% for the inpatient setting and 0.6% for the outpatient setting. Admissions per 1,000 decreased by 1.4 admissions, and the average length of stay (ALOS) decreased by 0.3 days.

	2014					2015						
	INPATIENT PMPM	INPATIENT ADMIR	ALOS	OUTPATIENT PMPM	OUTPATIENT VPM	TOTAL PMPM	INPATIENT PMPM	INPATIENT ADMIR	ALOS	OUTPATIENT PMPM	OUTPATIENT VPM	TOTAL PMPM
Blood	\$0.67	0.5	3.8	\$1.00	0.06	\$1.67	\$0.60	0.6	3.6	\$1.32	0.07	0.24
Circulatory System	\$12.51	6.3	4.1	\$12.84	0.48	\$14.75	\$14.75	5.4	4.7	\$14.65	0.53	\$29.40
Congenital Anomalies	\$0.59	0.1	3.0	\$0.79	0.03	\$1.38	\$0.99	0.4	5.1	\$0.90	0.03	\$1.89
Digestive System	\$7.07	6.2	3.9	\$10.57	0.31	\$17.69	\$7.66	6.1	4.4	\$9.91	0.30	\$17.57
Endocrine and Metabolic	\$0.75	1.1	4.8	\$4.66	0.57	\$5.91	\$1.60	1.4	3.3	\$4.46	0.57	\$6.06
External Causes	-\$0.00	0.0	0.0	-\$0.00	0.00	-\$0.00	\$0.00	0.0	0.0	-\$0.00	0.00	-\$0.00
Genitourinary System	\$2.63	2.7	2.5	\$13.17	0.61	\$15.40	\$3.12	3.1	3.6	\$11.84	0.62	\$14.95
Health Status	\$0.78	1.1	14.0	\$6.20	0.52	\$6.98	\$1.03	0.8	13.1	\$7.55	0.58	\$8.58
Infectious and Parasitic	\$4.06	2.1	7.4	\$2.79	0.35	\$6.85	\$4.33	2.5	5.0	\$2.89	0.36	\$7.27
Injury and Poisoning	\$7.34	3.8	4.9	\$10.07	0.48	\$17.41	\$6.38	3.1	6.1	\$9.65	0.43	\$16.03
Mental Disorders	\$2.23	6.6	7.2	\$4.86	0.55	\$7.09	\$2.57	6.9	7.3	\$5.24	0.59	\$7.81
Musculoskeletal	\$7.97	2.8	3.4	\$16.03	1.21	\$24.00	\$10.35	4.1	2.8	\$16.68	1.21	\$24.00
Neoplasms	\$18.86	3.5	8.9	\$24.25	0.59	\$41.11	\$11.11	3.2	6.6	\$21.69	0.60	\$34.03
Nervous and Sense Organs	\$1.52	1.2	5.3	\$9.06	0.49	\$10.58	\$1.86	1.1	3.8	\$8.01	0.48	\$9.87
OTHER	-\$0.00	0.0	0.0	-\$0.00	0.00	-\$0.00	-\$0.00	0.0	0.0	-\$0.00	0.00	-\$0.00
Perinatal Conditions	\$2.39	0.3	2.8	\$0.09	0.02	\$2.48	\$0.59	0.3	3.6	\$0.15	0.02	\$0.74
Pregnancy and Childbirth	\$11.61	16.5	3.1	\$2.86	0.23	\$14.47	\$8.70	15.9	2.9	\$2.27	0.21	\$10.87
Respiratory System	\$4.46	3.3	7.1	\$8.29	0.87	\$12.17	\$5.51	3.5	5.2	\$8.39	0.85	\$13.90
Skin and Subcutaneous	\$1.53	2.5	3.2	\$2.53	0.28	\$4.06	\$1.51	1.4	4.2	\$2.57	0.28	\$4.08
Symptoms and Ill-Defined	\$3.03	1.7	3.7	\$17.06	1.15	\$20.09	\$2.34	1.1	3.5	\$19.14	1.20	\$21.48
TOTAL	\$90.60	67.2	4.9	\$149.12	8.80	\$267.12	\$86.06	60.8	4.6	\$145.11	9.85	\$261.51

Costs for each setting include both facility and professional costs.

COST AND UTILIZATION INPATIENT AND OUTPATIENT DETAIL BY MDC

Admissions per 1,000 increased the greatest for Congenital Anomalies, Musculoskeletal, Endocrine & Metabolic, Blood, and Infectious & Parasitic. Visits per member increased the greatest for Blood, Health Status, Circulatory System, Mental Disorders, and Symptoms & Ill-Defined.

	CHANGE 2014 TO 2015					CHANGE TO NORM				
	INPATIENT PMPM ADM/1K ALOS	OUTPATIENT VPM	SPM	TOTAL PMPM	INPATIENT PMPM ADM/1K ALOS	OUTPATIENT VPM	SPM	TOTAL PMPM		
Blood	28.9%	-2.9%	20.0%	\$0.25	9.4%	-18.2%	-4.0%	\$1.37		
Circulatory System	13.9%	16.3%	7.8%	\$4.05	2.1%	17.8%	16.8%	\$6.15		
Congenital Anomalies	281.8%	70.7%	16.7%	\$0.51	10.5%	26.1%	-12.5%	\$1.60		
Digestive System	-2.1%	12.6%	0.0%	\$0.07	13.2%	21.1%	-13.0%	\$2.54		
Endocrine and Metabolic	34.9%	-31.1%	-0.7%	\$0.65	7.2%	9.6%	-10.2%	\$3.69		
External Causes	0.0%	0.0%	0.0%	\$0.00	0.0%	0.0%	0.0%	\$0.00		
Genitourinary System	12.0%	45.0%	1.4%	\$0.84	7.4%	6.0%	9.1%	\$2.40		
Health Status	-25.5%	-6.3%	11.5%	\$1.60	17.9%	-8.4%	-22.1%	\$1.09		
Infectious and Parasitic	22.7%	-22.4%	2.9%	\$0.37	33.0%	-4.9%	-22.1%	\$1.69		
Injury and Poisoning	-19.4%	-5.4%	-10.9%	\$1.38	9.7%	17.6%	-25.8%	\$4.16		
Mental Disorders	5.0%	1.9%	3.5%	\$0.72	50.9%	14.3%	17.3%	\$1.00		
Musculoskeletal	45.7%	-16.4%	0.0%	\$2.63	18.1%	-17.6%	-29.9%	\$9.78		
Neoplasms	-9.9%	-26.3%	-5.5%	\$0.71	4.3%	13.2%	-44.8%	\$6.59		
Nervous and Sense Organs	13.8%	-27.9%	-2.0%	\$0.00	0.0%	0.0%	0.0%	\$0.00		
OTHER	0.0%	0.0%	0.0%	\$0.00	0.0%	0.0%	0.0%	\$0.00		
Perinatal Conditions	-23.5%	-84.2%	0.0%	\$1.72	21.2%	67.9%	0.0%	\$1.50		
Pregnancy and Childbirth	-3.2%	-7.4%	-8.7%	\$1.50	24.5%	-2.0%	3.8%	\$6.00		
Respiratory System	5.8%	-25.7%	1.1%	\$1.15	37.8%	3.4%	40.3%	\$6.00		
Skin and Subcutaneous	-41.9%	31.3%	-3.8%	\$0.02	37.5%	-3.3%	5.7%	\$0.12		
Symptoms and Ill-Defined	-39.1%	-6.4%	6.9%	\$1.59	13.8%	-3.0%	4.1%	\$1.89		
TOTAL	-59.00	23%	5.4%	\$0.31	13%	2.5%	\$4.61	\$39.23		

COST AND UTILIZATION BY SETTING

The total PMPM has decreased by \$5.83 (-2.5%), which was driven by a \$5.01 decrease in the inpatient setting. Admissions per 1,000 remained stable and is the same as the norm of 61.7. The cost per admission remained stable. In the outpatient setting, visits per member remained stable and the services per member remained stable. The cost per service in the outpatient setting decreased.

	2014				2015				CHANGE 2014 TO 2015			
	PMPM	ADM/K	ALOS	CPI	PMPM	ADM/K	ALOS	CPI	PMPM	ADM/K	ALOS	CPI
INPATIENT												
Facility	\$76.87	62.2	4.9	\$14,825	\$72.55	60.8	4.6	\$14,372	-\$4.32	-2.3%	-1.5%	-\$44%
Professional	\$13.13			\$2,532	\$12.44			\$2,457	-\$0.69			-3.0%
Subtotal	\$90.00			\$17,357	\$84.99			\$16,778	-\$5.01			-3.3%
OUTPATIENT												
Facility	\$76.17	1.5	4.7	\$197	\$72.75	1.6	4.9	\$179	-\$3.42	6.7%	4.3%	-5.2%
Professional	\$70.96	9.7	15.9	\$54	\$75.56	9.7	16.1	\$55	\$2.60	0.0%	1.3%	1.8%
Subtotal	\$147.13	11.2	20.6	\$250	\$148.31	11.3	21.0	\$233	-\$0.82	0.9%	1.9%	-6.8%
TOTAL	\$237.13				\$231.50				-\$5.83			

COST AND UTILIZATION BY INPATIENT

The service categories with the highest decreases from the prior time period are Medical, Maternity and Non-Acute. The following categories exceeded the norm by 10%: Medical, while the following categories are less than 10% of the norm: Maternity and Non-Acute.

	2014			2015		
	FACILITY PMPM	INPATIENT COST PROF PMPM	TOTAL PMPM	FACILITY PMPM	INPATIENT COST PROF PMPM	TOTAL PMPM
Surgical	\$32.32	\$5.65	\$37.97	\$41.05	\$6.47	\$47.52
Medical	\$30.41	\$3.51	\$33.92	\$21.30	\$3.33	\$24.63
Maternity	\$11.20	\$3.17	\$14.37	\$7.17	\$2.19	\$9.36
MHSA *	\$1.89	\$0.27	\$2.16	\$2.22	\$0.33	\$2.55
Non-Acute	\$1.06	\$0.53	\$1.59	\$0.80	\$0.13	\$0.93
TOTAL	\$76.88	\$13.13	\$90.01	\$72.54	\$12.45	\$84.99

* MHSA :: Mental Health / Substance Abuse



\$37.97
IN 2014 SURGICAL WAS THE LARGEST INPATIENT COST DRIVER



\$47.52
IN 2015 SURGICAL WAS THE LARGEST INPATIENT COST DRIVER

COST AND UTILIZATION BY INPATIENT

Medical, Maternity and Surgical were the categories of service with the most frequent admissions. These categories accounted for 86.7% of the total admissions and 95.9% of the total services in 2014. Overall, admissions per 1,000 decreased by 1.4 and the cost per admission decreased by \$579.

	2014		2015	
	ADMIK	UTILIZATION ALOS	ADMIK	UTILIZATION ALOS
Surgical	16.0	4.2	14.6	5.0
Medical	21.7	5.1	21.9	4.1
Maternity	16.8	3.5	16.2	2.9
MHSA *	6.4	7.2	6.9	7.3
Non-Acute	1.3	15.4	1.2	14.0
TOTAL	62.2	4.9	60.8	4.6

* MHSA :: Mental Health / Substance Abuse



\$28,548.09
IN 2017 SURGICAL WAS THE LARGEST CPA CATEGORY



\$39,015.80
IN 2014 SURGICAL WAS THE LARGEST CPA CATEGORY

\$28,548.09
\$18,778.20
\$10,262.21
\$4,022.71
\$14,137.63

14.6
21.9
16.2
6.9
1.2

\$39,015.80
\$13,514.36
\$6,932.61
\$4,455.23
\$9,181.27

COST AND UTILIZATION BY INPATIENT

The table below shows year-over-year comparison of inpatient facility, professional, and total PMPM changes.

	CHANGE 2012 to 2015			CHANGE TO NORM		
	FACILITY PMPM	INPATIENT COST PROF PMPM	TOTAL PMPM	FACILITY PMPM	INPATIENT COST PROF PMPM	TOTAL PMPM
Surgical	\$8.73	\$0.82	\$9.55	\$0.79	-\$0.35	\$0.44
Medical	-\$9.11	-\$0.18	-\$9.29	\$2.07	\$0.55	\$2.62
Maternity	-\$4.03	-\$0.98	-\$5.01	-\$4.59	-\$1.52	-\$6.11
MHSA *	\$0.33	\$0.06	\$0.39	-\$0.35	\$0.08	\$0.27
Non-Acute	-\$0.26	-\$0.40	\$0.66	-\$1.19	-\$0.29	\$1.48
TOTAL	-\$1.34	\$0.68	\$5.02	\$3.27	-\$1.53	\$4.80

* MHSA :: Mental Health / Substance Abuse



\$9.55
IN 2015 SURGICAL HAD THE LARGEST INCREASE FROM 2012 TO 2015



-\$6.11
MATERNITY HAD THE LARGEST DECREASE WHEN COMPARED TO THE NORM

COST AND UTILIZATION BY OUTPATIENT

The top five service categories make up 70.1% of the total amount paid and \$103 of the total PMPM. The service categories with the highest decreases from the prior time period are . The following categories exceed the norm by 10%: Office Visits, Radiology, Pathology, Other Preventive and Anesthesia. The following categories are less than 10% of the norm: Surgery, ER and Pharmacy.

	2014			2015			CHANGE FROM 2014			CHANGE TO NORM		
	PROFESSIONAL	FACILITY	TOTAL	PROFESSIONAL	FACILITY	TOTAL	PROFESSIONAL	FACILITY	TOTAL	PROFESSIONAL	FACILITY	TOTAL
Surgery	\$7.92	\$29.29	\$37.21	\$7.01	\$27.44	\$34.45	-\$0.91	-\$1.85	-\$7.76	\$3.40	-\$5.57	-\$8.97
Emergency Room	\$4.36	\$14.86	\$19.22	\$6.12	\$17.31	\$23.43	\$1.76	\$2.45	\$4.21	\$3.53	-\$2.17	\$1.57
Office Visits	\$14.99	\$0.01	\$15.00	\$15.27	\$0.01	\$15.28	\$0.28	\$0.00	\$0.28	-\$0.85	-\$0.77	-\$1.62
Radiology	\$8.75	\$6.90	\$15.65	\$8.54	\$6.58	\$15.12	-\$0.21	-\$0.32	-\$0.53	\$2.07	-\$6.10	-\$4.03
Pharmacy and Blood	\$5.45	\$12.58	\$18.03	\$5.63	\$6.68	\$11.51	\$0.18	-\$3.90	-\$3.72	-\$2.44	-\$3.51	-\$5.96
Pathology	\$6.22	\$3.87	\$10.09	\$6.50	\$3.02	\$9.52	\$0.28	-\$0.85	-\$0.57	\$1.39	-\$1.37	-\$0.02
Other Preventive	\$3.67	\$1.48	\$5.15	\$3.93	\$1.57	\$5.50	\$0.26	\$0.09	\$0.35	-\$2.46	-\$1.63	-\$1.12
Cardiovascular	\$1.99	\$0.84	\$2.83	\$2.19	\$1.93	\$4.12	\$0.20	\$0.00	\$1.28	\$1.25	\$0.02	\$1.12
Anesthesia	\$3.23	\$0.00	\$3.23	\$2.91	\$0.00	\$2.91	-\$0.32	\$0.00	-\$0.32	-\$1.10	-\$1.08	-\$1.08
Immunizations	\$2.41	\$0.00	\$2.41	\$2.29	\$0.00	\$2.29	-\$0.09	\$0.00	-\$0.30	-\$1.08	-\$0.00	-\$1.08
Medical Diagnostic	\$2.38	\$0.83	\$3.21	\$2.29	\$0.36	\$2.65	-\$0.09	-\$0.47	-\$0.56	-\$0.50	-\$0.83	-\$0.83
DME	\$1.59	\$0.49	\$2.08	\$1.60	\$0.43	\$2.03	\$0.01	-\$0.06	-\$0.03	-\$1.63	-\$0.13	-\$1.77
Physical Therapy	\$1.97	\$0.00	\$1.97	\$1.80	\$0.00	\$1.80	-\$0.17	\$0.00	-\$0.17	-\$2.33	-\$0.00	-\$2.33
Ambulance	\$1.22	\$0.16	\$1.38	\$1.71	\$0.08	\$1.79	\$0.49	-\$0.08	\$0.41	\$0.69	-\$0.19	-\$0.69
Urgent Care	\$1.27	\$0.00	\$1.27	\$1.45	\$0.00	\$1.45	\$0.18	\$0.00	\$0.18	\$0.12	-\$0.00	\$0.12
ALL OTHER	\$3.55	\$4.88	\$8.43	\$3.92	\$5.35	\$9.27	\$10.42	\$9.63	\$0.84	-\$50.49	-\$31.59	-\$81.47
TOTAL	\$70.97	\$76.19	\$147.16	\$72.88	\$72.76	\$145.64	\$3.69	\$4.50	\$0.56	\$1.87	-\$25.19	\$150.05

COST AND UTILIZATION BY OUTPATIENT

Overall, visits per member increased by 0.08 and services per member increased by 0.54.

	2014				2015							
	PROFESSIONAL VPM	PROFESSIONAL SPM	FACILITY VPM	FACILITY SPM	TOTAL VPM	TOTAL SPM	PROFESSIONAL VPM	PROFESSIONAL SPM	FACILITY VPM	FACILITY SPM	TOTAL VPM	TOTAL SPM
Surgery	0.41	0.54	0.12	0.59	0.53	1.13	0.38	0.49	0.11	0.50	0.49	0.99
Emergency Room	0.21	0.21	0.27	1.63	0.48	1.84	0.24	0.24	0.29	1.86	0.53	2.10
Office Visits	3.05	3.07	0.00	0.00	3.05	3.07	3.03	3.04	0.00	0.00	3.03	3.04
Radiology	0.90	1.12	0.21	0.29	1.11	1.41	0.89	1.12	0.21	0.29	1.10	1.41
Pharmacy and Blood	0.56	1.14	0.12	0.29	0.68	1.13	0.56	1.14	0.10	0.29	1.10	1.41
Pathology	1.66	5.15	0.32	1.15	1.98	6.30	1.64	5.37	0.34	1.21	1.98	6.58
Other Preventive	0.58	0.79	0.12	0.18	0.70	0.97	0.61	0.84	0.12	0.19	0.73	1.03
Cardiovascular	0.20	0.24	0.03	0.03	0.23	0.27	0.22	0.27	0.02	0.03	0.24	0.30
Anesthesia	0.14	0.14	0.00	0.00	0.14	0.14	0.13	0.13	0.00	0.00	0.13	0.13
Immunizations	0.22	0.72	0.00	0.00	0.22	0.72	0.18	0.76	0.00	0.00	0.18	0.76
Medical Diagnostic	0.19	0.24	0.02	0.03	0.21	0.27	0.24	0.24	0.02	0.02	0.24	0.24
DME	0.14	0.24	0.04	0.06	0.18	0.30	0.13	0.24	0.04	0.06	0.17	0.30
Physical Therapy	0.47	1.18	0.00	0.00	0.47	1.18	0.42	1.05	0.00	0.00	0.42	1.05
Ambulance	0.01	0.03	0.00	0.00	0.01	0.03	0.02	0.05	0.00	0.00	0.02	0.05
Urgent Care	0.24	0.24	0.00	0.00	0.24	0.24	0.28	0.29	0.00	0.00	0.28	0.29
ALL OTHER	0.71	0.78	0.24	0.39	0.95	1.12	0.73	0.86	0.31	0.41	1.04	1.27
TOTAL	9.69	15.83	1.48	1.64	11.65	20.57	9.70	16.13	1.56	4.88	1.56	21.01

COST AND UTILIZATION BY OUTPATIENT

	% CHANGE 2011 F1012015				CHANGE TO NORM													
	PROFESSIONAL VPM	PROFESSIONAL SPM	FACILITY VPM	FACILITY SPM	PROFESSIONAL VPM	PROFESSIONAL SPM	FACILITY VPM	FACILITY SPM	PROFESSIONAL VPM	PROFESSIONAL SPM	FACILITY VPM	FACILITY SPM	PROFESSIONAL VPM	PROFESSIONAL SPM	FACILITY VPM	FACILITY SPM	TOTAL VPM	TOTAL SPM
Surgery	-7.3%	-9.3%	-8.3%	-15.33%	-7.5%	-12.4%	-19.1%	-19.7%	-8.3%	-14.3%	-16.9%	-16.9%	-36.5%	-14.8%	-14.8%	-14.8%	-14.8%	-14.8%
Emergency Room	14.3%	14.3%	7.4%	14.1%	10.4%	14.1%	14.3%	14.3%	11.5%	2.7%	12.8%	12.8%	14.8%	14.8%	14.8%	14.8%	14.8%	14.8%
Office Visits	-0.7%	-1.0%	0.0%	0.0%	-0.7%	0.0%	-2.4%	2.7%	-2.4%	2.7%	-0.3%	-0.3%	-0.3%	-0.3%	-0.3%	-0.3%	-0.3%	-0.3%
Radiology	-1.1%	0.0%	0.0%	0.0%	-0.9%	0.0%	-1.1%	-0.0%	-1.1%	-0.0%	-6.0%	-6.0%	5.4%	5.4%	5.4%	5.4%	5.4%	5.4%
Pharmacy and Blood	0.0%	0.0%	-16.7%	6.9%	-2.9%	1.4%	93.1%	103.6%	-16.7%	28.5%	61.0%	61.0%	61.0%	61.0%	61.0%	61.0%	61.0%	61.0%
Pathology	-1.2%	4.3%	6.3%	5.2%	0.0%	6.2%	11.6%	19.7%	15.0%	-16.8%	-21.5%	-21.5%	-21.5%	-21.5%	-21.5%	-21.5%	-21.5%	-21.5%
Other Preventive	5.2%	6.3%	0.0%	5.6%	4.3%	11.1%	15.8%	22.7%	50.0%	-50.0%	4.3%	4.3%	4.3%	4.3%	4.3%	4.3%	4.3%	4.3%
Cardiovascular	10.0%	12.5%	-33.3%	0.0%	4.3%	7.1%	8.3%	22.7%	0.0%	-7.1%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%
Anesthesia	-7.1%	-7.1%	0.0%	0.0%	-7.1%	5.6%	-7.1%	-7.1%	0.0%	-7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Immunizations	9.1%	5.6%	0.0%	0.0%	9.1%	5.6%	-29.4%	22.4%	0.0%	-22.4%	29.4%	29.4%	29.4%	29.4%	29.4%	29.4%	29.4%	29.4%
Medical Diagnostic	-5.3%	0.0%	0.0%	-33.3%	-4.8%	0.0%	-43.5%	-42.9%	-43.5%	-42.9%	-37.0%	-37.0%	-37.0%	-37.0%	-37.0%	-37.0%	-37.0%	-37.0%
DME	-7.1%	0.0%	0.0%	0.0%	-5.6%	0.0%	21.7%	17.2%	0.0%	-17.2%	21.7%	21.7%	21.7%	21.7%	21.7%	21.7%	21.7%	21.7%
Physical Therapy	-10.6%	-11.0%	0.0%	0.0%	-10.6%	11.0%	-54.3%	-48.3%	-54.3%	-48.3%	-54.3%	-54.3%	-54.3%	-54.3%	-54.3%	-54.3%	-54.3%	-54.3%
Ambulance	100.0%	66.7%	0.0%	0.0%	100.0%	66.7%	0.0%	66.7%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Urgent Care	16.7%	20.8%	0.0%	0.0%	16.7%	20.8%	40.0%	7.4%	0.0%	7.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
ALL OTHER	2.8%	10.3%	29.2%	5.1%	9.5%	0.5%	-49.8%	-48.1%	-22.1%	-29.7%	-43.9%	-43.9%	-43.9%	-43.9%	-43.9%	-43.9%	-43.9%	-43.9%
TOTAL	0.1%	1.5%	7.7%	7.1%	6.7%	2.6%	-9.6%	-3.3%	19.7%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%

HIGH COST CLAIMANTS
COSTS AND UTILIZATION

HIGH COST CLAIMANTS COSTS AND UTILIZATION

OVERVIEW

The following slides show changes in cost and utilization for High Cost Claimants organized by Major Diagnostic Categories (MDC's) and setting (i.e., Inpatient and Outpatient)

The slides by MDC show the disease prevalence for High Cost Claimants, while the slides by setting show the services that are utilized by the same claimants.

HIGH COST CLAIMANTS SUMMARY BY MDC

The top five MDCs for High Cost Claimants, highlighted below, account for 67.1% of the total cost PMPM in 2014. When compared to the norm, Circulatory System, Infectious & Parasitic, Respiratory System, Skin & Subcutaneous and Symptoms & Ill-Defined are at least 10% higher than the norm.

	2014		2015		CHANGE	NORM	
	MEMBERS	PMPM	MEMBERS	PMPM		PMPM	CHANGE
2 Blood	37	\$0.78	53	\$0.89	\$0.11	\$2.33	-\$14.4
2 Circulatory System	110	\$12.27	142	\$18.33	\$6.06	\$13.25	-\$5.08
2 Congenital Anomalies	14	\$0.57	16	\$0.86	\$0.29	\$2.15	-\$1.29
5 Digestive System	69	\$4.64	81	\$5.15	\$0.51	\$1.93	\$0.78
5 Endocrine and Metabolic	88	\$1.77	106	\$2.05	\$0.28	\$3.32	\$1.27
5 External Causes	1	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00
5 Genitourinary System	75	\$2.86	77	\$3.10	\$0.24	\$3.85	\$0.72
5 Health Status	109	\$1.48	129	\$1.63	\$0.15	\$2.33	\$0.60
5 Infectious and Parasitic	55	\$3.09	60	\$3.59	\$0.50	\$3.18	\$0.41
4 Injury and Poisoning	76	\$6.63	81	\$6.38	\$0.25	\$7.39	\$1.01
3 Mental Disorders	66	\$1.08	98	\$2.00	\$0.92	\$1.85	\$0.15
3 Musculoskeletal	87	\$5.41	105	\$6.52	\$1.11	\$1.85	\$2.193
1 Neoplasms	75	\$31.71	98	\$21.65	-\$10.06	\$23.06	-\$1.41
1 Nervous and Sense Organs	69	\$2.55	87	\$2.97	\$0.42	\$3.83	-\$0.86
1 Perinatal Conditions	5	\$1.80	5	\$0.35	-\$1.45	\$1.51	\$1.16
1 Pregnancy and Childbirth	5	\$3.07	4	\$0.92	-\$2.15	\$1.84	-\$1.92
1 Respiratory System	95	\$3.47	123	\$4.70	\$1.23	\$3.29	\$1.41
1 Skin and Subcutaneous	37	\$0.78	60	\$1.50	\$0.72	\$1.04	\$0.46
1 Symptoms and Ill-Defined	129	\$3.61	160	\$3.90	\$0.29	\$3.41	\$0.49
TOTAL		\$87.57		\$86.49	-\$1.08	\$93.91	-\$7.42

2014 to 2013 Comparison
2014 to NORM Comparison

HIGH COST CLAIMANTS INPATIENT AND OUTPATIENT DETAIL BY MDC

Total payments PMPM decreased 1.2%. PMPM decreased 1.7% for the inpatient setting and 0.5% for the outpatient setting. Admissions per 1,000 increased by 2.2 admissions, and the average length of stay (ALOS) decreased by 1.9 days.

	2014					2015							
	INPATIENT		OUTPATIENT		TOTAL	INPATIENT		OUTPATIENT		TOTAL			
	PMPM	ADM/K	ALOS	PMPM		VP	PMPM	ADM/K	ALOS		PMPM	VP	SPM
Blood	\$0.47	0.2	4.3	\$0.30	0.01	0.04	\$0.77	0.1	3.0	\$0.59	0.01	0.05	\$0.88
Circulatory System	\$7.40	2.2	6.2	\$4.87	0.05	0.12	\$12.77	2.9	6.2	\$6.24	0.05	0.14	\$18.53
Congenital Anomalies	\$0.45	0.1	3.0	\$0.12	0.00	0.01	\$0.57	0.3	3.0	\$0.09	0.00	0.00	\$0.88
Digestive System	\$3.36	1.5	6.2	\$1.28	0.02	0.05	\$4.47	1.8	7.4	\$0.68	0.02	0.04	\$0.75
Endocrine and Metabolic	\$0.50	0.5	6.5	\$1.27	0.03	0.07	\$1.77	0.3	6.3	\$0.97	0.03	0.08	\$2.05
External Causes	-\$0.00	0.0	0.0	-\$0.00	0.00	0.00	\$0.00	0.0	0.0	-\$0.00	0.00	0.00	-\$0.00
Genitourinary System	\$1.05	0.5	4.5	\$1.80	0.04	0.08	\$2.85	0.8	5.7	\$1.64	0.05	0.09	\$3.09
Health Status	\$0.64	0.8	16.5	\$0.84	0.03	0.13	\$1.48	0.4	16.4	\$0.79	0.03	0.10	\$1.64
Infectious and Parasitic	\$2.99	0.8	10.6	\$0.10	0.00	0.02	\$3.09	1.3	7.9	\$0.19	0.01	0.03	\$0.58
Injury and Poisoning	\$5.49	1.7	6.9	\$1.14	0.03	0.07	\$6.63	1.5	9.7	\$1.09	0.02	0.08	\$6.58
Mental Disorders	\$0.42	0.5	20.0	\$0.66	0.03	0.05	\$1.08	1.6	8.5	\$1.24	0.04	0.14	\$2.00
Musculoskeletal	\$4.36	1.0	5.6	\$1.05	0.05	0.12	\$5.41	1.2	4.4	\$1.31	0.07	0.14	\$6.51
Neoplasms	\$16.64	1.7	14.4	\$15.07	0.18	0.67	\$31.71	1.6	8.6	\$12.17	0.17	0.57	\$21.65
Nervous and Sense Organs	\$1.11	0.5	9.1	\$1.44	0.02	0.05	\$2.55	0.5	4.4	\$1.70	0.02	0.04	\$2.97
OTHER	-\$0.00	0.0	0.0	-\$0.00	0.00	0.00	\$0.00	0.0	0.0	-\$0.00	0.00	0.00	-\$0.00
Perinatal Conditions	\$1.80	0.1	34.0	-\$0.00	0.00	0.00	\$1.80	0.1	8.0	-\$0.01	0.00	0.00	\$0.95
Pregnancy and Childbirth	\$3.07	0.2	37.8	-\$0.00	0.00	0.00	\$3.07	0.2	34.3	-\$0.00	0.00	0.00	\$0.93
Respiratory System	\$3.07	1.3	12.6	\$0.40	0.02	0.05	\$3.47	1.2	8.5	\$0.80	0.03	0.08	\$4.70
Skin and Subcutaneous	\$0.32	0.4	3.4	\$0.47	0.01	0.02	\$0.79	0.5	6.4	\$0.57	0.02	0.03	\$1.50
Symptoms and Ill-Defined	\$1.93	0.7	6.1	\$1.69	0.06	0.15	\$3.62	0.3	6.8	\$2.26	0.08	0.20	\$3.90
TOTAL	\$55.07	1.4	0.6	\$32.50	0.53	1.0	\$87.97	0.5	1.6	\$2.53	0.65	1.91	\$86.28

Costs for each setting include both facility and professional costs.

HIGH COST CLAIMANTS INPATIENT AND OUTPATIENT DETAIL BY MDC

Admissions per 1,000 increased the greatest for Congenital Anomalies, Mental Disorders, Genitourinary System, Infectious & Parasitic, and Skin & Subcutaneous. Visits per member increased the greatest for Skin & Subcutaneous, Respiratory System, Musculoskeletal, Mental Disorders, and Symptoms & Ill-Defined.

	CHANGE TO HIGHER				CHANGE TO NORM			
	INPATIENT PMPM ADM/K-ALOS	OUTPATIENT PMPM VPM	TOTAL PMPM	INPATIENT PMPM ADM/K-ALOS	OUTPATIENT PMPM VPM	TOTAL PMPM		
Blood	-\$0.17	-50.0%	-29.4%	\$96.67	0.0%	25.0%		
Circulatory System	\$4.69	33.5%	0.5%	\$28.13	20.0%	16.7%		
Congenital Anomalies	\$0.33	333.3%	0.0%	-\$33.33	0.0%	-100.0%		
Digestive System	\$1.11	19.2%	21.0%	-\$46.88	0.0%	-20.0%		
Endocrine and Metabolic	\$0.58	-28.9%	-2.6%	-\$23.62	0.0%	14.3%		
External Causes	-\$0.00	0.0%	0.0%	-\$0.00	0.0%	0.0%		
Genitourinary System	\$0.40	75.6%	26.0%	-\$8.89	25.0%	12.5%		
Health Status	\$0.21	-46.2%	-0.7%	-\$5.95	0.0%	-23.1%		
Infectious and Parasitic	\$0.41	62.8%	-25.1%	\$90.00	0.0%	50.0%		
Injury and Poisoning	-\$0.20	-11.9%	40.7%	-\$4.39	-33.3%	14.3%		
Mental Disorders	\$0.34	264.4%	-57.6%	\$87.88	33.3%	180.0%		
Musculoskeletal	\$0.84	28.4%	-22.2%	\$24.76	40.0%	16.7%		
Neoplasms	-\$7.16	-5.7%	-40.6%	-\$19.24	-5.6%	-14.9%		
Nervous and Sense Organs	\$0.16	6.7%	-51.3%	\$18.06	0.0%	-20.0%		
OTHER	-\$0.00	0.0%	0.0%	-\$0.00	0.0%	0.0%		
Perinatal Conditions	-\$1.46	-16.7%	-76.5%	-\$0.00	0.0%	0.0%		
Pregnancy and Childbirth	-\$2.15	-27.3%	-9.1%	-\$0.00	0.0%	0.0%		
Respiratory System	\$0.83	-9.0%	-32.5%	\$100.00	50.0%	60.0%		
Skin and Subcutaneous	\$0.61	35.9%	86.6%	\$21.28	100.0%	50.0%		
Symptoms and Ill-Defined	-\$0.29	-52.2%	12.3%	\$33.73	33.3%	33.3%		
TOTAL	-\$0.92	15.6%	19.7%	\$40.17	15.8%	6.5%		

HIGH COST CLAIMANTS COST AND UTILIZATION BY SETTING

The total High Cost Claimant (HCC) PMPM has decreased by \$1.06 (-1.2%), which was driven by a \$0.92 decrease in the inpatient setting. HCC's increased/decreased from # to #. In the outpatient setting, visits per member remained stable and the services per member remained stable. The cost per service in the outpatient setting decreased.

	2014				2015				CHANGE 2014 TO 2015			
	PMPM	ADM/R	ALOS	CPA	PMPM	ADM/R	ALOS	CPA	PMPM	ADM/R	ALOS	CPA
INPATIENT												
Facility	\$48.98	1.43	9.6	\$40,995	\$47.85	1.6	7.7	\$4,649	\$1.12	16.1%	19.8%	-15.5%
Professional	\$6.08			\$5,091	\$6.28			\$4,545	\$0.20			-10.2%
Subtotal	\$55.06			\$46,086	\$54.14			\$39,195	\$0.92			-15.0%
OUTPATIENT												
Facility	\$24.18	0.2	0.9	\$330	\$22.19	0.2	0.9	\$296	\$1.99	0.0%	0.0%	-10.3%
Professional	\$8.31	0.4	0.8	\$120	\$10.16	0.4	0.9	\$132	\$1.85	0.0%	12.5%	10.3%
Subtotal	\$32.49	0.6	1.7	\$450	\$32.35	0.6	1.8	\$428	\$0.14	0.0%	5.9%	-4.8%
TOTAL	\$87.55			\$88,619	\$86.49			\$83,623	\$1.06			-1.2%

HIGH COST CLAIMANTS INPATIENT COST AND UTILIZATION

The service categories with the highest decreases from the prior time period are Medical, Maternity and Non-Acute. The following categories exceeded the norm by 100%: Surgical and Medical, while the following categories are less than 10% of the norm: Maternity, MHSA * and Non-Acute.

	2014			2015		
	FACILITY PMPM	INPATIENT COST PROF PMPM	TOTAL PMPM	FACILITY PMPM	INPATIENT COST PROF PMPM	TOTAL PMPM
Surgical	\$20.35	\$2.86	\$23.21	\$31.88	\$4.01	\$35.89
Medical	\$23.04	\$2.05	\$25.09	\$13.70	\$1.89	\$15.59
Maternity	\$4.32	\$0.83	\$5.15	\$1.05	\$0.21	\$1.26
MHSA *	\$0.37	\$0.03	\$0.40	\$0.67	\$0.06	\$0.73
Non-Acute	\$0.91	\$0.31	\$1.22	\$0.56	\$0.11	\$0.67
TOTAL	\$48.99	\$6.08	\$55.07	\$47.86	\$6.28	\$54.14

* MHSA :: Mental Health / Substance Abuse



\$25.09
IN 2015 MEDICAL WAS THE LARGEST INPATIENT COST DRIVER



\$35.89
IN 2014 SURGICAL WAS THE LARGEST INPATIENT COST DRIVER

HIGH COST CLAIMANTS INPATIENT COST AND UTILIZATION

Medical, Surgical and MHSA * were the categories of service with the most frequent admits. These categories accounted for 94.6% of the total admissions and 96.4% of the total services in 2014. Overall, admits per member increased by 2.2 and the cost per admission decreased by \$6,837.

	2014		2015	
	ADMIRK	UTILIZATION ALOS	ADMIRK	UTILIZATION ALOS
Surgical	5.3	6.7	6.3	8.1
Medical	7.4	8.9	7.8	5.9
Maternity	0.3	37.0	0.2	27.8
MHSA *	0.4	20.0	1.6	8.5
Non-Acute	1.0	17.2	0.7	15.9
TOTAL	14.4	9.6	16.6	7.7

* MHSA :: Mental Health / Substance Abuse



\$220,676,222
INPATIENT SERVICES - THE
LARGEST CPA CATEGORY



\$71,164,111
INPATIENT SERVICES - THE
LARGEST CPA CATEGORY

HIGH COST CLAIMANTS INPATIENT COST AND UTILIZATION

The table below shows year-over-year comparison of inpatient facility, professional, and total PMPM changes.

	CHANGE TO 2014 TO 2015			CHANGE TO NORM		
	FACILITY PMPM	INPATIENT COST PROF PMPM	TOTAL PMPM	FACILITY PMPM	INPATIENT COST PROF PMPM	TOTAL PMPM
Surgical	\$11.53	\$1.15	\$12.68	\$4.25	-\$0.20	\$4.05
Medical	-\$9.34	-\$0.16	-\$9.50	\$2.29	\$0.32	\$2.61
Maternity	-\$3.27	-\$0.62	-\$3.89	-\$2.18	-\$0.33	-\$2.51
MHSA *	\$0.30	\$0.03	\$0.33	\$0.16	-\$0.01	\$0.17
Non-Acure	-\$0.35	-\$0.20	-\$0.55	-\$1.12	-\$0.19	-\$1.31
TOTAL	-\$1.13	\$0.20	-\$0.93	\$3.08	\$0.41	\$2.67

* MHSA = Mental Health / Substance Abuse



\$12.68
SURGICAL HAD THE LARGEST INCREASE FROM YEAR TO YEAR



\$4.05
SURGICAL HAD THE LARGEST INCREASE WHEN COMPARED TO THE NORM

HIGH COST CLAIMANTS OUTPATIENT COST AND UTILIZATION

The top five service categories make up 75.9% of the total amount paid and \$25 of the total PMPM. The service categories with the highest decreases from the prior time period are . The following categories exceed the norm by 10%: Office Visits, DME, Ambulance, Medical Diagnostic and Anesthesia, while the following categories are less than 10% of the norm: Pharmacy, Surgery, Radiology, ER and Pathology.

	2014			2015			CHANGE TO 2014			CHANGE TO NORM		
	PROFESSIONAL	FACILITY	TOTAL	PROFESSIONAL	FACILITY	TOTAL	PROFESSIONAL	FACILITY	TOTAL	PROFESSIONAL	FACILITY	TOTAL
Pharmacy and blood	\$2.23	\$7.24	\$9.47	\$2.25	\$5.62	\$7.87	\$0.02	-\$1.62	\$1.60	-\$3.02	-\$4.76	\$7.78
Surgery	\$0.78	\$6.14	\$6.92	\$0.81	\$6.03	\$6.84	\$0.03	-\$0.11	\$0.08	-\$0.27	-\$0.72	\$1.00
Radiology	\$1.75	\$3.24	\$4.99	\$2.28	\$3.23	\$5.51	\$0.53	-\$0.01	\$0.52	\$0.86	-\$1.03	\$0.17
Emergency Room	\$0.18	\$1.81	\$1.99	\$0.45	\$2.16	\$2.61	\$0.27	\$0.35	\$0.62	\$0.23	-\$0.12	\$0.11
Pathology	\$0.46	\$2.20	\$2.66	\$0.56	\$1.15	\$1.71	\$0.10	-\$1.05	\$0.95	-\$0.03	-\$0.11	\$0.08
Cardiovascular	\$0.21	\$0.26	\$0.47	\$0.28	\$0.97	\$1.25	\$0.07	\$0.71	\$0.78	\$0.13	-\$0.46	\$0.52
Dialysis	\$0.06	\$1.25	\$1.31	\$0.05	\$1.11	\$1.16	-\$0.01	-\$0.14	\$0.15	\$0.00	-\$0.56	\$0.56
Office Visits	\$0.76	\$0.00	\$0.76	\$1.00	\$0.00	\$1.00	\$0.24	\$0.00	\$0.24	-\$0.02	-\$0.16	\$0.19
DME	\$0.45	\$0.35	\$0.80	\$0.60	\$0.21	\$0.81	\$0.15	-\$0.14	\$0.01	\$0.00	-\$0.07	\$0.07
Home Health/PDN	\$0.15	\$0.37	\$0.52	\$0.15	\$0.54	\$0.69	\$0.00	-\$0.17	\$0.17	-\$0.37	-\$0.16	\$0.17
Alcohol and Drug	\$0.00	\$0.13	\$0.13	\$0.01	\$0.65	\$0.66	\$0.01	\$0.52	\$0.53	\$0.01	-\$0.32	\$0.53
Ambulance	\$0.18	\$0.01	\$0.19	\$0.55	\$0.05	\$0.60	\$0.37	\$0.04	\$0.41	\$0.31	-\$0.10	\$0.21
Medical Diagnostic	\$0.58	\$0.54	\$1.12	\$0.40	\$0.06	\$0.46	-\$0.18	-\$0.48	\$0.66	\$0.19	-\$0.23	\$0.04
Anesthesia	\$0.26	\$0.00	\$0.26	\$0.30	\$0.00	\$0.30	\$0.04	-\$0.08	\$0.04	-\$0.00	-\$0.19	\$0.11
Other Therapy	\$0.00	\$0.27	\$0.27	\$0.00	\$0.19	\$0.19	\$0.00	-\$0.00	\$0.00	-\$0.10	-\$0.00	\$0.10
ALL OTHER	\$0.28	\$0.37	\$0.65	\$0.47	\$0.21	\$0.68	\$0.19	-\$0.08	\$0.08	-\$0.85	-\$0.19	\$0.19
TOTAL	\$8.33	\$24.16	\$32.49	\$10.16	\$22.18	\$22.34	\$1.83	-\$12.17	\$0.85	-\$19.05	-\$26.50	\$28.31

HIGH COST CLAIMANTS OUTPATIENT COST AND UTILIZATION

Urgent Care, Physical Therapy, Maternity, Medical Diagnostic and Hearing were the categories of service with the most frequent visits. These categories accounted for 63.3% of the total visits and 1.4% of the total services in 2014. Overall, visits per member increased by 0.08 and services per member increased by 0.13.

	2014					2015				
	PROFESSIONAL VPM	PROFESSIONAL SPM	FACILITY VPM	FACILITY SPM	TOTAL VPM	PROFESSIONAL VPM	PROFESSIONAL SPM	FACILITY VPM	FACILITY SPM	TOTAL VPM
Pharmacy and Blood	0.03	0.07	0.05	0.16	0.08	0.02	0.06	0.04	0.19	0.05
Surgery	0.02	0.03	0.01	0.08	0.03	0.02	0.03	0.01	0.06	0.03
Radiology	0.08	0.11	0.04	0.06	0.12	0.09	0.13	0.03	0.06	0.12
Emergency Room	0.01	0.01	0.02	0.15	0.03	0.02	0.02	0.03	0.22	0.05
Pathology	0.08	0.32	0.05	0.26	0.13	0.08	0.33	0.05	0.21	0.13
Cardiovascular	0.02	0.02	0.00	0.00	0.02	0.03	0.03	0.00	0.00	0.03
Dialysis	0.00	0.00	0.02	0.02	0.02	0.00	0.00	0.03	0.03	0.03
Office Visits	0.12	0.12	0.00	0.00	0.12	0.13	0.13	0.00	0.00	0.13
DME	0.02	0.03	0.01	0.02	0.03	0.05	0.01	0.01	0.02	0.03
Home Health/PDN	0.01	0.02	0.02	0.05	0.03	0.01	0.01	0.05	0.05	0.07
Alcohol and Drug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01	0.01	0.01
Ambulance	0.00	0.00	0.00	0.00	0.00	0.01	0.01	0.00	0.00	0.01
Medical Diagnostic	0.03	0.03	0.01	0.01	0.04	0.02	0.02	0.00	0.00	0.02
Anesthesia	0.01	0.01	0.00	0.00	0.01	0.01	0.01	0.00	0.00	0.01
Other Therapy	0.00	0.00	0.01	0.03	0.01	0.00	0.00	0.01	0.02	0.01
ALL OTHER	0.02	0.05	0.02	0.02	0.04	0.04	0.08	0.02	0.02	0.06
TOTAL	0.45	0.87	0.26	0.58	0.71	0.50	0.91	0.25	0.90	0.79
					1.48					1.61

HIGH COST CLAIMANTS OUTPATIENT COST AND UTILIZATION

	CHANGE TO 2017 REVISI				CHANGE TO NORM							
	PROFESSIONAL VPM	PROFESSIONAL \$/VPM	FACILITY VPM	FACILITY \$/VPM	TOTAL VPM	TOTAL \$/VPM	PROFESSIONAL VPM	PROFESSIONAL \$/VPM	FACILITY VPM	FACILITY \$/VPM	TOTAL VPM	TOTAL \$/VPM
Pharmacy and Blood	-33.3%	-14.3%	-20.0%	18.8%	-25.0%	87.6%	33.3%	-40.0%	1.1%	1.1%	1.1%	1.1%
Surgery	0.0%	0.0%	0.0%	-25.0%	0.0%	18.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Radiology	12.5%	18.2%	-25.0%	0.0%	0.0%	11.8%	28.6%	30.0%	0.0%	0.0%	0.0%	0.0%
Emergency Room	100.0%	100.0%	50.0%	46.7%	66.7%	50.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Pathology	0.0%	3.1%	0.0%	-19.2%	0.0%	6.3%	14.3%	32.0%	0.0%	0.0%	0.0%	0.0%
Cardiovascular	50.0%	50.0%	0.0%	0.0%	50.0%	50.0%	50.0%	50.0%	0.0%	0.0%	0.0%	0.0%
Dialysis	0.0%	0.0%	50.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Office Visits	8.3%	8.3%	0.0%	0.0%	8.3%	8.3%	8.3%	8.3%	0.0%	0.0%	0.0%	0.0%
DME	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%
Home Health/PDN	0.0%	-50.0%	150.0%	20.0%	100.0%	0.0%	-50.0%	50.0%	0.0%	0.0%	0.0%	0.0%
Alcohol and Drug	0.0%	0.0%	0.0%	0.0%	NA	NA	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Ambulance	0.0%	0.0%	0.0%	0.0%	NA	NA	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Medical Diagnostic	-33.3%	-33.3%	-100.0%	-100.0%	-50.0%	50.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Anesthesia	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Other Therapy	0.0%	0.0%	0.0%	-33.3%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
ALL OTHER	100.0%	60.0%	0.0%	0.0%	50.0%	42.9%	50.0%	-41.5%	1.0%	1.0%	1.0%	1.0%
TOTAL	11.9%	11.0%	11.5%	4.4%	11.5%	7.9%	0.8%	5.6%	11.2%	1.5%	1.5%	1.5%

ADDITIONAL ANALYSES

ADDITIONAL ANALYSES

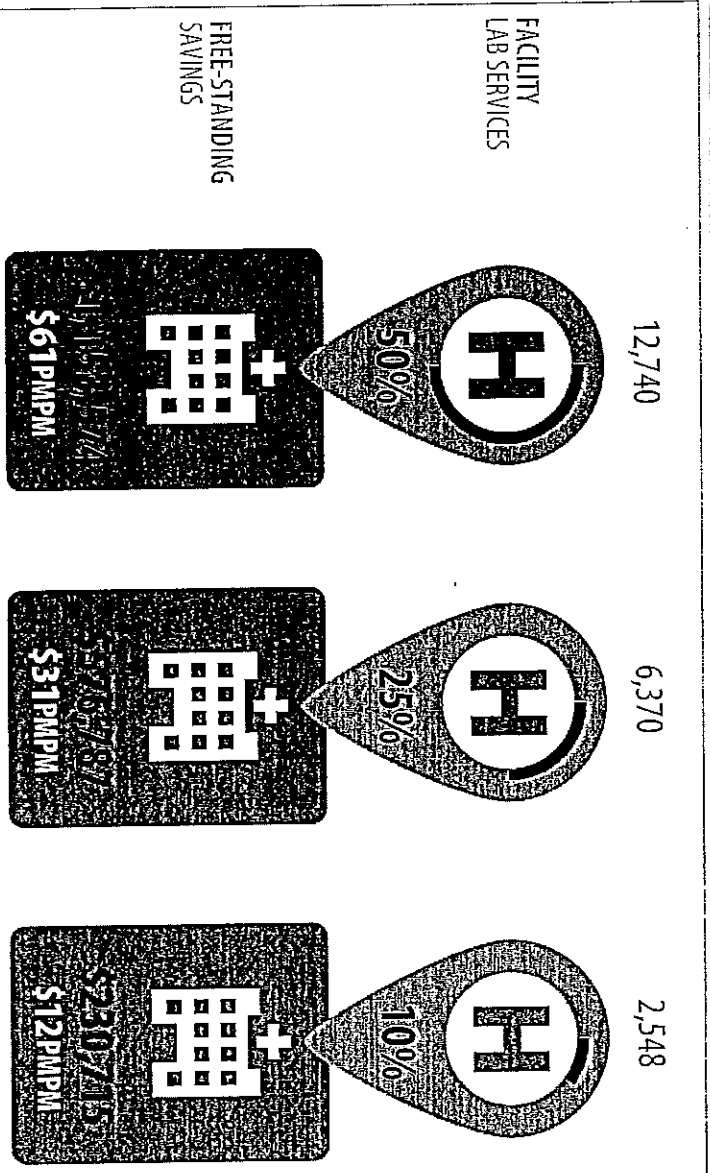
OVERVIEW

The following slides show additional analyses such as Urgent Care and Emergency Room Costs, Lab Site of Service Costs, and High Cost Claimants Summary.

ADDITIONAL ANALYSES LAB SITE OF SERVICE

SITE OF SERVICE	2014		2015		% CHANGE		NORM	
	SERVICES 1,000	ALLOWED SERVICE	SERVICES 1,000	ALLOWED SERVICE	SERVICES 1,000	ALLOWED SERVICE	SERVICES 1,000	ALLOWED SERVICE
Facility	23,623	1,323	1,349	\$1,276,647	7.9%	1,784	\$511	
Free-Standing	105,048	5,883	5,927	\$7,530,950	6.6%	4,603	\$721	
TOTAL	128,671	7,206	7,276	\$8,807,597	6.8%	1,866	\$107	

AVERAGE SAVINGS



KEY FINDINGS

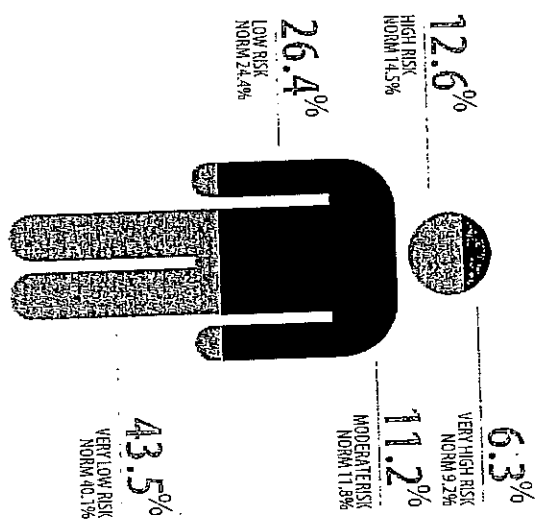
By moving a percentage of lab services from the outpatient setting to a freestanding setting, the average savings can be significant, as shown in the infographic on the left.

RISK ANALYSIS

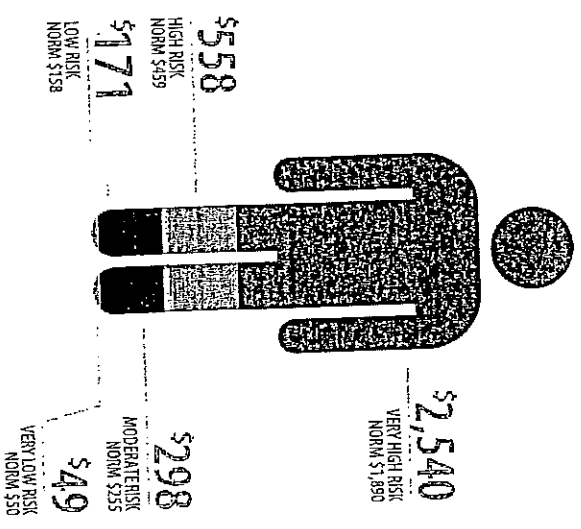
RISK ANALYSIS POPULATION SEGMENTS

When we look at a population in groups, we attempt to assure that the most appropriate interaction is directed to the right person for the right reason at the right time. Your population has been segmented 2 ways below (by risk & cost and by program activity status). The high risk population increased by 12.0% from the previous 12 months while the cost increased by 1.08%. The low risk population increased by 3.3% from the previous 12 months while the cost increased by 1.0%. Program participation is in line with what we see in like customers.

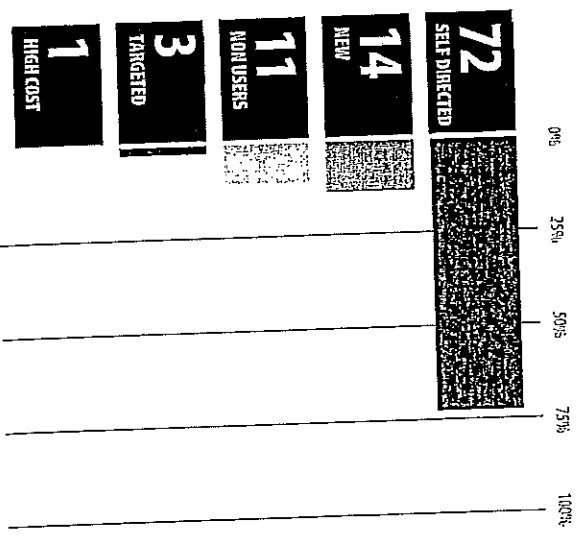
CLIENT POPULATION



CLIENT POPULATION PMPM



POPULATION SEGMENTATION

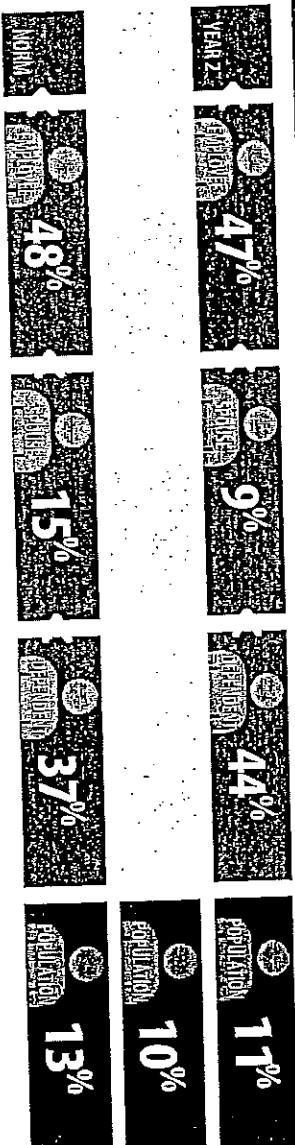


PROSPECTIVE RISK SCORE RANGE: VERY HIGH RISK >=3, HIGH RISK 1.5-2.9, MODERATE RISK 1.0-1.49, LOW RISK 0.5-0.99, VERY LOW RISK <0.49

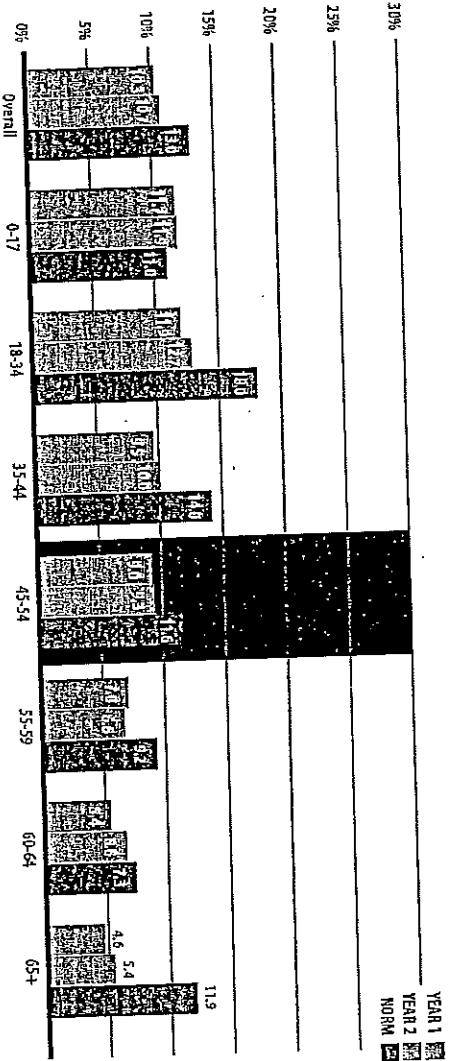
RISK ANALYSIS NON-USERS DISTRIBUTION

- Non-user rates are important in determining the accuracy of risk trends.
- Non-users represent hidden risk within the population as these members are not utilizing the health care system effectively. The total number of Non-Users in YEAR 2 is 2,624 while the total number of Non-Users in YEAR 1 was 2,394.
- About 1 in 9 members are not seeking medical care.
- About 1 in 9 employees are not seeking medical care.

MEMBERS NOT INCURRING CLAIMS BY RELATIONSHIP



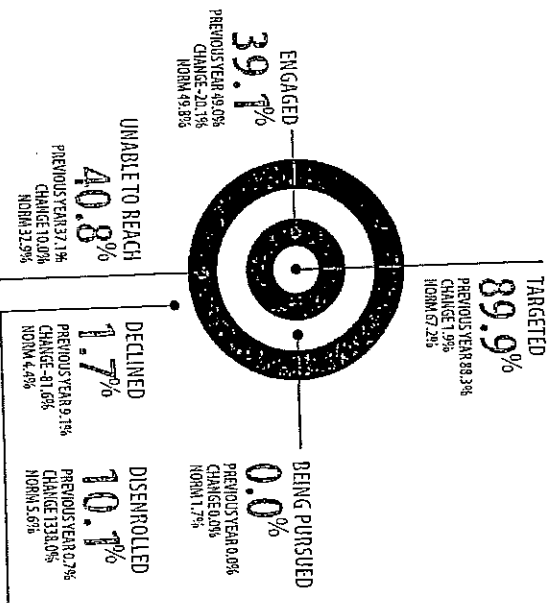
MEMBERS NOT INCURRING CLAIMS BY AGE RANGE



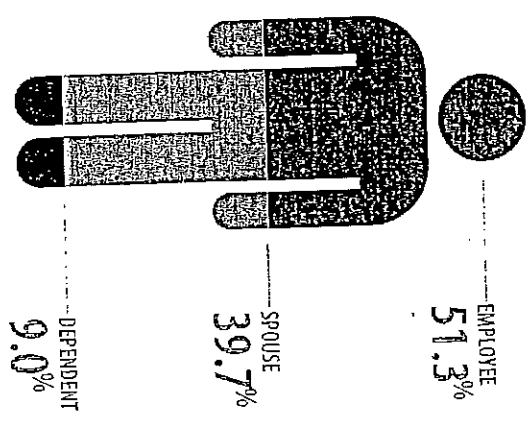
RISK ANALYSIS HIGH COST MEMBER SNAPSHOT

High cost members, individuals costing >\$50,000 within 12 months, comprised 0.8% (NORM 1.0%) of your population and cost \$22,033,262. This is an increase of \$3,460,815 as well as an increase of 18.6% from the previous year. All high cost members are reviewed for opportunities to assist with coordinating their care and ensuring they are getting the right care in the right place at the right time.

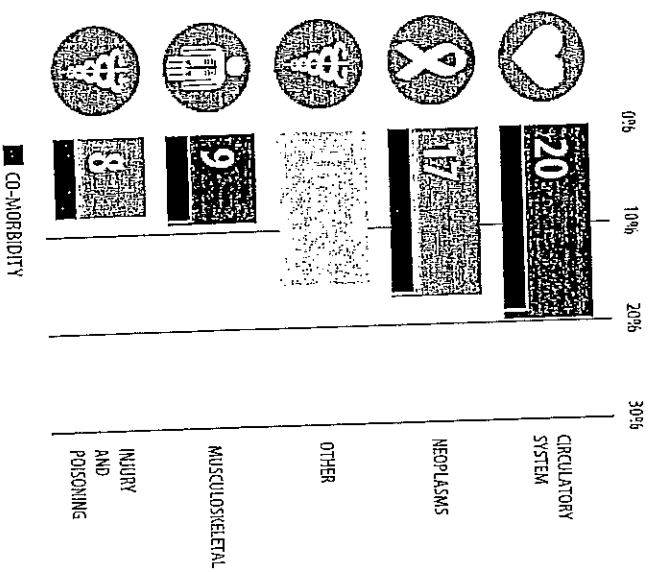
TARGETED MEMBERS



RELATIONSHIP



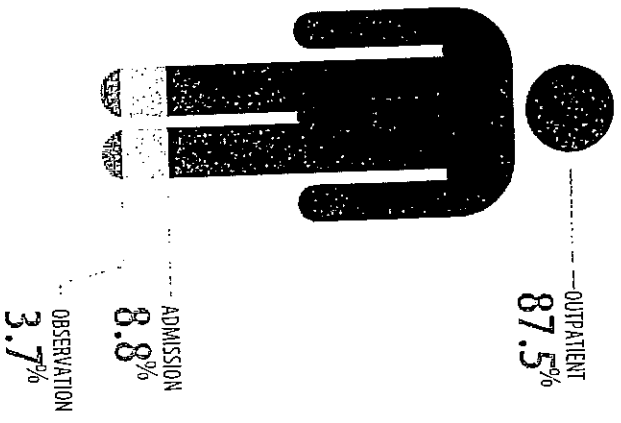
TOP 5 CONDITIONS



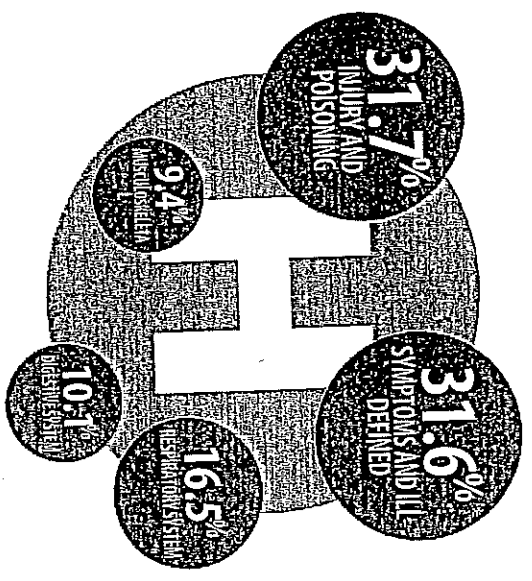
RISK ANALYSIS EMERGENCY ROOM VISITS

Emergency visit patterns are evaluated to identify opportunities to positively impact utilization trends. In the last 12 months, 3,034 members went to the Emergency Room for a total of 4,544 visits. From YEAR 1 to YEAR 2, members with **Emergency Room** visits increased from 1.6% to 12.4%. During the same period, members with **Urgent Care/Retail Clinic** visits increased from 12.1% to 13.2%. 179 Members who used the emergency room were engaged with a Health Coach.

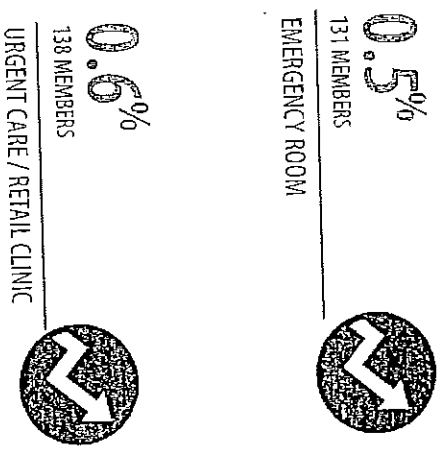
POSTER



TOP 5 REASONS



MEMBERS MAKING MORE THAN 3 VISITS

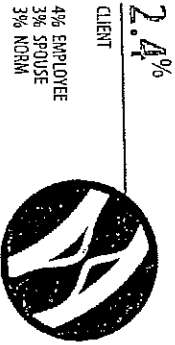


* OF THE PEOPLE WHO USED THE EMERGENCY ROOM OR URGENT CARE, THE PERCENT OF MEMBERSHIP WHO WENT MORE THAN THREE TIMES.

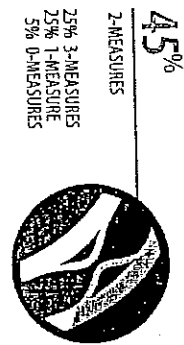
RISK ANALYSIS HIGH COST HEART DISEASE PROFILE

According to the American Heart Association, the leading cause of death is heart disease but 75% of that risk is modifiable. A total of 746 TRAINING DOCUMENT members have high cost heart disease. This is an increase of 15.1% from the prior year total of 648.

CAD PREVALENCE



CAD ADHERENCE

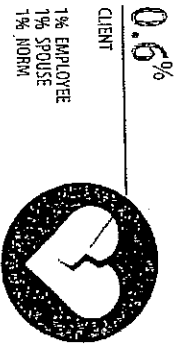


KEY FACTS

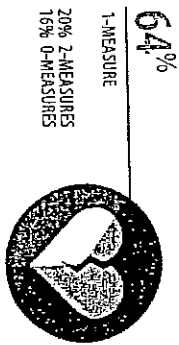
MEASURE	CLIENT
Total Spend	\$1,947,694
Coronary Artery Disease (CAD)	601
More than One Condition	567
High Cost Members > \$50,000	67
Average Prospective Risk Score	5.40 (NORM 6.19)
Targeted for Outreach	157 (26.1%)
Self Directed with Support	5 (0.8%)

50% UNABLE TO REACH
37% UNDEVELOPED
13% ENGAGED

CHF PREVALENCE



CHF ADHERENCE



KEY FACTS

MEASURE	CLIENT
Total Spend	\$5,166,600
Congestive Heart Failure (CHF)	145
More than One Condition	145
High Cost Members > \$50,000	39
Average Prospective Risk Score	8.95 (NORM 10.66)
Targeted for Outreach	77 (53.1%)
Self Directed with Support	(0.0%)

55% UNABLE TO REACH
44% UNDEVELOPED
1% ENGAGED

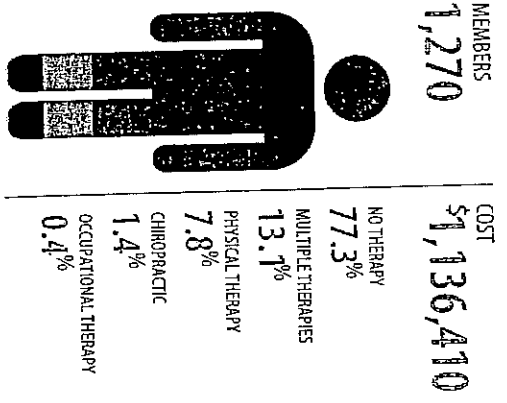
KEY: CAD=CORONARY ARTERY DISEASE CHF=CONGESTIVE HEART FAILURE

*Measures for CAD include Medication, Lipid Panel, and Office Visits.
*Measures for CHF include Medication, and Office Visits.

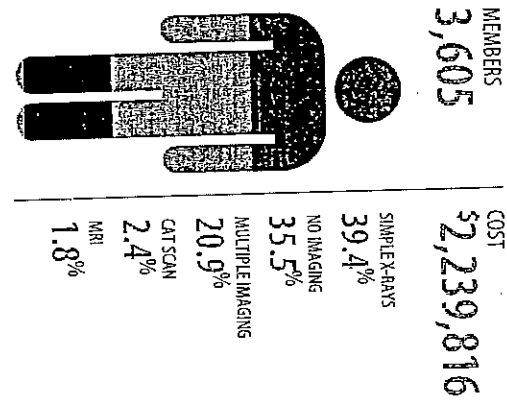
RISK ANALYSIS MUSCULOSKELETAL PROFILE

\$1 in every \$10 spent for health care in the US is spent for the treatment and care of persons with a musculoskeletal condition (American Academy of Orthopedic Surgeons). A total of 5,589 TURNER INDUSTRIES GROUP LLC members have a musculoskeletal condition. This is an increase of 21.0% from the prior year total of 4,619.

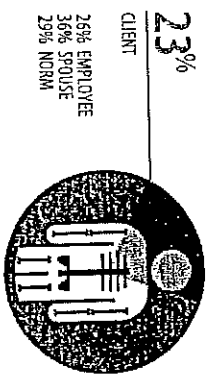
THERAPY RELATED SERVICES



IMAGING RELATED SERVICES



PREVALENCE



KEY FACTS

MEASURE	CLIENT
Total Spend	\$38,393,623
More Than One Condition	3,297
Related Inpatient Admissions	68
Rehab Post Surgery	154 (3%)
Emergency Room Visits	2,200
Urgent Care Visits	1,854
Average Prospective Risk Score	2.40 (NORM 2.60)
Targeted for Outreach	548 (10%)
Self Directed with Support	58 (1%)

45% UNABLE TO REACH
10% DEFINED
10% ENGAGED

NOTE: INPATIENT ADMISSION REPRESENTS ONLY MUSCULOSKELETAL RELATED REASONS FOR ADMISSION.



RISK ANALYSIS

ADHERENCE TO PREVENTIVE CARE


PREVENTIVE SERVICE MEASURES	2013	2014	NATIONAL NORM
Colorectal Cancer Screening	48.3%	49.0%	55.1%
Breast Cancer Screening (Mammogram)	55.6%	57.1%	61.5%
Cervical Cancer Screening (Pap Test)	61.6%	60.4%	65.7%
Preventive Physical Exam	13.6%	14.7%	21.0%
Prostate Cancer Screening	40.4%	38.7%	37.0%

RISK ANALYSIS POPULATION CONDITION PREVALENCE


There are 7,085 unique members with one or more chronic conditions.

	TOTAL POPULATION			
	MEMBERS (NORM)	EMPLOYEES	SPOUSES	MEMBERS
1 Musculoskeletal Pain	21.7%	2.9%	3.1%	1.5%
Neuromuscular Disease	2.7%	0.0%	3.3%	0.3%
Obesity	6.6%	19.3%	10.3%	1.5%
Osteoporosis	0.5%	20.4%	0.2%	0.9%
Stroke	0.8%	3.7%	2.0%	0.2%
2 Behavioral Health	14.4%	6.6%	0.1%	0.1%
Coronary Artery Disease	2.6%	0.9%	0.1%	0.1%
Cancer	6.0%	0.9%	2.5%	0.2%
Congestive Heart Disease	0.6%	11.7%	0.1%	0.1%
Chronic Kidney Disease	0.6%	1.0%	0.1%	0.1%
Other Complex Condition	8.6%	9.6%	0.1%	0.1%
Chronic Obstructive Pulmonary Disease	1.1%	1.5%	1.9%	0.2%
Depression	3.9%	3.3%	0.5%	0.5%
Diabetes	4.8%	6.8%	0.2%	0.2%
Gerd/Peptic Ulcer Disease	0.4%	0.5%	0.6%	0.6%
3 High Blood Pressure	14.3%	22.2%	0.3%	0.3%
Heart Disease	2.9%	4.3%	0.3%	0.3%
High Cholesterol	10.2%	15.7%	0.3%	0.5%
5 High Risk Pregnancy	0.9%	0.2%	0.5%	0.1%
Inflammatory Bowel Disease	0.3%	0.3%	0.1%	0.1%
Joint Replacement	0.2%	0.2%	0.9%	0.0%
Migraine	1.7%	1.2%	0.0%	0.0%
Multiple Sclerosis	0.1%	0.0%	15.2%	0.5%

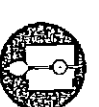
KEY FINDINGS




MUSCULOSKELETAL PAIN
INSERT COMMENT(S) HERE



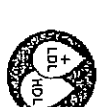
BEHAVIORAL HEALTH
INSERT COMMENT(S) HERE



HIGH BLOOD PRESSURE
INSERT COMMENT(S) HERE



HIGH CHOLESTEROL
INSERT COMMENT(S) HERE

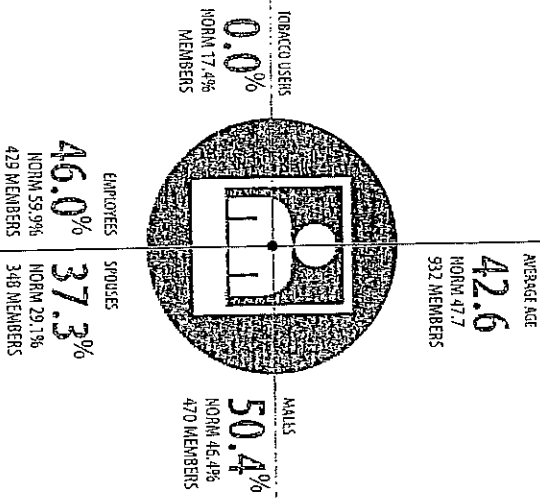


LDL HDL

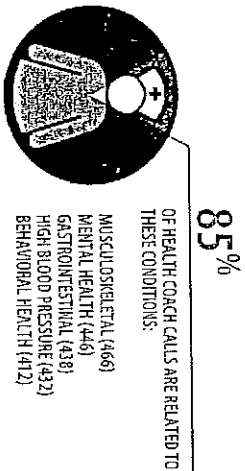
RISK ANALYSIS TARGETED POPULATION

Population Health Management is an integrated and proactive approach to health management that involves members at every single stage of their health and that effectively manages the client's cost. Health Coaching helps your members make better decisions about their health care, providing resources and support to help them stay well, get well, or successfully manage a condition. For your population, 7.6% (932) of the population was identified for outreach based on the risk score. **We reached 4.0% (489) and engaged 2.9% (362) of the adult population.**

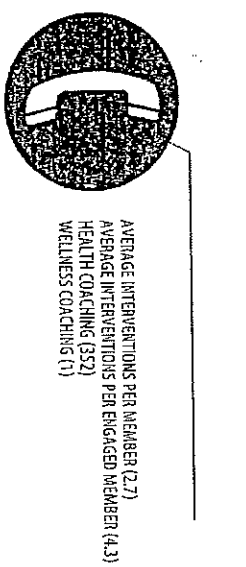
MEMBER PROFILE



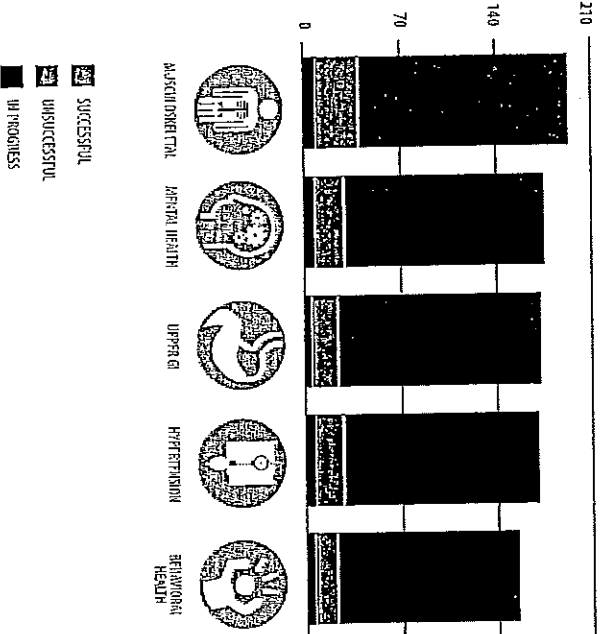
TOP 5 CONDITIONS



TARGETED INTERVENTIONS



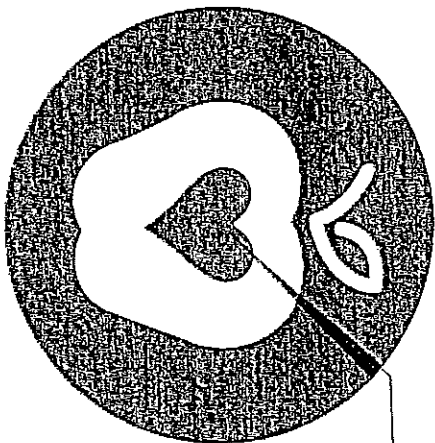
ENGAGEMENT STATUS



RISK ANALYSIS WELLNESS PROGRAMS

Resources/programs available to assist members in managing conditions and lifestyle behaviors that they may have or be at increased risk. Modalities include onsite, telephonic, online and self-study. **The Wellness Profile is pivotal to a successful overall wellness program. It may benefit the organization by helping to establish a culture of wellness in which members participate in programs and adopt positive choices that foster a healthy lifestyle.** It benefits the organization in establishing a culture of wellness for the adoption of programs and lifestyle choices which ultimately benefit the health of the client's members. Wellness participation is limited with many opportunities for improvement.

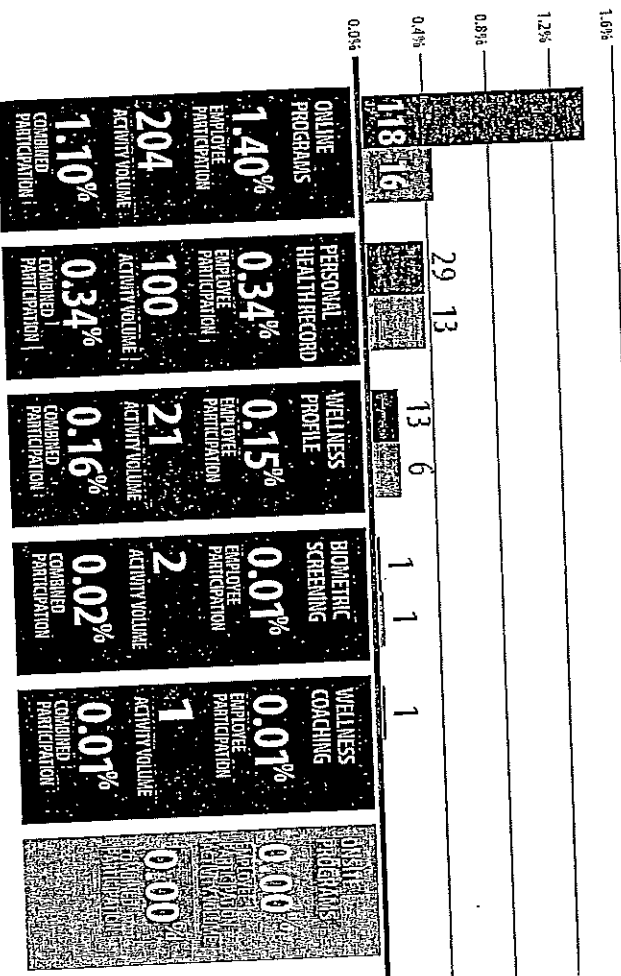
TOTAL PARTICIPATION



1.3%

- MEMBER PARTICIPATION 156
- 0.16% WEIGHT MANAGEMENT (19)
 - 0.13% NUTRITION (16)
 - 0.09% TOBACCO (12)
 - 0.12% PHYSICAL ACTIVITY (15)
 - 0.08% STRESS MANAGEMENT (10)
 - 0.10% DEPRESSION/EMOTIONAL (12)
 - 0.02% BIOMETRIC SCREENING (2)
 - 0.16% WELLNESS PROFILES (19)

PARTICIPATION BY PROGRAM



In addition to these programs, 6 members participated in Baby Blue Prints, 107 members made an inbound call, and no members contacted Teladoc.

Employee
Spouse
*Total Member

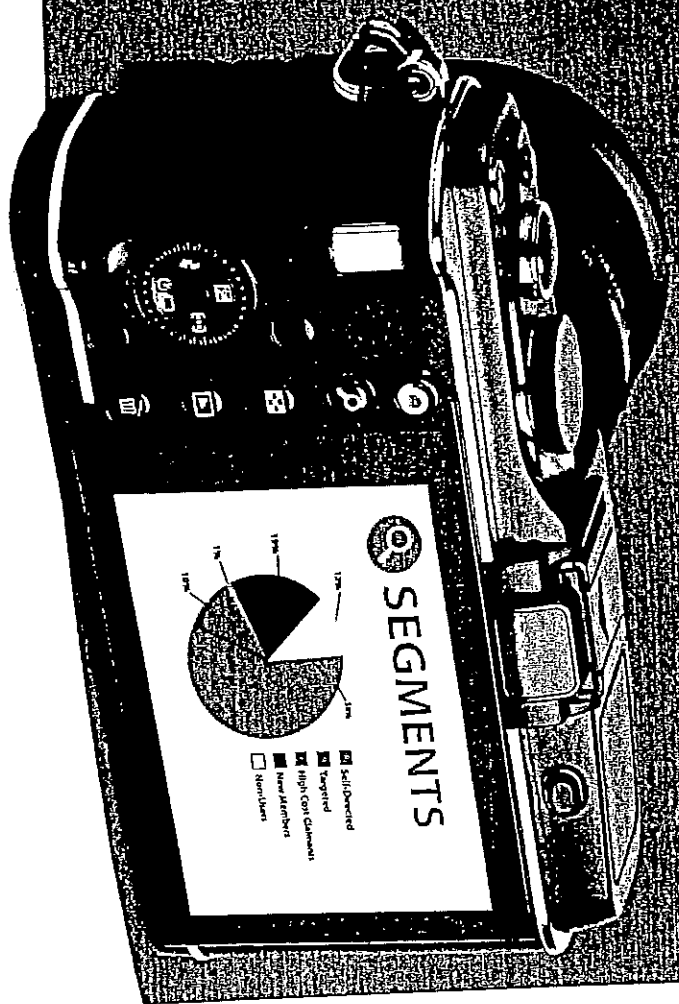
NOTES



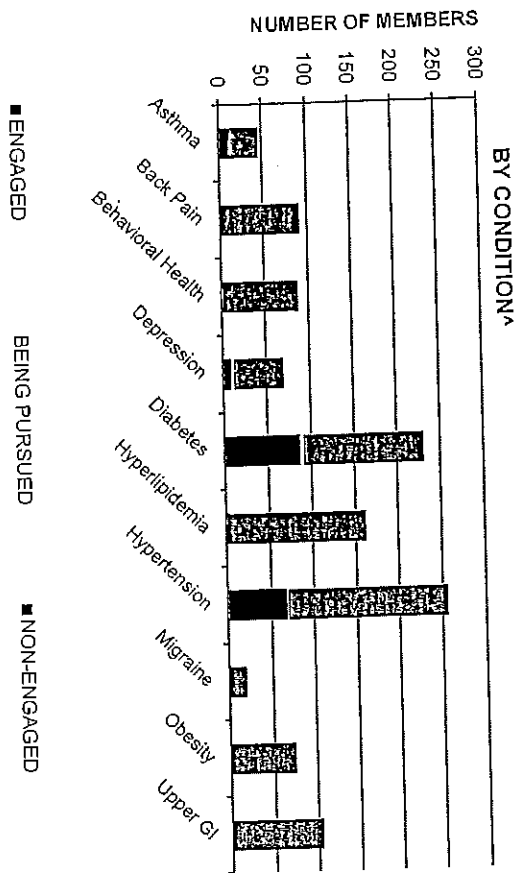
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HEALTH PERFORMANCE SOLUTIONS SAMPLE

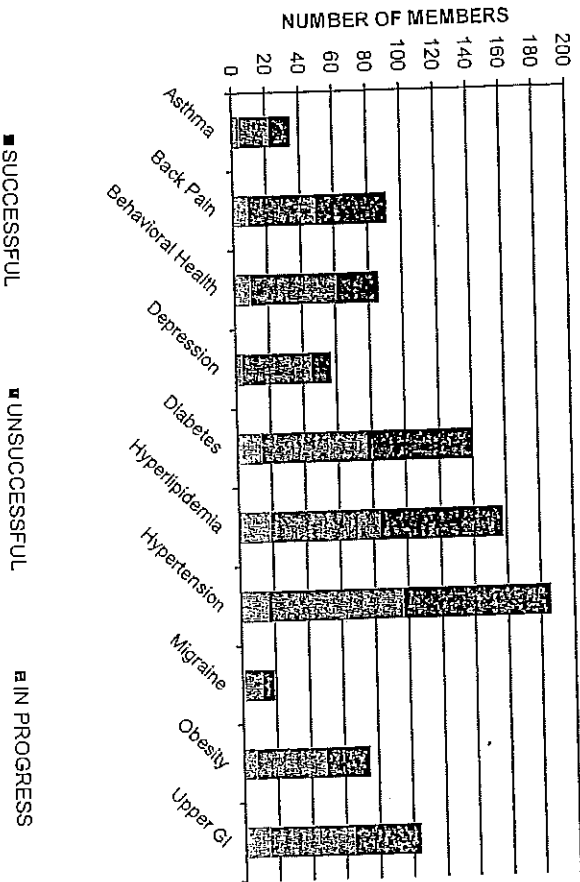
OPERATIONAL DASHBOARD



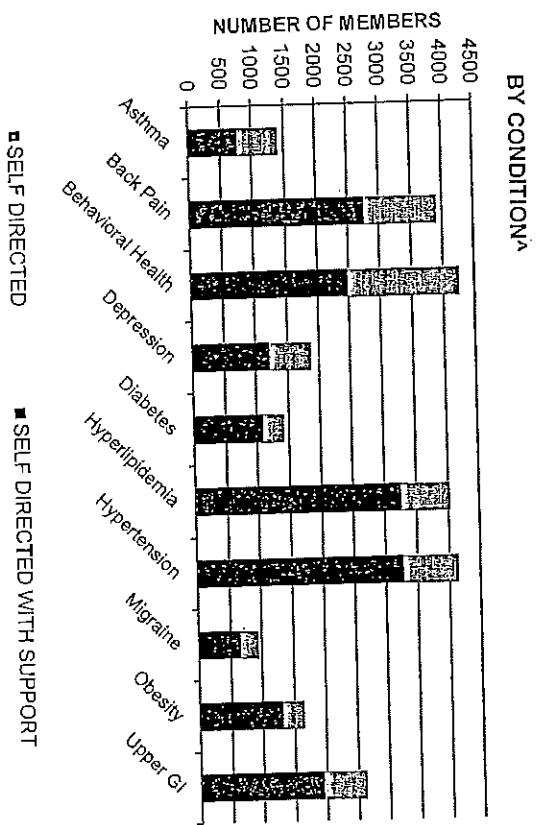
3 TARGETED POPULATION



ENGAGED MEMBERS - PROGRESS TOWARDS GOALS



4 SELF-DIRECTED POPULATION



WELLNESS PROGRAM PARTICIPATION

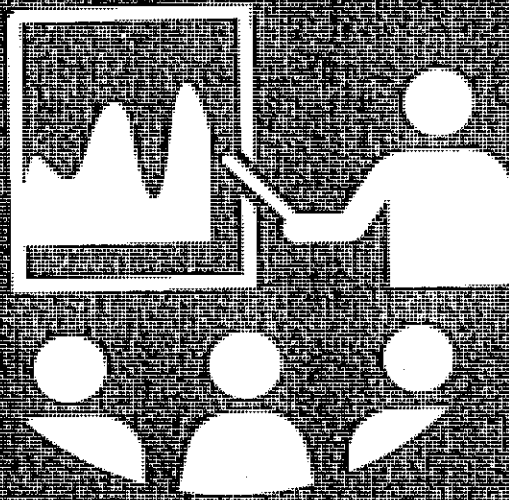
ACTIVITY TYPE	ACTIVITY VOLUME	MEMBERS	PARTICIPATION RATES FOR EMPLOYEES & SPOUSES
BIOMETRIC SCREENING	10,213	10,209	58.6%
ONLINE PROGRAMS	4,380	1,951	11.2%
ONSITE PROGRAMS	0	0	<1%
PERSONAL HEALTH RECORD	22,008	13,946	80.1%
WELLNESS COACHING	1,405	1,350	7.8%
WELLNESS PROFILE	14,881	13,896	79.8%
TELADOC	298	244	N/A
BABY BLUE PRINT	31	31	N/A
INBOUND CALL ACTIVITY	1,926	1,654	N/A

^ TOP 10 CONDITIONS ONLY; OUTREACH INCLUDES 30+ CONDITIONS

POPULATION HEALTH MANAGEMENT

CLIENT NAME

CLINICAL EXECUTIVE SUMMARY



Claims Paid January 2014 thru December 2014 and paid through Feb 01, 2015
Claims Paid January 2015 thru December 2015 and paid through Feb 01, 2016

CLIENT NAME

DEMOGRAPHICS

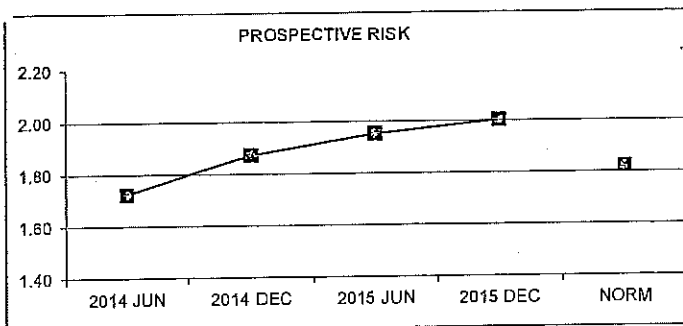
Average Membership	338	Members per contract	1.3
2015 Average Age	44.7	Market Norm Average Age	34.9
Male Contracts	20%	Female Contracts	80%
Male Members	32%	Female Members	68%



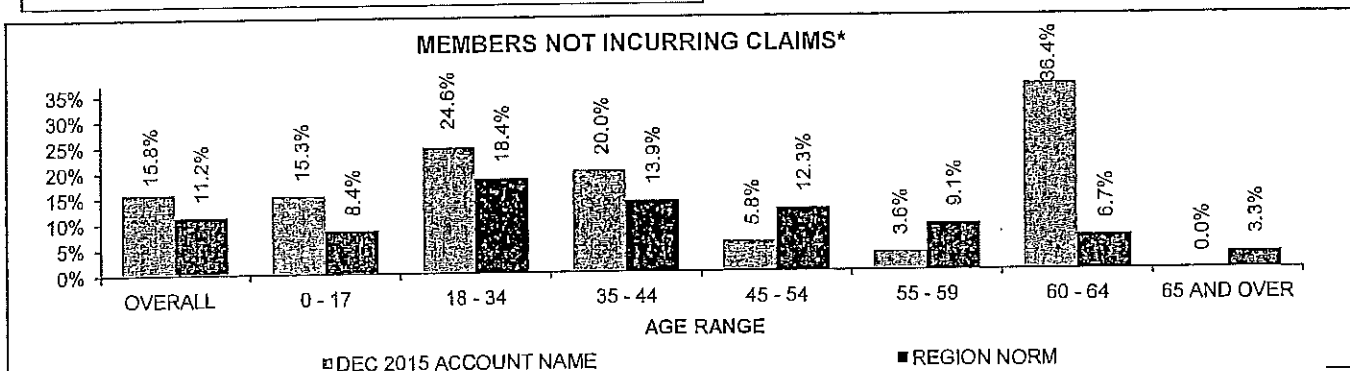
RISK FACTS

Healthcare costs are a direct reflection of risk. Risk is further complicated by lifestyle choice. A risk score measures the health status and expected utilization of a population. Below, the prospective risk score reflects the burden of chronic conditions in your population. The greater your prevalence of chronic health conditions, the higher your prospective risk. Statistically, 0.8 is a healthy norm. A book of business market norm tends to trend at an even higher rate.

Non-User rates are important in determining how accurate the risk scores are for your population. Non-users are the members who have not generated claims in the past 12 months and represent hidden risk in your population. A non-user rate of <10% is optimal. In the table and graph below, your non-user rates are shown by age and relationship as compared to the market norm. As age increases, lifestyle risk behaviors are more impactful; therefore, it is particularly important to note the non-user rates for age



NON-USER BY RELATIONSHIP		
RELATIONSHIP	CLIENT	NORM
Employee	X.X%	X.X%
Spouse	X.X%	X.X%
Dependent	X.X%	X.X%



* A Member can only be classified as a non-user if they have been eligible for 9 or more months in the measurement period.

55% of healthcare spending is for members age 45 and over.

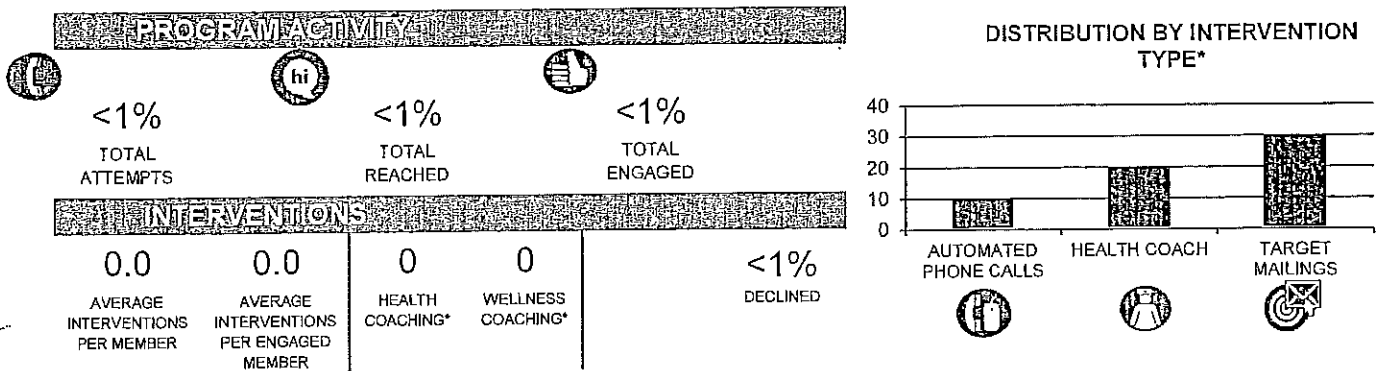
CLIENT NAME



PARTICIPATION

Health Performance Solutions is a comprehensive strategy focused on impacting lifestyle behaviors and encouraging treatment compliance. Our multi-faceted approach to health care management includes interventions—telephonic health coaching, online lifestyle management programs and employer sponsored programs—to address the health challenges of your population. It addresses members at every stage of health and helps manage costs at every phase of care. Our risk and stratification process also helps us to determine the most appropriate outreach method whether that be Health & Wellness Coaching, automated phone calls or mailings.

Regardless of their risk level, Health Performance Solutions helps your members make better decisions about their health care, providing resources and support to help them stay well, get well or manage a



RECOMMENDATIONS TO BUILD PARTICIPATION

Increasing member engagement is key to the success of your health promotion efforts. We partner with clients to develop data-driven strategies that promote improving member health and reducing risk through behavior change. To facilitate success, we recommend:

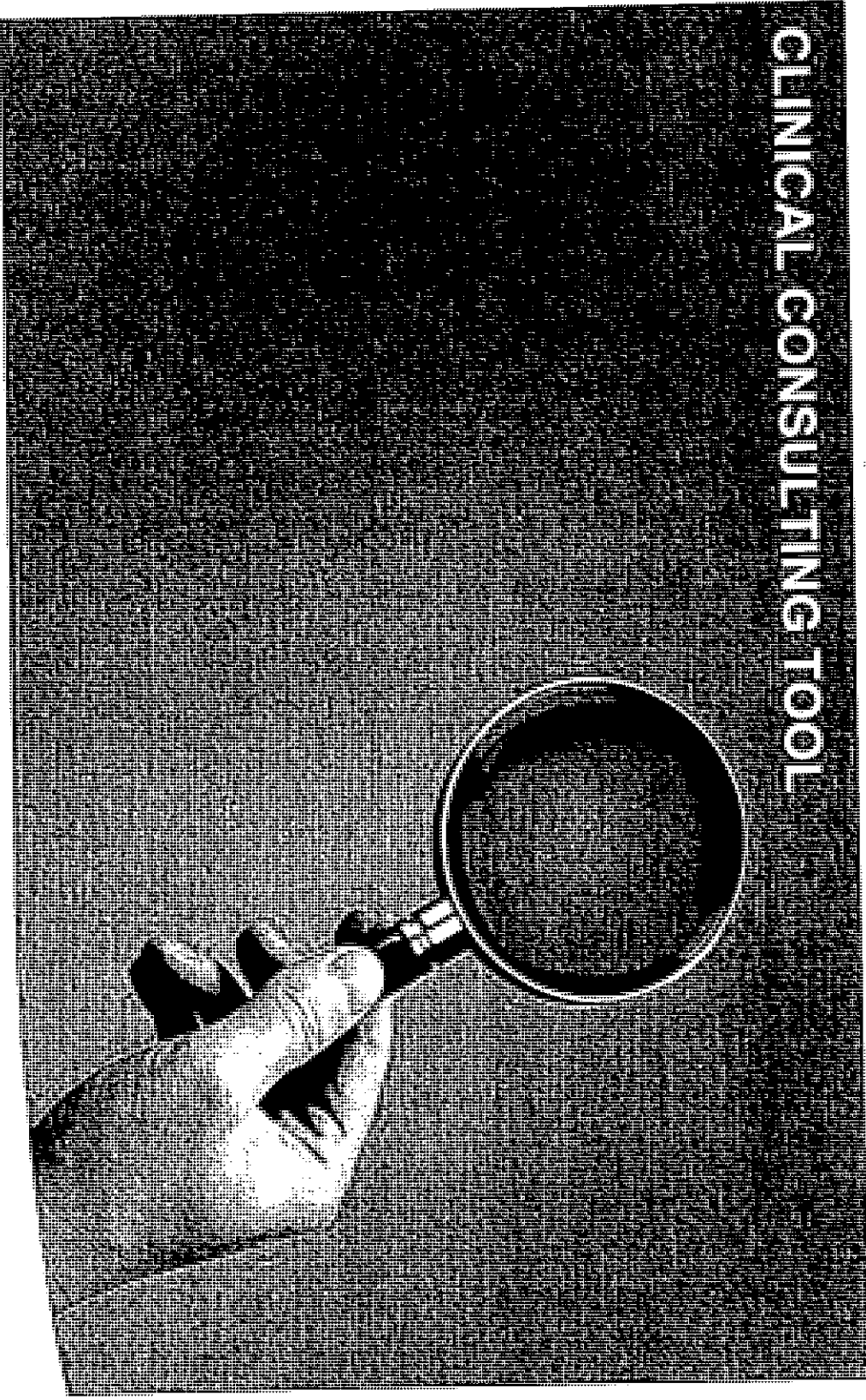
- Work with designated Client Advisor to develop a wellness strategy based on opportunities identified in data trends.
- Develop and implement communication strategies and incentive plans.
- Advocate website registration.
- Promote participation in core programs and services
 - Wellness Profiles can identify individual and aggregate lifestyle related risk factors
 - Telephonic nurse Health Coach can provide personal attention and specific guidance to members via telephone on successfully meeting goals to manage conditions effectively
 - Online and worksite wellness tools and programs powered by WebMD® can support members to improve their lifestyle, adhere to preventive care guidelines or manage a specific health condition
- Support age appropriate preventive health screenings.

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HEALTH PERFORMANCE SOLUTIONS

CLIENT NAME - STANDARD MODEL

CLINICAL CONSULTING TOOL



G

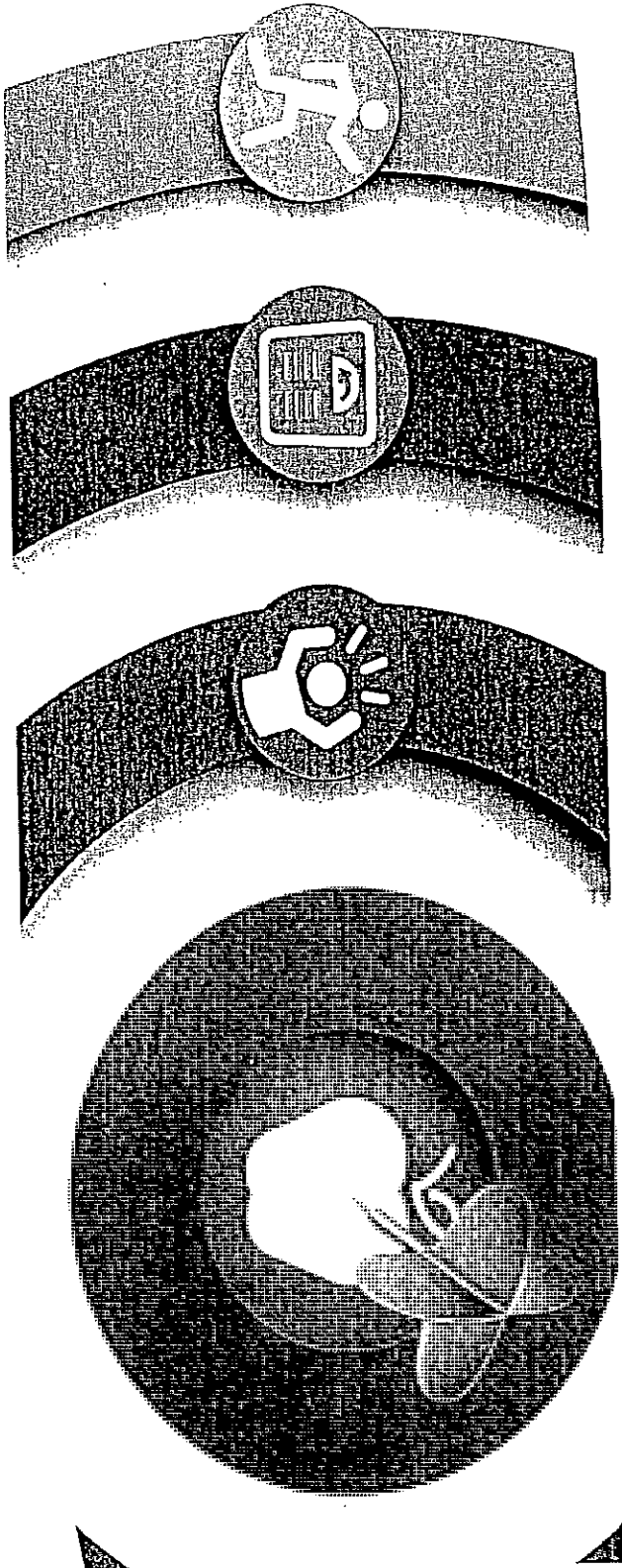
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HCALTH PERFORMANCE SOLUTIONS

SAMPLE CLIENT

09/01/2015-10/27/2015

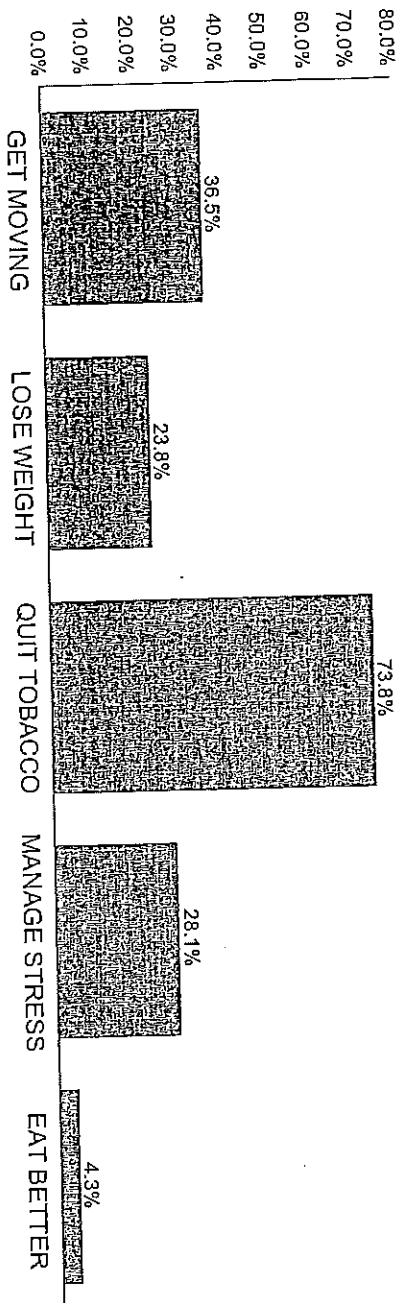
WELLNESS PROFILE AGGREGATE REPORT



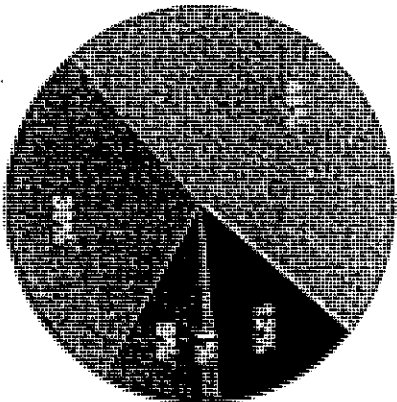


SUMMARY

MEETING GUIDELINES

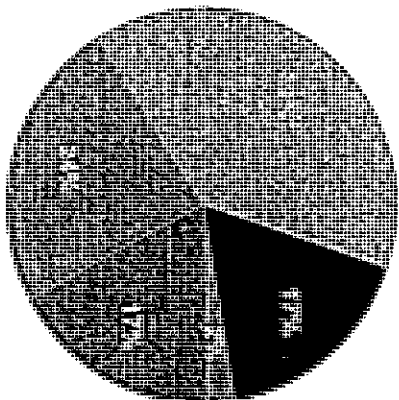


HOW WOULD YOU RATE YOUR OVERALL HEALTH?



- EXCELLENT
- VERY GOOD
- GOOD
- FAIR
- POOR

HOW CONFIDENT ARE YOU THAT YOU CAN MAKE HEALTHY CHANGES?



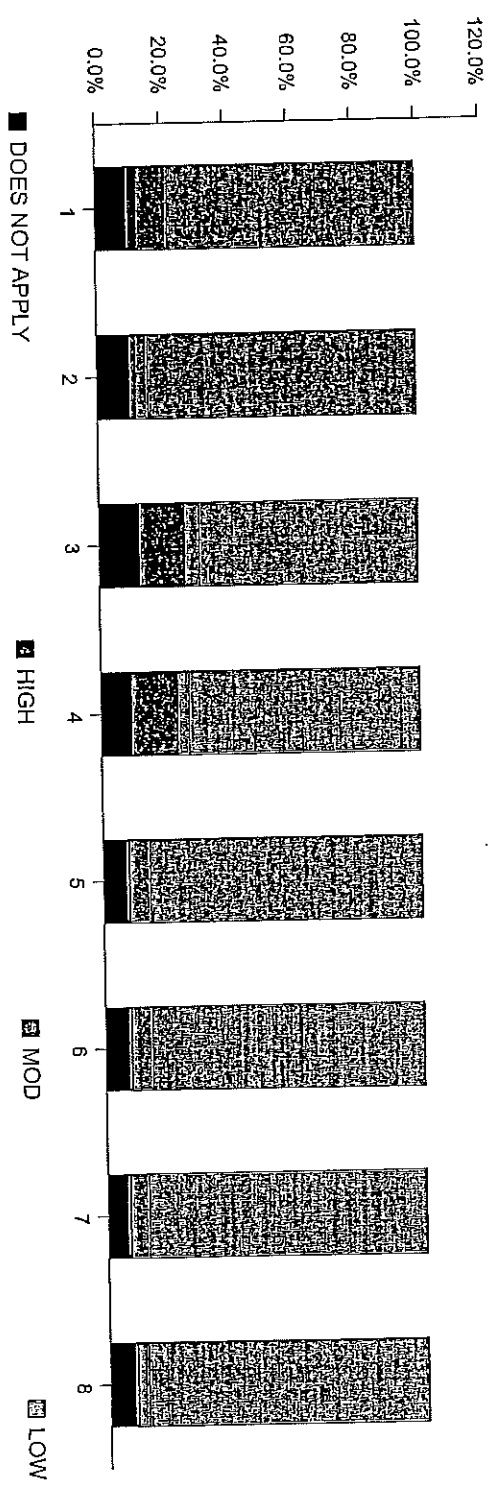
- EXTREMELY CONFIDENT
- VERY CONFIDENT
- CONFIDENT
- SOMEWHAT CONFIDENT
- NOT AT ALL CONFIDENT

SAMPLE CLIENT

09/01/2015 - 10/27/2015



PRODUCTIVITY/RISK



RISK LEVEL IS DEFINED BY PARTICIPANTS ANSWERING DURING THE PAST 2 WEEKS THE DEGREE OF DIFFICULTY IN :

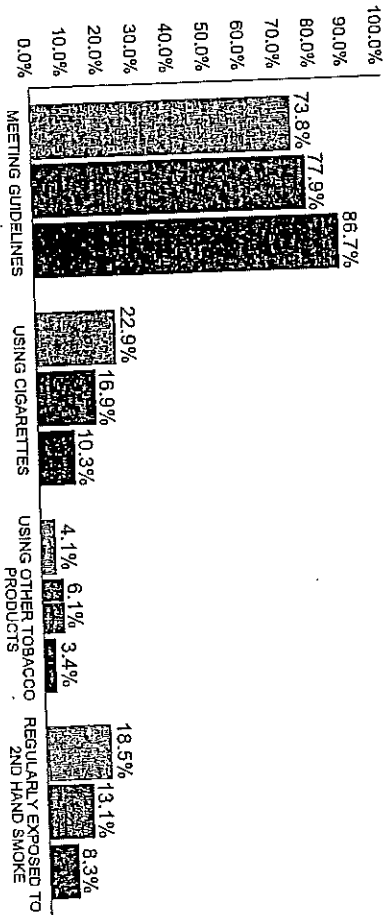
1. STARTING THE WORKDAY
2. STARTING WORK, ONCE AT WORK
3. STAYING IN ONE POSITION
4. REPETITIVE MOVEMENT
5. CONCENTRATING AT WORK
6. INTERACTING WITH PEOPLE
7. HANDLING WORKLOAD
8. FINISHING WORK ON TIME

AVERAGE # MISSED DAYS DUE TO ILLNESS OR INJURY	CLIENT	INDUSTRY	HEALTH PLAN
	.87	.55	.52
PERCENTAGE OF WORK PERFORMANCE AFFECTED BY AN UNDERLYING HEALTH CONDITION	4 %	3 %	3 %

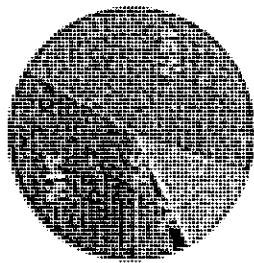


QUIT TOBACCO

TOBACCO USE-RELATED RISK FACTORS



TOBACCO READINESS TO CHANGE



- PRE-CONTEMPLATION
- CONTEMPLATION
- PREPARATION
- ACTION
- MAINTENANCE

QUIT TOBACCO RISK FACTORS

HOW LONG AGO DID YOU QUIT SMOKING CIGARETTES?

Time Period	Client	Industry	Health Plan
LESS THAN 6 MONTHS	2.1%	2.3%	2.0%
SIX MONTHS TO LESS THAN ONE YEAR AGO	1.7%	2.1%	1.7%
12 MONTHS TO LESS THAN 10 YEARS	8.3%	9.4%	8.8%
10 YEARS OR LONGER	11.9%	11.8%	11.2%

HOW LONG HAS IT BEEN SINCE YOU LAST USED ANY OTHER FORM OF TOBACCO?

Time Period	Client	Industry	Health Plan
LESS THAN 6 MONTHS	1.4%	1.5%	1.1%
SIX MONTHS TO LESS THAN ONE YEAR AGO	0.9%	1.0%	0.8%
12 MONTHS TO LESS THAN 10 YEARS	2.0%	2.6%	2.4%
10 YEARS OR LONGER	1.7%	1.7%	1.7%

HOW MANY CIGARETTES DO YOU TYPICALLY SMOKE PER DAY?

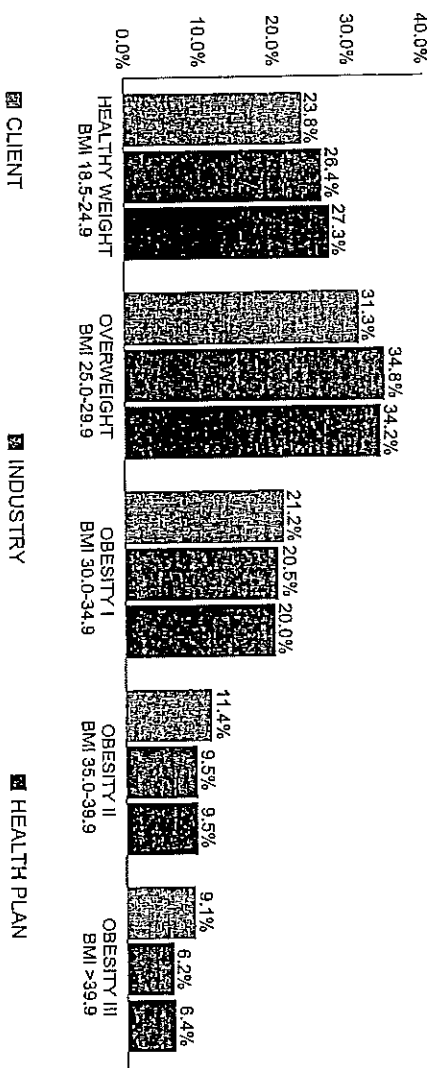
Smoking Level	Client	Industry	Health Plan
LESS THAN 10 PER DAY	11.2%	12.7%	12.1%
10-19 PER DAY	8.6%	9.1%	8.2%
20-39 PER DAY	3.7%	3.5%	3.0%
40 OR MORE PER DAY	0.5%	0.4%	0.3%

0.0% **37**
 % MEETING NEGATIVE COTININE TEST PARTICIPATING IN TOBACCO CESSATION PROGRAMS

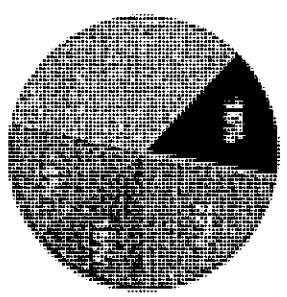


LOSE WEIGHT

WEIGHT-RELATED RISK FACTORS



WEIGHT READINESS TO CHANGE



- PRE-CONTEMPLATION
- CONTEMPLATION
- PREPARATION
- ACTION
- MAINTENANCE

NORMAL RANGE WAIST CIRCUMFERENCE

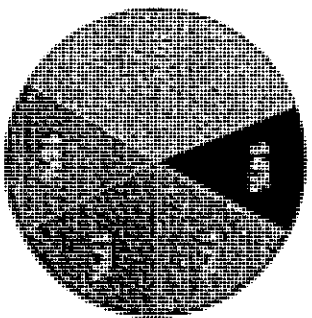
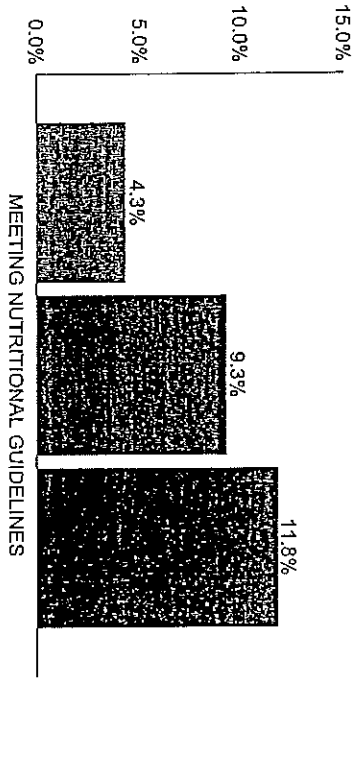
	CLIENT	INDUSTRY	HEALTH PLAN
FEMALE - WAIST CIRCUMFERENCE	26.9%	30.0%	30.9%
MALE - WAIST CIRCUMFERENCE	32.9%	36.7%	33.0%

39

PARTICIPATING IN WEIGHT MANAGEMENT PROGRAMS



EAT BETTER



NUTRITION RISK FACTORS

FRUIT AND VEGETABLE CONSUMPTION	CLIENT	INDUSTRY	HEALTH PLAN
NONE	2.2%	1.2%	0.9%
1 - 2 SERVINGS	46.1%	35.0%	29.8%
3 - 4 SERVINGS	39.1%	43.2%	43.9%
5 - 6 SERVINGS	9.9%	16.2%	19.4%
7 - 8 SERVINGS	1.9%	3.4%	4.5%
9 OR MORE	0.7%	1.0%	1.5%

UNHEALTHY FOOD CONSUMPTION	CLIENT	INDUSTRY	HEALTH PLAN
0 SERVINGS PER DAY	8.3%	9.3%	9.3%
1 SERVING PER DAY	35.4%	42.8%	43.0%
2 SERVINGS PER DAY	35.6%	32.9%	32.9%
3 SERVINGS PER DAY	15.3%	11.6%	11.3%
4 SERVINGS PER DAY	3.1%	2.4%	2.4%
5 PLUS SERVINGS PER DAY	2.2%	1.1%	1.2%

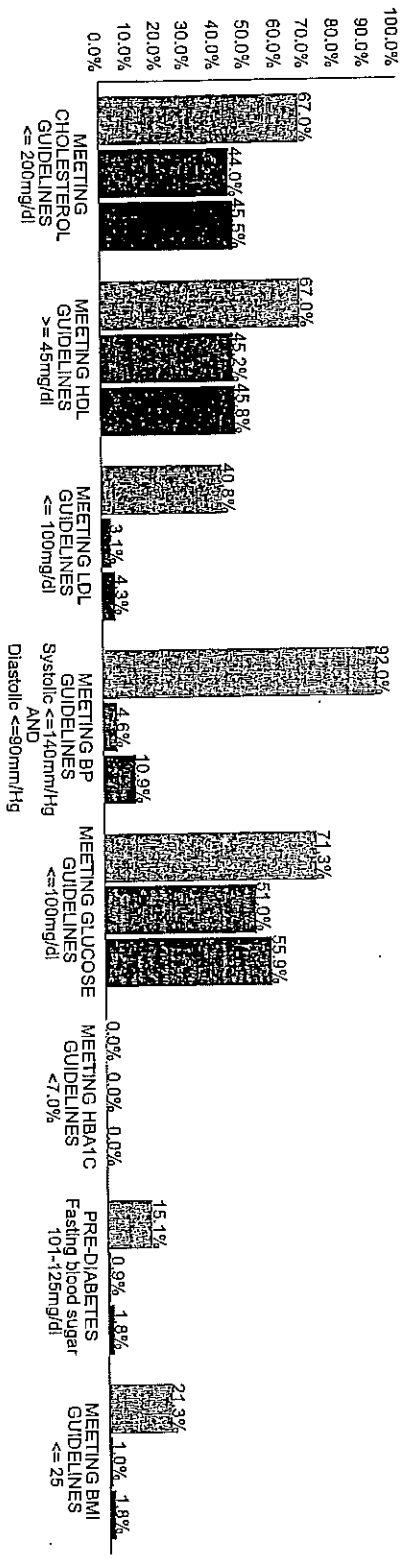
SUGARY DRINK CONSUMPTION	CLIENT	INDUSTRY	HEALTH PLAN
0 SERVINGS PER DAY	31.0%	40.7%	44.8%
1 SERVING PER DAY	31.6%	31.8%	32.3%
2 SERVINGS PER DAY	21.0%	16.9%	14.8%
3 SERVINGS PER DAY	10.3%	6.7%	5.3%
4 SERVINGS PER DAY	3.4%	2.5%	1.8%
5 PLUS SERVINGS PER DAY	2.7%	1.4%	1.2%

30
PARTICIPATING IN
NUTRITION PROGRAMS



LIVEWELL

PROFESSIONALLY SOURCED BIOMETRIC DATA



MEETING GUIDELINES

PERCENTAGE OF PARTICIPANTS WHO ARE MEETING:

CLIENT	INDUSTRY	HEALTH PLAN
6 GUIDELINES	6.2%	0.3%
5 GUIDELINES	17.2%	0.9%
4 GUIDELINES	27.8%	1.9%
3 GUIDELINES	32.8%	16.3%
2 GUIDELINES	11.2%	26.9%
1 GUIDELINE	4.4%	32.5%
0 GUIDELINES	0.5%	21.3%

* % of participants who are meeting guidelines does not include HbA1c and pre-diabetes

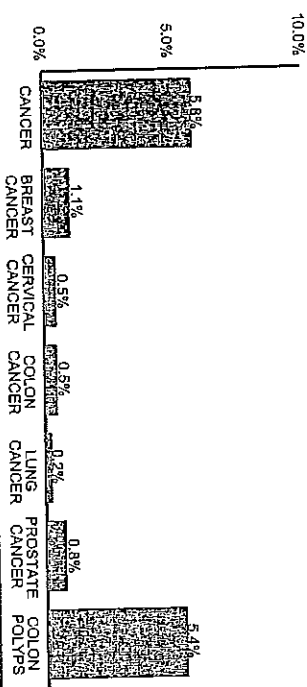
SAMPLE CLIENT

09/01/2015 - 10/27/2015



SELF-REPORTED CONDITION PREVALENCE

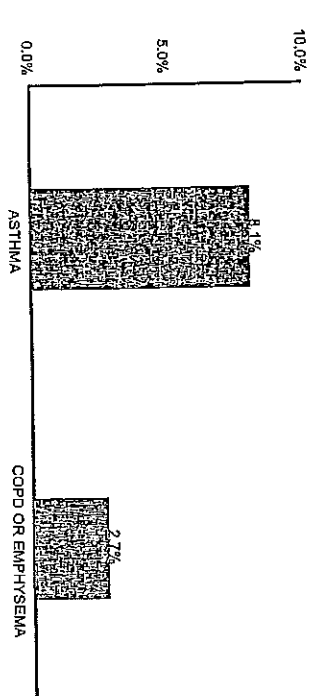
CANCER/PRE-CANCER



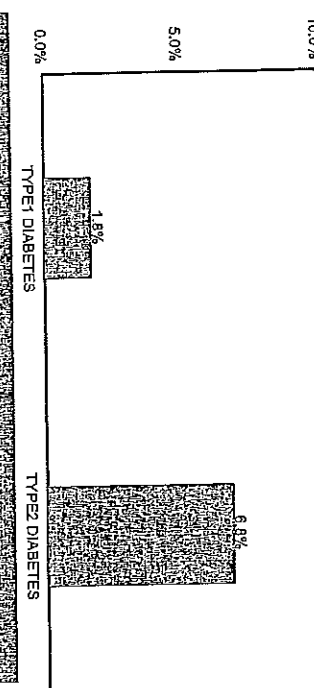
CARDIOVASCULAR



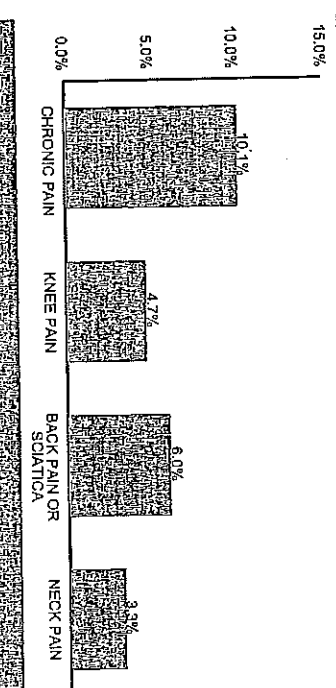
RESPIRATORY



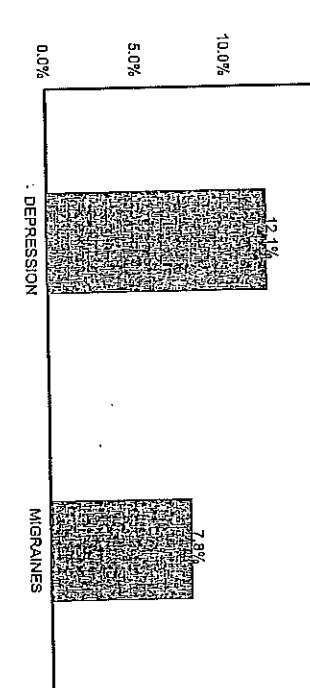
DIABETES



MUSCULOSKELETAL



OTHER



Appendix

Matched Participant: Eligible individuals who were included in the T1 period and who were also included in the T2 period; excludes individuals who were in T1 period or T2 period but not both.

Satisfaction Rate: The % satisfied with the survey is based on the response of those that agree or strongly agree that the wellness profile was simple to complete, easy to understand and helped to think about their health.

Lifestyle Score: The lifestyle score is calculated for each individual completing the wellness profile. The score ranges from 1 to 100 (the higher the score the better) and is a measure of overall health based on both behavioral risk factors and self reported existing conditions.

Lifestyle Risk Rate: These represent the average per person count of modifiable risks including alcohol use, blood pressure, blood sugar, cholesterol, emotional health, exercise, nutrition, prevention compliance, sleep, stress, tobacco use, and BMI.

Readiness to Change: The Stages of Change Model provides a framework for explaining behavior change. This model is useful in tailoring wellness interventions by using specific approaches for each stage. The goal is to move an individual along the Stages of Change Continuum toward permanent change.

Industry: Based on the NAIC code and group associated with the company. For classifying a company into an "Industry" the report considers the first 2 digits of the NAIC code to represent the Industry, NAICS codes are numbers that indicate a company's primary line of business. (Only found in the Wellness Profile Aggregate Report; not in the Comparative Report).

Productivity: The Work Limitations Questionnaire (WLQ), embedded into the Wellness Profile, measures the degree to which individuals are experiencing limitations on the job due to health problems and health-related productivity loss. The WLQ questions ask individuals to rate their level of difficulty or ability to perform specific job demands. Questions referenced in this report correspond to the below:

Q1: In the past 2 weeks, how much of the time did your physical health or emotional problems make it difficult for you to get going easily at the beginning of the workday?

Q2: In the past 2 weeks, how much of the time did your physical health or emotional problems make it difficult for you to start on your job as soon as you arrived at work?

Q3: In the past 2 weeks, how much of the time were you able to sit, stand, or stay in one position for longer than 15 minutes while working, without difficulty caused by physical health or emotional problems?

Q4: In the past 2 weeks, how much of the time were you able to repeat the same motions over and over again while working, without difficulty caused by physical health or emotional problems?

Q5: In the past 2 weeks, how much of the time did your physical health or emotional problems make it difficult for you to concentrate on your work?

Q6: In the past 2 weeks, how much of the time did your physical health or emotional problems make it difficult for you to speak with people in-person, in meetings or on the phone?

Q7: In the past 2 weeks, how much of the time did your physical health or emotional problems make it difficult for you to handle the workload?

Q8: In the past 2 weeks, how much of the time did your physical health or emotional problems make it difficult for you to finish the work on time?

Race, Ethnicity and Language: The "n" notated on this page represents the number of participants that answered the race, ethnicity and language questions. This number may differ from the total wellness participants as these are not required questions. This information provides an overall demographic summary of your population that is integrated into the Health Architect to help better understand and recommend cultural differences that could impact population health management plans.

Build a Culture: The Culture Architect is an interactive measurement of a client's culture across four essential categories:

- Organizational Commitment
- Supportive Environment
- Healthy Infrastructure
- Execution and Evaluation

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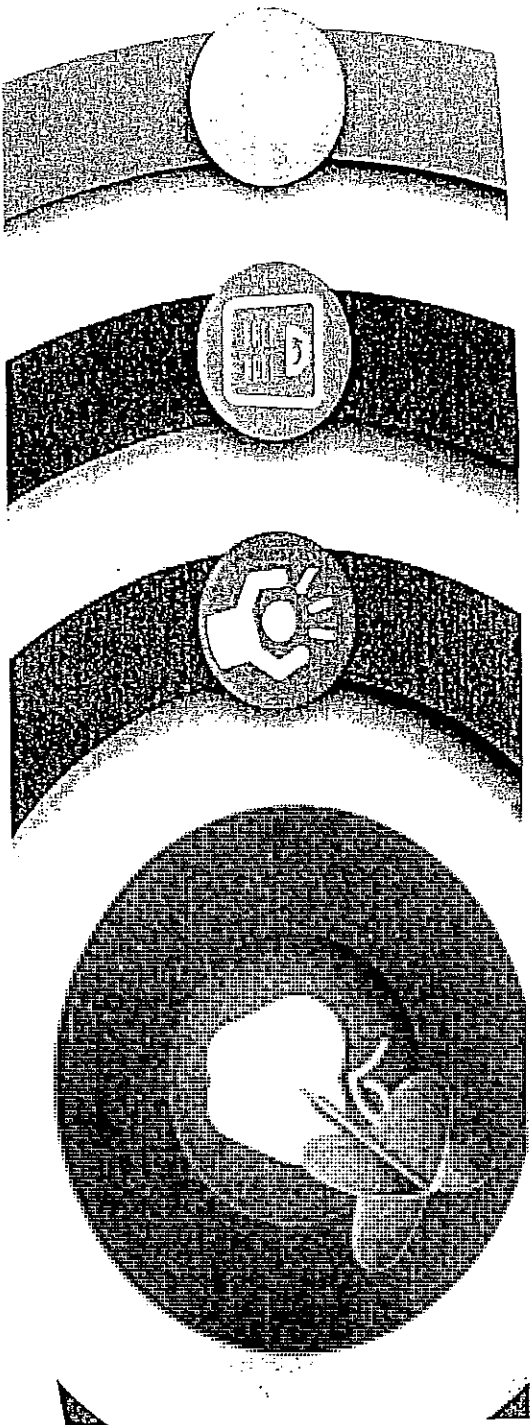
HEALTH PERFORMANCE SOLUTIONS

SAMPLE REPORT

PERIOD 1: 01/01/2013 - 12/31/2013

PERIOD 2: 01/01/2014 - 12/31/2014

WELLNESS PROFILE COMPARATIVE REPORT



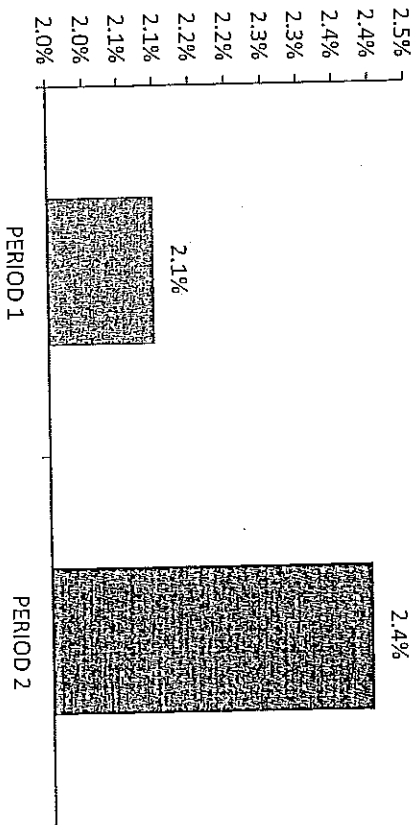
CLIENT NAME

PERIOD 1: MM/DD/YYYY-MM/DD/YYYY
PERIOD 2: MM/DD/YYYY-MM/DD/YYYY

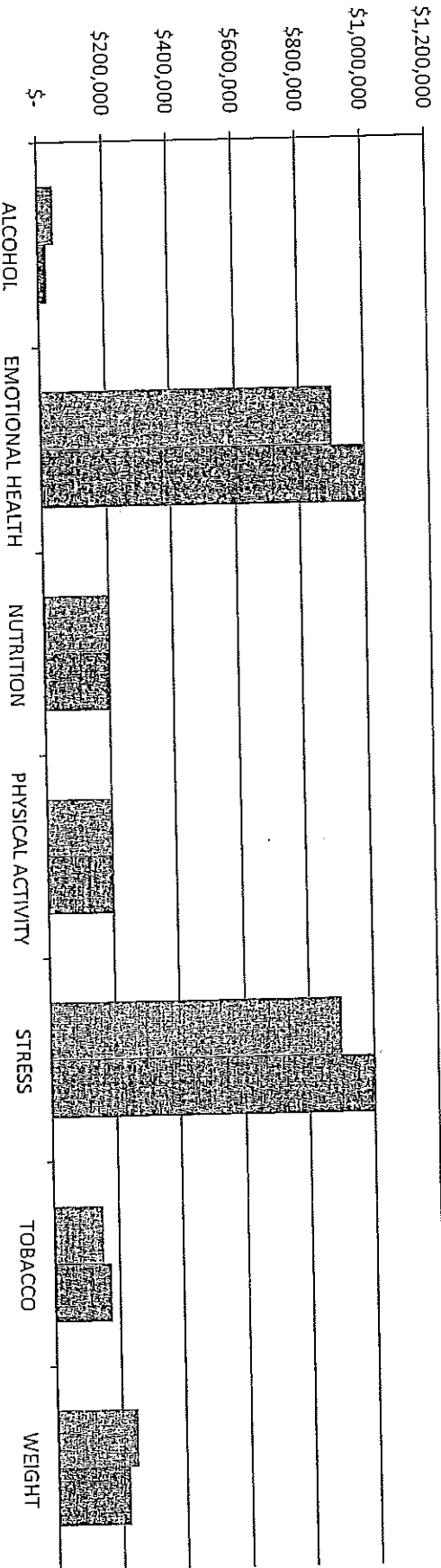


PRODUCTIVITY RISK

	PERIOD 1	PERIOD 2	% CHANGE
AVERAGE SALARY	\$50,000	\$50,000	0.0%
TOTAL ESTIMATED ANNUAL PRODUCTIVITY LOSS	\$105,000	\$180,000	71.4%
PER PERSON	\$1,050	\$1,200	14.3%



AVERAGE PRODUCTIVITY IMPAIRMENT BY BEHAVIOR RISK



PERIOD 1

PERIOD 2

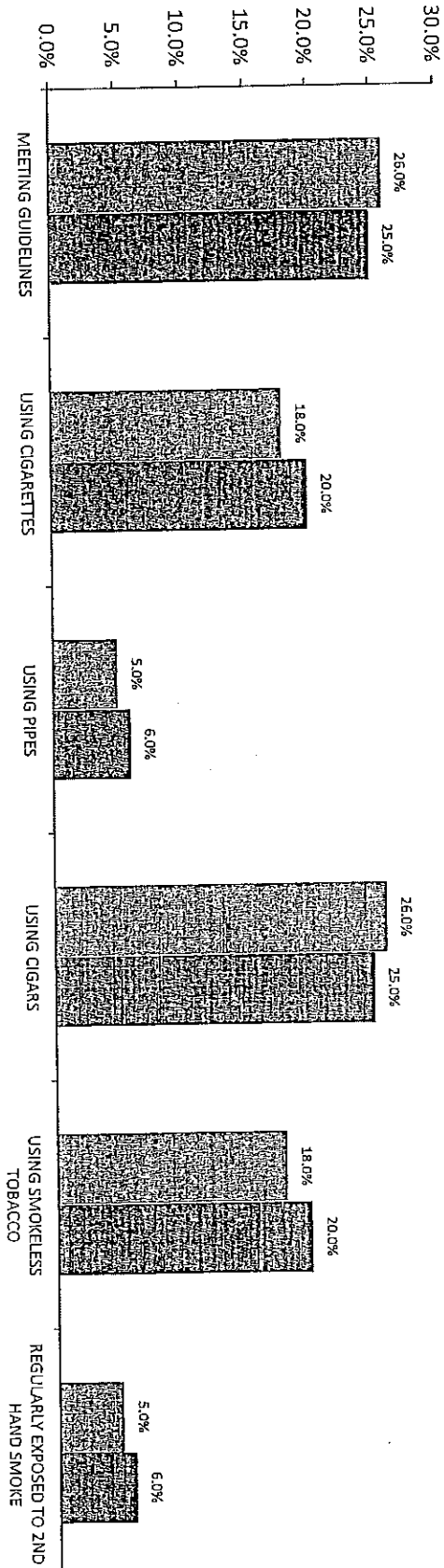
CLIENT NAME

PERIOD 1:
PERIOD 2:

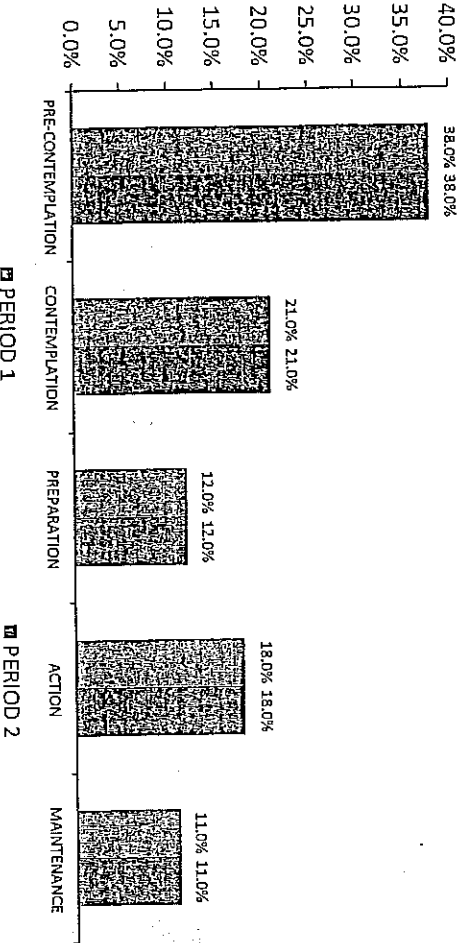
MM/DD/YYYY-MM/DD/YYYY
MM/DD/YYYY-MM/DD/YYYY



TOBACCO USE-RELATED RISK FACTORS



TOBACCO READINESS TO CHANGE



	PERIOD 1	PERIOD 2	% CHANGE	# CHANGE
% MEETING NEGATIVE COTININE TEST	5.0%	10.0%	100.0%	10
PARTICIPATING IN TOBACCO PROGRAMS*	100	200	100.0%	100

*DOES NOT INDICATE MATCHED PARTICIPANTS

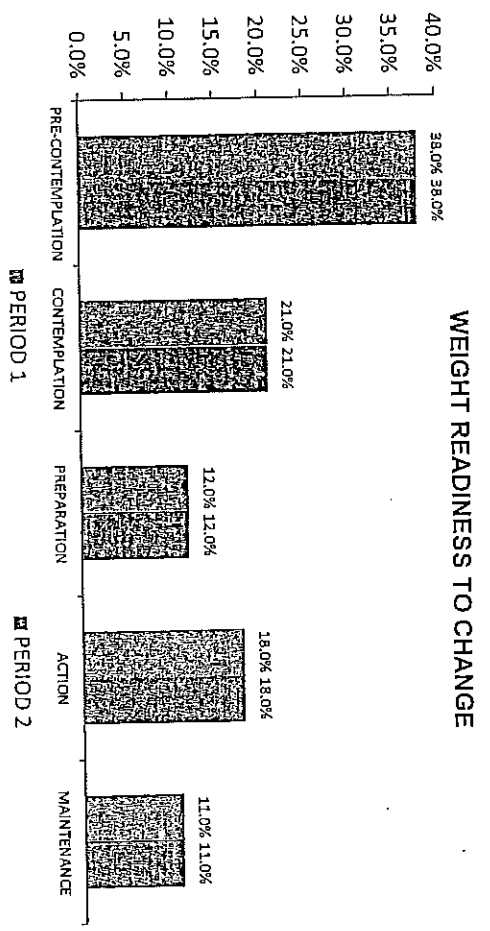
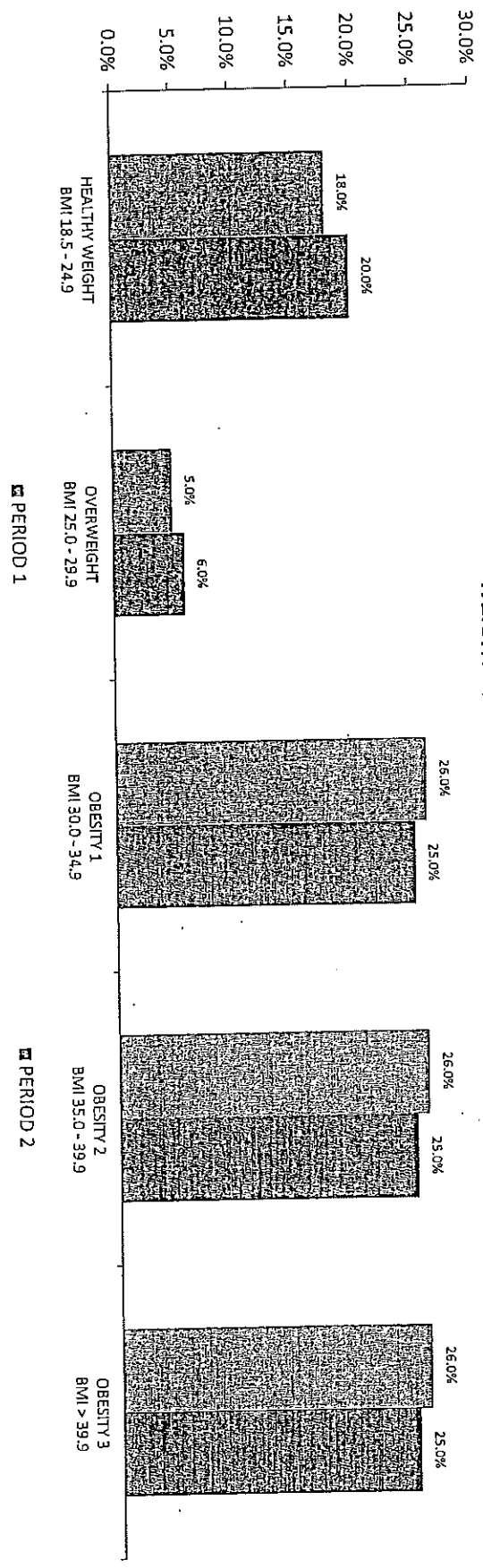
CLIENT NAME

PERIOD 1: MM/DD/YYYY-MM/DD/YYYY
PERIOD 2: MM/DD/YYYY-MM/DD/YYYY



HOSE WEIGHT

WEIGHT-RELATED RISK FACTORS

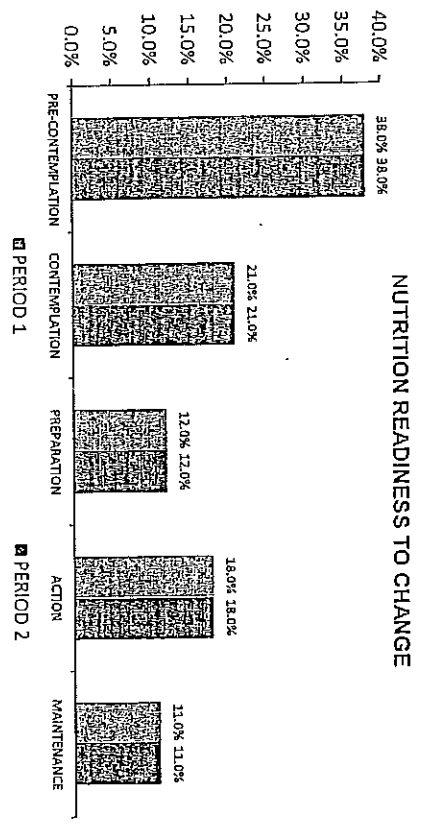
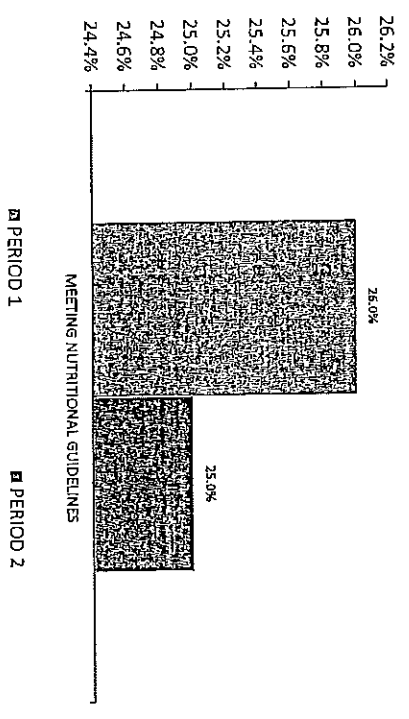


	PERIOD 1	PERIOD 2	% CHANGE	# CHANGE
PARTICIPATING IN WEIGHT MANAGEMENT PROGRAMS*	100	200	100.0%	100

*DOES NOT INDICATE MATCHED PARTICIPANTS

CLIENT NAME

PERIOD 1: MM/DD/YYYY-MM/DD/YYYY
PERIOD 2: MM/DD/YYYY-MM/DD/YYYY



NUTRITION RISK FACTORS

	PERIOD 1	PERIOD 2	% CHANGE
< 5 SERVINGS OF FRUIT AND VEGETABLES PER DAY	25.0%	25.0%	0.0%
< 4 SERVINGS OF WHOLE GRAIN FOODS PER DAY	25.0%	25.0%	0.0%
< 3 SERVINGS OF PROTEINS PER DAY	25.0%	25.0%	0.0%
< 3 SERVINGS OF LOW-FAT DAIRY PER DAY	25.0%	25.0%	0.0%
> 1 SERVING OF FAT PER DAY	25.0%	25.0%	0.0%

	PERIOD 1	PERIOD 2	% CHANGE	# CHANGE
PARTICIPATING IN NUTRITION PROGRAMS*	100	200	100.0%	100

*DOES NOT INDICATE MATCHED PARTICIPANTS

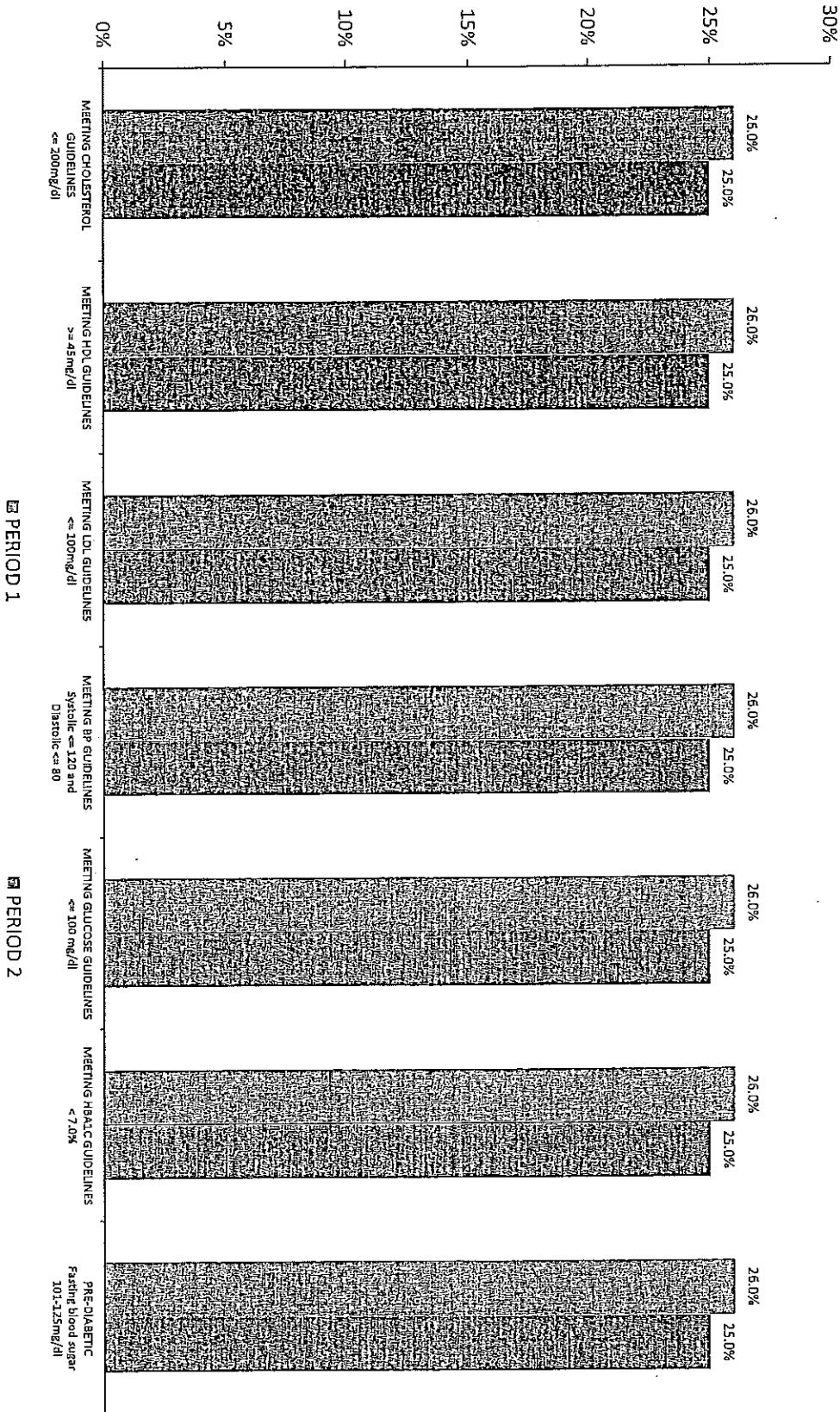
CLIENT NAME

PERIOD 1: MM/DD/YYYY-MM/DD/YYYY
PERIOD 2: MM/DD/YYYY-MM/DD/YYYY



LIVEWELL

PROFESSIONALLY SOURCED AND SELF-REPORTED BIOMETRIC DATA



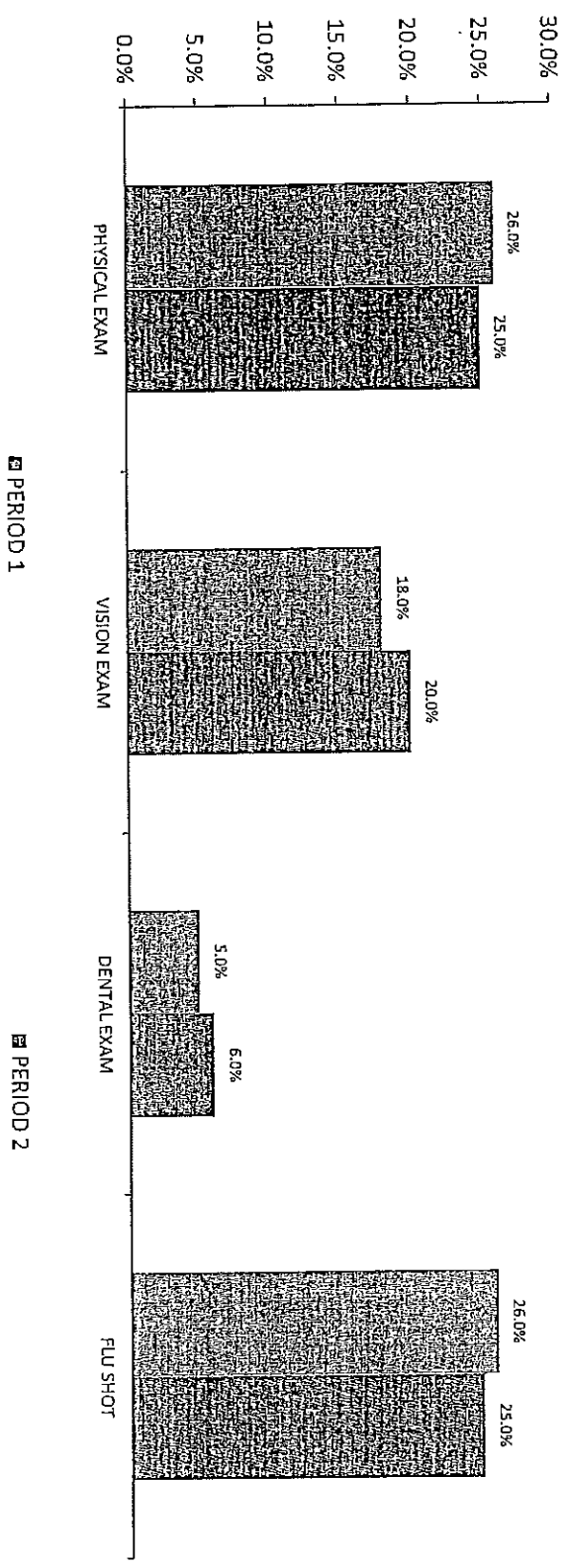
CLIENT NAME

PERIOD 1: MM/DD/YYYY-MM/DD/YYYY
PERIOD 2: MM/DD/YYYY-MM/DD/YYYY



SELF-REPORTED PREVENTIVE EXAMS

SELF REPORTED PREVENTIVE MEASURES



APPENDIX (CONTINUED)

Get Moving: Individuals meeting guidelines for physical activity exercise most or all days of the week at moderate to high intensities and are considered to be at low risk for physical inactivity. Guidelines for cardiovascular: 3 or more sessions per week or at least 90 minutes. Guidelines for strength training; a minimum of 2 times per week or at least 60 minutes. Guidelines for stretching; perform range of motion or stretching exercises at minimum of 3 times per week. Those classified as performing no exercise complete zero cardiovascular and zero strength training exercise.

Lose Weight: Body Mass Index (BMI) is calculated using a formula based on height and weight. BMI equals weight in kilograms divided by height in meters squared ($BMI = kg/m^2$).

Manage Stress: Individuals meeting guidelines for managing stress are considered to be at low risk for stress. This is based on the number and severity of stress events experienced in the last year, general satisfaction levels and the availability of a support system.

Eat Better: Individuals who are currently meeting the guidelines for nutrition adhere to most recommended nutritional guidelines and are considered to be low risk. Additionally, those not meeting the guidelines for each of the five major food groups are also represented.

Alcohol: The recommended limits of alcohol consumption are no more than 2 drinks per day for men and no more than 1 drink per day for women. Binge drinking is defined as having 5 or more drinks in a single sitting in the last 6 months.

Emotional Health: Individuals who report at least one leading indicator of depression or multiple lesser symptoms of depression are classified as at-risk for emotional health.

Program Participation (As it applies to the Health Management Plan Categories): This number represents the number of participants that have completed a program either online, onsite or in the community and the participation data has been received.

Client Site Biometrics

Client Number: Date Range: Between mmmddyyyy and mmmddyyyy

Total Cholesterol

Participant Count	Average	Normal (<=200)	% Normal	Moderately Elevated (201-239)	% Moderately Elevated	Elevated (>=240)	% Elevated	Not Available	% Not Available
3705	185.7	2,520	68.0%	839	22.6%	313	8.4%	33	0.9%

High Density Lipoprotein (Good Cholesterol)

Participant Count	Average	Normal (>=45)	% Normal	At Risk (<=44)	% At Risk	Not Available	% Not Available
3705	53.7	2,398	64.7%	1,179	31.8%	128	3.5%

Low Density Lipoprotein (Bad Cholesterol)

Participant Count	Average	Normal (<=100)	% Normal	Moderately Elevated (101-159)	% Moderately Elevated	Elevated (>=160)	% Elevated	Not Available	% Not Available
3705	107.4	1,516	40.9%	1,562	42.2%	250	6.7%	377	10.2%

Triglycerides

Participant Count	Average	Normal (<150)	% Normal	Moderately Elevated (150-200)	% Moderately Elevated	Elevated (201-400)	% Elevated	Significantly Elevated (>400)	% Significantly Elevated	Not Available	% Not Available
3705	131.9	2,497	67.4%	494	13.3%	437	11.8%	57	1.5%	220	5.9%

Blood Glucose

Participant Count	Average	Normal (<100)	% Normal	Moderately Elevated (100-129)	% Moderately Elevated	Elevated (>120)	% Elevated	Not Available	% Not Available
3705	95.0	2,742	74.0%	690	18.6%	207	5.6%	66	1.8%

Systolic Blood Pressure

Participant Count	Average	Normal (<120)	% Normal	Pre-hypertensive (120-139)	% Pre-hypertensive	Hypertensive (>=140)	% Hypertensive	Not Available	% Not Available
3705	119.3	1,927	52.0%	1,409	38.0%	324	8.7%	45	1.2%

Diastolic Blood Pressure

Participant Count	Average	Normal (<80)	% Normal	Pre-hypertensive (80-89)	% Pre-hypertensive	Hypertensive (>=91)	% Hypertensive	Not Available	% Not Available
3705	79.9	1,979	53.4%	1,395	37.0%	477	12.9%	45	1.2%

Biometric range values follow American Heart and Diabetes Association guidelines.

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WORKSITE HEALTH MANAGEMENT STRATEGY RESOURCES

PRACTICE PREVENTIVE CARE

Consumer Communications Toolkit is an online resource for customers to help their employees become more involved, be more informed and make smart healthcare choices. Customers can choose from menu topics to find tools, including promotional materials, fliers, postcards, emails, newsletters and more.

Health and Wellness Fair Toolkit is a resource guide for the worksite to help plan a successful and impactful event. This comprehensive toolkit provides timeline recommendations, vendor suggestions, marketing tools and template samples to assist with development, promotion and implementation. *This toolkit is available on the Consumer Communications Toolkit.*

Health Education & Information gives you access to news articles, a health library, condition guides, e-newsletters, videos, links to relevant health information across the web and more. You can research a specific health topic or get the latest information on emerging health trends. Take charge of your health with these online tools and resources, powered by WebMD®, a trusted name in health and wellness information.

Health on the Menu Workshops are one-hour wellness workshops for the worksite that promote healthy lifestyles in an educational way. Topics include nutrition, diabetes, childhood obesity and knowing your screening numbers. Each workshop comes with a PowerPoint presentation, marketing materials and supporting handouts.

Health on the Menu Webinars & Videos are 15-minute, pre-recorded wellness workshops for the worksite that promote healthy lifestyles in an engaging way. Topics include physical activity, weight management, stress management, nutrition and tobacco cessation.

Health Topics are proven online tools and resources that help you manage health issues, such as exercise, weight management, nutrition and stress, so that you can understand your health status, make more informed care decisions and enjoy cost savings on a wide range of health-related products and services.

Health Trackers allow you to develop your own or choose from 24 different trackers to record and view your progress in measures such as blood pressure, blood glucose, cholesterol, weight and exercise.

Healthy Highlights and Wellness Planning Calendar are customizable monthly health promotions and a wellness planning calendar for the worksite to help develop an annual program plan for their worksite wellness program. Customers receive monthly e-promotions and educational resources. *Available on the Consumer Communications Toolkit.*



HIGHMARKBLUESHIELD.COM

Nutrition Digital Health Assistant is a self-guided online program that begins with a series of interactive questions to help members create their customized program based on their health focus and desired participation level – easy, medium or challenging. They set goals and choose from a wide variety of meaningful activities to reach those goals. The focus is on small and achievable steps that the member commits to for one week.

Smart Pick is a nutrition awareness program designed to help individuals easily identify healthy food and beverage options in workplace cafeterias, catering services and vending machines. By displaying signage and labeling foods with the **SmartPick** logo, employees can easily identify healthier food choices. *The campaign includes a “Healthy Dining” and/or “Healthy Vending” toolkit. A program cost applies.*

Weight Management Digital Health Assistant is a self-guided online program that begins with a series of interactive questions to help members create their customized program based on their health focus and desired participation level – easy, medium or challenging. They set goals and choose from a wide variety of meaningful activities to reach those goals. The focus is on small and achievable steps that the member commits to for one week.

GET ACTIVE

10,000 Step Challenge is a 12-week physical activity campaign designed to help individuals increase their physical activity, endurance and improve overall health. Weekly articles and a tracking booklet are also available. *This toolkit is available on the Consumer Communications Toolkit.*

Exercise Digital Health Assistant is a self-guided online program that begins with a series of interactive questions to help members create their customized program based on their health focus and desired participation level – easy, medium or challenging. They set goals and choose from a wide variety of meaningful activities to reach those goals. The focus is on small and achievable steps that the member commits to for one week.

Grand Slam Fitness is a 6 week, beginner focused, baseball themed exercise program. Online videos show health coaches demonstrating exercises in e-mails that include health tips, exercises, and more. *This toolkit is available on the Consumer Communications Toolkit.*

Hit Your StrideSM is a four- to six-weeks long walking program that organizes individuals and teams in friendly competitions to see who takes the most steps or walks the most miles. Participants can see current overall team standings in steps and distance, as well as their own walking progress. *A program cost applies.*

I.O. Me – Time 2 Get Moving is an electronic newsletter campaign that encourages personal goal setting, helps participants establish a physical activity routine and creates accountability. *This toolkit is available on the Consumer Communications Toolkit.*

Ready! Set! Move!SM offers you the flexibility to develop an activity program around a variety of exercises in addition to, or in place of, walking. Participants can accumulate points individually or in teams based upon the various types of exercises and the intensity and/or duration of each activity. *A program cost applies.*

Step Into Fitness is an online activity tracker. Using **Health Trackers** and connected fitness devices, members can track their activity to earn points and complete the program using the **Wellness Rewards** platform. *A program cost applies.*

Strides for Health is a self-paced, eight-week physical activity campaign focused on helping individuals develop a regular walking program using tracking logs and a participant guide. *This toolkit is available on the Consumer Communications Toolkit.*

I.O.Me Time 2 Quit Tobacco is an electronic newsletter campaign designed to increase participants' awareness about what their health numbers, like blood pressure and Body Mass Index (BMI), mean for their health. *This toolkit is available on the Consumer Communications Toolkit.*

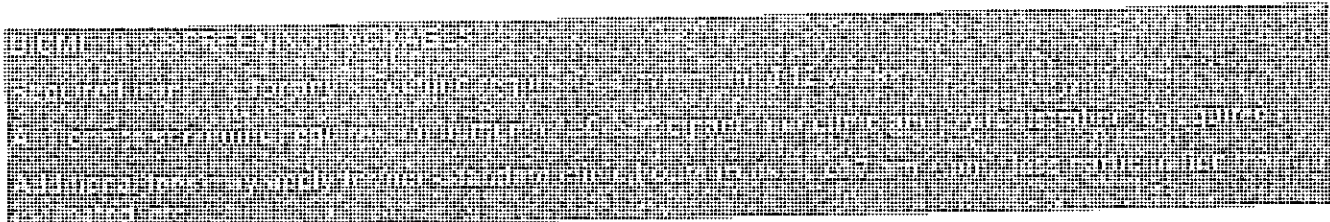
Health & Wellness Services

Regional/National PRICING SHEET

Updated 07/01/2019

	CONTRACT SIZE		
	51+		
CORE SERVICES			
<ul style="list-style-type: none"> Wellness Profile (Health Risk and Productivity Assessment)* WebMD Apps- Daily Victory and Weigh Today WebMD Device Tracking Integration WebMD Personal Health Record WebMD Digital Health Assistant Programs (physical activity, nutrition, weight management, stress management, tobacco cessation, emotional health) WebMD Health Trackers (blood pressure, blood glucose, cholesterol and more) WebMD Symptom Checker WebMD Videos (over 3,000 videos on diseases, conditions and wellness topics) WebMD Recipes (over 600 healthy living and lifestyle recipes) WebMD Health Information Content (over 200 health topics) WebMD Health Topics (topics include alcohol and substance abuse, nutrition, emotional health management and more) 	Health Plan Medical Member No Charge		
CORE COACHING SERVICES			
<ul style="list-style-type: none"> Personal Wellness Coaching (weight management, nutrition, stress, exercise, etc.) How To Be Tobacco-Free (Telephonic and Self-Study options) Drop 10 in 10 (Telephonic and Self-Study options) Sleep (Telephonic and Self-Study options) 	Free		
REWARD/INCENTIVE TRACKING			
Initial Reward Program For Medical Members and Associated Members			
Standard Reward Packages	51-99	100-999	1,000+
Health Awareness (Wellness Profile Only) Includes one standard marketing flier and one standard completion report at conclusion of program	Free	Free	Free
Tobacco Reasonable Alternative (Participation Certification + 1 Reasonable Alternative) Includes one standard marketing flier and one standard completion report at conclusion of program	Free	Free	Free
Healthy Measures (Wellness Profile + Biometric Screening) Includes one standard marketing flier and one standard completion report at conclusion of program	Not Available	\$600	\$600
Healthy Activities (Wellness Profile + 3 Activities) Includes one standard marketing flier and one standard completion report at conclusion of program	Not Available	\$600	\$600

*Paper Wellness Profiles can be available upon request for \$30 per Wellness Profile [4-6 weeks lead time required]



Biometric Screening Package 1 Recommended for: Standalone Screening, Healthy Activities, Healthy Options, Healthy Points or Healthy Measures Screenings	100+
Onsite screenings (fingerstick blood draw) <ul style="list-style-type: none"> • Full Lipid panel including LDL/HDL Cholesterol, Total Cholesterol, Triglycerides and Glucose • Blood Pressure • Brief consult with examiner and What's Your Number brochure 	\$57/Participant
Offsite option: Physician Derived Results (PDR)	\$17/Participant
Offsite option: Lab Voucher (Venipuncture)	\$57/ Participant
Biometric Screening Package 2 Recommended for: Healthy Values or Outcomes based screenings	100+
Onsite screenings <ul style="list-style-type: none"> • Full Lipid panel including LDL/HDL Cholesterol, Total Cholesterol, Triglycerides and Glucose • Blood Pressure • Brief consult with examiner (lipid/glucose consult not available with venipuncture)and What's Your Number brochure 	\$57/Participant Fingerstick Blood Draw \$64/Participant Venipuncture Blood Draw
Offsite option: Physician Derived Results (PDR)	\$17/Participant
Offsite option: Lab Voucher – Venipuncture (Full lipid/glucose/HT/WT/Waist Circumference)	\$75/ Participant
Screening add on option: Measured Height/Weight (calculated BMI)	\$9/Participant
Screening add on option: Waist Circumference	\$12/Participant
Screening add on option: Cotinine (Nicotine)- Venipuncture (coupled with venipuncture lipid)	\$30/Participant
Screening add on option: Cotinine (Nicotine)- Cheek Swab	\$37/Participant
Custom/A la Carte Screenings Recommended for: Custom Reward Programs if other packages do not meet screening needs	1000+
Basic Fingerstick (total cholesterol, glucose and blood pressure)	\$51/Participant
Comprehensive Fingerstick (total cholesterol, LDL, HDL, Triglycerides, glucose and blood pressure)	\$57/Participant
Basic Venipuncture (total cholesterol, glucose and blood pressure)	\$58/Participant
Comprehensive Venipuncture (total cholesterol, LDL, HDL, Triglycerides, glucose and blood pressure)	\$64/Participant
A la Carte Onsite Add-ons	
Biometric Screening Counseling (in conjunction with purchased Fingerstick screening option: 5-minute private consultation with qualified health professional regarding screening results).	Add \$7/participant
Measured Height and Weight (calculated BMI)	Add \$9/Participant
Measured Waist Circumference	Add \$12/Participant

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SAMPLE Health Management Plan

Increase Engagement • Promote Consumerism • Reduce Risk • Impact Trend

Awareness  Behavior Change

	2017	2018	2019
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MEASURABLE OBJECTIVES

- Improve culture assessment score
- Increase prevalence of positive health behaviors
- Increase lifestyle score
- Increase participation in lifestyle programs
- Improve adherence to preventive physical exams and screenings
- Decrease non-user rates
- Increase participation in Rewards incentive program
- Increase coaching attempts to reached rates
- Increase website utilization

Build Culture

- Secure senior and mid-level management support
- Identify wellness champions

- Empower wellness champions
- Include wellness program performance and participation in department goals

- Align corporate policies to wellness goals
- Align benefit design to encourage wise consumers
- Set an overall health management goal for the organization

Earn Rewards*

- Screening
- Wellness profile
- Preventive exam (self-certify)

- Screening
- Wellness profile
- Preventive exam (claims and self-certify)
- Lifestyle coaching

- Screening
- Wellness profile
- Meeting screening targets
- Preventive exam
- Lifestyle coaching

Increase Engagement

- Health Advisor program
- Promote website registration, member engagement tools, and Member Services

- Promote health coaching and preventive exams
- Implement lifestyle improvement programs

- Focus on lifestyle improvement and condition management/adherence
- Encourage informed decision making

Communicate Purpose

- Educate members on health and wellness services available
- Assess current health status and how to improve
- Inform members of consumer choices

- Coach members on condition management, care compliance, preventive adherence, and reaching health goals
- Close gaps in care

- Encourage members to be better consumers of health care
- Communicate costs, cost drivers and impact of consumer choices

* Wellness Rewards is a consumer-driven program that encourages employees to take more personal responsibility for their health; it encourages behavior change and provides members with incentives for making real, constructive health and lifestyle changes. Standard models include an array of programs and services such as wellness profiles (health risk assessments), biometric screenings, coaching, preventive exams and behavioral change programs.

W

Eileen Marsico

19 North Main Street
Wilkes Barre, PA 18711

570-200-6564 Office
570-575-1831 Cell

Title: Client Manager, Strategic Accounts

Years in present position: 16

CURRENT RESPONSIBILITIES

Liaison between client and Highmark.

Responsibilities include:

- financial/clinical review
- developing detailed account plans
- development and delivery of product/services proposal
- cross selling of product and services
- managing the overall relationship

Development of creative/consultative solutions to ever changing environment.

CAREER EXPERIENCE AT HIGHMARK

Eileen has held a various Sales positions with responsibilities that ranged from new group sales, client management of small group market through the very large, customized strategic accounts.

EDUCATION

Graduated from the University of Scranton, Health and Human Services, over 30 years in the healthcare industry.

Disclosures

Disclosures

The following are independent entities that provide services in support of Highmark Blue Cross Blue Shield programs:

Acclaris provides administrative services for spending accounts.

Advanced Medical Reviews, Inc. provides third-party appeal utilization management services.

AIM Healthcare Services, Inc., CDR Associates, LLC, CGI Technologies Solutions, Inc. and Trover Solutions, Inc. perform hospital bill audit services.

American Institute for Preventive Medicine conducts our telephonic tobacco cessation programs, Guided Self Help Smokeless[®] and Telephonic Smokeless[®].

Blue365 and Healthways provide health and wellness resources and discount programs and services.

Eliza Corporation provides Interactive Voice Response (IVR) services for prevention, disease management and business-specific call campaigns.

Equian provides subrogation outsourcing and COB data-mining.

eviCore, LLC provides select utilization management for select radiation oncology services.

ExLandis provides our utilization management platform, MaxMC.

Express Scripts provides pharmacy services. Express Scripts is a registered trademark of Express Scripts Holding Company, an independent company that administers pharmacy services.

Fiserv, Inc. produces and distributes ID cards.

GNC, Inc. provides wellness, health information content and affinity discount programs.

Health Data & Management Solutions provides reporting platform, Analytics Navigator.

Health Dialog Services Corporation provides after hours nurse line/decision support.

Healthways WholeHealth Networks, Inc. provides utilization management for outpatient physical medicine services.

Healthwise, Inc. administers Healthwise[®] Coach, a health content knowledgebase. Healthwise[®] Coach is a registered trademark of Healthwise, Incorporated.

Integrated Health 21 provides onsite-and off-site biometric screening services.

LanguageLine Solutions provides telephonic translator assistance.

McKesson Health Solutions, Inc. provides medical necessity criteria.

Medavante is a separate company that administers the spending account debit card.

Medecision provides a health care management platform, Aerial, which contains the components that comprise our case and disease management functionality for our nurse dashboard.

MultiPlan, Inc. provides non-network/out-of-network cost reduction and savings program.

My Rx Choices[®] is a prescription drug savings program. My Rx Choices[®] is a registered mark of Express Scripts Holding Company.

National Imaging AssociatesSM (NIA) supports the Radiology Management Program for pre-authorization review of select outpatient imaging services. National Imaging Associates (NIA) is a service mark of Magellan Health Services, Inc.

National Medical Reviews provides third-party appeal utilization management services.

NaviNet, Inc. provides a secure, web-based portal between providers and health care insurance plans. NaviNet[®] and Navinet Rx[®] are registered trademarks of NaviNet, Inc.

Prest & Associates, Inc. provides third-party appeal utilization management services for behavioral health.

Quest Diagnostics provides onsite-and off-site biometric screening services.

ProPeer Resources, Inc. and Permedion conduct Independent Third Party Appeal Reviews.

Verisk Health provides our industry standard identification and stratification predictive modeling technology and Nurse Dashboard.

Walgreens Specialty Pharmacy, LLC provides specialty pharmacy care management services. Walgreens Specialty Pharmacy[®] is a registered trademark of Walgreen Co.

WebMD[®] provides members online access to our health risk assessment, Personal Health Record, Digital Health Assistance online lifestyle improvement programs, Wellness Rewards program and comprehensive health information.

WebMD[®] Health Services is a registered trademark of WebMD, LLC, an independent and separate company that supports Highmark Blue Cross and/or Blue Shield online wellness services. WebMD Health Services is solely responsible for its programs and services, which are not a substitute for professional medical advice, diagnosis or treatment. WebMD Health Services does not endorse any specific product, service or treatment.

The following are independent entities that do not provide Blue Cross and/or Blue Shield products or services. They are solely responsible for the products and services they provide:

- Blue Edge DentalSM
- Blues On CallSM
- ChoiceBlueSM
- ConnectBlue EPOSM
- Community Blue FlexSM, Community Blue Flex Total HealthSM, Community Blue Premier FlexSM, Community Blue HMOSM
- EPO BlueSM/EPO Blue Total HealthSM
- FreedomBlueSM
- GeoBlueSM
- KeystoneBlue HMOSM
- Power of BlueSM
- PPO BlueSM PPO Blue Total HealthSM
- Quality BlueSM
- SecurityBlueSM

GeoBlueSM is a trade name of Worldwide Insurance Services, LLC, an independent licensee of the Blue Cross Blue Shield Association.



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

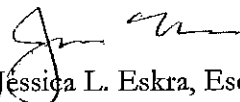
NOV 21 2017

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH HIGHMARK BLUE CROSS BLUE SHIELD TO PROVIDE MEDICAL CLAIMS ADMINISTRATIVE SERVICES TO THE CITY OF SCRANTON FOR THE PERIOD JANUARY 1, 2018 THROUGH DECEMBER 31, 2020.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. _____

2017

AN ORDINANCE

AMENDING FILE OF THE COUNCIL NO. 6, 1976 ENTITLED "AN ORDINANCE (AS AMENDED) IMPOSING A TAX FOR GENERAL REVENUE PURPOSES ON THE TRANSFER OF REAL PROPERTY SITUATE WITHIN THE CITY OF SCRANTON; PRESCRIBING AND REGULATING THE METHOD OF EVIDENCING THE PAYMENT OF SUCH TAX; CONFERRING POWERS AND IMPOSING DUTIES UPON CERTAIN PERSONS, AND PROVIDING PENALTIES", BY IMPOSING THE RATE OF THE REALTY TRANSFER TAX AT TWO AND TWO TENTHS PERCENT (2.2%) FOR CALENDAR YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER.

SECTION 1. Be it ordained by the Council of the City of Scranton that the following Sections of File of the Council No. 6, 1976 shall be amended to read as follows:

- A. Section 2. **IMPOSITION OF TAX.** For calendar year 2018, the City of Scranton adopts the provisions of Article XI-D of the Tax Reform Code of 1971 and imposes a realty transfer tax as authorized under that Article subject to the rate limitations therein on each transfer of real property situate within the City of Scranton, or any interest therein, regardless of where the instruments making the transfers are made, executed or delivered, or where the actual settlements on such transfers take place. On and after the effective date of this Ordinance, every person who accepts delivery of any document or on whose behalf delivery of any document is accepted, shall be subject to pay a tax of 2.2 percentum of the value of the property represented by such documents which tax shall be payable at the time of the acceptance of delivery of the document. Where any document is delivered to the Commonwealth, to a political subdivision or to an authority created by the Commonwealth, or a political subdivision, the person by whom the document was made, executed, issued or delivered shall be subject to pay the tax, unless the transfer is between such governmental agencies, in which case no tax shall be paid. Where any lands, tenements or hereditament are situate partly within and partly without the boundaries of the City of Scranton, the tax shall be paid on the value of the portion of the lands, tenements or hereditament situate within the City of Scranton, the tax shall be paid on the value of the portion of the lands, tenements or hereditament situate within the City of Scranton."
- B. Section 6. **INTEREST.** Any tax under Section 2 that is not paid by the date the tax is due shall bear interest as prescribed for interest on delinquent municipal claims under the Act of May 16, 1923 (P.L. 207, No. 153) (53 P.S. Section 7101, et seq.) as amended, known as "The Municipal Claims and Tax Liens Act". The interest rate shall be the lesser of the interest rate imposed upon delinquent Commonwealth taxes as provided in Section 806 of the Act of April 9, 1929 (P.L. 343, No. 176) (72 P.S. S806), as amended, known as "The Fiscal Code", or the maximum interest rate permitted under the Municipal Claims and Tax Liens Act for tax claims.
- C. Section 11. **EFFECTIVE DATE.** The provisions of this ordinance shall become effective on and be applicable to any document made, executed, delivered, accepted or presented for recording on or after October 5, 2005 and shall be effective annually thereafter, without annual reenactment unless and until there is a change in the rate of taxation.

SECTION 2. In all other respects, File of the Council No. 6, 1976 shall remain in full force and effect.

SECTION 3. ADMINISTRATION. The tax imposed under Section 2 and all applicable interest and penalties shall be administered, collected and enforced under the Act of December 31, 1965 (P.L. 1257, No. 511, as amended, known as "The Local Tax Enabling Act", provided, that if the correct amount of the tax is not paid by the last date prescribed for timely payment, The City of Scranton, pursuant to Section 1102-D of the Tax Reform Code of 1971 (72 P.S. S 8102-D), authorizes and directs the Department of Revenue of the Commonwealth of Pennsylvania to determine, collect and enforce the tax, interest and penalties.

SECTION 4. 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 interests of the promotion of the purposes and intent of this ordinance and the effective administration thereof.

SECTION 5. This Ordinance shall be retroactive to January 1, 2018.

SECTION 6. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



DEPARTMENT OF LAW

PENNSYLVANIA

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

November 9, 2017

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

RECEIVED

NOV - 9 2017

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 6, 1976 ENTITLED "AN ORDINANCE (AS AMENDED) IMPOSING A TAX FOR GENERAL REVENUE PURPOSES ON THE TRANSFER OF REAL PROPERTY SITUATE WITHIN THE CITY OF SCRANTON; PRESCRIBING AND REGULATING THE METHOD OF EVIDENCING THE PAYMENT OF SUCH TAX; CONFERRING POWERS AND IMPOSING DUTIES UPON CERTAIN PERSONS, AND PROVIDING PENALTIES", BY IMPOSING THE RATE OF THE REALTY TRANSFER TAX AT TWO AND TWO TENTHS PERCENT (2.2%) FOR CALENDAR YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. _____

2017

AN ORDINANCE

AMENDING FILE OF THE COUNCIL NO. 7, 1976, ENTITLED "AN ORDINANCE (AS AMENDED) IMPOSING A MERCANTILE LICENSE TAX OF 2 MILLS FOR THE YEAR 1976 AND ANNUALLY THEREAFTER UPON PERSONS ENGAGING IN CERTAIN OCCUPATIONS AND BUSINESSES THEREIN; PROVIDING FOR ITS LEVY AND COLLECTION AND FOR THE ISSUANCE OF MERCANTILE LICENSES; CONFERRING AND IMPOSING POWERS AND DUTIES UPON THE TAX COLLECTOR OF THE CITY OF SCRANTON; AND IMPOSING PENALTIES", BY IMPOSING THE MERCANTILE LICENSE TAX AT ONE (1) MILL (.001) FOR CALENDAR YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER.

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

Section 4 of File of the Council No. 7, 1976 shall be amended to read as follows:

"Section 4. Imposition and rate of tax.

Every person engaging in any of the following occupations or businesses in the City shall pay a Mercantile License Tax for the year 2018 and annually thereafter at the rate set forth:

- (a) Wholesale vendors or dealers in goods, wares and merchandise, at the rate of one (1) mill (.001) on each dollar of the volume of the annual gross business transacted by them;
- (b) Retail vendors or dealers in goods, wares and merchandise, at the rate of one (1) mill (.001) on each dollar of the volume of annual gross business transacted by them;
- (c) All persons or entities engaged in conducting restaurants or other places where food, drink or refreshments are sold, whether or not the same be incidental to some other business or occupation, and all persons or entities conducting places of amusement or entertainment, whether or not the same be incidental to some other business or occupation, at the rate of one (1) mill (.001) on each dollar of the volume of the annual gross business transacted by them; and
- (d) The tax imposed by this Section shall not apply to the dollar volume of annual business covering the resale of goods, wares or merchandise taken by a dealer as a trade-in or part-payment for other goods or wares, except to the extent that the resale price exceeds the trade-in allowance."

SECTION 2. 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 interests of the promotion of the purposes and intent of this Ordinance and the effective administration thereof.

SECTION 3. In all other respects, File of the Council No. 7, 1976 shall remain in full force and effect.

SECTION 4. This Ordinance shall be retroactive to January 1, 2018.

SECTION 5. This Ordinance is enacted by the Council of the City of Scranton and said taxes are levied pursuant to the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

SECTION 6. The tax imposed herein is effective for calendar year 2018 and shall remain in full force and effect annually thereafter, without annual reenactment unless and until there is a change in the rate of taxation.



DEPARTMENT OF LAW

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

November 9, 2017

To the Honorable Council
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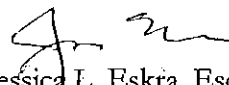
NOV - 9 2017

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 7, 1976, ENTITLED "AN ORDINANCE (AS AMENDED) IMPOSING A MERCANTILE LICENSE TAX OF 2 MILLS FOR THE YEAR 1976 AND ANNUALLY THEREAFTER UPON PERSONS ENGAGING IN CERTAIN OCCUPATIONS AND BUSINESSES THEREIN; PROVIDING FOR ITS LEVY AND COLLECTION AND FOR THE ISSUANCE OF MERCANTILE LICENSES; CONFERRING AND IMPOSING POWERS AND DUTIES UPON THE TAX COLLECTOR OF THE CITY OF SCRANTON; AND IMPOSING PENALTIES", BY IMPOSING THE MERCANTILE LICENSE TAX AT ONE (1) MILL (.001) FOR CALENDAR YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. _____

2017

AN ORDINANCE

AMENDING FILE OF THE COUNCIL NO. 8, 1976, ENTITLED "AN ORDINANCE (AS AMENDED) PROVIDING FOR THE GENERAL REVENUE BY IMPOSING A TAX AT THE RATE OF TWO (2) MILLS UPON THE PRIVILEGE OF OPERATING OR CONDUCTING BUSINESS IN THE CITY OF SCRANTON AS MEASURED BY THE GROSS RECEIPTS THEREFROM; REQUIRING REGISTRATION AND PAYMENT OF THE TAX AS CONDITION TO THE CONDUCTING OF SUCH BUSINESS; PROVIDING FOR THE LEVY AND COLLECTION OF SUCH TAX; PRESCRIBING SUCH REQUIREMENTS FOR RETURNS AND RECORDS; CONFERRING POWERS AND DUTIES UPON THE TAX COLLECTOR; AND IMPOSING PENALTIES", BY IMPOSING THE BUSINESS PRIVILEGE TAX AT THE RATE OF ONE (1) MILL (.001) FOR CALENDAR YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER.

SECTION 1. Be it ordained by the Council of the City of Scranton that Section 3 of File of the Council No. 8, 1976 shall be amended to read as follows:

"Section 3. Imposition and rate of tax:
Beginning with the tax year 2018, and annually thereafter, every person engaging in any business in the City of Scranton shall pay an annual tax at the rate of one (1) mill (.001) on each dollar of volume of the gross annual receipts thereof."

SECTION 2. 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 interests of the promotion of the purposes and intent of this ordinance, and the effective administration thereof.

SECTION 3. In all other respects, File of the Council No. 8, 1976 shall remain in full force and effect.

SECTION 4. This Ordinance shall be retroactive to January 1, 2018.

SECTION 5. This Ordinance is enacted by the Council of the City of Scranton and said taxes are levied pursuant to the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

SECTION 6. The tax imposed herein is effective for calendar year 2018 and shall remain in full force and effect annually thereafter, without annual reenactment unless and until there is a change in the rate of taxation.



DEPARTMENT OF LAW

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

November 9, 2017

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

RECEIVED

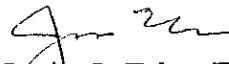
NOV - 9 2017

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 8, 1976, ENTITLED "AN ORDINANCE (AS AMENDED) PROVIDING FOR THE GENERAL REVENUE BY IMPOSING A TAX AT THE RATE OF TWO (2) MILLS UPON THE PRIVILEGE OF OPERATING OR CONDUCTING BUSINESS IN THE CITY OF SCRANTON AS MEASURED BY THE GROSS RECEIPTS THEREFROM; REQUIRING REGISTRATION AND PAYMENT OF THE TAX AS CONDITION TO THE CONDUCTING OF SUCH BUSINESS; PROVIDING FOR THE LEVY AND COLLECTION OF SUCH TAX; PRESCRIBING SUCH REQUIREMENTS FOR RETURNS AND RECORDS; CONFERRING POWERS AND DUTIES UPON THE TAX COLLECTOR; AND IMPOSING PENALTIES", BY IMPOSING THE BUSINESS PRIVILEGE TAX AT THE RATE OF ONE (1) MILL (.001) FOR CALENDAR YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. _____

2017

AN ORDINANCE

AMENDING FILE OF THE COUNCIL NO. 11, 1976, ENTITLED "AN ORDINANCE (AS AMENDED) ENACTING, IMPOSING A TAX FOR GENERAL REVENUE PURPOSES IN THE AMOUNT OF TWO PERCENT (2%) ON EARNED INCOME AND NET PROFITS ON PERSONS, INDIVIDUALS, ASSOCIATIONS AND BUSINESSES WHO ARE RESIDENTS OF THE CITY OF SCRANTON, OR NON-RESIDENTS OF THE CITY OF SCRANTON, FOR WORK DONE, SERVICES PERFORMED OR BUSINESS CONDUCTED WITHIN THE CITY OF SCRANTON, REQUIRING THE FILING OF RETURNS BY TAXPAYERS SUBJECT TO THE TAX; REQUIRING EMPLOYERS TO COLLECT THE TAX AT SOURCE; PROVIDING FOR THE ADMINISTRATION, COLLECTION AND ENFORCEMENT OF THE SAID TAX; AND IMPOSING PENALTIES FOR THE VIOLATIONS", BY RE-ENACTING THE IMPOSITION OF THE WAGE TAX AT TWO AND FOUR TENTHS (2.4%) PERCENT ON EARNED INCOME FOR RESIDENTS AND ONE (1%) PERCENT ON EARNED INCOME FOR NON-RESIDENTS OF THE CITY OF SCRANTON, FOR WORK DONE, SERVICES PERFORMED OR BUSINESS CONDUCTED WITHIN THE CITY OF SCRANTON FOR THE YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER.

SECTION 1. BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON, and it is hereby ordained that Part II of File of the Council No. 11, 1976 is hereby amended to read as follows:

"II. IMPOSITION OF TAX.

An annual tax for general revenue purposes of two and four tenths percent (2.4%) is hereby imposed on the earned income received and net profits earned in the period beginning January 1ST and ending December 31ST annually by all persons, individuals, associations, and businesses who are residents of the City of Scranton, and one percent (1%) on non-residents of the City of Scranton, for work done, services performed or businesses conducted within the City of Scranton."

SECTION 2. 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 interests of the promotion of the purposes and intent of this ordinance and the effective administration thereof.

SECTION 3. In all other respects, File of the Council No. 11, 1976 shall remain in full force and effect.

SECTION 4. This Ordinance shall be retroactive to January 1, 2018.

SECTION 5. This Ordinance is enacted by the Council of the City of Scranton and said taxes are levied pursuant to the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

SECTION 6. The tax imposed herein is effective for calendar year 2018 and shall remain in full force and effect annually thereafter, without annual reenactment unless and until there is a change in the rate of taxation.



DEPARTMENT OF LAW

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

November 9, 2017

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

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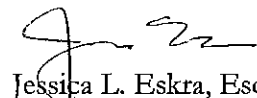
NOV - 9 2017

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 11, 1976, ENTITLED "AN ORDINANCE (AS AMENDED) ENACTING, IMPOSING A TAX FOR GENERAL REVENUE PURPOSES IN THE AMOUNT OF TWO PERCENT (2%) ON EARNED INCOME AND NET PROFITS ON PERSONS, INDIVIDUALS, ASSOCIATIONS AND BUSINESSES WHO ARE RESIDENTS OF THE CITY OF SCRANTON, OR NON-RESIDENTS OF THE CITY OF SCRANTON, FOR WORK DONE, SERVICES PERFORMED OR BUSINESS CONDUCTED WITHIN THE CITY OF SCRANTON, REQUIRING THE FILING OF RETURNS BY TAXPAYERS SUBJECT TO THE TAX; REQUIRING EMPLOYERS TO COLLECT THE TAX AT SOURCE; PROVIDING FOR THE ADMINISTRATION, COLLECTION AND ENFORCEMENT OF THE SAID TAX; AND IMPOSING PENALTIES FOR THE VIOLATIONS", BY RE-ENACTING THE IMPOSITION OF THE WAGE TAX AT TWO AND FOUR TENTHS (2.4%) PERCENT ON EARNED INCOME FOR RESIDENTS AND ONE (1%) PERCENT ON EARNED INCOME FOR NON-RESIDENTS OF THE CITY OF SCRANTON, FOR WORK DONE, SERVICES PERFORMED OR BUSINESS CONDUCTED WITHIN THE CITY OF SCRANTON FOR THE YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. _____

2017

AN ORDINANCE

AMENDING FILE OF THE COUNCIL NO. 78, 2017, AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 100, 1976, ENTITLED "AN ORDINANCE (AS AMENDED) LEVYING GENERAL AND SPECIAL TAXES FOR THE FISCAL YEAR 1977", BY SETTING THE MILLAGE FOR THE YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER BY AMENDING SECTION 1 REVERTING BACK TO THE MILLAGE RATES FROM 2016 WHICH ARE .232521 MILLS LEVY ON LAND AND .050564 LEVY ON ALL BUILDINGS AND BY ELIMINATING THE DEDICATED MILLAGE FOR DEBT SERVICE CONTAINED IN SECTION 2 AND REPLACING THE DEDICATED MILLAGE FOR DEBT SERVICE WITH A DEDICATED DEBT PERCENTAGE OF 32% OF REAL ESTATE TAX REVENUES COLLECTED ON A CURRENT YEAR BASIS.

SECTION 1. Be it ordained by the Council of the City of Scranton, that Section 1 of File of the Council No. 100, 1976 shall be amended to read as follows:

"The Council of the City of Scranton ordains that for the purpose of defraying the expense of the City of Scranton for the fiscal year commencing on the first day of January, 2018, and certain other deficiencies prior thereto, a tax is hereby levied on all real, personal and mixed property within the limits of the City of Scranton, Pennsylvania taxable according to the laws of the Commonwealth of Pennsylvania as follows:

To provide for the payment of general expenses and to provide for the various interest and sinking funds as required by law, there is hereby levied on each thousand dollar of valuation in the Scranton Twenty-Four Ward area:

For General Expense and Sinking Fund purposes:

Levy on all Land	.232521 millage rate
Levy on all buildings	.050564 millage rate

The total levy for general and special purpose is two hundred thirty two dollars and .521 cents (\$232.521) on each one thousand dollars of said valuation of land, and fifty dollars and .564 cents (\$50.564) on each one thousand dollars of said valuation on all buildings."

The total levy remains unchanged from 2016 at 283.085 mills.

SECTION 2. Eliminating the dedicated millage for debt service and imbedding a dedicated percentage of revenues thereby meeting the intent of a segregated stream of revenues assigned to debt service. To address the continued dedication of real estate tax revenue, the Single Tax Office will be notified, and the amended legislation will certify, that 32% of real estate tax revenue on a current year basis will be remitted to the City's Single Point Paying Agent to meet the budgeted debt service requirement for the fiscal year.

SECTION 3. This Ordinance shall be retroactive to January 1, 2018.

SECTION 4. In all other respects, File of the Council No. 100, 1976 shall remain in full force and effect.

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

SECTION 6. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

SECTION 7. The tax imposed herein is effective for calendar year 2018 and shall remain in full force and effect annually thereafter, without annual reenactment unless and until there is a change in the rate of taxation.



DEPARTMENT OF LAW

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

November 9, 2017

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

RECEIVED

NOV - 9 2017

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 78, 2017, AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 100, 1976, ENTITLED "AN ORDINANCE (AS AMENDED) LEVYING GENERAL AND SPECIAL TAXES FOR THE FISCAL YEAR 1977", BY SETTING THE MILLAGE FOR THE YEAR 2018 AND THE SAME SHALL REMAIN IN FULL FORCE AND EFFECT ANNUALLY THEREAFTER BY AMENDING SECTION 1 REVERTING BACK TO THE MILLAGE RATES FROM 2016 WHICH ARE .232521 MILLS LEVY ON LAND AND .050564 LEVY ON ALL BUILDINGS AND BY ELIMINATING THE DEDICATED MILLAGE FOR DEBT SERVICE CONTAINED IN SECTION 2 AND REPLACING THE DEDICATED MILLAGE FOR DEBT SERVICE WITH A DEDICATED DEBT PERCENTAGE OF 32% OF REAL ESTATE TAX REVENUES COLLECTED ON A CURRENT YEAR BASIS.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. _____

2017

AN ORDINANCE

CREATING AND ESTABLISHING SPECIAL CITY ACCOUNT NO. 02.229623 ENTITLED "STREET PAVING" FOR THE RECEIPT AND DISTRIBUTION OF FUNDS FROM THE DEFEASANCE OF THE 2012 SERIES A AND B BONDS WITH SEWER SALE PROCEEDS AND DISTRIBUTION OF THE FUNDS FOR PAVING STREETS THROUGHOUT THE CITY OF SCRANTON.

WHEREAS, this Special City Account is being established for the receipt of funds from the Defeasance of the 2012 Series A and B Bonds with the Sewer Sale proceeds and distribution of the funds for paving streets throughout the City of Scranton.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that Special City Account No. 02.229623 is hereby established and that any and all appropriate City officials are authorized to execute any and all documents necessary to set up said account.

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.



DEPARTMENT OF BUSINESS ADMINISTRATION

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4118 • FAX: 570-348-4225

November 3, 2017

Jessica Eskra, Esq.
City Solicitor
Municipal Building
Scranton, PA 18503

Dear Attorney Eskra:

Please prepare an Ordinance for Scranton City Council creating a new special city account for the purpose of receiving funds from the defeasance of the 2012 Series A and B bonds with Sewer Sale proceeds. The purpose of this distribution is for paving streets throughout the City of Scranton.

02.229623
Street Paving

If you should have any questions regarding this matter, please do not hesitate to contact me.

Very truly yours,

Rebecca McMullen
Finance Manager

RLM:nmk

Encls.

Cc: Roseann Novembrino, City Controller
Wayne Beck, City Treasurer
Lori Reed, City Clerk
Andy Marichak, Financial Analyst
Adam Joyce, Senior Accountant
Rebecca McMullen, Financial Manager



DEPARTMENT OF LAW

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

November 9, 2017

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

RECEIVED


NOV - 9 2017

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE CREATING AND ESTABLISHING SPECIAL CITY ACCOUNT NO. 02.229623 ENTITLED "STREET PAVING" FOR THE RECEIPT AND DISTRIBUTION OF FUNDS FROM THE DEFEASANCE OF THE 2012 SERIES A AND B BONDS WITH SEWER SALE PROCEEDS AND DISTRIBUTION OF THE FUNDS FOR PAVING STREETS THROUGHOUT THE CITY OF SCRANTON.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. _____

2017

AN ORDINANCE

AUTHORIZING THE ISSUANCE OF TAX AND REVENUE ANTICIPATION NOTES, SERIES OF 2018 IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$12,750,000; PROVIDING FOR THE DATE, INTEREST RATE, MATURITY DATE, REDEMPTION PROVISIONS, PAYMENT AND PLACE OF PAYMENT IN RESPECT OF THE NOTES; ACCEPTING THE PROPOSAL ATTACHED HERETO AS EXHIBIT "B" FROM THE FINANCIAL INSTITUTION NAMED THEREIN FOR THE PURCHASE OF THE NOTES; NAMING A SINKING FUND DEPOSITARY/PAYING AGENT; AUTHORIZING THE PROPER OFFICERS OF THE CITY TO EXECUTE AND DELIVER THE NOTES AND CERTAIN OTHER DOCUMENTS AND CERTIFICATES IN CONNECTION THEREWITH; AUTHORIZING AND DIRECTING THE PREPARATION, CERTIFICATION AND FILING OF THE NECESSARY DOCUMENTS WITH THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT OF THE COMMONWEALTH OF PENNSYLVANIA; SETTING FORTH A FORM OF THE NOTES.

WHEREAS, the City of Scranton, Lackawanna County, Pennsylvania (the "City"), is a home rule charter city operating under the Home Rule Charter and Optional Plans Law of the Commonwealth of Pennsylvania (the "Commonwealth"); and

WHEREAS, the City anticipates receiving taxes and other revenues during the fiscal year ending December 31, 2018, which taxes and other revenues are currently uncollected; and

WHEREAS, the City has estimated, on a monthly basis, its expected taxes, revenues and expenditures for the fiscal year ending December 31, 2018, and has determined that during a portion of such fiscal year it will experience a "cumulative cash flow deficit" as such phrase is defined in the regulations promulgated under Sections 103 and 148 of the Internal Revenue Code of 1986, as amended (the "Code"); and

WHEREAS, the City has determined to borrow monies for the purpose of funding, in part, such cumulative cash flow deficit by issuing notes to be repaid from the anticipated taxes and revenues, all in accordance with the Local Government Unit Debt Act of the Commonwealth of Pennsylvania, Act 53 Pa.C.S., Chapters 80-82, as reenacted and amended (the "Debt Act"); and

WHEREAS, the City has determined to accept the proposal of IFS Securities Inc., Atlanta, Georgia, as purchaser or placement agent (the "Purchaser"), for the purchase of its Tax and Revenue Anticipation Notes as hereinafter described; and

WHEREAS, as required by Section 8126 of the Debt Act, officials of the City have heretofore made an estimate of the taxes and revenues to be received during such fiscal year ending December 31, 2018 and, by their execution of a certificate with respect thereto dated this date, have certified to such estimate.

NOW, THEREFORE, BE IT ORDAINED by the Council (the "Council") of the City of Scranton, Lackawanna County, Pennsylvania, as follows:

Section 1. For the reasons and purposes recited above, the City hereby exercises its power and authority to borrow money and authorizes the issuance and sale of its Tax and Revenue Anticipation Notes, Series of 2018, in an aggregate principal amount not to exceed \$12,750,000 (the "Notes") in anticipation of the receipt of current taxes and revenues during the fiscal year ending December 31, 2018, such Notes to be issued, sold and delivered as hereinafter provided.

Section 2. The Mayor, the Controller and the City Clerk of the City, or any duly appointed successor to any thereof, as the case may be, are hereby authorized and directed, in the name and on behalf of the City, to prepare and file with the Department of Community and Economic Development of the Commonwealth of Pennsylvania a certified copy of this Ordinance, a certificate setting forth the taxes and revenues remaining to be collected in the fiscal year ending December 31, 2018 and a true copy of the accepted Proposal (hereinafter defined) for the purchase of the Notes, all as set forth in and required by Section 8128 of the Debt Act. The Mayor, the Controller and the City Clerk of the City are also hereby authorized and directed, in the name and on behalf of the City, to prepare and verify a certificate, in accordance with Sections 103 and 148 of the Code and the regulations applicable thereto, setting forth the anticipated use of the proceeds, to prepare and deliver to the Purchaser the certificate required by Section 8127 of the Debt Act relating to the total amount of the City's Tax and Revenue Anticipation Notes outstanding on the date of delivery of the Notes, and to take any and all other action, and to execute and deliver any and all other documents and instruments, as may be necessary, proper or desirable to effect the issuance and sale of the Notes as contemplated herein. The certification made on the date of enactment of this Ordinance by the aforementioned officials of the City, relating to the amount of taxes and other revenues remaining to be collected by the City in the fiscal year ending December 31, 2018, is hereby ratified and approved.

Section 3. The Notes shall be designated "City of Scranton, Lackawanna County, Pennsylvania, Tax and Revenue Anticipation Notes, Series of 2018," or such other name or designation as shall be selected by the Mayor of the City upon delivery of the definitive Notes in accordance with this Ordinance, shall be in registered form, without coupons, shall be dated the date of issuance, and shall be in such denominations, shall be subject to such redemption, and shall bear interest from the date of delivery until maturity at the rate of interest all as set forth in the Proposal, shall mature on or before December 31, 2018 as set forth in the Proposal, and shall be payable as to principal and interest at the place and in the manner and be otherwise in substantially the form set forth in the form of Notes attached as Exhibit "A" hereto and the Proposal.

Section 4. The Notes shall be executed in the name and on behalf of the City by the true or facsimile signatures of the Mayor and Controller of the City, or, if applicable, their duly qualified respective successors, and the true or facsimile official seal of the City shall be affixed thereunto, duly attested by the true or facsimile signature of the City Clerk of the City. Said officers are authorized and directed to execute and attest the Notes. The execution and delivery of the Notes in accordance with Section 3 hereof and this Section 4 shall constitute conclusive proof of the approval of the final terms and provisions of the Notes by the City.

No Note constituting one of the Notes shall be entitled to any benefit under this Ordinance nor shall it be valid, obligatory or enforceable for any purpose until such Note shall have been registered and authenticated by the Certificate of Authentication endorsed thereon duly signed by the Paying Agent (hereinafter defined); and the Paying Agent is authorized to register and authenticate the Notes in accordance with the provisions hereof.

The Notes shall initially be issued in the form of one fully-registered Note for the aggregate principal amount of the Notes of each maturity, which Notes shall be registered in the name of the Purchaser or Cede & Co., as nominee of The Depository Trust Company ("DTC"), as directed by the Purchaser. The Notes issued in the name of Cede & Co. in accordance with the provisions of this Section may be issued in typewritten form satisfactory to DTC. Except as provided below all of the Notes shall be registered in the registration books kept by the Paying Agent in the name of the Purchaser or Cede & Co., as nominee of DTC; provided that if DTC shall request that the Notes be registered in the name of a different nominee, the Paying Agent shall exchange all or any portion of the Notes for an equal aggregate principal amount of Notes of such series registered in the name of such nominee or nominees of DTC. No person other than the Purchaser or DTC or its nominee shall be entitled to receive from the City or the Paying Agent either a Note or any other evidence of ownership of the Notes, or any right to receive any payment in respect thereof unless the Purchaser or DTC or its nominee shall transfer record ownership of all or any portion of the Notes on the registration books maintained by the Paying Agent.

So long as the Notes or any portion thereof are registered in the name of DTC or any nominee thereof, all payments of the principal or redemption price, if any, of or interest on such Notes shall be made to DTC or its nominee. Each such payment to DTC or its nominee shall be valid and effective to fully discharge all liability of the City or the Paying Agent with respect to

the principal or redemption price of or interest on the Notes to the extent of the sum or sums so paid.

The City and the Paying Agent shall treat DTC (or its nominee) as the sole and exclusive registered owner of the Notes registered in its name for the purposes of payment of the principal or redemption price of or interest on the Notes, selecting the Notes or portions thereof to be redeemed, giving any notice permitted or required to be given to registered owners of the Notes, registering the transfer of the Notes, obtaining any consent or other action to be taken by registered owners of the Notes and for all other purposes whatsoever; and neither the City nor the Paying Agent shall be affected by any notice to the contrary. Neither the City nor the Paying Agent shall have any responsibility or obligation to any participant in DTC, any person claiming a beneficial ownership interest in the Notes under or through DTC or any such participant, or any other person which is not shown on the registration books of the Paying Agent as being a registered owner, with respect to: (1) the Notes; (2) the accuracy of any records maintained by DTC or any such participant; (3) the payment by DTC or any such participant of any amount in respect of the principal or redemption price of or interest on the Notes; (4) any notice which is permitted or required to be given to registered owners of the Notes; (5) the selection by DTC or any such participant of any person to receive payment in the event of a partial redemption of the Notes; or (6) any consent given or other action taken by DTC as the registered owner of the Notes.

So long as the Notes or any portion thereof are registered in the name of DTC or any nominee thereof, all notices required or permitted to be given to the registered owners of the Notes under this Ordinance shall be given to DTC.

In connection with any notice or other communication to be provided to registered owners of the Notes pursuant to this Ordinance by the City or the Paying Agent with respect to any consent or other action to be taken by registered owners of the Notes, DTC shall consider the date of receipt of notice requesting such consent or other action as the record date for such consent or other action, provided that the City or the Paying Agent may establish a special record date for such consent or other action. The City or the Paying Agent shall give DTC notice of such special record date not less than 10 calendar days in advance of such special record date to the extent possible.

The book-entry system for registration of the ownership of the Notes may be discontinued at any time if: (1) after notice to the City and the Paying Agent, DTC determines to resign as securities depository for the Notes; or (2) after notice to DTC and the Paying Agent, the City determines that continuation of the system of book-entry transfers through DTC (or through a successor securities depository) is not in the best interests of the City or the beneficial owners of the Notes. In any such event, unless the City appoints a successor securities depository, the Notes shall be delivered in registered certificate form to such persons, and in such maturities and principal amounts, as may be designated in writing by DTC, but without any liability on the part of the City or the Paying Agent for the accuracy of such designation. Whenever DTC requests the City and the Paying Agent to do so, the City and the Paying Agent shall cooperate with DTC in taking appropriate action after reasonable written notice to arrange for another securities depository to maintain custody of certificates evidencing the Notes.

Section 5. The Notes shall be general credit obligations of the City, and, together with any other tax and revenue anticipation notes issued, or to be issued, by the City during the City's fiscal year ending on December 31, 2018, shall, upon issuance thereof, be equally and ratably secured by a pledge of, security interest in, and a lien and charge on, the taxes and other revenues to be received by the City during the period when the Notes are outstanding; and the Mayor and Controller of the City, attested by the City Clerk, are hereby authorized and directed to prepare and file, or to have filed, such financing statements as may be necessary to fully perfect such pledge, security interest, lien and charge pursuant to the Pennsylvania Uniform Commercial Code and Section 8125 of the Debt Act. The City covenants and agrees that any additional tax and revenue anticipation notes issued by the City after the date of issuance of the Notes and while the Notes are still outstanding shall mature on a date after the final maturity date of the Notes.

Section 6. The City covenants to and with the registered owners of the Notes that it will make no use of the proceeds of such issue or do or suffer any other action which, if such or action had been reasonably expected on the date of issue of such Notes, would cause the Notes to be "arbitrage bonds" or "private activity bonds" as those terms are defined in Section 148 and Section 141 of the Code and the applicable regulations thereunder. The City further covenants

that it will comply with the requirements of such Section 148 and Section 141 and with the regulations thereunder throughout the term of the Notes. In addition, the Mayor and Controller of the City, being the officials responsible for issuing the Notes, attested by the City Clerk of the City, are hereby authorized and directed to execute and deliver, in the name and on behalf of the City, any and all documents or other instruments which Note Counsel may reasonably request in connection with the providing of its opinion that the Notes are not "arbitrage bonds" or "private activity bonds" within the meanings of Section 148 and Section 141 of the Code and the regulations promulgated thereunder, including, without limitation, a certificate dated the date of issuance and delivery of the Notes, which certificate shall set forth the reasonable expectations of the City as to the amount and use of the proceeds of the Notes.

Section 7. The City shall and does hereby accept the Proposal of the Purchaser, for the purchase or arrangement of the private placement of the Notes subject to and in accordance with the terms and conditions of this Ordinance and the Proposal, dated the date of final enactment of this Ordinance (the "Proposal"). The sale of the Notes shall be for an aggregate purchase price of not less than the aggregate par amount of the Notes issued by the City, plus accrued interest, if any, from the date of the Notes to the date of delivery thereof. A copy of the Proposal, as presented to the City and accepted by this Ordinance, is incorporated herein by reference and shall be attached to this Ordinance as Exhibit "B" and maintained with the minutes of this meeting. Upon final pricing of the Notes, the Purchaser will present to the City an addendum or confirmation to the Proposal for the Notes setting forth the final terms and conditions of the Notes, including the final maturity date, principal amount, interest rates, redemption provisions and purchase price for the Notes (the "Addendum"). As long as the terms and conditions set forth in the Addendum satisfy the parameters set forth in this Ordinance, the Mayor is hereby authorized and directed to accept and to execute the Addendum in the name and on behalf of the City, and the City Clerk of the City is hereby authorized and directed to attest to such acceptance and execution, if necessary or appropriate. In the event the Purchaser arranges the private placement of the Notes, the Mayor is hereby authorized to execute and deliver a note purchase agreement or similar agreement with the buyer or buyers identified by the Purchaser, acting in its role as placement agent, upon such terms as the Mayor, with the advice of the Solicitor to the City, shall approve, with such approval conclusively evidenced by his execution thereof and subject to the parameters contained herein.

Section 8. The Notes shall be in substantially the form set forth in Exhibit "A" hereto. The form of the Notes as submitted to the City are hereby approved in substantially such form, with such changes, insertions and variations as are necessary or appropriate to reflect the final terms, including, but not limited to, series designation, interest rates, principal amounts, denominations, registered owner, the name or designation and redemption provisions, of the Notes as specified to the City in the delivery instructions of the Purchaser and such other changes as the Mayor of the City may approve upon advice of the Solicitor to the City, such approval to be evidenced by such officer's execution and delivery of the Notes.

Section 9. The Mayor and Controller of the City is hereby authorized, empowered and directed to contract with Community Bank, N.A., Scranton, Pennsylvania, as paying agent, or such other paying agent, which shall be a bank or bank and trust company authorized to do business in the Commonwealth, as may be selected by the Mayor of the City upon delivery of the Notes in accordance with this Ordinance (any such paying agent selected in accordance with this Section 9 being hereinafter referred to as the "Paying Agent"), for its services as paying agent and sinking fund depository in accordance with the terms and conditions of the Proposal, this Ordinance and the Act. Payment of the principal of and interest on the Notes shall be made, when due, in accordance with the provisions of the Notes, at the corporate trust office of the Paying Agent in lawful money of the United States of America. The Controller or other proper officer is hereby authorized and directed to make deposits to the sinking fund to be held for the payment of principal and interest on the Notes as set forth in the Notes and the Proposal.

Thereafter, the Paying Agent shall, without further authorization or direction from the City or any of its officials, withdraw moneys from the sinking fund and apply such moneys to the payment of principal and interest then due on the Notes.

Section 10. Stevens & Lee, P.C., Scranton, Pennsylvania, is hereby appointed 380
Bond Counsel in connection with the issuance and sale of the Notes, PFM Financial Advisors L.L.C. to act as Financial Advisor to the City, Amil Minora, Esquire, counsel to City Counsel, and Jessica Eskra, Esquire, City Solicitor, and any other professionals, as necessary or appropriate, in

connection with the purposes of and to facilitate the intent of this Ordinance as the Mayor of the City may appoint.

Section 11. All expenses incurred in connection with issuance of the Notes shall be paid out of the proceeds derived from the issuance of the Notes or from other available funds of the City and the Mayor of the City is authorized to approve requests for payment of such expenses and to pay or direct the payment of such expenses.

Section 12. The Mayor, Controller and City Clerk of the City are hereby authorized to execute the Continuing Disclosure Certificate (hereinafter defined) on behalf of the City and the City hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate as required by applicable law. Notwithstanding any other provision of this Ordinance, failure of the City to comply with the Continuing Disclosure Certificate shall not be considered an event of default hereunder or on the Notes; however, any Noteholder or Beneficial Owner may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the City to comply with its obligations under this Section.

As used herein, the term "Continuing Disclosure Certificate" shall mean that certain Continuing Disclosure Certificate or Certificates to be executed by the City in order to comply with Securities and Exchange Commission Rule 15c2-12, and dated the date of issuance and delivery of each series of the Notes, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

As used herein, the term "Beneficial Owner" shall mean any person which has or shares the power, directly or indirectly, to make investment decisions concerning ownership of any Notes (including persons holding Notes through nominees, depositories, or other intermediaries).

Section 13. The City hereby approves the form of and authorizes and/or ratifies the preparation, use and distribution of a Preliminary Official Statement or Preliminary Placement or Limited Offering Memorandum by the Purchaser in connection with the marketing of the Notes. The Mayor of the City after consultation with the Solicitor to the City is hereby authorized to execute and approve a final Official Statement or Placement or Limited Offering Memorandum relating to the Notes and any amendments or supplements to the same. The Purchaser is hereby authorized to use such final Official Statement or Placement or Limited Offering Memorandum (and any amendments or supplements thereto) in connection with the sale of the Notes.

Section 14. The Mayor, Controller and City Clerk of the City and all other proper officers of the City are hereby authorized, jointly and severally, to do any and all other things necessary to effectuate the issuance, execution, delivery and sale of the Notes, including the execution and delivery of any and all additional documents, representations, declarations, depositary agreements, debt service agreements, control agreements, deposit account control agreements, loan agreements, reimbursement agreements, security agreements, promissory notes, intercreditor agreements, derivative and/or interest rate management agreements, escrow agreements, assignments, financing statements, certificates, authorizations, contracts, agreements, insurance binders and other papers as may be necessary to effectuate any of the foregoing, and such execution and delivery shall be conclusive evidence of the authorization and approval thereof by the City.

Section 15. If any provision, section, sentence, clause or part of this Ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect or impair any remaining provision, section, sentence, clause or part of this Ordinance, it being the intent of the City that the remainder of this Ordinance shall remain in full force and effect. The City reserves the right to amend this Ordinance or any portion hereof 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 hereof.

Section 16. This Ordinance shall become effective immediately upon approval.

Section 17. All ordinances or parts of ordinances, insofar as the same shall be inconsistent herewith, shall be and the same expressly hereby are repealed. 381

Section 18. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law," and any other applicable law arising under the laws of the Commonwealth of Pennsylvania.

EXHIBIT "A"

[Form of Notes]

REGISTERED
NUMBER R-__

REGISTERED
\$ _____

Unless this certificate is presented by an authorized representative of The Depository Trust Company ("DTC"), a New York corporation, to the City or its agent for registration of transfer, exchange or payment, and any certificate issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

CITY OF SCRANTON, LACKAWANNA COUNTY, PENNSYLVANIA

TAX AND REVENUE ANTICIPATION NOTE, SERIES OF 2018

<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>DATED DATE</u>	<u>CUSIP</u>
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REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: \$ _____

KNOW ALL MEN BY THESE PRESENTS, that the City of Scranton, Lackawanna County, Pennsylvania (the "City"), a city existing under the laws of the Commonwealth of Pennsylvania (the "Commonwealth"), for value received, hereby promises to pay to the order of CEDE & CO., the sum of Twelve Million Seven Hundred Fifty Thousand Dollars (\$12,750,000) on the 15th day of December, 2018, together with interest on said sum from the 3rd day of January, 2018 until maturity at the rate of _____ percent (____%) per annum, computed on the basis of a 360-day year of twelve 30 day months. Interest on the Notes is payable at maturity, or if redeemed prior to maturity, on the date of redemption. Both the principal of and interest on this Note shall be payable in such coin or currency as at the place and at the time of payment shall be legal tender for the payment of public and private debts in the United States (or by instrument payable in immediately available legal tender as aforesaid), upon presentation and surrender hereof at the principal office of Community Bank, N.A. (the "Paying Agent") in Scranton, Pennsylvania.

Whenever the due date for payment of interest on or principal of the Notes or the date fixed for redemption of any Notes shall be a Saturday, Sunday, legal holiday or a day on which banking institutions in the Commonwealth are authorized by law or executive order to remain closed, then payment of such interest, principal, or redemption price need not be made on such date, but may be made on the next succeeding day which is not a Saturday, Sunday, legal holiday or a day upon which banks are authorized by law or executive order to remain closed, with the same force and effect as if made on the due date for payment of principal, interest or redemption price and no interest shall accrue thereon for any period after such due date.

This Note is one of a series of Tax and Revenue Anticipation Notes, Series of 2018, authorized and issued in the aggregate principal amount of Twelve Million Seven Hundred Fifty Thousand Dollars (\$12,750,000) (the "Notes") in accordance with the provisions of the Local Government Unit Debt Act of the Commonwealth of Pennsylvania (the "Act"), and pursuant to an Ordinance enacted on November __, 2017 by the Council of the City (the "Ordinance"). Reference is made to the Act and the Ordinance for a complete statement of the rights and limitations of rights of holders of the Notes, to all of which the holder hereof by acceptance of this Notes assents. The terms and provisions of the Ordinance are hereby incorporated by reference as if set forth fully herein. The Notes are issuable only as fully registered Notes in the denominations of \$5,000 or any whole multiple thereof.

This Note is issued under and in accordance with the Act, for the purpose of providing funds for current expenses payable in the current fiscal year in anticipation of the receipt of taxes and other revenues by the City from the date of original delivery of the Notes to the stated maturity date thereof.

The City has pledged and granted (equally and ratably with all other tax and revenue anticipation notes issued by the City for the City's 2018 fiscal year) to the Paying Agent, for the benefit of the holders of the Notes, a lien on, and security interest in, its taxes and revenues to be received by the City during the period when this Note is outstanding in order to secure the payment of the principal indebtedness evidenced hereby and the interest hereon, all as more fully set forth in the Debt Service Agreement, dated the date hereof (the "Debt Service Agreement"), between the City and the Paying Agent, the Continuing General Security Agreement, dated the date hereof (the "Security Agreement"), between the City and the Paying Agent, and the Deposit Account Control Agreement, dated the date hereof (the "Control Agreement" and together with the Debt Service Agreement and the Security Agreement, the "Notes Security Agreements"), between the City and the Paying Agent. Such pledge, security interest, and lien are enforceable in the manner provided by the Act and the Notes Security Agreements.

In the Ordinance, the City has covenanted to and with registered owners of the Notes that it will make no use of the proceeds of the Notes, or do or suffer any other action, which, if such use or action had been reasonably expected on the date of issuance of the Notes, would cause the Notes to be "arbitrage bonds" or "private activity bonds" as those terms are defined in Section 148 and Section 141 of the Internal Revenue Code of 1986, as amended (the "Code"), and the applicable regulations thereunder.

This Note shall not be entitled to any benefit under the Ordinance nor shall it be valid, obligatory or enforceable for any purpose until this Note shall have been authenticated by the Paying Agent.

The Notes are not subject to optional redemption prior to maturity.

The Notes are subject to mandatory sinking fund redemption prior to maturity, as drawn by lot by the Paying Agent, on the dates and in the aggregate principal amounts set forth below at a redemption price equal to the principal amount thereof, without premium, plus accrued interest to the date fixed for redemption:

_____	, 2018	\$
_____	, 2018	\$
_____	, 2018	\$
_____	, 2018*	\$

*Stated maturity.

In lieu of such mandatory sinking fund redemption, the Paying Agent, on behalf of the City, may purchase, from money in the Sinking Fund, or the City may tender to the Paying Agent, all or part of the Notes subject to mandatory sinking fund redemption in any such year.

If a Note is of a denomination larger than \$5,000, a portion of such Note may be redeemed. For the purposes of redemption, such Note shall be treated as representing that number of Notes which is obtained by dividing the principal amount thereof by \$5,000, each \$5,000 portion of such Note being subject to redemption. In the event of a partial redemption of a Note, payment of the redemption price shall be made only upon surrender of such Note in exchange for Notes of authorized denominations in an aggregate principal amount equal to the unredeemed portion of the principal amount thereof.

Any redemption of Notes shall be upon notice effected by mailing a copy of the redemption notice by first-class mail, postage prepaid, such notice to be sent not less than thirty (30) days nor more than sixty (60) days prior to the date fixed for redemption, addressed to the registered owners of Notes to be redeemed at their addresses shown on the registration books kept by the Paying Agent as of the date the Notes are selected for redemption; provided, however, that failure to give such notice by mailing, or any defect therein or in the mailing thereof, shall not affect the validity of any proceeding for redemption of other Notes called for redemption as to which proper notice has been given.

On the date designated for redemption, notice having been provided as aforesaid, and money for payment of the principal and accrued interest being held by the Paying Agent, interest on the Notes or portions thereof so called for redemption shall cease to accrue and such Notes or portions thereof shall cease to be entitled to any benefit or security under the Ordinance,

and registered owners of such Notes shall have no rights with respect to such Notes, except to receive payment of the principal of and accrued interest on such Notes to the date fixed for redemption.

This Note may be transferred or exchanged by the registered owner hereof only upon surrender of this Note to the Paying Agent at its principal corporate trust office, accompanied by a written instrument or instruments of transfer in form, with instructions, and with guaranty of signature satisfactory to the Paying Agent, duly executed by the registered owner of this Note or his attorney in fact or legal representative. The Paying Agent shall enter any transfer of ownership of this Note in the registration books maintained by the Paying Agent and shall authenticate and deliver in the name of the transferee or transferees a new fully registered Note or Notes of the same series and of authorized denominations of the same maturity and form for the aggregate amount which the transferee is entitled to receive at the earliest practicable time. The City and the Paying Agent may deem and treat the registered owner hereof as the absolute owner hereof (whether or not this Note shall be overdue) for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and the City and the Paying Agent shall not be affected by any notice to the contrary. All payments made to the registered owner of a Bond, as herein provided, shall be valid and effectual to satisfy in full and discharge the liability of the City upon the Note as paid.

The City and the Paying Agent shall not be required: (i) to issue or to register the transfer of or exchange any Notes then considered for redemption during a period beginning at the close of business on the fifteenth (15th) day next preceding any date of selection of Notes to be redeemed and ending at the close of business on the day on which the applicable notice of redemption is given, or (ii) to register the transfer of or exchange any portion of any Note selected for redemption, in whole or in part until after the date fixed for redemption. Notes may be exchanged for a like aggregate principal amount of Notes of other authorized denominations of the same maturity and interest rate.

The City has caused CUSIP numbers to be printed on the Notes as a convenience to bondholders. No representation is made as to the accuracy of such numbers as printed on the Notes.

The City covenants that it will deposit in the sinking fund for the Notes established by the Ordinance with the Paying Agent the taxes and other revenues collected in amounts which will be sufficient to pay the principal of and interest on all Notes issued pursuant to the Ordinance as and when the same shall become due and payable, and such sinking fund shall be applied exclusively to such purpose.

All acts, conditions and things required to be done or performed precedent to and in the issuance of this Note or in the creation of the obligation of which this Note is evidence have been done and performed as required by law.

[The remainder of this page intentionally left blank.]

IN WITNESS WHEREOF, the City of Scranton, Lackawanna County, Pennsylvania, has caused this Note to be signed in its name and on its behalf by the signatures of the Mayor and Controller of the City and its corporate seal to be hereunder affixed, duly attested by the signature of the City Clerk of the City, as of the _____ day of January, 2018.

CITY OF SCRANTON
Lackawanna County, Pennsylvania

(SEAL)

By: _____
Mayor

By: _____
Controller

Attest: _____
City Clerk

APPROVED AS TO FORM:

City Solicitor

(FORM OF PAYING AGENT'S CERTIFICATE)

CERTIFICATE OF AUTHENTICATION

It is certified that this Note is one of the Notes described in the within-mentioned Ordinance.

Community Bank, N.A., as Paying Agent

By: _____
Authorized Officer

Date of Registration and Authentication:

(FORM OF ASSIGNMENT)

ASSIGNMENT

FOR VALUE RECEIVED, _____ (the "Transferror"), the undersigned, hereby sells, assigns and transfers unto

_____ (the "Transferee")
Name

Address

Social Security or
Federal Employer Identification No.

the within Note and all rights thereunder, and hereby irrevocably constitutes and appoints _____ as attorney to transfer the within Note on the books kept for registration thereof, with full power of substitution in the premises.

Date: _____

NOTICE: No transfer will be made in the name of the Transferee, unless the signature(s) to this assignment correspond(s) with the name(s) as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever and the Social Security or Federal Employer Identification Number of

Signature Guaranteed:

_____ the Transferee is supplied. If the Transferee is a trust, the names and Social Security or Federal Employer Identification Numbers of the settlor and beneficiaries of the trust, the Federal Employer Identification Number and date of the trust, and the name of the trustee should be supplied.

NOTICE: Signature(s) must be guaranteed by an approved eligible guarantor institution, an institution which is a participant in a Securities Transfer Association recognized signature

guarantee program.

(END OF NOTE FORM)

EXHIBIT "B"

Proposal



DEPARTMENT OF LAW

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

November 1, 2017

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

RECEIVED

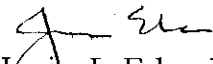
NOV - 2 2017

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE AUTHORIZING THE ISSUANCE OF TAX AND REVENUE ANTICIPATION NOTES, SERIES OF 2018 IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$12,750,000; PROVIDING FOR THE DATE, INTEREST RATE, MATURITY DATE, REDEMPTION PROVISIONS, PAYMENT AND PLACE OF PAYMENT IN RESPECT OF THE NOTES; ACCEPTING THE PROPOSAL ATTACHED HERETO AS EXHIBIT "B" FROM THE FINANCIAL INSTITUTION NAMED THEREIN FOR THE PURCHASE OF THE NOTES; NAMING A SINKING FUND DEPOSITARY/PAYING AGENT; AUTHORIZING THE PROPER OFFICERS OF THE CITY TO EXECUTE AND DELIVER THE NOTES AND CERTAIN OTHER DOCUMENTS AND CERTIFICATES IN CONNECTION THEREWITH; AUTHORIZING AND DIRECTING THE PREPARATION, CERTIFICATION AND FILING OF THE NECESSARY DOCUMENTS WITH THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT OF THE COMMONWEALTH OF PENNSYLVANIA; SETTING FORTH A FORM OF THE NOTES.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. _____

2017

AN ORDINANCE

APPROPRIATING FUNDS FOR THE EXPENSES OF THE CITY GOVERNMENT FOR THE PERIOD COMMENCING ON THE FIRST DAY OF JANUARY, 2018 TO AND INCLUDING DECEMBER 31, 2018 BY THE ADOPTION OF THE GENERAL CITY OPERATING BUDGET FOR THE YEAR 2018.

WHEREAS, it is in the best interests of the City of Scranton, and required by the Home Rule Charter, that the City pass a General City Operating Budget for the year 2018.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that the 2018 General City Operating Budget is hereby approved and authorized in the form as attached hereto and made a part hereof.

SECTION 1. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION 2. 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 interests of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 3. This Ordinance shall take effect January 1, 2018.

SECTION 4. This Ordinance is enacted by the Council of the City of Scranton under the Authority of the Act of the Legislature, April 13, 1972, Act No. 62 known as the "Home Rule Charter and Optional Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.

RECEIVED

NOV - 6 2017

OFFICE OF CITY
COUNCIL/CITY CLERK



DEPARTMENT OF BUSINESS ADMINISTRATION

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4118 • FAX: 570-348-4225

November 6, 2017

Ms. Lori Reed
City Clerk
City of Scranton
340 North Washington Avenue
Scranton, Pa 18503

Re: 2018 Budget

Dear Ms. Reed:

According to Article IX, Section 902, of the Home Rule Charter, the Administration of the City of Scranton hereby submits the 2018 Operating Budget. The Budget document includes estimated income, including various taxes, fees, and other revenues for the fiscal year. Detailed proposed expenditures by department including employee-related expenses and capital expenditures are delineated. Proposed expenditures do not exceed budgeted revenues.

Should you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

David M. Bulzoni
Business Administrator
City of Scranton

2018 Budget Summary

Financial Overview

The City of Scranton 2018 budget continues a phased progression in fiscal stability and a more manageable and effective allocation of revenues and expenses. The City will continue to strive to achieve manageable annual adjustments in both revenues and expenditures to avoid the punitive nature of double digit real estate tax increases. The compression of real estate tax increases and the sensitivity assigned to future adjustments will be an ongoing concern and remains a focal point of the 2018 budget. If the 2017 budget was considered transitory from revenue assignments concluding the parking monetization transactions and the sale of the sewer assets, the 2018 budget reflects the execution of those initiatives and the subsequent influence on the City's budget stability. Without those adjustments, the impact on the primary revenue drivers would be significant. Those revenue components are real estate and earned income taxes.

An integral component of the continued momentum in fiscal stability is the assignment of real estate taxes through a segmented calculation which originated in the 2015 budget. The City of Scranton created a dedicated millage to meet total annual debt service requirements and appointed a single point paying agent to manage those payments. This concept was well received by the financial markets and has been an integral part of the restoration of the City's credit worthiness. The reduction in budgeted debt service from \$14,713,139.50 in 2014 to \$10,825,179.53 in 2018 is representative of the City's efforts at greater budget stability. This decrease of \$3,887,959.97, or 26.50%, is resulting from a complete redefinition of the City's debt profile.

*Real estate taxes will continue as a significant source of revenue in the 2018 budget. The intent of the 2018 budget is to maintain total millage at 2017 levels. Debt service millage will be based on the City's annual debt service requirement and will be adjusted accordingly. This process is based purely on an annual calculation and eliminates discretionary considerations from the evaluation process. That value will be decreased accordingly with any the City's debt service reduction. The reduction results from the refunding and defeasement initiatives concluding in 2017. Correspondingly, with a \$5,273,046.00 reduction in the Minimum Municipal Obligation in 2018, the operating revenue percentage will be adjusted accordingly.

The 2018 budget positions the City to further evaluate revenue maximization. Analytic methodology is used for better identification of components of the City's Act 511 taxes and rental units. Those analytics should result in either fee adjustments in future budget years and the migration from business privilege and mercantile taxes to a payroll based tax allowed under Act 47. While the refuse fee will remain the same in 2018, the City has implemented more favorable payment mechanisms to positively affect cash flow. A recycling based evaluation should identify best practices in both refuse and recycling programs and identify the merits of a per bag or hybrid fee based service.

A realistic approach to expenditure budgeting will mirror the same approach to revenues. While several issues portend some significance for the City with the 2018 budget, relative to expenditures, the

approach is to evaluate each budget category for savings realized through either achievable efficiencies or program alternatives to manage costs more effectively.

The budget also contemplates a measure of sensibility to nonunion salaries, which has been devoid of any real methodology in prior budgets. The plan initially presented in the 2015 budget is restated with variations to provide a framework for successive years. Once salaries have reached a level of equilibrium, raises may rotate every two years for the nonunion employee base. The rotation may incorporate a .50% or 1.00% increase initially resulting from low inflation levels. This percentage may be modified if inflation and cost of living levels increase. The City also will undertake a position compensation evaluation in 2018.

In effect, the 2018 budget continues to bridge stability in the City's fiscal outlook. The monetization efforts of both parking and sewer assets have or will improve the City's debt profile, create a more effective delivery of services, and stabilize the employee retirement plans. Again, the City expended significant effort for the closure of major initiatives in 2017. The defeasement and refunding of the City's 2003 bond debt included an improvement in the City's debt rating and a cooperative financial initiative with the bond insurer AMBAC.

The City of Scranton 25% Act 44 reduction provision, which artificially decreased the minimum municipal pension obligation for a six year period, concluded in 2016. The expiration of the provision increased the minimum obligation by \$4,411,510 in the 2017 budget. Revaluation of the Plan in 2018 resulted in the decrease noted above. The City also directed the reduction in the Plan discount rate to 7.50% from 8.00%.

On July 2, 2014, the City of Scranton took the initial steps in restoring long term fiscal stability and the repair of the City's creditworthiness by the unveiling of the Amoroso Plan. With the continued implementation of the Plan components and the incorporation of those provisions in the Act 47 Exit Plan prepared by the Pennsylvania Economy League, the fiscal framework for the City of Scranton is now intact and will serve as a guide to follow through the conclusion of 2018 and the anticipated exit from Distressed Status in 2021.

A sustainable City is achieved not only through the cost effective delivery of services, but through the value-added nature of the delivery of those services. Those services have many components, including ensuring safety at home, work, and leisure, protecting the vitality of our arts, cultural, and recreational amenities, preserving our parks, and caring for the health and well-being of our citizens. While there is a cost that we all must assume to achieve that sustainability, we expect to receive maximum value for those dollars expended. Managing those costs, achieving a measurable level of value for tax dollars, and using well founded budgetary principles will assure the future viability and vitality of the City of Scranton.

2018 General Fund Budget - Revenues

Real Estate Tax

Account Description

Real Estate Tax is the primary revenue driver in the City of Scranton annual operating budget and most subject to adjustment annually. In the Commonwealth of Pennsylvania, real estate tax adjustments are effected to meet budgetary obligations by most municipalities, school districts and counties. Taxes are levied on the assessed value of all taxable real property. The values are compiled by Lackawanna County. The property tax rate is expressed either as a percentage or may also be indicated as a millage rate or mill levy.

The City of Scranton 2015 budget initiated discussions about the segregated millage concept on land and improvements. Future discussions regarding the potential advantages of migrating to a single millage based on a total assessed valuation have also been considered. This concept was deferred for further evaluation and may resurrect upon completion of a Lackawanna County property reassessment. The City's 2017 land rate is 232.521. The 2017 land improvement rate is 50.564. (A mill is also stated as one-thousandth of a dollar.) The City's total millage rate in 2017 is 283.085.

As noted previously, in departing from the usual assignment of taxes to operations, including debt service, the City created a debt service millage component from both levies. This concept was continued in the 2017 budget with an alteration to the assignment of this dedicated revenue. The use of a dedicated percentage of real estate tax revenue was memorialized in the legislative document authorizing the levy. The document authorized an assignment thirty-two percent (32%) of real estate tax revenue to meet debt service requirements. Because of debt repayment and refunding in 2017, the amount of the real estate tax revenue dedicated to debt service will remain constant at thirty-two percent (32%). The value of assessed City property indicates a decrease by \$1,068,794 from 2016 to 2017. Overall, debt service has decreased from \$14,758,139.50 in the 2014 operating budget to that projected for 2018 at \$10,315,179.53, or a decrease of 30.10%.

Total millage, therefore, remains constant at 283.085 mills.

With the dedicated revenue component for debt service, the arbitrary use of this specific real estate levy component is eliminated. The process also adds greater transparency and effectiveness to the discussion of transacting future debt because of the specific revenue assignment. This revenue component would be adjusted annually only to meet those specific debt service requirements. The City will continue to work with the designated Single Point Paying Agent, Community Bank N.A., to efficiently pay debt service throughout the budget year. The respective millage rate for land and improvements applied to the City's operational needs is subject to adjustment annually.

Budget Highlights

- The real estate tax levy will remain level in 2018;
- The debt service revenue component will remain constant.

Landfill/ Refuse Fees

Account Description

The City has established a residential fee to fund essential refuse and mandated recycling collection programs. The annual fee was increased from \$178 per unit per year in 2013 to \$300 in 2014. The billing period was modified in 2014 to allow for two payments annually and will be continued in 2017. The fee will remain the same.

Budget Highlights

- While the refuse fee will remain at \$300 per unit in 2017, increased collections are anticipated based on the outcome of the rental registration identification program. Anticipated results, while anecdotal, if favorable, may enable the City to review the refuse fee in conjunction with the 2019 budget. Enhanced identification of billing units will result from a more effective rental registration procedure;
- The City billing and collection methods were restructured to incorporate an electronic payment and collection methodology. The City expects to evaluate the use of cash as a payment option to improve efficiency and reduce costs.
- The Department of Environmental Protection Refuse/Recycling evaluation should be completed in the first quarter of 2018 and will provide optionality in reviewing the practicality of a 'pay-as-you throw' or hybrid program concept. The optionality of this program may provide the City with the opportunity to further evaluate program costs.

Local Tax

Account Description

Another important revenue component and the City's second greatest source of revenue is its Local Taxes. Included in the local tax levy is the City wage, mercantile and local services taxes. The City's wage tax is 2.4%; the total wage tax collected in the City of Scranton is 3.4%, as commonly stated, which includes the Scranton School District's 1% Wage Tax. The taxpayers submit payments to Berkheimer Associates, the designated collector of earned income taxes for Lackawanna County municipalities. With the exception of the current and delinquent wage taxes, the remaining Local Taxes are collected by the Single Tax Office. The Single Tax office is the local tax collection agent for the City, School District and Lackawanna County. The City's Mercantile and Business Privilege Tax rate is a flat .1%. The Real Estate Transfer tax, which is collected by Lackawanna County, was reduced to 2.90 in 2017%. The tax will be reduced further in 2018 to 2.70%.

Budget Highlights

- Real estate transfer tax collections have performed favorably since 2014. A constant collection level is projected with a .20% reduction in the tax for 2018. Wage Tax collections are projected to increase marginally due to payroll limitations resulting from the employment components of the local economy. The City has not been greatly impacted by the national trend of more favorable payroll percentage increases;
- The improvement in Mercantile and Business Privilege Tax collection percentages are beginning to be realized in 2017 because of the use of analytics by the Single Tax Office. This cooperative effort between the City and Tax office is identifying nonpayment and resulting in improved collection percentages and a more complete data base. The City will evaluate the advantages of converting from the Business Privilege and Mercantile Tax levies to a broader based payroll tax for 2019. Act 47 communities are eligible for the conversion. The tax is presently levied by the City of Pittsburgh. Another alternative and byproduct of improved collection might be a reduction in the tax to levels more acceptable to the expansion of a commercial base weighted in the service industry.
- With the Governor's signature of House Bill 1773 in 2014, the City has continued the tripling of the local services tax in the 2017 budget. The City is eligible for the increased collection level while in Act 47 oversight as a distressed municipality.

The full amount calculated is based on total payrolls identified through wage tax collections. The City is subject to court approval annually to levy the tax.

Penalties & Interest - Delinquent Tax

Account Description

Penalties and Interest revenue is the result an individual and/or business' taxes which became delinquent. The City assesses a penalty on the delinquent balance.

Budget Highlights

- The amounts remain consistent and comparable with the prior year.

Licenses and Permits

Account Description

Revenue is derived from the sale and issuance of licenses and permits. The Office of Licenses and Permits issues and administers all permit activity for the City of Scranton. In addition to issuing licenses and permits, this office conducts annual inspections on personal care homes, rooming houses and rental units, child day care centers (excluding in home day care centers), hotels and food / drinking establishments within the City. This office also administers and issues other licenses for amusements, dogs, dumpsters, eating and drinking establishments, peddlers, entertainment, gas pumps, hauling, parking facilities, scales, scrap yards, transient activity and tree trimming. Many of the line item budgets are based on four year averages.

The City will continue to receive fees through the third party planning review process in 2017. A departmental initiative for 2018 will be to review and codify enacting ordinances for applicability and fee eligibility designed to restructure the department to improve efficiency.

Budget Highlights

- Revenue fluctuations in prior budgets may be attributed to various factors impacting the collection of permit fees and licenses, including activity influenced by the state of the local economy.

- The City is working cooperatively with a third party to improve the efficacy of the rental registration database. Improved collections are anticipated through more effective unit identification and tracking procedures;
- The Department will undertake a review of enacting ordinances to better identify the effectiveness of permitting activity;
- The building permit budget remains constant as a more indicative forecast of future activity, although the City is optimistic that tax abatement legislation passed on April 21, 2016 will have a positive effect on home construction.
- Foreclosure registry fees fund the Scranton Home Assistance Program created by the partnership between the City and Neighborworks Northeastern Pennsylvania. The partnership was formalized by legislation adopted on June 23, 2016. A home improvement grant program with a maximum allocation of \$5,000 is managed by Neighborworks from the receipt foreclosure registry payments.

Fines, Forfeits, & Violations

Account Description

Fines, Forfeits, and Violations are collected from persons or businesses that violate state statutes or City ordinances. Historically, parking meter revenue was a budget component and was derived from a management agreement the City maintained for the operation of the on-street parking program. The program also included mobile parking services. Landmark concession lease legislation adopted by Council on June 30, 2016 consolidated parking operations with the non-profit Community Development Properties, thereby eliminating revenues associated with the on-street program. Civilian Parking Tickets, which resulted from the 2015 agreement between the City of Scranton and the Fraternal Order of Police, and Quality of Life Tickets, will remain an integral component of this revenue category.

Budget Highlights

- The Civilian Parking Ticket budget is reflective of activity through September 2017;

Interest Earnings

Account Description

Interest Income is derived from investing available cash in interest bearing accounts and does not include fee offsets through earnings allowances.

Budget Highlights

- The City of Scranton has two primary cash accounts which are subject to some balance seasonality: The General Fund and the Debt Service Account component of the Fund. The debt service account is presently maintained with the Single Point Paying Agent to meet debt payment needs; the general fund is maintained for operations.
- The remaining proceeds associated with the sewer asset sale are invested subject to Act 10 of 2016 provisions.
- The City is implementing a phased expansion and redefinition of the delivery of operational banking services to improve the refuse billing and payment programs. Greater efficiency in this front end program should positively affect cash flow and complement a further review of program alternatives.

Intergovernmental Reimbursement

Account Description

Intergovernmental Reimbursement represents federal and state revenue received by City. Federal funds are typically derived from sources including the Community Development Block Grant which funds many City programs, including demolition of blighted structures and police enforcement. The State sourced funding contributes to the City's minimum municipal pension obligation. The amount of the state aid budget remains increases in 2018.

Budget Highlights

- The amount budgeted for the school resource officer line item was reinstated in 2017 for accounting purposes associated with the shared program with the school district;

Payment in Lieu of Taxes

Account Description

A payment in lieu of taxes (“PILOT”) is made to compensate the City of Scranton for some or all of the tax revenue that it loses because of the nature of the ownership or use of a particular piece of real property.

Budget Highlights

- The City of Scranton has realized limited but improved contribution activity since 2015 through a cooperative approach with the nonprofit community. A more direct, targeted, practical approach to this process of engagement may support improved collections.

Departmental Earnings

Account Description

These accounts represent various departmental revenues earned through program operations. Revenue is generated by utility companies through roadway impact repairs, public safety report copy fees and public safety false alarm charges. False alarm charges were modified in 2014. The City eliminated the budget for meter revenue in 2017. A redefinition of the enacting ordinance defining procedures for utility company interaction with the City should create a more effective program.

Budget Highlights

- Impact repairs will be redefined through proposed changes in the Street and Sidewalks ordinance.

User Fees

Overview

User Fees are collected by the Parks & Recreation Department for use of City property.

Budget Highlights

- The budget amount is consistent with current year projections.

Misc. Revenue/ Cable TV

Overview

This account represents funds received from various sources. The Cable TV franchise fee represents the primary portion of recurring revenue. The CATV budget reflects the execution of the revised contract. Major debt initiatives are not contemplated for 2018 although City officials will need to evaluate improvements to the municipal building which will require an amount which may only be realized through the issuance of debt.

Budget Highlights

- The City expects to receive an amount consistent with the 2017 budget resulting from the CATV agreement;

Inter-fund Transfers

Account Description

This account represents reimbursements from third parties or transfers between City funds. Transfers from other funds include reimbursement from insurance companies relating to worker's compensation claims, excess recovery payments, grant funding reimbursement and other single revenue sources. The transfer of the annual liquid fuels payment is also listed.

Under provisions of the law, these funds may be deployed only for eligible expenditures. The liquid fuels funding is based on the total miles of locally owned roads and streets plus the most recent U.S. Federal census figures on record. Funds are used primarily for the construction, reconstruction, and maintenance of City roads and streets. The budget also includes project related initiatives including completion of the firehouse improvement project and Meadowbrook Creek Culvert and park projects.

Budget Highlights

- The City's Office of Business Administration has opted to a return to liquid fuels funds transfers to the general fund. The City used the fund as a standalone account in 2015. This change was recommended by the City's auditors.
- The liquid fuels transfer represents approximately 100% of the anticipated state allocation in 2018. Approximately \$640,000 of liquid fuels funds will be deployed to repay the Pennsylvania Infrastructure Bank paving loan and the Street Lighting lease, \$785,000 for eligible general fund expenditures, and \$875,000 for a newly designated roadway resurfacing budget.
- Approximately \$500,000 is budgeted for release from the parking transaction construction escrow account. Grant funds were approved by a Federal Transit administration allocation to the Commonwealth of Pennsylvania managed by the Department of Transportation.

Tax Anticipation Notes

Account Description

Tax Anticipation Notes are short term obligations issued by the City to sustain cash flow in anticipation of future tax revenues. The amount of issue has been consistent in recent years. The City issued a \$12.75 million Tax Anticipation Note in 2017

Budget Highlights

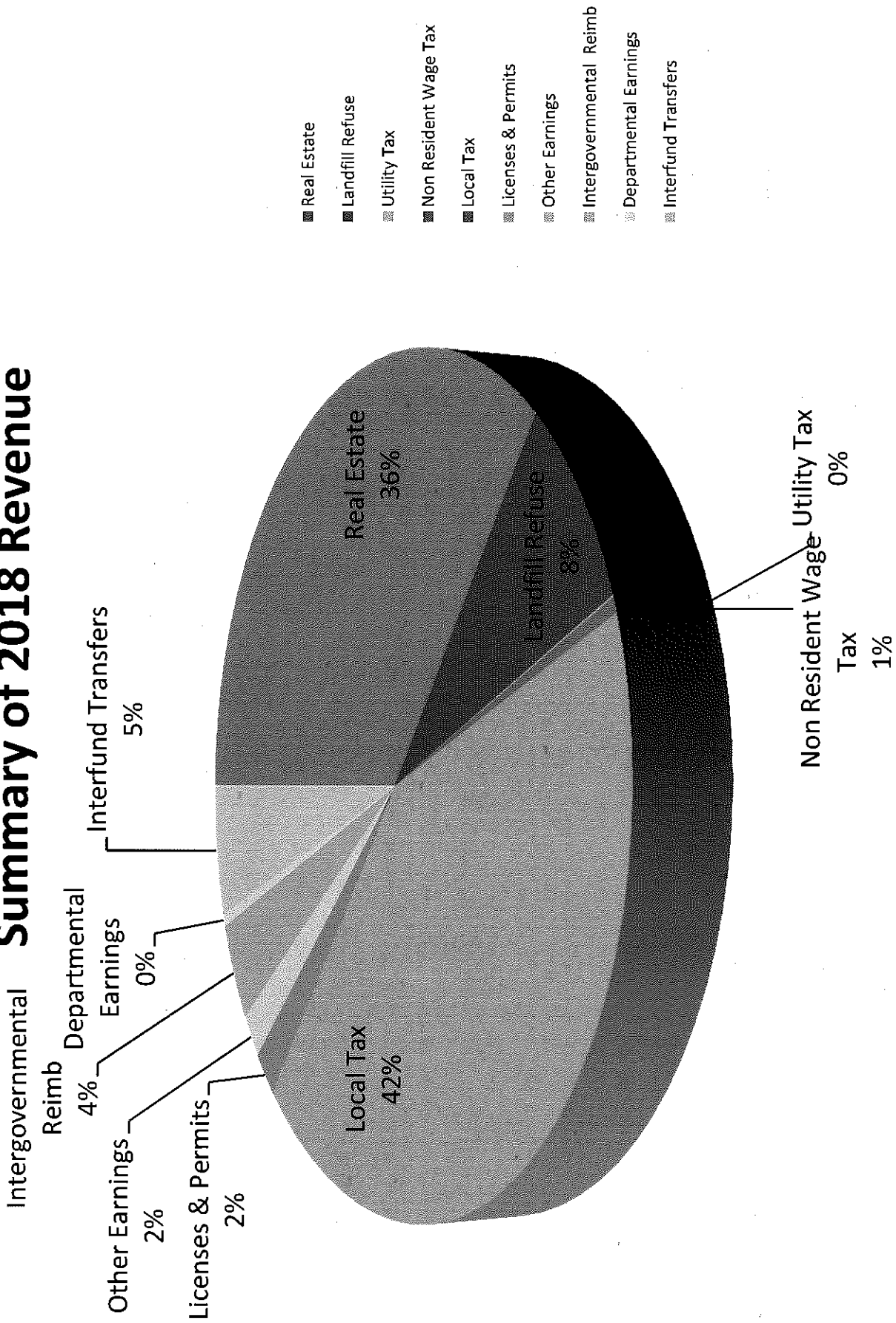
- The City presently has little latitude in reducing the amount of the borrowing. The annual funding of the Workers Compensation account is required by January 31. The City maintains a self funded Workers Compensation program. Improvements in the City's fund balance may lessen the amount of the annual borrowing, thereby reducing interest costs. Interest costs for 2018 should range between 2.50% and 3.00%.

Revenue Category	2017		2018	
	Budget	Sept YTD	Budget	Budget
Real Estate Taxes	\$33,557,370	\$27,779,362	\$33,827,806	\$33,827,806
Refuse Revenues	\$7,662,500	\$5,471,396	\$7,662,500	\$7,662,500
Real Estate Transfer Tax	\$3,376,000	\$2,146,903	\$3,376,000	\$3,376,000
Earned Income Tax	\$27,063,842	\$18,552,027	\$28,107,219	\$28,107,219
Mercantile/Business Privilege Tax	\$3,070,250	\$2,019,363	\$3,185,250	\$3,185,250
Parking Tax	\$0	\$0	\$0	\$0
Commuter Tax	\$0	\$0	\$0	\$0
LST	\$4,595,000	\$2,515,784	\$4,810,000	\$4,810,000
Amusement Tax	\$400,000	\$32,788	\$385,000	\$385,000
Utility Tax	\$68,000	\$0	\$75,000	\$75,000
Penalties & Interest	\$132,100	\$193,944	\$168,092	\$168,092
Licenses & Permits	\$2,356,700	\$1,523,877	\$1,906,004	\$1,906,004
Fines, Forfeits & Violations	\$478,350	\$274,393	\$360,850	\$360,850
Interest Earnings	\$10,000	\$65,138	\$30,000	\$30,000
Rents & Concessions	\$5,000	\$3,500	\$5,000	\$5,000
Intergovernmental Reimbursements	\$4,298,246	\$355,800	\$3,957,646	\$3,957,646
In Lieu of Taxes	\$219,865	\$64,059	\$250,000	\$250,000
Departmental Earnings	\$579,692	\$131,299	\$469,625	\$469,625
User Fees	\$52,500	\$34,466	\$49,500	\$49,500
MBROs	\$1,000	\$0	\$50,000	\$50,000
Miscellaneous Revenues	\$1,394,500	\$4,097,856	\$1,065,800	\$1,065,800
Bond Proceeds Other	\$0	\$0	\$0	\$0
Interfund Transfers	\$5,942,008	\$0	\$5,183,505	\$5,183,505
Total Revenues	\$95,262,922	\$65,261,955	\$94,924,798	\$94,924,798
Tax Anticipation Notes	\$13,383,183	\$13,383,183	\$12,750,000	\$12,750,000
State Loan Receipts	\$0	\$0	\$0	\$0
State Grant Receipts	\$0	\$0	\$0	\$0
Bond Issue Proceeds	\$1,000	\$0	\$1,000	\$1,000
Total Revenues	\$108,647,105	\$78,645,138	\$107,675,798	\$107,675,798

\$ 108,013,922.29 \$ 71,761,954.63 \$ 107,674,797.79

CITY OF SCRANTON				
2018 OPERATING BUDGET				
REVENUE SUMMARY				
	2017	2017 Actual	2018	
	Operating Budget	Through (9.30.2017)	Operating Budget	
	\$	\$	\$	
CURRENT REAL ESTATE TAX	32,015,910.77	26,527,222.00	32,252,806.10	
DELINQUENT REAL ESTATE TAX	1,541,459.06	1,252,139.90	1,575,000.00	
LANDFILL/REFUSE FEES	7,662,500.00	5,471,396.00	7,662,500.00	
UTILITY TAX	68,000.00	-	75,000.00	
NON RESIDENT WAGE TAX	460,000.00	-	520,000.00	
LOCAL TAXES (ACT 511)	38,045,091.99	25,266,864.45	39,343,469.39	
PENALTIES & INT/DEL. TAX	132,100.00	193,944.30	168,092.00	
LICENSES & PERMITS	2,356,700.00	1,523,876.67	1,906,004.00	
FINES, FORFEITS & VIOLATIONS	478,350.00	274,392.87	360,850.00	
INTEREST EARNINGS	10,000.00	65,138.26	30,000.00	
RENTS AND CONCESSIONS	5,000.00	3,500.00	5,000.00	
INTERGOVERNMENTAL REIMBURSEMENTS	4,298,246.00	355,799.99	3,957,646.00	
IN LIEU OF TAXES	219,864.75	64,059.13	250,000.00	
DEPARTMENTAL EARNINGS	579,692.00	131,299.05	469,625.00	
RECREATIONAL DEPARTMENTS	52,500.00	34,465.75	49,500.00	
MISC REVENUES/CABLE TV	1,396,500.00	4,097,856.26	1,115,800.00	
INTERFUND TRANSFERS	5,942,007.72	-	5,183,505.30	
TAX ANTICIPATION NOTES	12,750,000.00	6,500,000.00	12,750,000.00	
TOTAL REVENUE	\$ 108,013,922.29	\$ 71,761,954.63	\$ 107,674,797.79	
	\$ 108,013,922.29	\$ 71,761,954.63	\$ 107,674,797.79	

Summary of 2018 Revenue



CITY OF SCRANTON						
2016 OPERATING BUDGET						
BUDGETED REVENUES						
GENERAL FUND						
Account Number	Account Description	2017 Operating Budget	2017 Actual (Through 09.30.2017)	2018 Operating Budget		
	REAL ESTATE TAXES (calculated at 88%)					
01.301.30100	Real Estate Taxes					
01.301.30105	Real Estate Taxes					
01.301.30110	Real Estate Taxes	14,403,321.70	\$26,527,222			13,501,823.37
01.301.30706	Real Estate Taxes					
01.301.30720	Real Estate Taxes					
	TOTAL REAL ESTATE TAXES	\$ 34,273,390.91	\$ 27,779,361.90	\$ 33,827,806.10		
	LANDFILL / REFUSE FEES					
01.302.30200	Refuse Revenues	5,912,500.00	4,461,803.00	5,912,500.00		
01.302.30210	Refuse Revenues	1,750,000.00	1,009,593.00	1,750,000.00		
	TOTAL LANDFILL/REFUSE FEES	\$ 7,662,500.00	\$ 5,471,396.00	\$ 7,662,500.00		
01.304.30400	Utility Tax	88,000.00	-	75,000.00		
01.305.30500	Earned Income Tax	460,000.00		520,000.00		
	LOCAL TAXES (ACT 511)					
01.310.31110	Real Estate Transfer Tax	3,375,000.00	2,146,903.00	3,375,000.00		
01.310.31115	Real Estate Transfer Tax	1,000.00		1,000.00		
01.310.31120	Earned Income Tax	26,398,841.99	18,489,052.59	27,387,219.39		
01.310.31125	Earned Income Tax	205,000.00	62,974.15	200,000.00		
01.310.31160	Mercantile/Business Privilege Tax	1,565,000.00	989,860.89	1,605,000.00		
01.310.31190	Mercantile/Business Privilege Tax	95,000.00	29,820.33	100,000.00		
01.310.31205	LST	4,595,000.00	2,615,783.61	4,810,000.00		
01.310.31260	Mercantile/Business Privilege Tax	140,000.00	145,818.17	200,000.00		
01.310.31290	Mercantile/Business Privilege Tax	1,280,250.00	853,863.93	1,280,250.00		
01.310.31291	Parking Tax	-	-	-		
01.310.31292	Commuter Tax	-	-	-		
01.310.31295	Amusement Tax	400,000.00	32,767.89	385,000.00		
	TOTAL LOCAL TAXES (ACT 511)	\$ 38,045,091.99	\$ 25,266,864.45	\$ 35,343,469.39		
	PENALTIES & INT / DELINQUENT TAXES					
01.319.31900	Penalties & Interest	47,250.00	76,925.73	43,492.00		
01.319.31910	Penalties & Interest	22,500.00	85,158.57	75,000.00		
01.319.31930	Penalties & Interest	100.00		100.00		
01.319.31940	Penalties & Interest	62,250.00	31,860.00	48,500.00		
01.319.31950	Penalties & Interest	-	-	-		
	TOTAL PENALTIES & INT/DEL. TAXES	\$ 132,100.00	\$ 193,944.30	\$ 168,092.00		

CITY OF SCRANTON
2018 OPERATING BUDGET
BUDGETED REVENUES
GENERAL FUND

Account Number	Account Description	2017		2018	
		Operating Budget	2017 Actual (Through 08.30.2017)	Operating Budget	Operating Budget
	LICENSES AND PERMITS				
01.320.32010	ELECTRICAL PERMITS	195,000.00	83,857.00		118,470.00
01.320.32030	PLUMBER LICENSES	25,000.00	21,225.00		20,610.00
01.320.32040	ELECTRICIAN LICENSES	45,000.00	35,000.00		34,400.00
01.320.32050	MECHANICAL PERMITS	140,000.00	62,287.00		112,160.00
01.320.32060	MECHANICAL LICENSES	40,000.00	31,400.00		32,500.00
01.320.32070	CONTRACTOR LICENSES	70,000.00	96,750.00		85,000.00
01.320.32080	SCALE LICENSES	6,000.00	2,910.00		3,900.00
01.320.32110	BEVERAGE LICENSES	-	-		-
01.320.32120	BUILDING PERMITS	750,000.00	479,815.50		586,324.00
01.320.32130	JUNKYARD LICENSES	8,000.00	500.00		8,000.00
01.320.32140	PARKING FACILITIES	1,250.00	1,050.00		1,250.00
01.320.32150	SIGN HANGERS LICENSES	5,500.00	6,250.00		6,500.00
01.320.32160	DOG & KENNEL LICENSES	17,500.00	12,709.00		13,000.00
01.320.32170	LODGING LICENSES	27,500.00	5,215.00		25,000.00
01.320.32180	EATING & DRINKING LICENSES	90,000.00	61,250.00		92,500.00
01.320.32190	GASOLINE PUMP LICENSES	7,250.00	2,850.00		5,000.00
01.320.32200	MUSIC MACHINE PERMITS	100.00	-		100.00
01.320.32210	PINBALL MACHINE PERMITS	-	-		-
01.320.32240	PLUMBER PERMITS	35,000.00	27,045.00		35,000.00
01.320.32250	SIGN PERMITS	40,000.00	30,236.00		40,000.00
01.320.32290	TEMP. PEDDLER PERMIT	12,500.00	9,250.00		12,500.00
01.320.32295	TRANSIENT MERCHANT LICENSES	-	-		-
01.320.32300	POOLS & BILLIARDS LICENSES	750.00	200.00		500.00
01.320.32320	DAILY ENTERTAINMENT LICENSE	20,000.00	19,875.00		21,000.00
01.320.32330	ELECTRONIC MACHINE PERMIT	250.00	-		100.00
01.320.32332	AMUSEMENT RIDES	4,500.00	16,250.00		4,500.00
01.320.32335	DUMPSTER PERMITS	3,000.00	4,440.00		4,500.00
01.320.32336	ARCADE LICENSES	3,500.00	2,900.00		3,500.00
01.320.32340	NON-CLASS LIC. & PERMITS	-	-		-
01.320.32345	SECOND-HAND DEALER REVENUE	5,000.00	4,200.00		5,000.00
01.320.32360	SIGN PERMITS/CONSTRUCTION	7,500.00	1,553.00		5,000.00
01.320.32380	RENTAL INSPECTIONS	100.00	-		100.00
01.320.32390	CHILD DAY CARE	5,000.00	4,400.00		5,000.00
01.320.32400	PERSONAL BOARDING CARE	4,000.00	2,355.00		3,500.00
01.320.32420	SANITATION HAULER FEE	-	-		-
01.320.32430	HOUSING RENTAL LICENSES	465,000.00	198,900.00		310,000.00
01.320.32450	BUILDING CODE STATE FEE	10,000.00	7,068.00		1,000.00
01.320.32460	THIRD PARTY PLAN REVIEWS	275,000.00	263,456.17		275,000.00
01.320.32460	FORECLOSURE REGISTRY	37,500.00	30,700.00		37,500.00
	TOTAL LICENSES & PERMITS	\$ 2,356,700.00	\$ 1,523,876.67	\$	1,906,004.00

CITY OF SCRANTON
2018 OPERATING BUDGET
BUDGETED REVENUES
GENERAL FUND

Account Number	Account Description	2017 Operating Budget	2017 Actual (Through 08.30.2017)	2018 Operating Budget
	FINES, FORFEITS & VIOLATIONS			
01.330.33000	Fines, Forfeits & Violations	100.00	-	100.00
01.331.33100	Fines, Forfeits & Violations	175,000.00	147,608.19	185,000.00
01.331.33116	Fines, Forfeits & Violations	-	-	-
01.331.33119	Fines, Forfeits & Violations	37,500.00	9,075.00	15,000.00
01.331.33120	Fines, Forfeits & Violations	197,500.00	69,180.00	100,000.00
01.331.33121	Fines, Forfeits & Violations	42,500.00	27,110.00	35,000.00
01.331.33130	Fines, Forfeits & Violations	25,000.00	21,244.69	25,000.00
01.331.33145	Fines, Forfeits & Violations	-	-	-
01.331.33155	Fines, Forfeits & Violations	750.00	175.00	750.00
01.331.33165	Fines, Forfeits & Violations	-	-	-
	TOTAL FINES, FORFEITS & VIOLATIONS	\$ 478,350.00	\$ 274,392.87	\$ 360,850.00
	INTEREST EARNINGS			
01.341.38525	Interest Earnings	10,000.00	65,138.26	30,000.00
	TOTAL INTEREST EARNINGS	\$ 10,000.00	\$ 65,138.26	\$ 30,000.00
	RENTS AND CONCESSIONS			
01.342.34200	Rents & Concessions	5,000.00	3,500.00	5,000.00
	INTERGOVERNMENTAL REIMBURSEMENT			
01.350.35002	Intergovernmental Reimbursements	-	-	-
01.350.35020	Intergovernmental Reimbursements	3,250,000.00	-	3,450,000.00
01.350.35090	Intergovernmental Reimbursements	28,380.00	-	21,780.00
01.350.35100	Intergovernmental Reimbursements	-	-	-
01.350.35115	Intergovernmental Reimbursements	-	-	-
01.350.35130	Intergovernmental Reimbursements	734,000.00	138,401.51	200,000.00
01.350.35140	Intergovernmental Reimbursements	285,866.00	217,398.48	285,866.00
	TOTAL INTERGOVERNMENTAL REIMBURSEMENTS	\$ 4,298,246.00	\$ 355,799.99	\$ 3,957,646.00
	IN LIEU OF TAXES			
01.359.35900-35940	In Lieu of Taxes	219,864.75	64,059.13	250,000.00

CITY OF SCRANTON
2018 OPERATING BUDGET
BUDGETED REVENUES
GENERAL FUND

Account Number	Account Description	2017 Operating Budget	2017 Actual (Through 08.30.2017)	2018 Operating Budget
	DEPARTMENTAL EARNINGS			
01.360.36010	PARKING METERS	-		
01.360.36020	BOARD OF ZONING/PLANNING COMMISSION	15,250.00	25,780.00	27,125.00
01.360.36030	PAVE CUTS - PAWC	170,718.00	68,180.00	175,000.00
01.360.36035	PAVE CUTS - UGI ENERGY	251,910.00		195,000.00
01.360.36040	PAVE CUTS - OTHER	30,770.00	16,589.05	22,500.00
01.360.36050	REPORT COPIES-FIRE/POL	-		
01.360.36060	FIRE/POL BURGULAR ALARMS	111,044.00	20,750.00	50,000.00
	TOTAL DEPARTMENTAL EARNINGS	\$ 579,692.00	\$ 131,299.05	\$ 469,625.00
01.367.36740	USER FEES	52,500.00	34,465.75	49,500.00
	MISC REVENUES/CABLE TV			
01.380.38000	OTHER-NOT CLASSIFIED	175,000.00	960,222.95	175,000.00
01.380.38004	PA LCB LICENSE FEES	62,000.00	36,950.00	37,600.00
01.380.38010	CATV REVENUE	1,155,000.00	540,543.59	850,000.00
01.380.38020	DONATED REVENUE	1,000.00		100.00
01.380.38030	OTHER FINANCING SOURCE	500.00		100.00
01.380.38060	MARKET-BASED REVENUE OPPORTUNITIES	1,000.00		50,000.00
01.380.38070	REPAYMENT FROM ICE BOX DEVELOPMENT	1,000.00		1,000.00
01.380.38660	PROCEEDS 2014 BOND ISSUANCE	-		
01.380.38665	PROCEEDS 2015 BOND ISSUANCE	-		
01.380.38670	SALE OF ASSETS	-	2,570,139.72	1,000.00
01.380.38675	PROCEEDS 2017 BOND ISSUANCE	1,000.00		1,000.00
01.380.38680	PROCEEDS OF 2018 BOND ISSUANCE	-		
	TOTAL MISC REVENUES/CABLE TV	\$ 1,396,500.00	\$ 4,097,856.26	\$ 1,115,800.00
	INTERFUND TRANSFERS			
01.392.39331	TRANSFERS IN FROM OTHER FUNDS	3,750,000.00	-	2,880,000.00
01.392.39332	TRANSFERS IN FROM LIQUID FUELS	2,192,007.72	-	2,303,505.30
	TOTAL INTERFUND TRANSFERS	\$ 5,942,007.72	\$ -	\$ 5,183,505.30
	TAX ANTICIPATION NOTES			
01.394.39320	TAN SERIES A	12,750,000.00	6,500,000.00	12,750,000.00
01.394.39330	TAN SERIES B	-	-	-
	TOTAL TAX ANTICIPATION NOTES	\$ 12,750,000.00	\$ 6,500,000.00	\$ 12,750,000.00
	TOTAL REVENUE	\$ 108,729,943.37	\$ 71,761,954.63	\$ 107,574,797.79

2018 General Fund Budget - Expenditures

Summary Highlights

The 2018 budget is a continuation of the process of fiscal restoration and incorporates a value added component to the use of limited resources. In addition to fulfilling the contractual responsibilities the City maintains with the respective unions, through salary, staffing, and manning requirements, the City is seeking to effectively deliver all services, not just those assumed by our union employees, in an effective manner whereby residents and businesses will receive value for their tax dollars. In order to create balance in the City salary structure, and to incent those nonunion employees to fulfill this desire to deliver services on a value added basis, the City will continue authorize incremental salary increases for a limited number of non-union employees in the 2018 budget. The final year of the 2014 Department of Community and Economic Development Act 47 grant supporting salaries in the Office of Business Administration concluded in 2016. A second Act 47 grant received by the City in 2016 supplemented the salaries of eleven nonunion employees with \$86,000 in grant funds over a three year period. Further salary increases will be components of the operating budget and should be evaluated more methodically following a third party salary and compensation review.

The City of Scranton employee base must be viewed as an asset when evaluating the delivery of services. Limited and targeted additions to staff are included in the budget only when a determination is made that those positions either add measurable value and efficiency to the departmental operation, or are offset by either program savings or revenue production. Following the completion of the salary and compensation initiative, the City should revisit the prior recommendation of rotating salary increases for non-union employees. Salaries of nonunion employees should reach a level of equilibrium to effectuate this plan. Hence, as another step in reaching this level of salary equilibrium, \$83,050 in salary increases is recommended for key nonunion employees, or approximately .30% of the total salary budget. Salary increases for Office of Community and Economic Development employees are considered a non-addition to the budget because of the use of federal government funds to meet payroll.

To more effectively maintain and deliver services, limited additions to staff will occur in the Solicitor's Office, the Mayor's Office, and the Department of Public Works. The Solicitor's Office will employ another full time Solicitor. The Mayor's Office will change the part time administrative assistant's position to full time. The position is presently vacant. The Department of Public Works will employ a second foreman. The City will also seek to hire a full time Department of Parks and Recreation Director. As a reflection of historical structure, the function, presently imbedded in the Department of Public Works will become a fully functional department.

The City continues to improve the delivery of services through an aggressive capital improvement and acquisition program. Major parks initiatives are either planned or underway. Measurable roadway improvements will continue in the 2018 budget. Capital acquisitions will continue but will be limited to

cash acquisitions. Generally, the prospect of deployment of sewer transaction proceeds is either not a component of the operating budget or has not been fully defined.

Technological improvements will influence the City's future success by assuring a more effective delivery of services, with limited staffing availability, at reasonable costs. The redefinition of the delivery of City services will be achieved through the use of technological innovations. The City will continue to evaluate third party contracts as an alternative to staff additions, where those contracts add value and efficiency to departmental operations.

That the City has benefited immensely from the execution of the sewer and parking transactions has been the subject of much discussion. The 2018 operating budget solidifies the foundation of the ongoing and endless effort to achieve an optimal level of service delivery.

Mayor's Office

Department Description

The Mayor might be considered the Board Chairman and Chief Executive Officer of the City. The Mayor's Office is administered by an Executive Secretary and has been supported by a part-time Administrative Secretary, which was an addition to the budget in 2015. The position has been vacant for much of 2017. To attract the appropriate candidate, the position status will be changed to full time.

The Mayor's Office coordinates the activities and initiatives of City government to ensure that services are provided in an efficient and effective manner and citizens have a voice in the responsible delivery of those services.

2018 Budget Highlights

- The dues to the membership subscription in the Pennsylvania League of Cities were deferred by the League until 2016 and will continue in 2018.
- The administrative assistant position will be changed to full time status.

City Clerk/ City Council

Department Description

**The Scranton City Council constitutes the legislative branch of the City government. As such, it enacts all ordinances, resolutions, levies taxes, appropriates monies for government operations, and holds weekly public meetings.

The City Council is comprised of five elected members. Activities include attendance at committee meetings and individual involvement with City Departments, the Mayor, City residents, and civic organizations.

2018 Budget Highlights

- Funding is continued under Services and Maintenance budget for the Granicus system, which has proven very advantageous to disseminate information.
- Professional services includes costs associated with audit completion, stenographic services, and legislative document storage costs.

City Controller

Department Description

The City Controller maintains an encumbrance system of budget operations. The Controller's Office works closely with the Office of Business Administration and department heads to compile such information regarding city properties and obligations, and monitors and reviews city income and expenditures as are deemed necessary to carry out these duties. The Controller furnishes the Mayor and Council with monthly reporting on these matters. The reports are typically submitted within two (2) weeks after the close of the month. The Controller also submits such other reports as necessary and proactively assists all City departments with information to fulfill bidding and purchase requirements properly.

The City Controller reviews all vouchers for the expenditure of city monies for verification that such expenditures are within the respective budget allotment. The City Controller authorizes and signs vouchers before presentation to the City Treasurer for payment. In so doing, all pre-audit claims and demands against the city prior to the payment function are supported. Approval for payment vouchers are made only if the Office is satisfied that payments are processed in accordance with law.

2018 Budget Highlights

- An outlay of \$40,000 was budgeted in the Professional Services category to completed audits for the Single Tax Office.
- The Controller's Office will assume responsibilities as City liaison to the cable provider Comcast. Those responsibilities are presently assumed by the City Clerks Office.

Business Administration

Department Description

The Department of Business Administration is directly responsible for planning, direction and monitoring of departmental activities, both within the Department of Business Administration and throughout the City. The operating divisions of the Department delivering general government services include: Administration, Human Resources, Information Technology, and Treasury. The overall function of the Office of Business Administration supports initiatives involving policy formulation, human resource management, accounting support, purchasing, technology support, and fiscal management and major City initiatives. The Department evaluates administrative and operational functions and reviews business processes, thereby ensuring optimal use of available resources.

The **Bureau of Administration** develops the City's annual budget; implements the Mayor's financial and management policy agenda for departments; and monitors budget performance throughout the year. It also assesses the City's economic environment, forecasts revenues, monitors revenue collections, and evaluates new revenue and expenditure proposals, providing the basis for operational and strategic planning. This bureau is also responsible for the procurement of goods and services for the various City Departments.

The **Bureau of Human Resources** provides personnel, payroll, and support functions including benefit administration, recruiting, and hiring services. This office provides support and resolution pertaining to employee issues, staff development, safety initiatives, contract negotiations, and disciplinary matters to ensure compliance with City rules, policies, and procedures. The Department has direct responsibilities with oversight of the City's insurances and workers compensation programs.

The **Bureau of Information Technology** is the central information technology and telecommunications source for all departments within the City of Scranton. With the many technological changes impacting the City operation, the Information Technology department has become the central hub controlling all City operations. The department's value is immeasurable. This department provides project management, business analysis, data network, telephone, application development, software and hardware support and electronically delivered communication services for internal users, as well as the evaluation of new initiatives in this rapidly changing technological environment.

The **Bureau of Treasury** collects, reconciles, records, and deposits City revenues; disburses money as required by City rules; manages the City's cash and investments; and acts as the fiscal custodian of all funds received by the City of Scranton. The Department also has direct oversight responsibilities for the billing and collection of refuse payments.

2018 Budget Highlights

Bureau of Administration

- The **Bureau of Administration** budget will continue with the current staffing complement.
- Increases in health insurance for clerical and nonunion employees are forecast to increase by 5 to 10%. The Department of Human Resources is presently undertaking a Request for Proposal process for health insurance administration which is expected to favorably impact the forecast increase.
- The non-uniform pension contribution will decrease by 10% due to adjustments in the City's actuarial requirements. The next plan valuation will be dated January 1, 2017.
- Operating transfers to the Workers Compensation Trust Fund will increase by 11.2%. This funding requirement occurs annually and is actuarially determined. The City maintains a self funded Workers Compensation program. Favorable recent activity impacted by more effective program management is expected to reduce this cost in coming years.
- Bank fees and charges are more reflective of actual bank account activity and do not incorporate transaction related fees.

Bureau of Human Resources

The **Bureau of Human Resources** salary budget was increased in 2016 to include an addition to staff to manage the City's Workers Compensation program. While the City's historic program management has not been viewed favorably by the Commonwealth of Pennsylvania, great strides have been made in costs savings through case settlements undertaken by this position. The Workers Compensation program is self-funded and the prior three year certification filings have occurred on a timely basis

following tardy prior submissions. This addition to staff has had a critical role in addressing those concerns expressed by the Department of Labor and Industry regarding the effectiveness of the management of the City program. Improvements will continue with safety management and claims administration.

- The Professional Services budget includes costs associated with the random drug testing program, safety and wellness programs, legal and arbitration fees associated with Compensation and Heart and Lung cases;
- The stationary/office supplies budget includes costs of equipment acquisitions associated with the departmental safety and environment review as authorized by the City of Scranton Safety Committee;
- Insurance costs are forecast to increase by 23.6% due to organic growth in in the City's property and casualty insurances and settlements associated with law office activity.

Bureau of Information Technology

The **Bureau of Information Technology** continues to drive the progression of the City through the upgrade of hardware and software in each department. The Department also coordinates efforts to evaluate the delivery of services to the City, such as telephone services. The City completed the upgrade of the financial accounting system software in the second quarter of 2015. The system was last upgraded in 2004. With the greater reliance on technology for the operation of City departments, especially the police department, the City added another Information Technology Manager to assist, primarily, with overall departmental support and also to allow for more effective implementation of technological initiatives across the City departments. This hire was completed in 2015.

- The Department continues to dedicate efforts to the implementation of the Police Records Management System. The Department is actively supporting this installation of the wireless Law Enforcement Records Management System in conjunction with the upgrade of the County of Lackawanna 911 system. The City is the first municipality in Lackawanna County to install the system;
- The Professional Services and Services and Maintenance fee budgets include costs associated with annual maintenance contracts, CCTV system, and video wall support;
- The Materials and Supplies and capital Expenditures budgets incorporate the continued need for computer replacement to replace outdated units. The budget also includes funds required to replace servers in City facilities and for the purchase of the latest version of Microsoft Office for desktop computers. The City continues to replace outdated servers and network switches.
- The telephone system budget will be maintained to support the effort to replace the existing telephone system, which is outdated and subject to connection issues. The City will likely lease the new system.

Bureau of Treasury

The **Bureau of Treasury** budget remains consistent with 2017. The Professional Services budget incorporates funding for the refuse billing contract.

- The Office of Business Administration has assisted with the completion of Phase I of the change in the refuse billing and collection system. The migration, when completed, will provide a cost efficient method to bill and collect refuse payments. The City also expects to evaluate a Commonwealth supported initiative to evaluate the structure of the refuse collection program to determine alternate methods of service delivery, which also may result in favorable program costs;
- The cost associated with the Tax Collection Committee expense is a pro-rated assignment based on an allocation of costs to the other participating Lackawanna County municipalities.

Office of Economic and Community Development

Department Description

The Office of Economic and Community Development (“OECD”) manages the U.S. Department of Housing and Urban Development (“HUD”) entitlement grants for the City of Scranton, as well as other funding for housing and neighborhood development initiatives. The Department leverages public and private funds to provide affordable housing, promote safe and livable neighborhoods, and stimulate economic development in Scranton.

2018 Budget Highlights

The Department initiatives support many economic development programs and capital improvements undertaken by the City. Departmental salaries are considered non-additions to the General Fund budget and receive federal funding support. Salary increases were included in the budget for Departmental employees. The City Planner position was transferred to the Department of Licenses and Permits.

Department of Licenses, Inspections & Permits

Department Description

The Department of Licenses, Inspections & Permits (“LIPS”) has multiple responsibilities in support of varied City functions. The primary responsibility of the Department is the planning and regulation of land use and development in Scranton. The Department reviews building plans and site plans, processes zoning applications, and conducts inspections. This Department is also responsible for the administration and enforcement of the City’s Construction Code and Zoning and Subdivision ordinances. The purpose of the Construction Code is to provide standards to safeguard life, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use, occupancy, location and maintenance of all buildings and structures within the City of Scranton. The Department oversees the maintenance and improvements of all City buildings.

2018 Budget Highlights

- The departmental initiative for 2018 and subsequent years will be automation. Providing a more user friendly method of permit issuance and payment will be a critical evaluation component. The Information Technology Department will assist with system wide improvements including the acceptance of credit cards and electronic payments;
- The Department will continue to review and reconstruct Rental Registration activities with the revised program legislation. The Department has made strides through both internal and third party support to identify rental units;
- The City Planner has been assigned to the Department;
- The Building Demolition line item has been expanded for greater activity in 2018
- The Professional Services budget includes an allowance for third party retention for initiatives including an evaluation of departmental permitting;
- The Capital Expenditures budget includes funds for improvements to the interior of City Hall, specifically including carpeting in areas not subject to exterior damage.

Department of Licenses, Inspections & Permits - Buildings

Department Description

The Department of Licenses, Inspections & Permits - Buildings (“Buildings”) provides comprehensive facility management and planning for all City Departments. This department is responsible for the operation and maintenance of City buildings, including City Hall, Police and Fire facilities, and the Department of Public Works.

2018 Budget Highlights

- The overall budget remains consistent with 2017 with the additional funding added to the Professional Services budget. The City will need to consider a comprehensive evaluation of the Municipal Building. The building has significant structural deficiencies.
- The City will continue to manage utility costs as effectively as possible, especially given the age and inefficiency of the municipal building.

Department of Law

Department Description

The Law Department serves as legal advisor to the Mayor and department heads of the City; represents the City in negligence actions; prosecutes all suits initiated on the behalf of the City; defends all cases brought against the City; and provides legal services to all City departments as well as the Single Tax Office, including preparing contracts and drafting ordinances.

2018 Budget Highlights

- Due to the volume of activity in the Office of the Solicitor, including the volume of varied legal issues confronted by the City annually, the department will add a full time assistant City solicitor. The salary will be partially funded through a reduction in the Professional Services budget. The expectation will be to manage as much legal activity internally and employ a targeted approach to the use of outside counsel.

Public Safety – Scranton Police Department

Department Description

The Scranton Police Department is responsible for the overall management, resource allocation and strategic direction of this component of public safety. This service delivery includes the development, evaluation and implementation of policies, procedures, programs, community initiatives, employee training and recruitment. The Department implements and manages police services for the City. The Department also establishes staffing levels necessary to provide adequate levels of policing. The Department plans, staffs, and implements police responses to major planned and unplanned events, natural disasters, major emergencies, and coordinates with other City departments and law enforcement agencies for such events. The Department is increasingly more technologically oriented which reflects the trend in effective public safety management. Costs associated with the many technological initiatives involving each department are reflected throughout the City budget and are specifically coordinated through the Department of Information Technology.

2018 Budget Highlights

- The Departmental budget decreases by 7.10 % due primarily to the reduction of 33.17% in the pension minimum municipal obligation;
- Health care costs are projected to increase by 4.30%, although the increase may be abated by program changes resulting from the receipt of administration proposals;
- The Professional Services and Services and Maintenance budgets are consistent with the increase in the use of designated software and associated maintenance fees;
- Overtime salary levels are expected to remain consistent with the 2017 budget. A component of this budget is subject to reimbursement;
- SIT/Clerical numbers will remain at 18 with the reassignment of two SIT Clerks to the civilian Parking Enforcement positions;
- The Capital Expenditure budget will increase by \$160,000 for continued technology acquisition including servers for the Mobile Video recording system and connection with the University of Scranton video system. The budget also includes a component for sidewalk replacement. The City's insurance risk manager has required sidewalk replacement at police headquarters and the Department of Public Works for safety reasons;
- With the inclusion of the Animal Control budget in the overall departmental responsibilities, the City will continue to maintain a more realistic contribution level to the Griffin Pond Animal Shelter which is the recipient organization of the City's animal control program. Prior to

authorizing any contribution, City officials will meet with the Center Board of Directors to understand how the relationship will be impacted by the recent personnel changes and structural changes to the facility. The delivery of animals to the Shelter had reached what may be deemed crisis proportions in 2014. The numbers have decreased from 2015 to 2016 although the number of animals delivered to the Shelter has averaged in excess of 1,000 over the prior five years. Due to both procedural and structural changes at the facility, the delivery number in 2017 has been much reduced. If the relationship with the Center remains advantageous to the City, the contribution level will continue to use an arithmetic calculation which includes a contribution per animal delivered to the Shelter. The calculation was suspended in 2017 due to the changes noted previously. The budget amount will be consistent with 2016. With a dispersion of responsibilities for the maintenance of the program, funding in this budget will also include contributions to the Springbrook Kennel, the Veterinary Emergency Referral Center, the Abington Veterinary Center, and St. Dogs and Cats.

Public Safety – Scranton Fire Department

Department Description

The Scranton Fire Department serves the needs of the Scranton community and its citizens through fire and emergency services. It also conducts a variety of prevention efforts and public education programs to promote fire safety throughout the community. Eight fire stations are manned and operated by the Department.

2018 Budget Highlights

- While the City expects future staffing to remain relatively constant without SAFER grant support;
- Health insurance costs are expected to increase by 3.54 in 2018;
- Pension contributions are projected to decrease by 25.41%;
- The Fire House improvement project will continue into 2018. An amount of \$1,500,000 was included in the 2017 budget to fund facilities improvements. This amount was received in conjunction with the parking facilities monetization debt issuance. The amount included in the

2018 budget will fund the remaining costs of the project and replace concrete pads and sidewalks at each of the firehouses;

- Capital acquisitions will be limited in 2018.

Department of Public Works

Department Description

In 2018, the Department of Public Works will be comprised of five bureaus; Administration, Engineering, Highways, Refuse, and Garage. The bureau of Parks & Recreation will be designated as a separate department which is consistent with historical City of Scranton operating standards. The Department's responsibilities include year-round roadway maintenance and repair, weekly household trash collection services, design and construction management of streets, bridges, and public buildings, traffic engineering, street lighting and traffic signal maintenance coordination, and office operations.

The **Bureau of Administration** provides overall policy direction, management, and communication for the Department. The bureau coordinates financial initiatives related to the Department, as well as purchasing, and payroll services.

The **Bureau of Engineering** manages all activities involving technical support associated with private development and use of the City's street rights-of-way.

The **Bureau of Highways** is responsible for roadway maintenance, sweeping, and snow removal on public streets and alleys.

The **Bureau of Refuse** provides weekly trash collection services, including large item acceptance. The bureau is also responsible for the City's residential recycling program.

The **Bureau of Garage and Equipment Maintenance** services and procures vehicles and other equipment for the City of Scranton, including the oversight of the parts inventories, tools and other supplies, as well as the City's fuel purchase program.

2018 Budget Highlights

Department of Public Works – Administration

- The health insurance funding is projected to increase by 4.30;
- The Professional Services budget will increase to complete an energy efficiency evaluation on the Public Works facility;
- The Capital Expenditures budget is funded to refinish the sidewalks fronting the facility, as recommended by the City's Insurance Risk Manager.

Department of Public Works – Engineering

- The budget is consistent with 2017.

Department of Public Works – Highways

- The street lighting budget is consistent with 2017 as PP&L continues to implement the rate code changes for the City's change to LED lighting;
- The Capital Expenditures budget was reduced to reflect the capital acquisitions over the prior four years. The budget includes an amount needed to acquire a fully outfitted small dump truck through direct purchase;
- The roadway resurfacing budget, new for 2017, is increased to \$875,000 consistent with the increase in the City's 2018 Liquid Fuels allocation.

Department of Public Works – Refuse

- The Capital Expenditures budget includes an amount to purchase a 20 yard refuse packer as a direct purchase.

Department of Public Works – Garage

- The Gas/Oil/Lubricants budget was decreased as indicative of greater fleet efficiency;
- The Capital Expenditures budget was funded to acquire new garage maintenance equipment.

Department of Parks and Recreation

The Bureau of Parks & Recreation provides a broad range of recreational programs and services to the residents of the City of Scranton, as well as maintenance and oversight of the City's parks system. The City's parks system encompasses 28 parks including 7 pools, 2 waterslides, and a dog park. The recent addition is the elevated park adjacent to the 500 Lackawanna Avenue residences. The park system offers many recreational activities to the residents of the City of Scranton. Additionally, the bureau provides logistical support to the many organization sponsored activities held within the geography of the City of Scranton. The rationale for the departmental segregation is based on the general deterioration of the parks system and the significance of projects in process, including improvements to Novembrino Park and Crowley Park, and prospective projects including the Linden Street Park, the joint soccer field project with the school district, the pedestrian bridge project undertaken by the Lackawanna Valley Heritage Authority, and the Trailhead Project at Parker Street. These projects are presently overseen by the Office of Business Administration.

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- Capital expenditures include a component for funding improvements to the Novembrino Recreation Complex. The state Department of Natural Resources and Conservation approved a grant application submitted by the City for \$288,000. An amount of \$220,000.00 has been designated by the Office and Economic and Community Development and the funding component of \$23,000 assigned by the Sewer Authority. The Capital Expenditures budget incorporates an additional \$300,000 to fund the project;
 - The Capital expenditures budget also includes \$325,000 for Crowley Park, in addition to the \$126,000 presently designated for the park improvements, \$100,000 for the pedestrian bridge project undertaken by the Lackawanna Heritage Valley Authority on North 7th Avenue, \$100,000 for the joint soccer field project with the Scranton School District and the Electric City Shock, and \$25,000 for the green space development on Linden Street.
 - The increase in salary is based on the appointment of a departmental level Director.

- The City will continue to seek Weston Fund allocations for the continued maintenance of Weston Field and Weston Park. A plan to prepare a five year budget for improvements to the parks is recommended. The plan design will be funded by the Foundation.

Single Tax Office

Office Description

The Scranton Single Tax Office was created to administer the tax laws of the City of Scranton and the Scranton School District and to provide one single location for residents to conveniently pay various taxes. The Collector of Taxes, an elected official, supervises an office staff which strives to assess and collect all taxes in a fair and equitable manner. The City and School District assume an equal responsibility for the incurred wages and benefits associated with this office. In 2012, Berkheimer Associates began collecting the Wage Tax through an appointment from the Tax Collection Committee as designated under Commonwealth of Pennsylvania Act 32. The Tax office collects:

- Current Real Estate Taxes for Lackawanna County, the Scranton School District, and The City of Scranton;
- Act 511 taxes including current and delinquent Scranton School District and City of Scranton Business Privilege and Mercantile Taxes, Amusement taxes, and the Local Services Tax;

2018 Budget Highlights

- The City continues to working cooperatively with the Tax Office to execute an analytics program designed to better identify tax payers responsible for the Business Privilege and Mercantile Taxes. The program may also be utilized for other Act 511 taxes if appropriate. This service will be paid from the Targeted Services budget under Non-Departmental Expenditures;
- The health care budget for the Tax office is projected to increase by 23%, which is more consistent with actual expenditures in 2017.

Non-Departmental Expenditures

Budget Description

The budget category of Non-Departmental Expenditures includes three distinct components:
(1) Funding and Contributions for Boards/Commissions/and Non-Profits with City based functions.

(2) Total principal and interest payments on direct debt obligations of the City, and listed separately, lease payments due during the fiscal year;

(3) Total Miscellaneous, which includes prior year unencumbered and unpaid bills, court awards, and contingency expenditures.

Boards Commissions and Non-Profits

- The Scranton Plan contribution reinstates a financial commitment to the Plan suspended by the City. The budget includes the \$10,000 annual contribution and \$50,000 as a matching component for the Chamber of Commerce to install sidewalks at the Mt. Pleasant development site. The disbursement will occur only based on an actual project match
- The Scranton Tomorrow budget is reflective of the City's annual contribution to the organization as Downtown Economic Development Coordinator and as a prelude to the construction of a Business Improvement District. The City will also consider an initial contribution to the organization through a targeted sewer proceeds allocation;
- The St. Cats and Dogs budget was increased to accept any overflow of animal volume which exceeds the capacity of Griffin Pond. The volume of cats has transitioned to a degree from Griffin Pond to St. Cats and Dogs due to those capacity issues. The City continues to evaluate options to the exclusive use of the Griffin Pond Animal Center, which was more prevalent with operational issues confronted by the Center in 2017;
- The Shade Tree Commission budget will increase by approximately \$40,000 to maintain consistency with the continued success of the program achieved in 2016. The budget also includes funding to continue the stump removal program;
- The Human Relations Commission budget is based on the reinstatement of the commission and has been decreased based on a lack of current year expenditures;
- While the City has consistently paid for trail maintenance according to a contract with the Lackawanna Heritage Valley Authority, the obligation has not been identifiable within the Operating Budget. The funding responsibility is based on an arithmetic formula per each mile

of train with the City geography. The agreement expires in 2016 and will be advanced for legislative approval. The budget includes maintenance responsibilities for 2017 and 2018.

Total Principal and Interest Payments, Debt Obligations/Lease Payments

The City of Scranton will continue to dedicate a percentage of the real estate tax levy for debt service. The allocation does not include lease payments. The concept was modified from the 2016 budget which included dedicated debt service millage. Because of the complexity of calculating four millage components, the concept was collapsed to the traditional two millage components with a designated percentage for debt service. The 2018 Operating Budget concludes a complete re-profiling of the City's debt structure. In addition to the new debt issues related to the comprehensive parking transaction and the award settlement, the City completely refunded or defeased all remaining higher yielding debt. The only remaining pre-2014 debt series remaining is that of the 2002 Emmaus General Authority variable rate issue, which maintains a favorable yield.

A description of City debt transactions since 2014 follows:

New Debt Issuance Since 2014

Refinancing of 2009 and 2011 Defaulted Parking Loans

Issuer: The Parking Authority of the City of Scranton, Pennsylvania

\$3,828,480 Refunding Revenue Note, Series of 2014

Purpose: To refund, on an interim taxable basis, parking related loans that defaulted in 2012.

Average Rate of the Issue: 6.75% (has since been paid off as planned)

Settlement: December 2014

Pennsylvania Infrastructure Bank Loan

Issuer: The City of Scranton

\$2,420,000 General Obligation Note, Series of 2015

Purpose: (1) Funds for roadway improvements

Combined Average Rate of the Issue: 1.625%

Settlement: 2015

Financing of Judgment

Issuer: The Redevelopment Authority of the City of Scranton

\$29,810,000 Guaranteed Lease Revenue Bonds, Series A of 2016

\$7,920,000 Guaranteed Lease Revenue Bonds, Series AA of 2016 (Taxable)

Purpose: (1) Payments to City employees related to the 2012 Supreme Court Award, approximately \$1.6 million of which was deposited into the City's Pension Funds (negotiated per the Judgment) and (2) Approximately \$5.6 million to refund the outstanding Guaranteed Lease Revenue Bonds, Series of 2008 for interest rate savings

Combined Average Rate of the Issue: 4.56% (Series A: 3.98%) (Series AA: 5.95%)

Settlement: June 28, 2016

Financing of the Stranded Debt Related to the Parking System

Issuer: City of Scranton

\$32,850,000 General Obligation Notes, Series of 2016

Purpose: (1) Finance "stranded" debt related to the Parking System after receipt of the Concession payment, (2) provide approximately \$1.8 million funds for certain fire stations located in the City
Average Rate of the Issue: 3.73%

Settlement: August 30, 2016

Refinancing of the City's General Obligation Bonds, Series B of 2003

Issuer: City of Scranton

\$24,620,000 General Obligation Bonds, Series of 2017

Purpose: Refund the Series B of 2003 Bonds for approximately \$1.2 million in interest rate savings

Average Rate of the Issue: 3.63%

Settlement August 31, 2017

Bonds Paid Off Since 2014

Parking Related Debt

With the receipt of the Concession proceeds and the issuance of the Series of 2016 Notes, the City and Authority paid off the 2014 Bank loan, and the Guaranteed Parking Revenue Bonds Series 2004, 2006 and 2007 which totaled approximately \$51 million of principal.

Use of Sewer Proceeds & Other City Funds

The City has utilized a portion of the proceeds it received as a result of the sewer sale, committed debt service funds, and a contribution from bond insurer AMBAC to pay off several series of debt.

Approximately \$18.9 million to payoff the City's General Obligation Bonds Series A, B & C of 12 and Series A of 2013 which had rates ranging from 7.25% to 8.50%

Approximately \$8.9 million to payoff the Scranton Redevelopment Authority Guaranteed Lease Revenue Bonds, Series of 2006 which had rates of 6.10%

Approximately \$20 million to payoff the City's General Obligation Bonds, Series C & D of 2003 which had rates ranging from 4.90% to 5.60%.

To summarize, in 2014 the City had debt obligations (principal and interest) totaling approximately \$237 million (2039 final maturity) and an approximate annual debt service payment of \$14 million per year. It was also faced with defaulted parking loans, a parking system which was a drain on the General Fund with major capital needs which would further strain the General Fund, a large court judgement, and rapidly increasing MMO costs.

After the most recent refunding transaction, the City was left with an approximate annual debt service payment of \$10.6 million and a relatively short debt portfolio which pays off in 2032- 15 years from now. Over the life of the remaining bonds, the City will pay approximately \$148 million of debt service and its highest interest rate is 5.25%.

To highlight the only anticipated debt transaction in 2018:

- The Tax Anticipation Note will be issue at approximately the same amount as 2017. The transaction will be completed on a negotiated basis as a private sale with IFS Securities, which is allowed under the Local Government Unit Debt Act. The transaction structure will be more traditional with a single principal and interest payment at maturity. The private placement will yield 2.75%, which is a 25 basis point increase from the 2017 TAN.
- Additional lease payments are budgeted for (1) fire department ladder truck and (2) the lease refunding of the 2014 Department of Public Works lease which incorporate the acquisition of two new refuse packers and four dump trucks.

Total Miscellaneous, including Contingencies and Unencumbered Expenses

- The Contingency budget is funded for non-budgeted emergencies, or when an individual budget is vastly exceeded due to emergencies;
- Unencumbered expenses are payments carried over from the prior fiscal year which have not been subject to encumbrance;
- The court award budget is expected to fund the remaining Award Settlement payments not resolved by the conclusion of 2017 and any litigation settlements resolved by the Law Department;
- The Veterans Organization budget includes a \$50,000 contribution for Phase II of the Veterans Memorial project and \$25,000 for the Duffy Memorial;
- The OPEB Trust Fund allocation is based on a recommendation from the City's auditor. The fund would be established for Other Postemployment Benefits, which may include Medicare reimbursements. The Government Finance Officers Associations recommends as a best practice

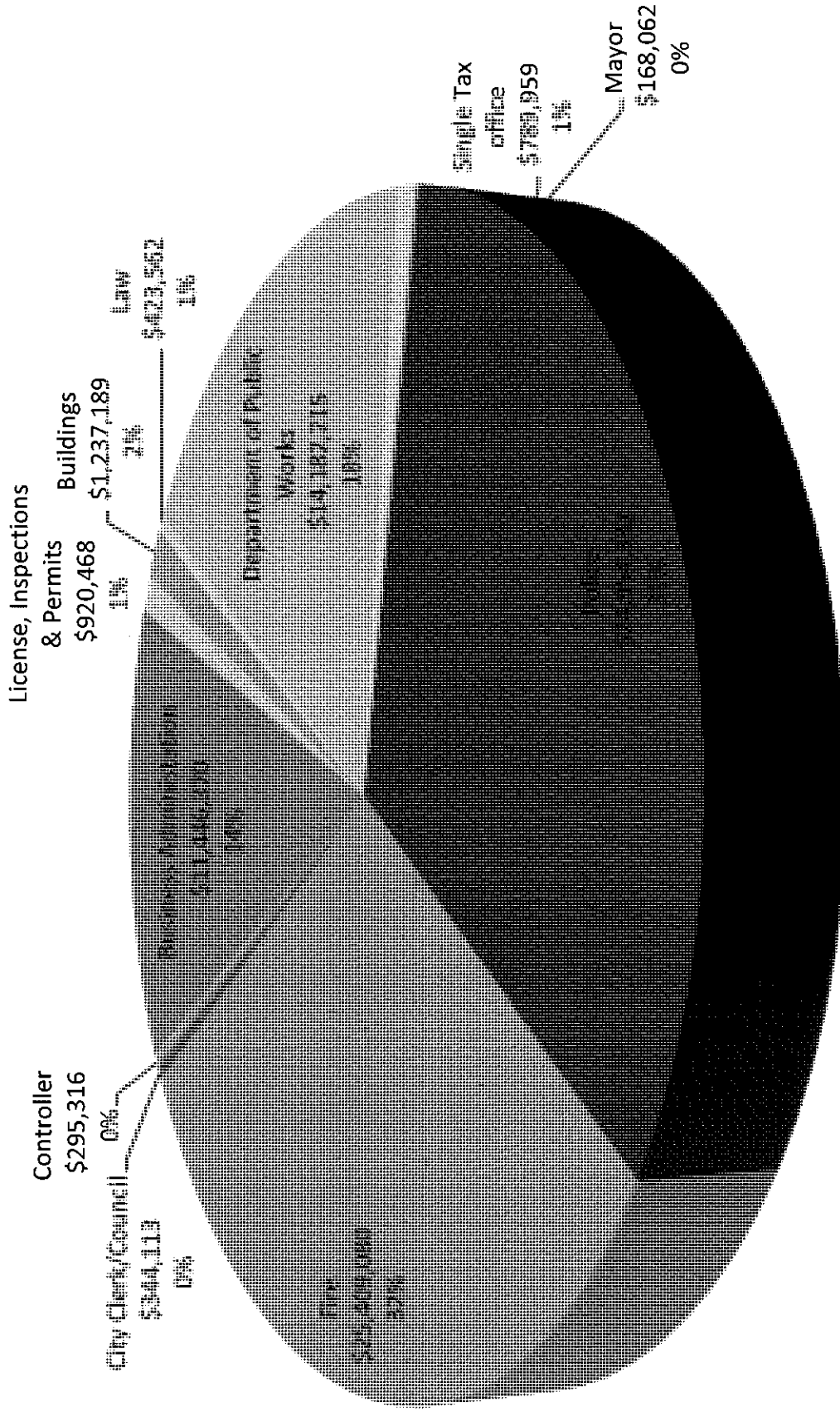
that governments prefund their obligations for postemployment benefits other than pensions once it is determined that the employer has incurred a substantial long term liability, which is the case with the City of Scranton. If funds properly, the City may make long term investments to cover these obligations through a separate trust fund the should, over time, result in a lower total cost for providing postemployment benefits. Other examples of postemployment benefits might include health care or insurance premiums.

The City would seek further evaluation and comment from the pension board actuary and administrator in creating the fund. The fund should be created only if a component of the sewer asset proceeds are deployed to establish the fund.

- The Targeted Expenses Budget will support contractual payment requirements for third party agreements which are performance based. As an example, the analytics and identification program implemented for the Single Tax office for the Business Privilege and Mercantile Tax Program requires a 20% compensation level for all dollars collected resulting from the program. Those dollars are received by the City and 20% of those payments are remitted to the third party. This line item will provide more clarity in identifying those payments.

CITY OF SCRANTON 2018 OPERATING BUDGET EXPENDITURE SUMMARY BY DEPARTMENT			
	2017 Operating Budget \$	2017 (Through 09/30/2017) \$	2018 Operating Budget \$
MAYOR	146,561.70	82,768.47	188,061.70
DEPT OF PUBLIC SAFETY BUREAU OF POLICE	26,863,171.01	13,306,759.68	24,954,331.94
DEPT OF PUBLIC SAFETY BUREAU OF FIRE	27,910,050.67	12,311,476.59	25,409,079.87
CITY CLERK/COUNCIL	311,587.65	69,989.03	344,112.50
CONTROLLER	287,541.34	165,649.43	295,316.34
DEPT OF BUSINESS ADMINISTRATION BUREAU OF ADMINISTRATION	8,222,716.57	5,804,858.87	8,709,329.90
DEPT OF BUSINESS ADMINISTRATION BUREAU OF HUMAN RESOURCES	1,442,089.01	996,599.28	1,766,839.01
DEPT OF BUSINESS ADMINISTRATION BUREAU OF INFO TECHNOLOGY	746,850.00	394,224.37	832,250.00
DEPT OF BUSINESS ADMINISTRATION BUREAU OF TREASURY	134,638.80	84,328.79	137,951.10
DEPT OF LICENSES INSPECTIONS & PERMITS BUREAU OF LIPS	793,795.68	8,199.73	920,468.38
DEPT OF LICENSES INSPECTIONS & PERMITS BUREAU OF BUILDINGS	1,191,339.47	845,844.19	1,237,189.47
LAW DEPARTMENT	421,065.43	263,967.31	423,562.47
DEPT OF PUBLIC WORKS BUREAU OF ADMINISTRATION	3,335,250.99	2,421,333.27	3,497,079.26
DEPT OF PUBLIC WORKS BUREAU OF ENGINEERING	195,636.04	121,363.48	197,767.70
DEPT OF PUBLIC WORKS BUREAU OF HIGHWAYS	4,119,422.93	1,994,705.58	3,745,055.21
DEPT OF PUBLIC WORKS BUREAU OF REFUSE	3,970,517.86	2,568,556.64	3,896,580.46
DEPT OF PUBLIC WORKS BUREAU OF GARAGES	1,331,367.24	843,841.71	1,282,152.24
DEPARTMENT OF PUBLIC WORKS- BUREAU OF PARKS & RECREATION	734,162.55	526,872.99	1,563,580.15
SINGLE TAX OFFICE	690,324.01	2,629,190.82	789,959.49
NON-DEPARTMENTAL	26,320,413.80	58,336,007.82	27,504,130.60
TOTAL OPERATING EXPENDITURES	\$ 109,168,502.75	\$ 104,277,138.05	\$ 107,674,797.79
ECONOMIC & COMMUNITY DEVELOPMENT (NON-ADDITION TO THE BUDGET)	\$ 680,769.24	\$ -	\$ 649,985.32
	\$ 95,482,145.14	\$ 95,799,864.38	\$ 107,674,797.79

Summary of 2018 Expenditures by Department



Mayor
 City Clerk/Council
 Controller
 Business Administration
 License, Inspections & Permits
 Buildings
 Law
 Department of Public Works
 Single Tax office

CITY OF SCRANTON

2018 OPERATING BUDGET

EXPENDITURE SUMMARY BY ACCOUNT

	2017	2017	2018
	Operating Budget	(Through 09/30/2017)	Budget
	\$	\$	\$
4010	STANDARD SALARY	26,985,357.02	27,473,211.04
4040	OTHER SALARY	809,074.10	1,107,517.00
4070	LONGEVITY SALARY	1,827,561.41	1,832,646.15
4080	OVERTIME SALARY	1,015,500.00	1,058,701.30
4090	COURT APPEARANCE SALARY	130,000.00	135,000.00
4101	UNIFORM ALLOWANCE	267,828.21	268,248.21
4112	HEALTH INSURANCE - POLICE UNION	5,647,685.09	5,901,830.83
4113	HEALTH INSURANCE - FIRE UNION	5,140,484.00	5,329,301.05
4116	HEALTH INSURANCE - CLERICAL UNION	1,497,646.00	1,565,040.07
4117	HEALTH INSURANCE - NON-UNION	1,102,050.00	1,151,642.25
4118	HEALTH INSURANCE - DPW UNION	2,420,710.00	2,529,641.97
4119	HEALTH INSURANCE - SINGLE TAX OFFICE	315,835.50	410,670.98
4120	LIFE/DISABILITY INSURANCE	357,206.00	346,905.00
4130	L.A.M. PENSION	300,344.00	300,344.00
4140	CITY 10% EARLY RETIREMENT	263,686.00	253,176.90
4150	CITY PENSION	18,811,562.00	13,603,516.00
4170	POLICE EDUCATION ALLOWANCE	60,000.00	60,000.00
4180	SOCIAL SECURITY	898,090.00	898,090.00
4190	UNEMPLOYMENT INSURANCE	29,793.00	25,000.00
	TOTAL EMPLOYEE COMPENSATION	\$ 67,880,412.24	\$ 64,250,482.75
4201	PROFESSIONAL SERVICES	940,500.00	1,080,000.00
4210	SERVICES & MAINTENANCE FEE	171,542.55	186,290.00
4220	CONTRACTED SERVICES	750.00	750.00

CITY OF SCRANTON
2018 OPERATING BUDGET
EXPENDITURE SUMMARY BY ACCOUNT

	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Budget
4230 PRINTING & BINDING	8,180.15	7,483.05	8,250.00
4240 POSTAGE & FREIGHT	30,463.00	23,460.95	30,100.00
4250 ADVERTISING	38,750.00	32,104.64	48,750.00
4260 RENTAL VEHICLES & EQUIPMENT	339,395.00	314,159.25	300,000.00
4270 DUES & SUBSCRIPTIONS	32,076.70	4,741.70	32,651.70
4280 MISC SERVICES-NOT CLASSIFIED	10,469.77	2,746.33	7,000.00
4290 STATIONERY/OFFICE SUPPLIES	17,117.00	11,786.14	43,950.00
4301 GAS, OIL & LUBRICANTS	425,500.00	209,695.27	295,000.00
4310 EQUIPMENT/VEHICLE REPAIR & MAINT	315,000.00	259,759.76	325,000.00
4320 BUILDING REPAIR-SUPPLY & MAINT	200,000.00	117,675.78	175,000.00
4330 MEDICAL, CHEMICAL & LAB SUPPLIES	25,000.00	7,788.73	20,000.00
4340 CONSTRUCTION-PAVING MATERIAL	85,000.00	72,973.36	100,000.00
4350 PAINT & SIGN MATERIAL	12,500.00	9,449.20	50,000.00
4360 SMALL TOOLS/SHOP SUPPLIES	6,700.00	2,753.78	7,000.00
4370 PARKS & RECREATION SUPPLIES	750.00	-	63,000.00
4380 GUNS & AMMUNITION	22,500.00	11,614.80	22,500.00
4390 MATERIAL/SUPPLIES (MISC)	198,754.90	148,071.98	191,600.00
4401 TIRES	109,500.00	60,616.70	109,500.00
4410 SALT	273,500.00	177,290.48	273,500.00
4420 TRAVEL & LODGING	10,750.00	6,019.06	18,000.00
4430 AIR PACKS/REHAB SUPPLIES	6,000.00	-	6,000.00
4440 TELEPHONE	145,000.00	90,212.09	150,000.00

**CITY OF SCRANTON
2018 OPERATING BUDGET
EXPENDITURE SUMMARY BY ACCOUNT**

	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Budget
4450	274,600.00	214,144.21	275,000.00
4445	2,300.00	2,300.00	5,000.00
4447	155,000.00	66,216.62	135,000.00
4448	433,100.00	433,099.83	475,000.00
4460	375,000.00	330,920.52	375,000.00
4465	1,000.00	-	1,000.00
4466	77,500.00	51,338.44	77,500.00
4470	140,945.10	93,035.16	143,000.00
4480	-	-	110,000.00
4490	1,344,095.86	951,844.33	1,271,434.74
4530	16,500.00	16,275.00	20,000.00
4540	3,000.00	2,790.00	3,000.00
4550	3,182,313.84	568,483.59	3,106,250.00
4551	-	-	875,000.00
4560	50,000.00	45,000.00	50,000.00
4570	28,750.00	19,492.77	28,750.00
4575	-	-	1,000.00
4576	16,500.00	6,575.13	13,000.00
4580	100,000.00	49,454.53	75,000.00
4590	35,000.00	12,540.00	65,000.00
4630	1,050,000.00	760,376.99	1,371,000.00
4901	5,000.00	-	7,500.00
6000	1,000.00	-	1,000.00

CITY OF SCRANTON

2018 OPERATING BUDGET

EXPENDITURE SUMMARY BY ACCOUNT

	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Budget
6001 TAX COLLECTION COMMITTEE EXPENSE	257.00	-	500.00
6002 SPA CITATION ISSUERS	-	-	-
6003 SPCA ANIMAL CONTROL	86,976.00	-	86,976.00
6004 SINGLE TAX OFFICE AUDIT	-	-	-
6007 FLOOD PROTECTION SYSTEM MAINTENANCE	49,500.00	33,384.13	50,000.00
6009 WORKERS' COMPENSATION	3,323,826.00	3,000,000.00	3,743,432.00
6024 BANK FEES & CHARGES	87,250.00	210,045.94	11,000.00
NON-DEPARTMENTAL EXPENDITURES:			
10020-10140 BOARDS & COMMISSIONS	214,500.00	135,920.82	359,500.00
15010-15360 INTEREST & DEBT SERVICE (w/o TANs)	#REF!	51,319,004.04	12,007,831.50
15230-15240 TANs (SERIES A & B)	#REF!	6,586,666.67	12,960,000.00
13090,16090-17060 UNPAID BILLS/COURT AWARDS/MISCELLANEOUS	1,681,100.00	294,416.29	2,176,799.10
TOTAL NON-DEPARTMENTAL EXPENDITURES	#REF!	58,336,007.82	27,504,130.60
TOTAL OPERATING EXPENDITURES	#REF!	\$ 104,319,934.38	\$ 107,674,797.79
4010 ECONOMIC & COMMUNITY DEVELOPMENT STANDARD SALARY (NON-ADDITION TO THE BUDGET)	680,769.24	-	649,985.32

CITY OF SCRANTON					
2018 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget	2018 Operating Budget
Office of the Mayor - #10					
4010 01.010.00000.4010	STANDARD SALARY				
4040 01.010.00000.4040	OTHER SALARY (MISC)	\$ 122,585.00	\$ 82,768.47	\$ 144,085.00	\$ 144,085.00
4080 01.010.00000.4080	OVERTIME SALARY	-	-	-	-
	TOTAL EMPLOYEE COMPENSATION	122,585.00	82,768.47	144,085.00	144,085.00
4270 01.010.00000.4270	DUES AND SUBSCRIPTIONS	22,826.70		22,826.70	22,826.70
4290 01.010.00000.4290	STATIONARY/OFFICE SUPPLIES	150.00		150.00	150.00
4390 01.010.00000.4390	MATERIALS/SUPPLIES (MISC)	-		-	-
4420 01.010.00000.4420	TRAVEL AND LODGING	1,000.00		1,000.00	1,000.00
4550 01.010.00000.4550	CAPITAL EXPENDITURES	-		-	-
	TOTAL OPERATING EXPENDITURES	23,976.70		23,976.70	23,976.70
	DEPARTMENT of MAYOR TOTAL	\$ 146,561.70	\$ 82,768.47	\$ 168,061.70	\$ 168,061.70

CITY OF SCRANTON
2018 OPERATING BUDGET
BUDGETED EXPENDITURES
GENERAL FUND

Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget
Dept. of Public Safety - #11				
Bureau of Police - #71				
4010 01.011.00071.4010	STANDARD SALARY	\$ 10,346,670.71	\$ 7,259,034.93	\$ 10,525,848.30
4040 01.011.00071.4040	OTHER SALARY (MISC)	267,657.00	156,399.33	401,017.00
4070 01.011.00071.4070	LONGEVITY SALARY	793,624.53	605,331.33	806,113.31
4080 01.011.00071.4080	OVERTIME SALARY	400,000.00	525,644.00	400,000.00
4090 01.011.00071.4090	COURT APPEARANCE SALARY	130,000.00	109,208.01	135,000.00
4101 01.011.00071.4101	UNIFORM ALLOWANCE	115,850.00	108,460.00	115,850.00
4112 01.011.00071.4112	HEALTH INSURANCE - POLICE UNION	5,647,685.00	4,223,233.81	5,901,830.83
4120 01.011.00071.4120	LIFE/DISABILITY INSURANCE	156,516.00	111,237.48	150,634.00
4140 01.011.00071.4140	CITY 10% EARLY RETIREMENT	153,045.00	93,944.07	131,561.50
4150 01.011.00071.4150	CITY PENSION	7,996,779.00		6,343,583.00
4170 01.011.00071.4170	POLICE EDUCATION ALLOWANCE	60,000.00		60,000.00
4180 01.011.00071.4180	SOCIAL SECURITY	332,998.00	263,010.40	332,998.00
	TOTAL EMPLOYEE COMPENSATION	26,400,825.24	13,455,503.36	\$ 24,304,455.94
4201 01.011.00071.4201	PROFESSIONAL SERVICES	15,000.00	15,980.23	25,000.00
4210 01.011.00071.4210	SERVICES AND MAINTENANCE FEE	64,500.00	57,466.38	75,000.00
4270 01.011.00071.4270	DUES AND SUBSCRIPTIONS	3,100.00	2,798.70	3,150.00
4280 01.011.00071.4280	MISC SERVICES-NON CLASSIFIED	1,519.77	1,523.55	2,000.00
4290 01.011.00071.4290	STATIONARY/OFFICE SUPPLIES	2,500.00	2,460.70	2,750.00
4380 01.011.00071.4380	GUNS/AMMUNITION	22,500.00	11,614.80	22,500.00
4390 01.011.00071.4390	MATERIALS/SUPPLIES (MISC)	18,554.90	15,161.59	21,000.00
4420 01.011.00071.4420	TRAVEL AND LODGING	3,500.00	3,491.86	4,000.00
4470 01.011.00071.4470	TRAINING AND CERTIFICATION	46,445.10	46,445.10	50,000.00
4550 01.011.00071.4550	CAPITAL EXPENDITURES	190,000.00	189,967.14	350,000.00
4570 01.011.00071.4570	MAINTENANCE COMMUNICATION EQUIPMENT	7,750.00	4,346.27	7,500.00
6003 01.011.00071.6003	SPCA-ANIMAL CONTROL	86,976.00		86,976.00
	TOTAL OPERATING EXPENDITURES	462,345.77	351,256.32	649,676.00
	BUREAU of POLICE TOTAL	\$ 26,863,171.01	\$ 13,806,759.68	\$ 24,954,331.94

CITY OF SCRANTON					
2018 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget	2018 Operating Budget
Dept. of Public Safety - #11					
Bureau of Fire - #78					
4010 01 01 1.00078.4010	STANDARD SALARY	\$ 9,710,961.81	\$ 6,710,324.20	\$ 9,660,286.61	\$ 9,660,286.61
4040 01 01 1.00078.4040	OTHER SALARY (MISC)	\$ 285,800.00	\$ 423,099.61	\$ 450,000.00	\$ 450,000.00
4070 01 01 1.00078.4070	LONGEVITY SALARY	\$ 782,616.86	\$ 546,981.98	\$ 775,213.81	\$ 775,213.81
4080 01 01 1.00078.4080	OVERTIME SALARY	250,000.00	148,493.78	275,000.00	275,000.00
4101 01 01 1.00078.4101	UNIFORM ALLOWANCE	98,550.00	61,510.75	98,550.00	98,550.00
4113 01 01 1.00078.4113	HEALTH INSURANCE - FIRE UNION	5,140,484.00	3,859,592.73	5,329,301.05	5,329,301.05
4120 01 01 1.00078.4120	LIFE/DISABILITY INSURANCE	149,292.00	106,141.09	141,521.00	141,521.00
4140 01 01 1.00078.4140	CITY 10% EARLY RETIREMENT	110,641.00	86,814.36	121,595.40	121,595.40
4150 01 01 1.00078.4150	CITY PENSION	9,501,455.00	11,942,958.50	7,087,112.00	7,087,112.00
	TOTAL EMPLOYEE COMPENSATION	26,029,800.67	11,942,958.50	\$ 23,938,579.87	\$ 23,938,579.87
4201 01 01 1.00078.4201	PROFESSIONAL SERVICES	23,000.00	15,464.10	23,000.00	23,000.00
4210 01 01 1.00078.4210	SERVICES AND MAINTENANCE FEE	15,000.00	3,520.53	15,000.00	15,000.00
4270 01 01 1.00078.4270	DUES AND SUBSCRIPTIONS	1,000.00	500.00	1,000.00	1,000.00
4316 01 01 1.00078.4316	CLEAN AIR MAINTENANCE	-	-	-	-
4320 01 01 1.00078.4320	BLDG/REPAIR-SUPPLY MAINT	5,000.00	3,087.43	10,000.00	10,000.00
4390 01 01 1.00078.4390	MATERIALS/SUPPLIES (MISC)	7,250.00	5,848.12	7,250.00	7,250.00
4420 01 01 1.00078.4420	TRAVEL AND LODGING	3,000.00	957.63	3,000.00	3,000.00
4430 01 01 1.00078.4430	AIR PACKS/REHAB SUPPLIES	6,000.00	-	6,000.00	6,000.00
4470 01 01 1.00078.4470	TRAINING AND CERTIFICATION	85,000.00	44,278.00	75,000.00	75,000.00
4550 01 01 1.00078.4550	CAPITAL EXPENDITURES	1,630,000.00	242,081.25	1,250,000.00	1,250,000.00
4570 01 01 1.00078.4570	MAINTENANCE COMMUNICATION EQUIP	4,000.00	3,326.50	4,250.00	4,250.00
4575 01 01 1.00078.4575	MAINTENANCE-EQUIPMENT	1,000.00	-	1,000.00	1,000.00
4580 01 01 1.00078.4580	GENERAL EQUIPMENT	100,000.00	49,454.53	75,000.00	75,000.00
	TOTAL OPERATING EXPENDITURES	1,880,250.00	368,518.09	\$ 1,470,500.00	\$ 1,470,500.00
	BUREAU of FIRE TOTAL	\$ 27,910,050.67	\$ 12,311,476.59	\$ 25,409,079.87	\$ 25,409,079.87
	DEPARTMENT of PUBLIC SAFETY TOTAL	\$ 54,773,221.68	\$ 26,118,236.27	\$ 50,363,411.81	\$ 50,363,411.81

CITY OF SCRANTON					
2018 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget	2018 Operating Budget
Office of the City Clerk/City Council - #20					
4010 01.020.00000.4010	STANDARD SALARY	\$ 226,937.37		\$ 230,937.37	
4040 01.020.00000.4040	OTHER SALARY (MISC)				
4070 01.020.00000.4070	LONGEVITY SALARY	3,425.13		3,425.13	
4080 01.020.00000.4080	OVERTIME SALARY	500.00		500.00	
	TOTAL EMPLOYEE COMPENSATION	230,862.50		234,862.50	
4201 01.020.00000.4201	PROFESSIONAL SERVICES	41,000.00	33,860.48	\$ 56,000.00	
4210 01.020.00000.4210	SERVICES AND MAINTENANCE FEE	10,795.00	10,795.00	15,000.00	
4220 01.020.00000.4220	CONTRACTED SERVICES				
4230 01.020.00000.4230	PRINTING AND BINDING				
4250 01.020.00000.4250	ADVERTISING	6,930.15	6,930.15	6,250.00	
4260 01.020.00000.4260	RENTAL VEHICLES & EQUIPMENT	21,500.00	18,028.35	31,500.00	
4270 01.020.00000.4270	DUES AND SUBSCRIPTIONS				
4290 01.020.00000.4290	STATIONARY/OFFICE SUPPL	500.00	375.05	500.00	
4420 01.020.00000.4420	TRAVEL AND LODGING				
4550 01.020.00000.4550	CAPITAL EXPENDITURES				
	TOTAL OPERATING EXPENDITURES	80,725.15	69,989.03	\$ 109,250.00	
	DEPARTMENT of CITY CLERK / CITY COUNCIL TOTAL	\$ 311,587.65	\$ 69,989.03	\$ 344,112.60	

CITY OF SCRANTON					
2018 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget	2018 Operating Budget
<i>City Controller - #30</i>					
<i>Roseann Novembrino, City Controller</i>					
4010 01.030.00000.4010	STANDARD SALARY	\$ 242,623.63	\$ 165,247.03	\$ 248,373.63	\$ 248,373.63
4040 01.030.00000.4040	OTHER SALARY (MISC)	1,000.00	-	1,000.00	1,000.00
4070 01.030.00000.4070	LONGEVITY SALARY	3,417.71	-	3,417.71	3,417.71
4080 01.030.00000.4080	OVERTIME SALARY	0.00	-	0.00	0.00
	TOTAL EMPLOYEE COMPENSATION	247,041.34	165,247.03	252,791.34	252,791.34
4201 01.030.00000.4201	PROFESSIONAL SERVICES	-	-	-	-
4210 01.030.00000.4210	SERVICES AND MAINTENANCE FEE	40,000.00	-	40,000.00	40,000.00
4230 01.030.00000.4230	PRINTING AND BINDING	0.00	-	-	-
4240 01.030.00000.4240	POSTAGE AND FREIGHT	100.00	-	100.00	100.00
4270 01.030.00000.4270	DUES AND SUBSCRIPTIONS	200.00	182.00	225.00	225.00
4290 01.030.00000.4290	STATIONARY/OFFICE SUPPLIES	200.00	144.40	200.00	200.00
4420 01.030.00000.4420	TRAVEL AND LODGING	0.00	-	0.00	0.00
4550 01.030.00000.4550	CAPITAL EXPENDITURES	0.00	-	-	-
	TOTAL OPERATING EXPENDITURES	40,500.00	402.40	42,525.00	42,525.00
	DEPARTMENT of CITY CONTROLLER TOTAL	\$ 287,541.34	\$ 165,649.43	\$ 295,316.34	\$ 295,316.34

CITY OF SCRANTON
2018 OPERATING BUDGET
BUDGETED EXPENDITURES
GENERAL FUND

Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget
Department of Business Administration - #40				
Bureau of Administration - #40				
4010 01.040.00040.4010	STANDARD SALARY	\$ 328,473.58	\$ 224,651.53	\$ 336,973.58
4040 01.040.00040.4040	OTHER SALARY (MISC)	2,500.00		2,500.00
4070 01.040.00040.4070	LONGEVITY SALARY	3,329.99		3,329.00
4080 01.040.00040.4080	OVERTIME SALARY	-		
4116 01.040.00040.4116	HEALTH INSURANCE - CLERICAL UNION	1,497,646.00	1,220,086.31	1,565,040.07
4117 01.040.00040.4117	HEALTH INSURANCE - NON UNION	1,102,050.00	740,993.77	1,151,642.25
4120 01.040.00040.4120	LIFE/DISABILITY INSURANCE	51,398.00	36,424.05	54,750.00
4150 01.040.00040.4150	CITY PENSION	1,313,328.00	3,806.06	1,172,821.00
4180 01.040.00040.4180	SOCIAL SECURITY	213,992.00	135,352.41	213,992.00
4190 01.040.00040.4190	UNEMPLOYMENT INSURANCE	29,793.00	9,780.74	25,000.00
4480 01.040.00040.4480	SELF INSURANCE	-		110,000.00
	TOTAL EMPLOYEE COMPENSATION	4,542,510.57	2,371,094.87	\$ 4,636,047.90
4201 01.040.00040.4201	PROFESSIONAL SERVICES	205,000.00	172,808.51	\$ 250,000.00
4210 01.040.00040.4210	SERVICES AND MAINTENANCE FEE	1,500.00	1,204.41	1,750.00
4230 01.040.00040.4230	PRINTING AND BINDING	1,250.00	552.90	1,000.00
4240 01.040.00040.4240	POSTAGE AND FREIGHT	30,363.00	23,384.95	30,000.00
4250 01.040.00040.4250	ADVERTISING	17,250.00	14,076.29	17,250.00
4270 01.040.00040.4270	DUES AND SUBSCRIPTIONS	1,000.00	890.00	1,000.00
4290 01.040.00040.4290	STATIONARY/OFFICE SUPPLIES	9,667.00	8,272.34	12,750.00
4390 01.040.00040.4390	MATERIALS/SUPPLIES (MISC)	600.00	168.95	600.00
4420 01.040.00040.4420	TRAVEL AND LODGING	1,500.00	1,435.82	2,500.00
4470 01.040.00040.4470	TRAINING AND CERTIFICATION	1,000.00	923.89	2,000.00
4550 01.040.00000.4550	CAPITAL EXPENDITURES	-	-	-
4560 01.040.00040.4560	EQUIPMENT MAINTENANCE/LEASES	-	-	-
6002 01.040.00040.6002	REPUBLIC PARKING CITATION ISSUERS	-	-	-
6009 01.040.00040.6009	OPERATING TRANSFERS-WORKERS' COMP TRUST	3,323,826.00	3,000,000.00	3,743,432.00
6024 01.040.00040.6024	BANK FEES AND CHARGES	87,250.00	210,045.94	11,000.00
	TOTAL OPERATING EXPENDITURES	3,680,208.00	3,433,764.00	\$ 4,073,282.00
	BUREAU of ADMINISTRATION TOTAL	\$ 8,222,716.57	\$ 5,804,858.87	\$ 8,709,329.90

CITY OF SCRANTON					
2018 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget	2018 Operating Budget
Department of Business Administration - #40					
Bureau of Human Resources - #41					
4010 01.040.00041.4010	STANDARD SALARY	\$ 202,377.76	\$ 133,344.78	\$ 206,877.76	
4040 01.040.00041.4040	OTHER SALARY (MISC)	1,000.00		2,250.00	
4070 01.040.00041.4070	LONGEVITY SALARY	7,211.25		7,211.25	
4080 01.040.00041.4080	OVERTIME SALARY				
	TOTAL EMPLOYEE COMPENSATION	210,589.01	133,344.78	\$ 216,339.01	
4201 01.040.00041.4201	PROFESSIONAL SERVICES	175,000.00	101,778.09	\$ 150,000.00	
4290 01.040.00041.4290	STATIONARY/OFFICE SUPPLIES	500.00		25,000.00	
4390 01.040.00041.4390	MATERIALS/SUPPLIES (MISC)	500.00	239.00	500.00	
4420 01.040.00041.4420	TRAVEL AND LODGING	500.00		1,000.00	
4470 01.040.00041.4470	TRAINING AND CERTIFICATION	5,000.00	860.42	3,000.00	
4630 01.040.00041.4630	LIABILITY/CASUALTY INSURANCE	1,050,000.00	760,376.99	1,371,000.00	
	TOTAL OPERATING EXPENDITURES	1,231,500.00	863,254.50	\$ 1,550,500.00	
	BUREAU of HUMAN RESOURCES TOTAL	\$ 1,442,089.01	\$ 996,599.28	\$ 1,766,839.01	

CITY OF SCRANTON					
2018 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget	2018 Operating Budget
Department of Business Administration - #40					
Bureau of Information Technology - #42					
4010 01.040.00042.4010	STANDARD SALARY	\$ 119,100.00	\$ 85,951.57	\$ 134,750.00	\$ 134,750.00
4040 01.040.00042.4040	OTHER SALARY (MISC)	-	-	-	-
4070 01.040.00042.4070	LONGEVITY SALARY	-	-	-	-
4080 01.040.00042.4080	OVERTIME SALARY	-	-	-	-
	TOTAL EMPLOYEE COMPENSATION	119,100.00	85,951.57	134,750.00	134,750.00
4201 01.040.00042.4201	PROFESSIONAL SERVICES	63,250.00	62,708.21	95,250.00	95,250.00
4210 01.040.00042.4210	SERVICES AND MAINTENANCE FEE	77,500.00	29,777.50	75,000.00	75,000.00
4270 01.040.00042.4270	DUES AND SUBSCRIPTIONS	-	-	500.00	500.00
4290 01.040.00042.4290	STATIONARY/OFFICE SUPPLIES	1,000.00	325.00	1,000.00	1,000.00
4390 01.040.00042.4390	MATERIALS/SUPPLIES (MISC)	65,000.00	61,910.00	65,000.00	65,000.00
4420 01.040.00042.4420	TRAVEL AND LODGING	-	-	750.00	750.00
4440 01.040.00042.4440	TELEPHONE	145,000.00	90,212.09	150,000.00	150,000.00
4470 01.040.00042.4470	TRAINING AND CERTIFICATION	1,000.00	-	10,000.00	10,000.00
4550 01.040.00042.4550	CAPITAL EXPENDITURES	225,000.00	18,340.00	250,000.00	250,000.00
4560 01.040.00042.4560	EQUIPMENT MAINTENANCE/LEASES	50,000.00	45,000.00	50,000.00	50,000.00
	TOTAL OPERATING EXPENDITURES	627,750.00	308,272.80	697,500.00	697,500.00
	BUREAU of INFORMATION TECHNOLOGY TOTAL	\$ 746,850.00	\$ 394,224.37	\$ 832,250.00	\$ 832,250.00

CITY OF SCRANTON					
2018 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget	2018 Operating Budget
Department of Business Administration - #40					
Bureau of Treasury - #43					
4010 01.040.00043.4010	STANDARD SALARY	\$ 111,306.78	\$ 79,911.30	\$ 114,376.08	
4040 01.040.00043.4040	OTHER SALARY (MISC)	0.00	-	-	
4070 01.040.00043.4070	LONGEVITY SALARY	2,825.02	-	2,825.02	
4080 01.040.00043.4080	OVERTIME SALARY	-	-	-	
	TOTAL EMPLOYEE COMPENSATION	114,131.80	79,911.30	117,201.10	
4201 01.040.00043.4201	PROFESSIONAL SERVICES	-	-	-	
4250 01.040.00043.4250	ADVERTISING	11,250.00	-	11,250.00	
4290 01.040.00043.4290	STATIONARY/OFFICE SUPPLIES	-	-	-	
4390 01.040.00043.4390	MATERIALS/SUPPLIES (MISC)	8,000.00	4,417.49	8,000.00	
4420 01.040.00043.4420	TRAVEL AND LODGING	-	-	-	
4550 01.040.00043.4550	CAPITAL EXPENDITURES	-	-	-	
6000 01.040.00043.6000	TAX AND MISC REFUNDS	1,000.00	-	1,000.00	
6001 01.040.00043.6001	TAX COLLECTION COMMITTEE EXPENSE	257.00	-	500.00	
	TOTAL OPERATING EXPENDITURES	20,507.00	4,417.49	20,750.00	
	BUREAU of TREASURY TOTAL	\$ 134,638.80	\$ 84,328.79	\$ 137,951.10	
	DEPARTMENT of BUSINESS ADMINISTRATION TOTAL	\$ 10,546,294.38	\$ 7,280,011.31	\$ 11,446,370.01	

CITY OF SCRANTON					
2018 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget	
	Office of Economic & Community Development (OECD) - #50				
50.00000.4010	STANDARD SALARY	\$ 680,769.24		\$ 649,985.32	
	OECD DEPARTMENT TOTAL (NON-ADDITION TO BUDGET)	\$ 680,769.24		\$ 649,985.32	

CITY OF SCRANTON			
2018 OPERATING BUDGET			
BUDGETED EXPENDITURES			
GENERAL FUND			
Account Number	Account Description	2017 Operating Budget	2018 Operating Budget
Dept. of Licenses, Inspections & Permits - #51		2017 (Through 09/30/2017)	
Bureau of Licenses, Inspections & Permits - #51			
4010.01.051.00051.4010	STANDARD SALARY	\$ 655,490.67	\$ 745,963.37
4040.01.051.00051.4040	OTHER SALARY (MISC)	3,500.00	9,800.00
4070.01.051.00051.4070	LONGEVITY SALARY	17,805.01	17,805.01
4080.01.051.00051.4080	OVERTIME SALARY	6,500.00	3,000.00
4101.01.051.00051.4101	UNIFORM ALLOWANCE (AUTO)	12,500.00	12,500.00
	TOTAL EMPLOYEE COMPENSATION	695,795.68	\$ 788,968.38
4201.01.051.00051.4201	PROFESSIONAL SERVICES	35,000.00	\$ 40,000.00
4270.01.051.00051.4270	DUES AND SUBSCRIPTIONS	-	
4290.01.051.00051.4290	STATIONARY/OFFICE SUPPLIES	1,000.00	500.00
4390.01.051.00051.4390	MATERIALS/SUPPLIES (MISC)	500.00	500.00
4420.01.051.00051.4420	TRAVEL AND LODGING		1,000.00
4470.01.051.00051.4470	TRAINING AND CERTIFICATION	1,000.00	1,000.00
4550.01.051.00051.4550	CAPITAL EXPENDITURES	25,000.00	23,000.00
4570.01.051.00051.4570	MAINTENANCE COMMUNICATION EQUIPMENT	500.00	500.00
4590.01.051.00051.4590	BUILDING DEMOLITION	35,000.00	65,000.00
	TOTAL OPERATING EXPENDITURES	98,000.00	131,500.00
	BUREAU of LICENSES, INSPECTIONS & PERMITS TOTAL	\$ 793,795.68	\$ 920,468.38

CITY OF SCRANTON					
2018 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget	
	Dept. of Licenses, Inspections & Permits - #51				
	Bureau of Buildings - #82				
4010 01.051.00082.4010	STANDARD SALARY	\$ 110,667.12		\$ 110,667.12	
4040 01.051.00082.4040	OTHER SALARY (MISC)	1,000.00		2,100.00	
4070 01.051.00082.4070	LONGEVITY SALARY	6,412.35		6,412.35	
4080 01.051.00082.4080	OVERTIME SALARY	1,000.00	414.29	750.00	
4101 01.051.00082.4101	UNIFORM ALLOWANCE	1,260.00	1,260.00	1,260.00	
	TOTAL EMPLOYEE COMPENSATION	120,339.47	1,674.29	\$ 121,189.47	
4201 01.051.00082.4201	PROFESSIONAL SERVICES	30,000.00	25,780.00	\$ 75,000.00	
4210 01.051.00082.4210	SVCS AND MAINT FEE	-	-	-	
4320 01.051.00082.4320	BLDG/REPAIR-SUPPL MAINT	175,000.00	102,629.24	150,000.00	
4360 01.051.00082.4360	SMALL TOOLS/SHOP SUPPL	-	-	-	
4420 01.051.00082.4420	TRAVEL AND LODGING	-	-	-	
4445 01.051.00082.4445	SEWER CHARGES	2,300.00	2,300.00	5,000.00	
4447 01.051.00082.4447	UGI - GAS	155,000.00	66,216.62	135,000.00	
4448 01.051.00082.4448	PAWC -- WATER	433,100.00	433,099.83	475,000.00	
4450 01.051.00082.4450	ELECTRICAL	274,600.00	214,144.21	275,000.00	
4465 01.051.00082.4465	BUILDING SUPPLIES	1,000.00	-	1,000.00	
	TOTAL OPERATING EXPENDITURES	1,071,000.00	844,169.90	\$ 1,116,000.00	
	BUREAU of BUILDINGS TOTAL	1,191,339.47	845,844.19	\$ 1,237,189.47	
	DEPARTMENT of LICENSES, INSPECTIONS & PERMITS TOTAL	\$ 1,985,135.15	\$ 854,043.92	\$ 2,157,657.85	

CITY OF SCRANTON					
2018 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget	2018 Operating Budget
Law Department - #60					
4010 01.060.00000.4010	STANDARD SALARY	\$ 186,112.47	\$ 135,246.41	\$ 215,612.47	
4040 01.060.00000.4040	OTHER SALARY (MISC)	752.96	-	750.00	
4070 01.060.00000.4070	LONGEVITY SALARY	-	-	-	
4080 01.060.00000.4080	OVERTIME SALARY	-	-	-	
	TOTAL EMPLOYEE COMPENSATION	186,865.43	135,246.41	216,362.47	
4201 01.060.00000.4201	PROFESSIONAL SERVICES	225,000.00	127,752.32	195,000.00	
4210 01.060.00000.4210	SERVICES AND MAINTENANCE FEE	-	-	2,000.00	
4270 01.060.00000.4270	DUES AND SUBSCRIPTIONS	3,950.00	371.00	3,950.00	
4290 01.060.00000.4290	STATIONARY/OFFICE SUPPLIES	500.00	86.08	500.00	
4390 01.060.00000.4390	MATERIALS/SUPPLIES (MISC)	500.00	-	500.00	
4420 01.060.00000.4420	TRAVEL AND LODGING	500.00	133.75	1,000.00	
4470 01.060.00000.4470	TRAINING AND CERTIFICATION	500.00	377.75	1,000.00	
4550 01.060.00000.4550	CAPITAL EXPENDITURES	3,250.00	-	3,250.00	
	TOTAL OPERATING EXPENDITURES	234,200.00	128,720.90	207,200.00	
	DEPARTMENT of LAW TOTAL	\$ 421,065.43	\$ 263,967.31	\$ 423,862.47	

CITY OF SCRANTON				
2018 OPERATING BUDGET				
BUDGETED EXPENDITURES				
GENERAL FUND				
Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget
Department of Public Works - #80				
Bureau of Administration - #80				
4010 01.080.00080.4010	STANDARD SALARY	\$ 162,337.76	\$ 117,631.73	\$ 164,741.61
4040 01.080.00080.4040	OTHER SALARY (MISC)	1,000.00		1,500.00
4070 01.080.00080.4070	LONGEVITY SALARY	7,711.68		7,711.68
4080 01.080.00080.4080	OVERTIME SALARY	-		
4118 01.080.00080.4118	HEALTH INSURANCE - DPW UNION	2,420,710.00	1,702,215.45	2,529,641.97
4120 01.080.00080.4120	LIFE/DISABILITY INSURANCE	-		
4130 01.080.00080.4130	I.A.M. PENSION	300,344.00	273,269.28	300,344.00
4180 01.080.00080.4180	SOCIAL SECURITY	351,100.00	275,881.20	351,100.00
	TOTAL EMPLOYEE COMPENSATION	3,243,203.44	2,368,997.66	3,355,039.26
4201 01.080.00080.4201	PROFESSIONAL SERVICES	7,500.00	96.80	50,000.00
4270 01.080.00080.4270	DUES AND SUBSCRIPTIONS	-	-	-
4210 01.080.00080.4210	SERVICES & MAINTENANCE FEE	2,047.55	1,059.55	2,040.00
4290 01.080.00080.4290	STATIONARY/OFFICE SUPPL	-	-	-
4420 01.080.00080.4420	TRAVEL AND LODGING	-	-	500.00
4550 01.080.00080.4550	CAPITAL EXPENDITURES	-	-	10,000.00
4570 01.080.00080.4570	MAINT COMMUNICATION EQUIP	16,500.00	11,820.00	16,500.00
4576 01.080.00080.4576	MAINTENANCE SUPER FUND SIGHT	16,500.00	6,575.13	13,000.00
6007 01.080.00080.6007	FLOOD PROTECTION SYSTEM MAINTENANCE	49,500.00	33,384.13	50,000.00
	TOTAL OPERATING EXPENDITURES	92,047.55	52,935.61	142,040.00
	BUREAU of ADMINISTRATION TOTAL	\$ 3,335,250.99	\$ 2,421,933.27	\$ 3,497,079.26

CITY OF SCRANTON					
2018 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget	2018 Operating Budget
Department of Public Works - #80					
Bureau of Engineering - #81					
4010 01.080.00081.4010	STANDARD SALARY	\$ 111,841.65	\$ 76,048.07	\$ 112,786.45	\$ 112,786.45
4040 01.080.00081.4040	OTHER SALARY (MISC)	375.14		2,100.00	2,100.00
4070 01.080.00081.4070	LONGEVITY SALARY	3,891.04		3,891.04	3,891.04
4080 01.080.00081.4080	OVERTIME SALARY	5,500.00	1,283.30	4,500.00	4,500.00
4101 01.080.00081.4101	UNIFORM ALLOWANCE	3,128.21	2,037.32	3,128.21	3,128.21
	TOTAL EMPLOYEE COMPENSATION	124,736.04	79,366.69	\$ 126,417.70	\$ 126,417.70
4201 01.080.00081.4201	PROFESSIONAL SERVICES	69,500.00	41,625.00	\$ 69,500.00	\$ 69,500.00
4210 01.080.00081.4210	SERVICES & MAINTENANCE FEE	200.00	179.98	500.00	500.00
4280 01.080.00081.4280	MISC SERVICES-NOT CLASSIFIED	-			
4290 01.080.00081.4290	STATIONARY/OFFICE SUPPLIES	100.00		100.00	100.00
4390 01.080.00081.4390	MATERIALS/SUPPLIES (MISC)	100.00	91.81	250.00	250.00
4470 01.080.00081.4470	TRAINING AND CERTIFICATION	1,000.00	100.00	1,000.00	1,000.00
4550 01.080.00081.4550	CAPITAL EXPENDITURES	-			
	TOTAL OPERATING EXPENDITURES	70,900.00	41,996.79	\$ 71,350.00	\$ 71,350.00
	BUREAU of ENGINEERING TOTAL	\$ 195,636.04	\$ 121,363.48	\$ 197,767.70	\$ 197,767.70

CITY OF SCRANTON					
2018 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget	2018 Operating Budget
Department of Public Works - #80					
Bureau of Highways - #83					
4010 01.080.00083.4010	STANDARD SALARY	\$ 1,156,672.28	\$ 793,386.59	\$ 1,179,627.24	\$ 1,179,627.24
4040 01.080.00083.4040	OTHER SALARY (MISC)	-	-	18,200.00	18,200.00
4070 01.080.00083.4070	LONGEVITY SALARY	85,387.97	-	85,387.97	85,387.97
4080 01.080.00083.4080	OVERTIME SALARY	150,000.00	125,636.32	160,000.00	160,000.00
4101 01.080.00083.4101	UNIFORM ALLOWANCE	11,340.00	10,920.00	11,340.00	11,340.00
	TOTAL EMPLOYEE COMPENSATION	1,403,400.25	929,942.91	1,454,555.21	1,454,555.21
SERVICES AND MAINTENANCE FEE					
4210 01.080.00083.4210	SERVICES AND MAINTENANCE FEE	-	-	-	-
RENTAL VEHICLES & EQUIPMENT					
4260 01.080.00083.4260	RENTAL VEHICLES & EQUIPMENT	339,395.00	314,159.25	300,000.00	300,000.00
STATIONARY/OFFICE SUPPLIES					
4290 01.080.00083.4290	STATIONARY/OFFICE SUPPLIES	-	-	-	-
CONSTRUCTION-PAVING MATERIAL					
4340 01.080.00083.4340	CONSTRUCTION-PAVING MATERIAL	85,000.00	72,973.36	100,000.00	100,000.00
PAINT/SIGN MATERIAL					
4350 01.080.00083.4350	PAINT/SIGN MATERIAL	12,500.00	9,449.20	50,000.00	50,000.00
PARKS AND RECREATION SUPPLIES					
4370 01.080.00083.4370	PARKS AND RECREATION SUPPLIES	-	-	62,000.00	62,000.00
MATERIALS/SUPPLIES (MISC)					
4390 01.080.00083.4390	MATERIALS/SUPPLIES (MISC)	37,500.00	23,114.42	37,500.00	37,500.00
SALT					
4410 01.080.00083.4410	SALT	273,500.00	177,290.48	273,500.00	273,500.00
TRAVEL AND LODGING					
4420 01.080.00083.4420	TRAVEL AND LODGING	-	-	-	-
STREET LIGHTING					
4460 01.080.00083.4460	STREET LIGHTING	375,000.00	330,920.52	375,000.00	375,000.00
STREET LIGHTING SERVICE / MAINTENANCE					
4468 01.080.00083.4468	STREET LIGHTING SERVICE / MAINTENANCE	77,500.00	51,338.44	77,500.00	77,500.00
CAPITAL EXPENDITURES					
4550 01.080.00083.4550	CAPITAL EXPENDITURES	814,063.84	85,517.00	140,000.00	140,000.00
ROADWAY RESURFACING PROGRAM					
4551 01.080.00083.4551	ROADWAY RESURFACING PROGRAM	701,563.84	-	875,000.00	875,000.00
	TOTAL OPERATING EXPENDITURES	2,716,022.68	1,064,762.67	2,290,500.00	2,290,500.00
	BUREAU of HIGHWAYS TOTAL	\$ 4,119,422.93	\$ 1,994,705.58	\$ 3,745,055.21	\$ 3,745,055.21

CITY OF SCRANTON					
2018 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget	
Department of Public Works - #80					
Bureau of Refuse - #84					
4010 01.080.00084.4010	STANDARD SALARY	\$ 2,085,171.23	\$ 1,492,542.06	\$ 2,175,183.95	
4040 01.080.00084.4040	OTHER SALARY (MISC)	107,539.00	1,250.00	35,000.00	
4070 01.080.00084.4070	LONGEVITY SALARY	63,641.77		63,641.77	
4080 01.080.00084.4080	OVERTIME SALARY	150,000.00	104,156.05	150,000.00	
4101 01.080.00084.4101	UNIFORM ALLOWANCE	19,320.00	18,060.00	19,320.00	
	TOTAL EMPLOYEE COMPENSATION	2,425,672.00	1,616,008.11	\$ 2,443,145.72	
4260 01.080.00084.4260	RENTAL VEHICLES & EQUIP	-	-	-	
4330 01.080.00084.4330	MEDICAL, CHEM, LAB SUP	-	-	-	
4390 01.080.00084.4390	MATERIALS/SUPPL (MISC)	750.00	704.20	1,000.00	
4420 01.080.00084.4420	TRAVEL AND LODGING	-	-	1,000.00	
4490 01.080.00084.4490	LANDFILL	1,344,095.86	951,844.33	1,271,434.74	
4550 01.080.00084.4550	CAPITAL EXPENDITURES	200,000.00	952,548.53	180,000.00	
	TOTAL OPERATING EXPENDITURES	1,544,845.86	952,548.53	\$ 1,453,434.74	
	BUREAU OF REFUSE TOTAL	\$ 3,970,517.86	\$ 2,568,556.64	\$ 3,896,580.46	

CITY OF SCRANTON					
2018 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget	
Department of Public Works - #80					
Bureau of Garages - #85					
4010 01.080.00085.4010	STANDARD SALARY	\$ 352,880.82	\$ 241,706.52	\$ 387,664.52	
4040 01.080.00085.4040	OTHER SALARY (MISC)	-	-	16,800.00	
4070 01.080.00085.4070	LONGEVITY SALARY	23,876.42	-	23,876.42	
4080 01.080.00085.4080	OVERTIME SALARY	29,500.00	24,961.04	31,201.30	
4101 01.080.00085.4101	UNIFORM ALLOWANCE	3,360.00	3,360.00	3,360.00	
	TOTAL EMPLOYEE COMPENSATION	409,617.24	270,027.56	462,902.24	
4201 01.080.00085.4201	PROFESSIONAL SERVICES	-	-	-	
4210 01.080.00085.4210	SERVICES AND MAINTENANCE FEE	-	-	-	
4220 01.080.00085.4220	CONTRACTED SERVICES	750.00	-	750.00	
4290 01.080.00085.4290	STATIONARY/OFFICE SUPPL	-	-	-	
4301 01.080.00085.4301	GAS, OIL, LUBRICANTS	425,500.00	209,695.27	295,000.00	
4310 01.080.00085.4310	EQUIP/VEHICLE REPM/MAINT	315,000.00	259,759.76	325,000.00	
4360 01.080.00085.4360	SMALL TOOLS/SHOP SUPPL	6,500.00	2,753.78	6,500.00	
4390 01.080.00085.4390	MATERIALS/SUPPL (MISC)	59,500.00	36,137.64	49,500.00	
4401 01.080.00085.4401	TIRES	109,500.00	60,616.70	109,500.00	
4420 01.080.00085.4420	TRAVEL AND LODGING	-	-	500.00	
4550 01.080.00085.4550	CAPITAL EXPENDITURES	5,000.00	4,851.00	25,000.00	
4901 01.080.00085.4901	MAINTENANCE (PREVENTATIVE)	921,750.00	673,814.15	7,500.00	
	TOTAL OPERATING EXPENDITURES	1,331,367.24	843,841.71	1,282,152.24	
	BUREAU of GARAGES TOTAL	\$ 1,331,367.24	\$ 843,841.71	\$ 1,282,152.24	
	DEPARTMENT of PUBLIC WORKS TOTAL	\$ 12,952,195.06	\$ 7,950,400.68	\$ 12,618,634.87	

CITY OF SCRANTON					
2018 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget	
Department of Parks and Recreation - #100					
Bureau of Parks & Recreation - #100					
4010 01.100.00000.4010	STANDARD SALARY	\$ 384,107.87	\$ 275,795.29	\$ 407,505.47	
4040 01.100.00000.4040	OTHER SALARY (MISC)	135,000.00	149,818.54	160,000.00	
4070 01.100.00000.4070	LONGEVITY SALARY	22,384.68		22,384.68	
4080 01.100.00000.4080	OVERTIME SALARY	19,000.00	25,705.34	30,000.00	
4101 01.100.00000.4101	UNIFORM ALLOWANCE	2,520.00	2,940.00	2,940.00	
	TOTAL EMPLOYEE COMPENSATION	563,012.55	454,259.17	622,830.15	
SERVICES AND MAINTENANCE FEE					
4210 01.100.00000.4210	SERVICES AND MAINTENANCE FEE		-		
4270 01.100.00000.4270	DUES AND SUBSCRIPTIONS				
4280 01.100.00000.4280	MISC SERVICES-NON CLASSIFIED	8,950.00	1,222.78	5,000.00	
4290 01.100.00000.4290	STATIONARY/OFFICE SUPPLIES	1,000.00		500.00	
4320 01.100.00000.4320	BLDG/REPAIR-SUPPLY/MAINT	20,000.00	11,959.11	15,000.00	
4330 01.100.00000.4330	MEDICAL, CHEM, LAB SUP	25,000.00	7,788.73	20,000.00	
4360 01.100.00000.4360	SMALL TOOLS/SHOP SUPPLIES	200.00		500.00	
4370 01.100.00000.4370	PARKS/RECREATION SUPPLIES	750.00		1,000.00	
4420 01.100.00000.4420	TRAVEL AND LODGING			750.00	
4530 01.100.00000.4530	PERFORMING ARTS	16,500.00	16,275.00	20,000.00	
4540 01.100.00000.4540	SPRING/SUMMER PROG	3,000.00	2,790.00	3,000.00	
4550 01.100.00000.4550	CAPITAL EXPENDITURES	95,000.00	32,578.20	875,000.00	
4570 01.100.00000.4570	MAINTENANCE COMMUNICATION EQUIP				
	TOTAL OPERATING EXPENDITURES	171,150.00	72,613.82	940,750.00	
	DEPARTMENT of PARKS & RECREATION TOTAL	\$ 734,162.55	\$ 526,872.99	\$ 1,563,580.15	

CITY OF SCRANTON
 2018 OPERATING BUDGET
 BUDGETED EXPENDITURES
 GENERAL FUND

Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget
Single Tax Office - #90				
4010 01.090.00000.4010	STANDARD SALARY	\$ 369,038.51	\$ 2,271,706.68	\$ 371,038.51
4040 01.090.00000.4040	OTHER SALARY (MISC)	1,960.00	8,186.00	4,500.00
4080 01.090.00000.4080	OVERTIME SALARY	3,500.00	3,474.96	3,750.00
4119 01.090.00000.4119	HEALTH INSURANCE - SINGLE TAX OFFICE	315,835.50	345,823.18	410,670.98
	TOTAL EMPLOYEE COMPENSATION	690,324.01	2,629,190.82	\$ 789,959.49
6004 01.090.00000.6004	SINGLE TAX OFFICE AUDIT	-	-	-
	TOTAL OPERATING EXPENDITURES	-	-	-
	SINGLE TAX OFFICE DEPARTMENT TOTAL	\$ 690,324.01	\$ 2,629,190.82	\$ 789,959.49

CITY OF SCRANTON
 2018 OPERATING BUDGET
 BUDGETED EXPENDITURES
 GENERAL FUND

Account Number	Account Description	2017 Operating Budget	2017 (Through 09/30/2017)	2018 Operating Budget
NON-DEPARTMENTAL EXPENDITURES - #401				
4299 01.401.10030.4299	ZONING BOARD	\$ 18,500.00	\$ 15,383.51	\$ 18,500.00
4299 01.401.10060.4299	EVERHART MUSEUM	29,000.00	28,999.98	29,000.00
4299 01.401.10075.4299	SCRANTON PLAN	10,000.00	10,000.00	60,000.00
4299 01.401.10080.4299	SCRANTON TOMORROW	32,500.00	30,000.00	75,000.00
4299 01.401.10110.4299	SHADE TREE COMMISSION	55,500.00	49,192.96	95,000.00
4299 01.401.10120.4299	ST. CATS AND DOGS	10,000.00		10,000.00
4299 01.401.10130.4299	MAYORS 504 TASK FORCE	1,500.00	2,344.37	1,000.00
4299 01.401.10140.4299	CIVIL SERVICE COMMISSION	47,500.00		25,000.00
4299 01.401.10150.4299	HUMAN RELATIONS COMMISSION	10,000.00		25,000.00
4299 01.401.10155.4299	LHVA TRAIL MAINTENANCE			21,000.00
	TOTAL BOARDS, COMMISSIONS, NON-PROFIT CONTRIBUTIONS	\$ 214,500.00	\$ 135,920.82	\$ 359,500.00
4299 01.401.15230.4299	TAN SERIES	12,750,000.00	6,500,000.00	\$ 12,750,000.00
4299 01.401.15240.4299	TAN SERIES INTEREST	210,000.00	86,666.67	494,850.00
4299 01.401.15306.4299	OPER TSF TO DEBT SVC-2003 SERIES A BONDS		2,176,468.76	566,930.46
4299 01.401.15307.4299	OPER TSF TO DEBT SVC-2003 SERIES B BONDS		495,000.00	13,999,062.96
4299 01.401.15308.4299	OPER TSF TO DEBT SVC-2003 SERIES C BONDS		750,000.00	6,484,198.16
4299 01.401.15309.4299	OPER TSF TO DEBT SVC-2003 SERIES D BONDS		532,541.68	450,000.00
4299 01.401.15310.4299	OPER TSF TO DEBT SVC-STREET LIGHTING			450,058.36
4299 01.401.15311.4299	OPER TSF TO DEBT SVC-SALE LEASEBACK OF DPW- SERIES 2004			
4299 01.401.15313.4299	OPER TSF TO DEBT SVC-2006 BOND	1,653,020.00	8,993,862.00	
4299 01.401.15314.4299	OPER TSF TO DEBT SVC-SALE LEASEBACK - SERIES 2008			
4299 01.401.15316.4299	OPER TSF TO DET SVC- OTHER FINANCING SOURCE	51,585.08		
4299 01.401.15317.4299	OPER TSF DEBT SVC-2011 BOND			
4299 01.401.15318.4299	OPER TSF DEBT SVC-SRA- PENN STAR BANK			
4299 01.401.15319.4299	OPER TSF DEBT SVC-SCRANTON PARKING AUTHORITY			
4299 01.401.15320.4299	OPER TSF TO DEBT SVC-GUARANTEED ENERGY SAVINGS	178,861.63	108,748.47	171,539.33
4299 01.401.15321.4299	OPER TSF TO DEBT SVC- REFINANCING- DEBT PYMNT REDUCTION	0.00		
4299 01.401.15322.4299	OPER TSF TO DEBT SVC-ISSUANCE COSTS FOR LEASE OF METERS			
4299 01.401.15323.4299	OPER TSF TO DEBT SVC-2012 SERIES A UNFUNDED DEBT LOAN	1,000.00		
4299 01.401.15324.4299	OPER TSF TO DEBT SVC-FDM REVOLVING AID LOAN	100,000.00	6,541,174.10	
4299 01.401.15325.4299	OPER TSF TO DEBT SVC-2012 SERIES C	1,000.00	100,000.00	100,000.00
4299 01.401.15326.4299	OPER TSF TO DEBT SVC-2013 SERIES A	1,000.00	6,893,078.86	
4299 01.401.15327.4299	OPER TSF TO DEBT SVC-2012 SERIES B	1,000.00	3,917,176.07	
4299 01.401.15328.4299	OPER TSF TO DEBT SVC-SERIES OF 2016 GENERAL OBLIGATION NOTES	1,652,500.00	978,806.41	
4299 01.401.15329.4299	OPER TSF TO DEBT SVC-2016 REDEVELOPMENT AUTHORITY SERIES A	1,490,500.00	821,250.00	1,877,000.00
4299 01.401.15328.4299	OPER TSF TO DEBT SVC-2016 REDEVELOPMENT AUTHORITY SERIES AA	918,175.00	745,250.00	2,420,500.00
4299 01.401.15331.4299	OPER TSF TO DEBT SVC-SERIES OF 2017 DEBT SERVICE REFUNDING	1,000.00	206,587.50	2,061,662.50
4299 01.401.15332.4299	OPER TSF TO DEBT SVC-SERIES OF 2017 GENERAL OBLIGATION REFUNDING	1,000.00		
4299 01.401.15333.4299	OPER TSF TO DEBT SVC-LANDMARK	0.00		3,234,419.34
	TOTAL PRINCIPAL AND INTEREST, LOANS	\$ 22,964,652.15	\$ 57,374,791.66	\$ 23,560,029.53
4299 01.401.15329.4299	OPER TSF TO DEBT SVC-LEASE OF REFUSE PACKERS	170,360.33	127,546.51	218,147.96

CITY OF SCRANTON			
2018 OPERATING BUDGET			
BUDGETED EXPENDITURES			
GENERAL FUND			
Account Number	Account Description	2017 Operating Budget (Through 09/30/2017)	2018 Operating Budget
4299 01.401.15330.4299	OPER TSF TO DEBT SVC-LEASE OF KME ENGINE #4	49,849.00	49,849.00
4299 01.401.15335.4299	OPER TSF TO DEBT SVC-LEASE OF LAW ENFORCEMENT MGMT SYSTEM	439,729.50	219,557.60
4299 01.401.15334.4299	OPER TSF TO DEBT SVC-LEASE OF JOHN DEERE WHEEL LOADER	25,853.00	25,851.02
4299 01.401.15336.4299	OPER TSF TO DEBT SVC-REPUBLIC LEASE OF TURNOUT GEAR	80,000.00	80,000.00
4299 01.401.15337.4299	OPER TSF TO DEBT SVC-2017 GO Bonds	0.00	
4299 01.401.15340.4299	OPER TSF TO DEBT SVC-LEASE FORD TRUCKS 2016	53,925.94	53,925.94
4299 01.401.15341.4299	OPER TSF TO DEBT SVC-PIB LOAN	244,968.88	244,968.88
4299 01.401.15342.4299	OPER TSF TO DEBT SVC-LEASE STREET LIGHTING	395,475.00	413,345.00
4299 01.401.15343.4299	2018 AERIAL PLATFORM TRUCK LEASE	0.00	102,156.57
	TOTAL LEASE PAYMENTS	\$ 1,460,161.65	\$ 1,407,801.97
	TOTAL INTEREST & DEBT SERVICE	\$ 24,424,813.80	\$ 24,967,831.50
4299 01.401.13090.4299	CONTINGENCY	585,000.00	705,799.10
4299 01.401.13100.4299	OECD CONTINGENCY	45,000.00	45,000.00
4299 01.401.16090.4299	UNENCUMBERED EXPENSES PRIOR YEAR OBLIGATIONS	850,000.00	550,000.00
4299 01.401.16270.4299	COURT AWARDS	200,000.00	350,000.00
4299 01.401.17020.4299	VETERAN'S ORGANIZATION	100.00	75,000.00
4299 01.401.17040.4299	OP&B TRUST FUND	-	150,000.00
4299 01.401.17060.4299	TRIPP PARK COMMUNITY CENTER	1,000.00	1,000.00
4299 01.401.17080.4299	TARGETED EXPENSES - REVENUE PASS THROUGH ACCOUNT		300,000.00
	TOTAL UNPAID BILLS / COURT AWARDS / MISC	\$ 1,681,100.00	\$ 2,176,799.10
	TOTAL NON-DEPARTMENTAL EXPENDITURES	\$ 26,320,413.80	\$ 27,504,130.60
	TOTAL GENERAL FUND EXPENDITURES	\$ 95,482,145.14	\$ 107,674,797.79

Department of Public Safety - #11		2017		2018	
Bureau of Police - #71		Total	#	Total	#
POSITION/TITLE					
SUPERINTENDENT OF POLICE		\$ 96,898.74	1	\$ 98,357.07	1
DEPARTMENT CAPTAIN		\$ 89,588.06	1	\$ 90,935.97	1
LIEUTENANT OF DETECTIVES		\$ 82,829.12	1	\$ 84,075.70	1
LIEUTENANT - ADMINISTRATIVE		\$ 79,643.31	1	\$ 80,841.94	1
LIEUTENANTS		\$ 238,929.92	3	\$ 242,525.82	3
SUPERVISOR - NARCOTICS DIVISION		\$ 76,580.24	1	\$ 77,732.94	1
FIRE MARSHALL		\$ 76,580.24	1	\$ 77,732.94	1
DETECTIVE SERGEANT		\$ 306,320.96	4	\$ 310,931.74	4
DETECTIVES		\$ 1,104,522.71	15	\$ 1,195,876.37	16
SERGEANTS-TRAINING		\$ 147,269.69	2	\$ 149,484.54	2
SERGEANTS		\$ 883,618.16	12	\$ 1,112,838.15	15
JUVENILE PATROLMEN		\$ 283,210.72	4	\$ 285,336.19	4
CORPORALS		\$ 618,272.61	9	\$ 567,869.84	8
REGULAR PATROLMEN		\$ 5,807,201.81	92	\$ 5,700,045.63	89
SCHOOL RESOURCE OFFICERS 1/2 FUNDED BY SSD (6 OFFICERS)		*		*	
Neighborhood Police Officers Paid by OECD (4 in 2015)		\$ (261,845.24)	(4)	\$ (265,785.32)	(4)
SUBTOTAL POLICE OFFICERS		9,629,621.05	143	9,808,799.51	143
ANIMAL CONTROL OFFICER (a)		58,920.34	2	58,920.34	2
SIT CLERKS		527,405.65	15	527,404.80	15
ADMINISTRATIVE ASSISTANT III- PAYROLL CLERK		38,057.16	1	38,057.14	1
GRANT MANAGER/SIT CLERK		48,243.03	1	48,243.03	1
SIT CLERK/CRIMINAL INFORMATION SPECIALIST		44,423.48	1	44,423.48	1
Subtotal - Administrative Support		658,129.32	18	658,128.45	18
Bureau of Police Total		\$ 10,346,670.71	163	\$ 10,525,848.30	163

* Scranton School District Reimburses the City for salaries & healthcare of 6 officers based on hours spent in the Schools. In 2017 \$196,375.92 for salaries & \$89,490.24 for healthcare will be paid to the City.
(a) Animal Control Officer was moved from LIPS to Police Dept Budget for 2017

Department of Public Safety - #11		2017		2018	
Bureau of Fire - #78		Total	#	Total	#
POSITION/TITLE					
CHIEF	\$ 67,228.11	1	\$ 72,228.11	1	
DEPUTY CHIEF	\$ 89,846.54	1	\$ 91,081.21	1	
ASST. CHIEF	\$ 259,237.34	3	\$ 350,312.33	4	
ADMIN. CAPTAIN	\$ 79,960.40	1	\$ 82,584.28	1	
CAPTAIN	\$ 1,355,859.00	17	\$ 1,214,562.91	15	
LIEUTENANT	\$ 1,297,482.67	17	\$ 1,167,848.95	15	
CHAUFFEUR	\$ 2,641,933.08	36	\$ 2,620,173.92	35	
FIRE INSPECTOR	\$ 165,100.86	2	\$ 168,419.38	2	
FIRE PREVENTION OFFICER	\$ 82,550.43	1	\$ 84,209.69	1	
PRIVATE	\$ 2,859,624.36	43	\$ 3,011,400.44	46	
SAFER GRANT- PRIVATE	\$ 691,531.81	14	\$ 675,196.72	14	
MASTER MECHANIC	\$ 82,550.43	1	\$ 84,209.69	1	
ADMINISTRATIVE ASSISTANT III- PAYROLL CLERK	\$ 38,056.98	1	\$ 38,056.98	1	
Bureau of Fire Total	\$ 9,710,961.81	138	\$ 9,660,286.61	137	

Office of City Clerk/City Council - #20		2017		2018	
POSITION/TITLE	Total	#	Total	#	
CITY COUNCIL	\$ 62,500.00	5	\$ 62,500.00	5	
CITY CLERK	\$ 46,220.00	1	\$ 50,220.00	1	
EXECUTIVE ASSISTANT	\$ 38,056.99	1	\$ 38,056.99	1	
CONFIDENTIAL SECRETARY	\$ 35,160.38	1	\$ 35,160.38	1	
LEGISLATIVE LEGAL ADVISOR (a)	\$ 45,000.00	1	\$ 45,000.00	1	
Department of City Clerk / City Council Total	\$ 226,937.37	9	\$ 230,937.37	9	
(a) No health care benefits					

POSITION/TITLE	2017		2018	
	Total	#	Total	#
CITY CONTROLLER	\$ 40,000.00	1	\$ 40,000.00	1
SOLICITOR TO CONTROLLER	\$ 25,092.00	1	\$ 25,092.00	1
CONFIDENTIAL SECRETARY/ASSISTANT	\$ 30,171.00	1	\$ 32,671.00	1
DEPUTY CONTROLLER/ADMIN.	\$ 37,737.00	1	\$ 39,237.00	1
ADMINISTRATIVE ASSISTANT IV -INTERNAL AUDITOR	\$ 39,059.58	1	\$ 39,059.58	1
PROGRAM MONITOR	\$ 32,827.05	1	\$ 34,077.00	1
PERFORMANCE AUDITOR	\$ 37,737.00	1	\$ 38,737.00	1
Department City Controller Total	\$ 242,623.63	7	\$ 248,873.58	7

Department of Business Administration - #40		2017		2018	
Bureau of Administration - #40		Total	#	Total	#
POSITION/TITLE					
BUSINESS ADMINISTRATOR/ASST. BUSINESS ADMINISTRATOR	\$ 90,000.00	1	\$ 90,000.00	1	
FINANCE MANAGER	\$ 50,900.00	1	\$ 50,900.00	1	
SENIOR ACCOUNTANT	\$ 37,400.00	1	\$ 37,400.00	1	
STAFF ACCOUNTANT	\$ 35,000.00	1	\$ 35,000.00	1	
FINANCIAL ANALYST	\$ 38,057.00	1	\$ 38,057.00	1	
ADMINISTRATIVE ASSISTANT III- ACCOUNTS PAYABLE CLERK	\$ 38,057.00	1	\$ 38,057.00	1	
ADMINISTRATIVE ASSISTANT IV -PURCHASING CLERK	\$ 39,059.58	1	\$ 39,059.58	1	
Bureau of Administration Total		7	328,473.58	336,973.58	7

Department of Business Administration - #40		2017		2018	
Bureau of Human Resources - #41		Total	#	Total	#
POSITION/TITLE					
HUMAN RESOURCES DIRECTOR	\$ 50,500.00	1	\$ 53,500.00	1	
ADMINISTRATIVE ASSISTANT I-BENEFITS COORDINATOR	\$ 35,160.38	1	\$ 35,160.38	1	
ADMIN ASSISTANT III- PAYROLL CLERK	\$ 38,057.00	1	\$ 38,057.00	1	
ADMINISTRATIVE ASSISTANT I-CLERICAL FLOATER	\$ 35,160.38	1	\$ 35,160.38	1	
WORKER'S COMPENSATION PROGRAM MANAGER	\$ 43,500.00	1	\$ 45,000.00	1	
Bureau of Human Resources Total	202,377.76	5	206,877.76	5	

Department of Business Administration - #40		2017		2018	
Bureau of Information Technology - #42		Total	#	Total	#
POSITION/TITLE					
INFORMATION TECHNOLOGY MANAGER	\$	46,600.00	1	\$ 51,600.00	1
INFORMATION TECHNOLOGY MANAGER	\$	35,500.00	1	\$ 41,150.00	1
NETWORK SYSTEMS ASSISTANT	\$	37,000.00	1	\$ 42,000.00	1
Bureau of Information Technology Total		119,100.00	3	134,750.00	3

		2017		2018	
		Total	#	Total	#
Department of Business Administration - #40					
Bureau of Treasury - #43					
POSITION/TITLE					
CITY TREASURER	\$	39,560.00	1	\$	42,560.00
ADMINISTRATIVE ASSISTANT II- CASHIER	\$	35,873.39	1	\$	35,873.39
ADMINISTRATIVE ASSISTANT II - ASSISTANT CASHIER	\$	35,873.39	1	\$	35,873.39
Bureau of Treasury Total	\$	111,306.78	3	\$	114,306.78
Department of Business Administration Total					
	\$	761,258.12	18	\$	792,908.12

		2017		2018	
POSITION/TITLE	Total	#	Total	#	Total
Office of Economic and Community Development - #50					
Bureau of Administration					
EXECUTIVE DIRECTOR	\$ 50,152.00	1	\$ 52,152.00	1	\$ 52,152.00
DEPUTY DIRECTOR	\$ 42,000.00	1	\$ 43,000.00	1	\$ 43,000.00
DIRECTOR OF FINANCE & COMPLIANCE	\$ 42,000.00	1	\$ 43,000.00	1	\$ 43,000.00
DIRECTOR OF HOUSING/ADA COMPLIANCE	\$ 32,491.00	1	\$ 34,491.00	1	\$ 34,491.00
SOLICITOR	\$ 52,500.00	1	\$ 52,500.00	1	\$ 52,500.00
ADMINISTRATIVE ASSISTANT III-FINANCIAL ANALYST	\$ 38,557.00	1	\$ 39,057.00	1	\$ 39,057.00
HOUSING SPECIALIST	\$ 35,500.00	1	\$ 36,000.00	1	\$ 36,000.00
ADMINISTRATIVE ASSISTANT	\$ 27,700.00	1	\$ 28,000.00	1	\$ 28,000.00
CITY PLANNER	\$ 42,624.00	1	\$ 42,624.00	1	\$ 42,624.00
PUBLIC SERVICE/ESG SPECIALIST	\$ 27,700.00	1	\$ 28,000.00	1	\$ 28,000.00
EQUAL OPPORTUNITY SPECIALIST	\$ 27,700.00	1	\$ 28,000.00	1	\$ 28,000.00
Bureau of Administration Total	\$ 418,924.00	11	\$ 384,200.00	11	\$ 384,200.00
	non-addition to budget		non-addition to budget		non-addition to budget
*Construction/ADA Specialist & Economic Development/Relocation Specialist position became Housing Specialist					
*Economic Development/Relocation Specialist position became Administrative Assistant					
Office of Economic and Community Development - #50					
Bureau of Neighborhood Police - #515					
POSITION/TITLE	Total	#	Total	#	Total
NEIGHBORHOOD POLICE OFFICERS	\$ 261,845.24	4	\$ 265,785.32	4	\$ 265,785.32
Bureau of Neighborhood Police Total	\$ 261,845.24	4	\$ 265,785.32	4	\$ 265,785.32
OECD Department Total	\$ 680,769.24	15	\$ 649,985.32	15	\$ 649,985.32
	non-addition to budget		non-addition to budget		non-addition to budget

Dept. of Licenses, Inspections & Permits - #51 Bureau of Licenses, Inspections & Permits - #51	2017		2018	
	Total	#	Total	#
DIRECTOR	\$ 46,760.00	1	\$ 46,760.00	1
Deputy Director	\$ 42,535.00	1	\$ 42,535.00	1
ADMINISTRATIVE ASSISTANT I- PERMIT CLERK	70,320.76	2	70,320.76	2
ELECTRICAL INSPECTOR	-	-	-	-
PLUMBING INSPECTOR	-	-	-	-
MECHANICAL INSPECTOR	41,371.80	1	39,839.49	1
WEIGHTS & MEASURES	38,920.34	1	38,920.34	1
ADMINISTRATIVE ASSISTANT I	35,160.38	1	35,160.38	1
ENFORCER OF LICENSES	38,920.34	1	38,920.34	1
ZONING OFFICER/CODE ENFORCER	30,000.00	1	37,500.00	1
HOUSING INSPECTORS	155,681.36	4	194,601.70	5
HOUSING/HEALTH INSPECTOR	39,059.67	1	38,920.34	1
RENTAL REGISTRATION ASSISTANT	77,840.68	2	77,840.68	2
CITY PLANNER			45,624.00	
HEALTH INSPECTOR	38,920.34	1	38,920.34	1
Bureau of Licenses, Inspections & Permits Total	\$ 655,490.67	17	\$ 745,863.37	18

Dept. of Licenses, Inspections & Permits - #51		2017		2018	
Bureau of Buildings - #82		Total	#	Total	#
POSITION/TITLE					
MAINTENANCE		38920.34	1	38920.34	1
JANITOR		71746.78	2	71746.78	2
Bureau of Buildings Total		\$ 110,667.12	3	\$ 110,667.12	3
Department of Licenses, Inspections & Permits Total		\$ 766,157.79	20	\$ 856,530.49	21

Law Department - #60		2017		2018	
POSITION/TITLE	Total	#	Total	#	
CITY SOLICITOR	\$ 59,500.00	1	\$ 64,500.00	1	
FIRST ASSISTANT CITY SOLICITOR (full time)	\$ -	-	\$ 44,500.00	1	
ASSISTANT CITY SOLICITOR	\$ 25,000.00	1	\$ -	-	
ASSISTANT CITY SOLICITOR	\$ 35,000.00	1	\$ 35,000.00	1	
CONFIDENTIAL SECRETARY	\$ 30,115.38	1	\$ 32,615.38	1	
CONFIDENTIAL SECRETARY	\$ 36,497.09	1	\$ 38,997.09	1	
Department of Law Total	\$ 186,112.47	5	\$ 215,612.47	5	

Department of Public Works - #80		2017		2018	
Bureau of Administration - #80		Total	#	Total	#
POSITION/TITLE					
DIRECTOR	\$ 48,875.00	1	\$ 51,875.00	1	
RECYCLING COORDINATOR	\$ 36,346.10	1	\$ 35,749.95	1	
ADMINISTRATIVE ASSISTANT IV	\$ 39,059.67	1	\$ 39,059.67	1	
ADMINISTRATIVE ASSISTANT III- PAYROLL CLERK	\$ 38,056.99	1	\$ 38,056.99	1	
Bureau of Administration Total	\$ 162,337.76	4	\$ 164,741.61	4	

Department of Public Works - #80		2017		2018	
Bureau of Engineering - #81		Total	#	Total	#
POSITION/TITLE					
PAVE CUT INSPECTOR		\$ 38,920.39	1	\$ 38,920.39	1
FLOOD CONTROL PROJECT COORDINATOR		\$ 28,999.98	1	\$ 28,999.98	1
FLOOD CONTROL MAINTENANCE		\$ 43,921.28	1	\$ 44,878.08	1
Bureau of Engineering Total		\$ 111,841.65	3	\$ 112,798.45	3

Department of Public Works - #80		2017		2018	
Bureau of Highways - #83		Total	#	Total	#
POSITION/TITLE					
HEAVY EQUIPMENT OPERATOR/CRAFTSMEN	\$	90,517.02	2	\$ 92,430.62	2
HEAVY EQUIPMENT OPERATOR/LEADER	\$	181,034.04	4	\$ 184,861.24	4
CHAUFFEUR	\$	312,033.48	7	\$ 317,766.17	7
REPAIRMAN	\$	306,791.24	7	\$ 313,488.84	7
DISPATCHER	\$	43,921.28	1	\$ 44,878.08	1
MAINTENANCE/CRAFTSMAN LEADER	\$	45,674.93	1	\$ 46,631.73	1
TREE TRIMMER	\$	45,258.51	1	\$ 46,215.31	1
SWEEPER OPERATOR/CHAUFFEUR	\$	44,872.67	1	\$ 45,829.47	1
STONE-BRICK LAYER MASON	\$	44,672.99	1	\$ 45,629.79	1
TRAFFIC/SIGN MAINTENANCE	\$	41,896.12	1	\$ 41,895.98	1
Bureau of Highways Total	\$	1,156,672.28	26	\$ 1,179,627.24	26

Department of Public Works - #80		2017		2018	
Bureau of Refuse - #84		Total	#	Total	#
POSITION/TITLE					
FOREMAN LEAD	\$ 44,587.38	1	\$ 46,587.30	1	
FOREMAN ASSISTANT			\$ 44,000.00	1	
OPERATOR LEADER	\$ 588,360.63	13	\$ 600,799.03	13	
COLLECTOR LEADER	\$ 44,462.70	1	\$ 45,419.50	1	
COLLECTOR	\$ 1,182,914.82	27	\$ 1,208,748.42	27	
DISPATCHER	\$ 43,811.66	1	\$ 44,768.46	1	
RECYCLING CHAUFFEUR	\$ 181,034.04	4	\$ 184,861.24	4	
Bureau of Refuse Total	\$ 2,085,171.23	47	\$ 2,175,183.95	48	

Department of Public Works - #80		2017		2018	
Bureau of Garages - #85		Total	#	Total	#
AUTO REPAIRMAN-LEADER	\$ 91,349.86	2	\$ 93,263.46	2	
EQUIPMENT / VEHICLE MAINTENANCE	\$ 45,674.93	1	\$ 46,631.73	1	
TIRE-EQUIPMENT REPAIR/HELPER	\$ 44,293.60	1	\$ 45,250.40	1	
PARTS MANAGER/AUTO REPAIR/PA STATE VEHICLE INSPECTOR	\$ 44,969.18	1	\$ 45,925.98	1	
MOTOR VEHICLE REPAIR	\$ 42,197.75	1	\$ 42,197.75	1	
MECHANIC	\$ 42,197.75	1	\$ 42,197.75	1	
MECHANIC DIESEL	\$ 42,197.75	1	\$ 42,197.75	1	
Bureau of Garages Total	\$ 352,880.82	8	\$ 357,664.82	8	
Department of Public Works Total					
	\$ 3,868,903.74	88	\$ 3,990,016.07	89	
Department of Parks & Recreation - #100					
Bureau of Parks & Recreation - #100					
POSITION/TITLE		Total	#	Total	#
PARKS AND RECREATION DIRECTOR	\$ -	-	\$ 49,000.00	1	
PROJECT ADMINISTRATOR	\$ 42,704.27	1	\$ 42,704.27	1	
PARKS & RECREATION SPECIALIST	\$ 32,300.00	1	\$ -	-	
POOL OPERATORS / GROUNDSKEEPER	\$ 88,026.02	2	\$ 89,939.62	2	
PARKS & RECREATION GROUNDSKEEPER	\$ 131,434.98	3	\$ 134,305.38	3	
FACILITY MAINTENANCE / GROUNDSKEEPER	\$ 89,642.60	2	\$ 91,556.20	2	
Department of Parks & Recreation Total	\$ 384,107.87	9	\$ 407,505.47	9	

Single Tax Office - #90 (a)		2017		2018	
POSITION/TITLE	Total	#	Total	#	
COLLECTOR OF TAXES	\$ 26,650.00	1	\$ 26,650.00	1	
CONTROLLER	27,500.00	1	29,500.00	1	
LEAD CASHIER	20,566.31	1	20,566.31	1	
CASHIER	19,476.12	1	19,476.12	1	
CASHIER	19,476.12	1	19,476.12	1	
LEAD AUDITOR	21,111.40	1	21,111.40	1	
LEAD CLERK	19,476.12	1	19,476.12	1	
LEAD AUDITOR	21,111.40	1	21,111.40	1	
LEAD AUDITOR	21,111.40	1	21,111.40	1	
AUDITOR (b)	38,952.24	1	38,952.24	1	
CLERK	18,385.94	1	18,385.94	1	
AUDITOR	19,476.12	1	19,476.12	1	
CLERK	18,385.94	1	18,385.94	1	
CLERK	18,385.94	1	18,385.94	1	
AUDITOR	19,476.12	1	19,476.12	1	
CLERK	18,385.94	1	18,385.94	1	
LEAD AUDITOR	21,111.40	1	21,111.40	1	
Single Tax Office Department Total	\$ 369,038.51	17	\$ 371,038.51	17	
(a) Salaries are paid 50% by the City and 50% by the Scranton School District.					
(b) Full Time City employee					

	2017		2018	
	Total	#	Total	#
Total City of Scranton Budgeted Payroll (a)	\$ 26,985,357.02	477	\$ 27,443,641.99	478
(a) Does not include OECD Payroll				

GRA Consulting

September 29, 2017

Mr. David Bulzoni
Business Administrator
City of Scranton
Department of Business Administration
City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503

Re: The City's Self-Insured Workers' Compensation Program
Reserve Analysis and Loss Forecast, Self-Insurance Renewal Application

Dear Mr. Bulzoni:

Gary R. Abramson, Casualty Actuarial Services ("GRA Consulting") has been retained by The City of Scranton to evaluate outstanding losses for the City's workers' compensation self-insurance program as of August 31, 2017. This analysis has been conducted to assist the administration of the City with their financial reporting requirements as well as to assist the City in their self-insurance renewal application process with the PA Bureau of Workers' Compensation.

By using the loss experience of The City of Scranton in combination with the City's own development patterns weighted with those patterns as promulgated by the Pennsylvania Bureau of Workers' Compensation, GRA Consulting has estimated the total discounted outstanding liabilities as of August 30, 2017 to be \$22,363,350. As displayed on Exhibit 4, this amount represents the sum of estimated outstanding losses discounted for future investment earnings at an annual rate of 2.75 percent.

This is an increase of approximately \$260,000 over the prior report. The predominant impacts are threefold:

1. The apparent deterioration of program year 2016/17. Last year, at six months mature, we projected a discounted outstanding liability of \$1,433,187. Annualized would be estimated at \$2,866,374. Now, as of 18 months mature, the loss development approach projects a discounted outstanding liability of \$3,373,608, for a deterioration of approximately \$507,000.
2. The closure of the Daniel Corby claim, dol 8/24/98, resulting in a reserve takedown (savings) of approximately \$174,000, and
3. The closing of 62 claims during the past twelve months and their resultant reserve takedowns helped to offset some of the reserve increases in the more recent program years.

Gary R. Abramson, Casualty Actuarial Services
500 Tennessee Avenue #1, Carolina Beach, NC 28428
Tel. (908) 642-3031

Mr. David Bulzoni
9/29/2017
Page 2 of 2

Exhibit 5 details the level of anticipated, expected claims and claims expense expenditures for the 2018 calendar year, which total \$3,317,357. This is basically flat from the prior review. It is the Bureau's position that the estimated ultimate losses used in Exhibit 5 to project the upcoming cash payouts in 2018 be gross of any reinsurance recoverable. We have estimated that this position by the Bureau results in an overstatement of the expected cash payout during 2018 for the Wilding claim alone of approximately \$150,000.

In Exhibit 5, we continue to employ a selection process that is based upon the midpoint of a range of possible estimates of the claims and associated claims expense to be paid out in 2018. We had a prior history of overstating the expected payouts due to two issues: the selected paid loss development factors continued to overestimate the ultimate final costs, and, two, the Bureau's position that the starting point of this exhibit should be estimated ultimate losses by program year that reflect zero potential reinsurance recoveries for any year regardless of whether or not the providing carrier is viewed as qualified or not. This has been the Bureau's position since November of 2005.

Finally, as outlined in Table A, combining the expected claims to be paid in 2018 with the other expenses of the Fund as provided by the Business Administration staff, the total expenditures to the Fund for 2018 are anticipated to be \$3,743,432.

As noted previously, a change in the claims administration management of this program can have many impacts, from increasing reserves to a speed up in the payment of claims, or visa versa. It will take another one or two August 31st evaluations to determine whether the claims management philosophy of the newest TPA will have a material impact on the projected results of this program. We will continue to closely monitor changes in paid and reported loss emergence patterns for future analyses.

Should you have any questions or need for further clarification, please do not hesitate to contact me at (908) 642-3031. One original of this report and one working copy for the reinsurance company have been provided. In the interest of complying with the PA WC Bureau's request for a timely review of the actuarial report, I have forwarded an original of this report to Lac Longson, Actuary, PA Bureau of Workers' Compensation in Harrisburg.

The invoice for our services has been included in a separate cover within this mailing.

Sincerely,



Gary R. Abramson, ACAS, MAAA
Consulting Actuary

GRA: Scranton_cover_September 29_2017.doc

GRA Consulting

September 29, 2017

Mr. Lac Longson
Actuary
Commonwealth of Pennsylvania
Department of Labor & Industry
Self-Insurance and Safety Division
Bureau of Workers' Compensation
1171 S. Cameron Street
Harrisburg, PA 17104-2501

**RE: The City of Scranton
Pennsylvania Self-Insurance Renewal Application Security Requirements**

Dear Mr. Longson:

Gary R. Abramson, Casualty Actuarial Services ("GRA Consulting") has been retained by The City of Scranton to evaluate outstanding losses for the City's workers' compensation self-insurance program. This analysis has been conducted to assist the administration of the City with their annual renewal application establishing security requirements with the Pennsylvania Bureau of Workers' Compensation, Self-Insurance and Safety Division.

By using the loss experience of The City of Scranton in combination with their own historical development patterns, weighted with Pennsylvania statewide development patterns as promulgated by your Department, GRA Consulting has estimated the total discounted outstanding liabilities as of August 31, 2017 to be \$22,363,350. As displayed on Exhibit 4, this amount represents the sum of estimated outstanding losses discounted for future investment earnings at an annual rate of 2.75 percent.

The attached Table A summarizes the projected expenditures for the City's self-insured workers' compensation program for the calendar year commencing January 1, 2018. It includes estimates of the cost of claims and claim expense payments (gross of any anticipated reinsurance recoveries), claims administrative costs, general self-insurance costs and the Trust Fund operating expenses. The development of the claims liability expenses is explained within the attached synopsis; otherwise the expenses associated with 2018 are as estimated by The City based upon expected outlays. As displayed within this table, the projected annual expenditures for calendar year 2018 for all categories combined is \$3,743,432.

If you should have any questions, please do not hesitate to call me at (908) 642-0311.

Sincerely,



Gary R. Abramson, ACAS, MAAA
Consulting Actuary

Enclosures

GRA: DOC: SCRANTON_SMRV_8.31.17.DOC
cc: David Bulzoni, Business Administrator

Gary R. Abramson, Casualty Actuarial Services
500 Tennessee Avenue #1, Carolina Beach, NC 28428
Tel. (908) 642-3031

**The City of Scranton
Worker's Compensation**

Table A

**Projected Annual Expenditure Amounts
Calendar Year 2018**

<u>Category</u>	<u>Amount</u>
1. Claims Liability - midpoint of reasonableness range (Losses & ALAE payments, from Exhibit 5)	\$3,317,357
2. Claims Administrative Expense (PMA Claims Services annual services fee)	\$71,000
3. General Self-Insurance Expenses (Excess Reinsurance, Risk Mgmt Services, Loss Control & Special Assessments)	\$298,575
4. Trust Operating Expenses (Trust Fund fees including investment, accounting and actuarial services)	<u>\$56,500</u>
Total Projected Annual Expenditures (January 1, 2018 through December 31, 2018)	<u><u>\$3,743,432</u></u>

Table A.xls

29-Sep-17

Gary R. Abramson, Casualty Actuarial Services

THE CITY OF SCRANTON
Workers' Compensation

SYNOPSIS OF PROCEDURES

The general thrust of this analysis has involved the estimation of expected ultimate losses by program year. This is accomplished in the following fashion.

For all historical injury periods, loss development factors as promulgated by the PA Bureau of Workers' Compensation, Self-Insurance and Safety Division, are combined with the historical development patterns of The City and then applied to the most recent evaluation of losses. This link ratio approach results in the estimation of ultimate losses by program year.

This methodology parallels that employed by the Bureau with the following exceptions:

- (1) Individual large losses, if necessary, are capped at their respective per occurrence retentions, subject to the reinsurance in-force being that as provided by a licensed carrier with a financial rating of at least B+.
- (2) Reported and paid loss development procedures are utilized prior to selecting ultimate loss estimates which are based upon a 60/40 weighted average of the two procedures, and
- (3) The estimated outstanding losses as of the date of evaluation are discounted to a present value basis utilizing the underlying payment pattern of the specific losses at a yield rate representative of the U.S. 30 year Treasury Bond in effect at the time of evaluation, as specified in the PA Bureau of Workers' Compensation, Self-Insurance and Safety Division Regulations, § 125.9 (f).

A detailed explanation of the exhibits and analysis follows.

EXHIBIT 1

Sheet 1 of this exhibit provides a summary of the loss experience under analysis. The experience is that as provided by the PMA Companies, evaluated as of August 31, 2017. PMA assumed all claims administrative responsibilities from PA Claims Services as of March 1, 2013. The data displayed is the collective experience of all previous TPA's as provided to and assimilated by PMA. A comparison of the losses for accident years up through and including 2016/17, will show that during the previous twelve months, the program paid out \$2,161,000 in claims and related expenses, while the reported losses increased by approximately \$1,440,000 over the same time frame. This implies a decrease in the outstanding losses for the City's self-insured program of approximately \$720,000 for policy years up through and including 2016/17. This data has not been audited for accuracy but has been reviewed for reasonableness and consistency.

Sheet 2 of this exhibit provides basic exposure information in the form of number of employees and payroll for the current, prospective and twenty historical program periods. Trends in the average annual wage per employee are displayed for each year and for the twenty year history overall.

EXHIBIT 2

Exhibit 2 presents the development of the estimated ultimate losses for the respective accident periods.

Three versions of Exhibit 2 are presented – ultimate losses projected on a fully unlimited basis; ultimate loss projections limited to each policy periods specific per occurrence retention; and ultimate losses limited by the specific per occurrence retention for those reinsurers who have been approved by the Bureau as responsive reinsurers for the time periods under review.

The estimated losses of Exhibit 2, Sheets 2 & 3 have been presented on a limited basis. Excess insurance purchased by the City effectively limits the impact of any large loss to a specific per occurrence retention underlying the program. Column (F) identifies the critical large loss amount by accident period. Any reported claim at or exceeding this limit would effectively be subject to a special capping procedure, thereby limiting its impact on the overall obligations of the City. As of this valuation, 65 individual claims meet this criterion. This is a decrease of one (1) critical value claim from the prior August 2016 analysis.

From Sheet 3 of this exhibit, when the large claims are removed from this capping procedure due to the unlikely recovery of any reinsurance recoverables due from Frontier Insurance for program years 1995 and 1996 and the General Reinsurance Pappy Plan of late 1990-93, the number of critical claims declines to 35 overall. This is a decrease of one critical claim over the prior analysis. When comparing sheets 2 & 3 of this exhibit, the impact of the unresponsive reinsurance can be estimated at approximately \$6.75Million. It is Sheet 3 of this exhibit that forms the basis of the final analysis for this review.

The selected expected ultimate losses of this exhibit are based upon a 60/40 weighted average between the two loss development methodologies employed – reported & paid. Due to the influence of the City's previous and highly successful buyout program of older, open claims, it is anticipated that the estimate based solely upon paid losses would overstate the true underlying ultimate losses by program period. Therefore, while it is likely that the true ultimate losses by year will lie somewhere between the estimates developed by the two methodologies, it is expected that they will probably be more closely aligned with those of the reported methodology. This weighting methodology will need to be closely monitored on an ongoing basis to properly reflect the reserving and payment practices of the current TPA.

Development of the selected loss development factors utilized in the projection of ultimate losses for this exhibit is explained in greater detail in the commentary underlying Appendix A.

EXHIBIT 3

Exhibit 3 develops estimated ultimate losses for the current and prospective program years by extending loss-per-exposure estimates from prior accident periods. Various averages are displayed on this exhibit and the selected average attempts to balance responsiveness to current trends with the stability inherent in reviewing several years of experience. The selected average loss rate, per \$100 of payroll, is then multiplied by the estimated payroll base for the individual years, to yield estimated expected ultimate losses for the current, relatively immature March 1, 2017 - February 28, 2018 program year as well as the forecasted results for the March 1, 2018 – February 28, 2019 accident period. The selected loss rate for accident year 2017/18 remained steady from the prior analysis.

Loss trends utilized in this exhibit are selections based upon insurance industry averages. The City's actual wage trend over the previous twenty years led to a half point increase in the wage trend underlying this exhibit. To the extent that the City's actual underlying trend are different, a slight bias in the estimate may result. However, the excess insurance purchased by the City should limit the impact of this risk, at least from a severity viewpoint.

EXHIBIT 4

Exhibit 4 develops the estimated outstanding losses as of August 31, 2017 on both a nominal basis and a discounted basis. The estimated outstanding losses as of August 31, 2017 are calculated by subtracting the paid losses as of that date from the estimate of the limited ultimate losses derived in Exhibit 2, Sheet 3 and Exhibit 3 for program year 2017/18. The discounted outstanding losses of this exhibit were produced through the application of discount factors derived based upon the prevailing 30 year U.S. Treasury Bond rate in effect as of August 31, 2017 and the underlying payment pattern for the specific losses. In addition, there are ten large claims in the 1986/87-1988/89 program years plus another thirteen in the 1999 – 2002, and 2004 years as identified in Appendix B with paid to date amounts in excess of their underlying retention. Since Exhibit 2 has already limited these claims to a maximum of the underlying retention, any excess payments have to be backed-out in order to eliminate a double credit for reinsurance recoverable.

The discounted outstanding loss as calculated within Exhibit 4 is approximately \$260,000 greater than the prior analysis. It is generally reflective of the deterioration of the 2016/2017 program year's expected ultimate loss which was previously projected based upon a loss rated approach versus the current projection based upon the loss development methodologies. This deterioration offset some of the gains netted by the closure of 62 claims over the previous twelve months for program years prior to the current 2017/2018 year.

EXHIBIT 5

Exhibit 5 develops a projection of the calendar year 2018 expected claims payments, including allocated claims expenses, for each program year under review. This exhibit simply extrapolates from the unlimited ultimate losses as previously derived for the anticipated annual expenditures commencing January 1, 2018. The projection is based upon the underlying paid loss development patterns that underlie the development of the ultimate losses by program year (attached as Appendix A, Sheets 1-5). By converting the cumulative paid factors into a percentage of losses paid at a given maturity and then comparing that percentage twelve months later, a percentage of losses expected to be paid in the upcoming twelve months can be calculated. The subsequent multiplication across program years yields an anticipated annual expenditure for calendar year 2018 of \$3,791,265. This figure is inclusive of allocated claims expenses since they are contained within the underlying loss data as presented by PMA Companies for this analysis and is further presented gross of any anticipated reinsurance recoveries.

A review of prior years' payouts has shown that this method had generally overstated the projected claims payments for the upcoming twelve months by upwards of 25%. The reasoning is two-fold: historical paid development factors are overly conservative based upon the impact of historical buyout programs and the ultimate losses used to project the upcoming payments do not reflect potential reinsurance recoveries.

Our mid-point of a reasonable range of estimates (\$3,317,357) results in a 12.5% decrease in expected costs. Based upon the average monthly payments over the past twelve months (\$195,300), the \$3.23M midpoint might appear somewhat conservative, but when compared to the four year trend it appears to be reasonable and adequate.

APPENDIX A

Appendix A presents the analysis of historical loss development patterns utilizing a variety of curve fitting techniques and display's various goodness of fit tests. Pennsylvania WC Bureau development patterns for paid and reported losses and reported claim counts have been used to supplement the City's own experience. The City's own loss development patterns are displayed in the triangulations of Sheets 1-2 & 6-7, for paid and reported losses respectively.

Various averages of the development factors are shown, as are those of the Bureau of WC. The selected development factors attempt to weigh the responsiveness of the City's own experience with the stability inherent in those of the collective insurance industry in the Commonwealth of Pennsylvania for Industry Grouping 16, Public Administration entities. Selections of paid and reported loss development factors have remained steady over prior valuations and will need to be closely monitored going forward.

PMA has been the current TPA for over four years and continues to aggressively settle claims and establish reasonable reserves, resulting in some volatility in payouts especially in the more recent program years. The final selection process attempts to smooth over these variable data anomalies. Due to the termination of the previous TPA and the resultant laborious task by PMA to re-establish accurate claim files, annual aggregate evaluations for 12.31.12 through 12.31.13 have not been available. We have started to build new development pattern tables based on recent evaluations and currently have three successive August 31st evaluations (two point to point selections) upon which to build the new tables. It will be another year or two before they are credible enough to potentially influence the selection process.

APPENDIX B

Appendix B, Sheet 1 presents the derivation of the critical reported loss amounts necessary to identify current large losses that would require special treatment under various per claim retention programs.

These critical loss amounts were used during a review of individual large losses of the City as detailed through a PA Claims Statement of Losses valued as of August 31, 2017. As mentioned previously, currently sixty-five losses meet or exceed these critical amounts and are displayed individually by program year within Sheets 2 through 5 of this Appendix.

APPENDIX C

Appendix C presents the derivation of discount factors used in discounting each accident periods' outstanding liabilities. This exhibit utilizes a discount rate of 2.75% per annum in combination with the selected payment pattern underlying the paid losses. The discount rate is representative of the effective yield as of August 31, 2017 for 30 year US Treasury Bonds.

The City of Scranton
Summary of Historical Loss Experience
As of August 31, 2017

Accident Year	Maturity (months)	Number of Claims			Paid Losses (Net of Subro)	Reported Losses
		Closed	Open	Total		
03/01/79-02/28/80	462	5	1	6	\$1,281,498	\$1,287,267
03/01/80-02/28/81	450	6	1	7	\$1,787,645	\$1,853,978
03/01/81-02/28/82	438	6	1	7	\$2,178,489	\$2,269,337
03/01/82-02/28/83	426	8	1	9	\$729,614	\$799,233
03/01/83-02/28/84	414	2	1	3	\$1,632,860	\$1,753,155
03/01/84-02/28/85	402	5	0	5	\$134,535	\$134,535
03/01/85-02/28/86	390	3	1	4	\$1,307,440	\$1,350,565
03/01/86-02/28/87	378	1	2	3	\$1,403,930	\$1,537,292
03/01/87-02/28/88	366	8	1	9	\$2,434,741	\$2,468,437
03/01/88-02/28/89	354	4	5	9	\$3,101,640	\$3,811,726
03/01/89-02/28/90	342	10	1	11	\$1,990,693	\$2,024,637
03/01/90-02/28/91	330	18	2	20	\$2,767,136	\$3,148,210
03/01/91-02/28/92	318	114	4	118	\$5,535,320	\$5,869,389
03/01/92-02/28/93	306	201	2	203	\$5,268,493	\$5,377,224
03/01/93-02/28/94	294	176	5	181	\$7,619,995	\$7,807,289
03/01/94-02/28/95	282	194	0	194	\$1,815,475	\$1,815,480
03/01/95-02/28/96	270	273	4	277	\$6,889,312	\$6,981,035
03/01/96-02/28/97	258	220	3	223	\$2,392,361	\$2,950,533
03/01/97-02/28/98	246	235	1	236	\$2,271,134	\$2,295,059
03/01/98-02/28/99	234	219	2	221	\$2,235,761	\$2,235,767
03/01/99-02/28/00	222	233	0	233	\$2,026,959	\$2,026,957
03/01/00-02/28/01	210	194	0	194	\$1,751,046	\$1,751,054
03/01/01-02/28/02	198	191	0	191	\$2,505,028	\$2,505,031
03/01/02-02/28/03	186	206	3	209	\$5,638,984	\$5,704,170
03/01/03-02/28/04	174	150	2	152	\$1,553,858	\$1,962,561
03/01/04-02/28/05	162	149	1	150	\$3,087,946	\$3,094,492
03/01/05-02/28/06	150	156	0	156	\$1,576,622	\$1,576,847
03/01/06-02/28/07	138	168	2	170	\$1,773,638	\$1,920,928
03/01/07-02/28/08	126	174	1	175	\$1,515,262	\$1,541,236
03/01/08-02/28/09	114	140	3	143	\$1,521,724	\$1,529,705
03/01/09-02/28/10	102	157	1	158	\$1,413,852	\$1,438,179
03/01/10-02/28/11	90	157	1	158	\$1,747,959	\$1,747,967
03/01/11-02/28/12	78	145	3	148	\$1,957,485	\$2,104,717
03/01/12-02/28/13	66	131	4	135	\$1,288,299	\$1,360,036
03/01/13-02/28/14	54	125	0	125	\$1,186,240	\$1,186,236
03/01/14-02/28/15	42	111	4	115	\$1,565,009	\$1,641,459
03/01/15-02/28/16	30	114	9	123	\$2,221,479	\$4,462,254
03/01/16-02/28/17	18	78	21	99	\$1,325,516	\$1,508,037
03/01/17-02/28/18	6	<u>33</u>	<u>19</u>	<u>52</u>	<u>\$182,045</u>	<u>\$264,427</u>
Totals		4520	112	4632	\$90,617,023	\$97,096,441

Source: PMA Companies Loss Summary by Policy, Account # 0441006
Statement of Losses Valued as of August 31, 2017

Note: Claim counts include claims closed without payment, and notice & medical only claims

The City of Scranton
Summary of Historical Exposure
As of August 31, 2017

<u>Calendar Year</u>	<u>Number of Employees</u>	<u>Payroll</u>	<u>Average Pay Per EE</u>	<u>Annual Change in Avg Payroll</u>
1997	571	\$18,920,100	\$33,135	
1998	584	\$18,968,992	\$32,481	-2.0%
1999	485	\$19,098,399	\$39,378	21.2%
2000	516	\$22,307,900	\$43,232	9.8%
2001	605	\$24,626,474	\$40,705	-5.8%
2002	580	\$21,313,870	\$36,748	-9.7%
2003	543	\$16,463,598	\$30,320	-17.5%
2004	562	\$20,214,639	\$35,969	18.6%
2005	520	\$17,887,985	\$34,400	-4.4%
2006	529	\$17,807,008	\$33,662	-2.1%
2007	516	\$18,738,747	\$36,315	7.9%
2008	525	\$19,114,409	\$36,408	0.3%
2009	549	\$18,670,308	\$34,008	-6.6%
2010	555	\$24,921,069	\$44,903	32.0%
2011	480	\$24,992,200	\$52,067	16.0%
2012	468	\$22,633,282	\$48,362	-7.1%
2013	498	\$28,699,650	\$57,630	19.2%
2014	480	\$30,574,331	\$63,697	10.5%
2015	475	\$32,395,961	\$68,202	7.1%
2016	474	\$31,625,548	\$66,721	-2.2%
2017	477	\$32,198,864	\$67,503	1.2%
Average Annual Trend in Average Payroll per Employee:				5.2%
2018 Budgetary	477	\$34,986,321	\$73,347	8.7%

Source: City of Scranton, Department of Business Administration

Estimation of Unlimited Ultimate Losses

(A) Accident Period	(B) Evaluation Date	(C) Maturity (months)	(D) Reported Losses at 8/31/17	(E) Paid Losses at 8/31/17	(F) Large Loss Critical Amount	(G) Number of Losses > Column(F)	(H) Reported on Large Losses	(I) Paid on Large Losses
03/01/88-02/28/87	8/31/2017	378.0	\$1,537,292	\$1,403,930	N/A	N/A	N/A	N/A
03/01/87-02/28/88	8/31/2017	386.0	\$2,468,437	\$2,434,741	N/A	N/A	N/A	N/A
03/01/88-02/28/89	8/31/2017	354.0	\$3,811,726	\$3,101,840	N/A	N/A	N/A	N/A
03/01/89-02/28/90	8/31/2017	342.0	\$2,024,637	\$1,990,693	N/A	N/A	N/A	N/A
03/01/90-02/28/91	8/31/2017	330.0	\$3,148,210	\$2,787,138	N/A	N/A	N/A	N/A
03/01/91-02/28/92	8/31/2017	318.0	\$5,869,389	\$5,535,320	N/A	N/A	N/A	N/A
03/01/92-02/28/93	8/31/2017	306.0	\$5,377,224	\$5,268,493	N/A	N/A	N/A	N/A
03/01/93-02/28/94	8/31/2017	294.0	\$7,807,289	\$7,619,995	N/A	N/A	N/A	N/A
03/01/94-02/28/95	8/31/2017	282.0	\$1,815,480	\$1,815,475	N/A	N/A	N/A	N/A
03/01/95-02/28/96	8/31/2017	270.0	\$6,981,035	\$6,889,312	N/A	N/A	N/A	N/A
03/01/96-02/28/97	8/31/2017	258.0	\$2,950,533	\$2,392,361	N/A	N/A	N/A	N/A
03/01/97-02/28/98	8/31/2017	246.0	\$2,295,059	\$2,271,134	N/A	N/A	N/A	N/A
03/01/98-02/28/99	8/31/2017	234.0	\$2,235,767	\$2,235,761	N/A	N/A	N/A	N/A
03/01/99-02/28/00	8/31/2017	222.0	\$2,026,957	\$2,026,959	N/A	N/A	N/A	N/A
03/01/00-02/28/01	8/31/2017	210.0	\$1,751,054	\$1,751,046	N/A	N/A	N/A	N/A
03/01/01-02/28/02	8/31/2017	198.0	\$2,505,031	\$2,505,028	N/A	N/A	N/A	N/A
03/01/02-02/28/03	8/31/2017	186.0	\$5,704,170	\$5,638,984	N/A	N/A	N/A	N/A
03/01/03-02/28/04	8/31/2017	174.0	\$1,962,561	\$1,553,858	N/A	N/A	N/A	N/A
03/01/04-02/28/05	8/31/2017	162.0	\$3,094,492	\$3,087,946	N/A	N/A	N/A	N/A
03/01/05-02/28/06	8/31/2017	150.0	\$1,576,847	\$1,576,622	N/A	N/A	N/A	N/A
03/01/06-02/28/07	8/31/2017	138.0	\$1,920,928	\$1,773,638	N/A	N/A	N/A	N/A
03/01/07-02/28/08	8/31/2017	126.0	\$1,541,236	\$1,515,282	N/A	N/A	N/A	N/A
03/01/08-02/28/09	8/31/2017	114.0	\$1,529,705	\$1,521,724	N/A	N/A	N/A	N/A
03/01/09-02/28/10	8/31/2017	102.0	\$1,438,179	\$1,413,852	N/A	N/A	N/A	N/A
03/01/10-02/28/11	8/31/2017	90.0	\$1,747,967	\$1,747,959	N/A	N/A	N/A	N/A
03/01/11-02/28/12	8/31/2017	78.0	\$2,104,717	\$1,957,465	N/A	N/A	N/A	N/A
03/01/12-02/28/13	8/31/2017	66.0	\$1,380,038	\$1,288,299	N/A	N/A	N/A	N/A
03/01/13-02/28/14	8/31/2017	54.0	\$1,186,236	\$1,188,240	N/A	N/A	N/A	N/A
03/01/14-02/28/15	8/31/2017	42.0	\$1,641,459	\$1,565,009	N/A	N/A	N/A	N/A
03/01/15-02/28/16	8/31/2017	30.0	\$4,462,254	\$2,221,479	N/A	N/A	N/A	N/A
03/01/16-02/28/17	8/31/2017	18.0	\$1,508,037	\$1,325,518	N/A	N/A	N/A	N/A
03/01/17-02/28/18	8/31/2017	6.0	\$284,427	\$182,045	N/A	N/A	N/A	N/A
Totals			\$87,648,371	\$81,584,942				

(J) Accident Period	(K) Evaluation Date	(L) Maturity (months)	(M) Cumulative Rptd Loss Dev Factor	(N) Implied Limited Ultimate Losses	(O) Cumulative Paid Loss Dev Factor	(P) Implied Limited Ultimate Losses	(Q) Selected Estimated Ultimate Losses
03/01/88-02/28/87	8/31/2017	378.0	1.039	\$1,597,715	1.172	\$1,645,063	\$1,616,854
03/01/87-02/28/88	8/31/2017	366.0	1.041	\$2,589,279	1.178	\$2,668,570	\$2,628,296
03/01/88-02/28/89	8/31/2017	354.0	1.043	\$3,873,785	1.185	\$3,675,684	\$3,864,645
03/01/89-02/28/90	8/31/2017	342.0	1.044	\$2,114,344	1.182	\$2,373,883	\$2,219,160
03/01/90-02/28/91	8/31/2017	330.0	1.046	\$3,293,794	1.200	\$3,321,808	\$3,305,035
03/01/91-02/28/92	8/31/2017	318.0	1.048	\$8,153,116	1.209	\$8,692,864	\$8,369,016
03/01/92-02/28/93	8/31/2017	306.0	1.051	\$5,649,409	1.218	\$6,419,573	\$5,957,475
03/01/93-02/28/94	8/31/2017	294.0	1.053	\$8,221,885	1.229	\$9,362,442	\$8,678,096
03/01/94-02/28/95	8/31/2017	282.0	1.056	\$1,816,815	1.240	\$2,250,792	\$2,050,408
03/01/95-02/28/96	8/31/2017	270.0	1.059	\$7,391,519	1.252	\$8,625,104	\$7,854,953
03/01/96-02/28/97	8/31/2017	258.0	1.062	\$3,133,728	1.265	\$3,027,155	\$3,091,069
03/01/97-02/28/98	8/31/2017	246.0	1.066	\$2,445,917	1.280	\$2,907,350	\$2,830,480
03/01/98-02/28/99	8/31/2017	234.0	1.070	\$2,391,794	1.297	\$2,899,773	\$2,894,535
03/01/99-02/28/00	8/31/2017	222.0	1.074	\$2,177,613	1.315	\$2,865,188	\$2,372,844
03/01/00-02/28/01	8/31/2017	210.0	1.079	\$1,890,156	1.335	\$2,338,418	\$2,069,481
03/01/01-02/28/02	8/31/2017	198.0	1.085	\$2,716,550	1.359	\$3,403,552	\$2,982,851
03/01/02-02/28/03	8/31/2017	186.0	1.092	\$6,226,158	1.385	\$7,810,879	\$6,961,245
03/01/03-02/28/04	8/31/2017	174.0	1.099	\$2,157,825	1.416	\$2,199,562	\$2,174,620
03/01/04-02/28/05	8/31/2017	162.0	1.108	\$3,429,674	1.451	\$4,479,928	\$3,848,899
03/01/05-02/28/06	8/31/2017	150.0	1.119	\$1,784,239	1.492	\$2,352,430	\$1,999,516
03/01/06-02/28/07	8/31/2017	138.0	1.131	\$2,173,173	1.541	\$2,733,327	\$2,397,234
03/01/07-02/28/08	8/31/2017	126.0	1.148	\$1,766,907	1.600	\$2,424,642	\$2,030,001
03/01/08-02/28/09	8/31/2017	114.0	1.165	\$1,782,198	1.673	\$2,545,235	\$2,097,412
03/01/09-02/28/10	8/31/2017	102.0	1.189	\$1,709,371	1.783	\$2,493,221	\$2,022,911
03/01/10-02/28/11	8/31/2017	90.0	1.219	\$2,130,852	1.880	\$3,280,822	\$2,583,240
03/01/11-02/28/12	8/31/2017	78.0	1.260	\$2,651,891	2.038	\$3,985,828	\$3,185,466
03/01/12-02/28/13	8/31/2017	66.0	1.318	\$1,791,885	2.253	\$2,002,957	\$2,238,314
03/01/13-02/28/14	8/31/2017	54.0	1.404	\$1,665,174	2.575	\$3,054,698	\$2,220,883
03/01/14-02/28/15	8/31/2017	42.0	1.545	\$2,536,811	3.007	\$4,846,881	\$3,480,839
03/01/15-02/28/16	8/31/2017	30.0	1.816	\$8,103,474	4.076	\$9,055,212	\$8,484,169
03/01/16-02/28/17	8/31/2017	18.0	2.504	\$3,776,219	6.504	\$8,620,809	\$5,714,055
03/01/17-02/28/18	8/31/2017	6.0	6.603	\$1,746,023	20.231	\$3,682,975	\$2,520,604
Totals				\$103,053,469		\$130,951,714	\$114,212,770

Column (D) and (E): Exhibit 1, Sheet 1

Column (F): Not applicable

Columns (G) through (I): Not applicable

Column (M): Appendix A, Sheet 9 & 9A

Column (N): Col(D) x Col(M)

Column (O): Appendix A, Sheet 4 & 4A

Column (P): Col(E) x Col(O)

Column (Q): 80% of Col. (N) and 40% of Col. (P)

Estimation of Limited Ultimate Losses
Limited to Specific per Claim Retentions (Assumes Full Reinsurance Recoveries)

(A) Accident Period	(B) Evaluation Date	(C) Maturity (months)	(D) Reported Losses at 8/31/17	(E) Paid Losses at 8/31/17	(F) Large Loss Critical Amount	(G) Number of Losses > Column(F)	(H) Reported on Large Losses	(I) Paid on Large Losses
03/01/86-02/28/87	8/31/2017	378.0	\$1,537,292	\$1,403,930	\$241,082	3	\$1,537,291	\$1,403,930
03/01/87-02/28/88	8/31/2017	366.0	\$2,488,437	\$2,434,741	\$338,837	4	\$2,118,843	\$2,084,948
03/01/88-02/28/89	8/31/2017	354.0	\$3,811,726	\$3,101,840	\$288,440	5	\$2,722,219	\$2,028,093
03/01/89-02/28/90	8/31/2017	342.0	\$2,024,837	\$1,990,893	\$479,810	1	\$504,370	\$470,428
03/01/90-02/28/91	8/31/2017	330.0	\$3,148,210	\$2,787,136	\$478,881	2	\$1,472,056	\$1,090,983
03/01/91-02/28/92	8/31/2017	318.0	\$5,889,389	\$5,535,320	\$334,583	8	\$4,212,448	\$3,878,380
03/01/92-02/28/93	8/31/2017	308.0	\$5,377,224	\$5,288,493	\$381,850	4	\$2,603,408	\$2,494,890
03/01/93-02/28/94	8/31/2017	294.0	\$7,807,269	\$7,619,995	\$380,561	9	\$5,135,530	\$4,948,318
03/01/94-02/28/95	8/31/2017	282.0	\$1,815,480	\$1,815,475	\$332,043	0	\$0	\$0
03/01/95-02/28/96	8/31/2017	270.0	\$6,981,035	\$6,889,312	\$473,001	5	\$3,022,839	\$2,831,119
03/01/96-02/28/97	8/31/2017	258.0	\$2,950,533	\$2,382,381	\$471,218	2	\$1,432,639	\$878,882
03/01/97-02/28/98	8/31/2017	248.0	\$2,285,059	\$2,271,134	\$375,558	1	\$395,272	\$395,272
03/01/98-02/28/99	8/31/2017	234.0	\$2,235,767	\$2,235,761	\$374,154	0	\$0	\$0
03/01/99-02/28/00	8/31/2017	222.0	\$2,026,957	\$2,026,959	\$232,876	3	\$942,198	\$942,198
03/01/00-02/28/01	8/31/2017	210.0	\$1,751,054	\$1,751,048	\$231,794	3	\$1,008,418	\$1,008,418
03/01/01-02/28/02	8/31/2017	198.0	\$2,505,031	\$2,505,028	\$230,581	4	\$1,292,419	\$1,292,419
03/01/02-02/28/03	8/31/2017	186.0	\$5,704,170	\$5,038,984	\$275,055	5	\$2,158,818	\$2,146,600
03/01/03-02/28/04	8/31/2017	174.0	\$1,962,561	\$1,563,858	\$318,720	1	\$688,103	\$287,625
03/01/04-02/28/05	8/31/2017	162.0	\$3,094,482	\$3,087,846	\$381,402	2	\$915,257	\$915,257
03/01/05-02/28/06	8/31/2017	150.0	\$1,578,847	\$1,578,822	\$447,840	0	\$0	\$0
03/01/06-02/28/07	8/31/2017	138.0	\$1,820,928	\$1,773,638	\$84,282	1	\$670,913	\$523,624
03/01/07-02/28/08	8/31/2017	126.0	\$1,541,236	\$1,515,262	\$855,771	0	\$0	\$0
03/01/08-02/28/09	8/31/2017	114.0	\$1,529,705	\$1,521,724	\$845,823	0	\$0	\$0
03/01/09-02/28/10	8/31/2017	102.0	\$1,438,179	\$1,413,852	\$833,308	0	\$0	\$0
03/01/10-02/28/11	8/31/2017	90.0	\$1,747,967	\$1,747,959	\$859,287	0	\$0	\$0
03/01/11-02/28/12	8/31/2017	78.0	\$2,104,717	\$1,857,485	\$638,764	0	\$0	\$0
03/01/12-02/28/13	8/31/2017	66.0	\$1,360,036	\$1,288,299	\$612,107	0	\$0	\$0
03/01/13-02/28/14	8/31/2017	54.0	\$1,186,238	\$1,188,240	\$576,244	0	\$0	\$0
03/01/14-02/28/15	8/31/2017	42.0	\$1,841,459	\$1,585,009	\$525,719	0	\$0	\$0
03/01/15-02/28/16	8/31/2017	30.0	\$4,462,254	\$2,221,479	\$450,070	2	\$2,461,629	\$599,216
03/01/16-02/28/17	8/31/2017	18.0	\$1,508,037	\$1,325,516	\$328,170	0	\$0	\$0
03/01/17-02/28/18	8/31/2017	6.0	\$284,427	\$182,045	\$126,743	0	\$0	\$0
Totals			\$87,648,371	\$81,564,942		65	\$35,284,471	\$30,320,478

(J) Accident Period	(K) Evaluation Date	(L) Maturity (months)	(M) Cumulative Rptd Loss Dev Factor	(N) Implied Limited Ultimate Losses	(O) Cumulative Paid Loss Dev Factor	(P) Implied Limited Ultimate Losses	(Q) Selected Estimated Ultimate Losses
03/01/86-02/28/87	8/31/2017	378.0	1.039	\$955,001	1.172	\$855,000	\$855,000
03/01/87-02/28/88	8/31/2017	366.0	1.041	\$1,784,084	1.178	\$1,812,121	\$1,783,289
03/01/88-02/28/89	8/31/2017	354.0	1.043	\$2,835,828	1.185	\$2,972,238	\$2,850,381
03/01/89-02/28/90	8/31/2017	342.0	1.044	\$2,087,827	1.192	\$2,312,904	\$2,177,739
03/01/90-02/28/91	8/31/2017	330.0	1.048	\$2,753,865	1.200	\$3,012,192	\$2,857,078
03/01/91-02/28/92	8/31/2017	318.0	1.048	\$4,537,037	1.209	\$4,803,427	\$4,643,883
03/01/92-02/28/93	8/31/2017	306.0	1.051	\$4,514,221	1.218	\$4,979,848	\$4,700,471
03/01/93-02/28/94	8/31/2017	294.0	1.053	\$6,413,632	1.229	\$6,882,603	\$6,601,220
03/01/94-02/28/95	8/31/2017	282.0	1.056	\$1,916,815	1.240	\$2,250,792	\$2,050,406
03/01/95-02/28/96	8/31/2017	270.0	1.059	\$8,690,937	1.252	\$7,455,477	\$8,998,753
03/01/96-02/28/97	8/31/2017	258.0	1.062	\$2,612,138	1.285	\$2,914,886	\$2,733,270
03/01/97-02/28/98	8/31/2017	248.0	1.068	\$2,424,663	1.280	\$2,801,350	\$2,578,338
03/01/98-02/28/99	8/31/2017	234.0	1.070	\$2,391,794	1.297	\$2,898,773	\$2,694,586
03/01/99-02/28/00	8/31/2017	222.0	1.074	\$1,915,385	1.315	\$2,176,320	\$2,018,789
03/01/00-02/28/01	8/31/2017	210.0	1.079	\$1,551,630	1.335	\$1,741,736	\$1,627,672
03/01/01-02/28/02	8/31/2017	198.0	1.085	\$2,395,970	1.359	\$2,727,557	\$2,628,805
03/01/02-02/28/03	8/31/2017	186.0	1.092	\$5,371,029	1.385	\$8,337,501	\$5,757,618
03/01/03-02/28/04	8/31/2017	174.0	1.099	\$1,776,280	1.416	\$2,167,415	\$1,932,722
03/01/04-02/28/05	8/31/2017	162.0	1.108	\$3,215,421	1.451	\$3,952,092	\$3,610,990
03/01/05-02/28/06	8/31/2017	150.0	1.119	\$1,784,239	1.492	\$2,352,430	\$1,990,616
03/01/06-02/28/07	8/31/2017	138.0	1.131	\$2,184,159	1.541	\$2,870,378	\$2,368,047
03/01/07-02/28/08	8/31/2017	126.0	1.148	\$1,768,907	1.600	\$2,424,642	\$2,030,001
03/01/08-02/28/09	8/31/2017	114.0	1.165	\$1,782,196	1.673	\$2,545,235	\$2,087,412
03/01/09-02/28/10	8/31/2017	102.0	1.189	\$1,709,371	1.763	\$2,493,221	\$2,022,911
03/01/10-02/28/11	8/31/2017	90.0	1.219	\$2,130,852	1.680	\$3,286,822	\$2,693,240
03/01/11-02/28/12	8/31/2017	78.0	1.280	\$2,851,891	2.036	\$3,985,828	\$3,185,468
03/01/12-02/28/13	8/31/2017	66.0	1.318	\$1,791,885	2.253	\$2,902,957	\$2,236,314
03/01/13-02/28/14	8/31/2017	54.0	1.404	\$1,685,174	2.575	\$3,054,896	\$2,220,883
03/01/14-02/28/15	8/31/2017	42.0	1.545	\$2,536,811	3.007	\$4,846,881	\$3,460,839
03/01/15-02/28/16	8/31/2017	30.0	1.816	\$5,233,144	4.076	\$8,212,683	\$6,424,980
03/01/16-02/28/17	8/31/2017	18.0	2.504	\$3,776,219	6.504	\$6,620,809	\$5,714,055
03/01/17-02/28/18	8/31/2017	6.0	6.603	\$1,746,023	20.231	\$3,682,975	\$2,520,804
Totals				\$88,742,008		\$116,139,668	\$98,701,154

Columns (D) and (E): Exhibit 1, Sheet 1

Column(F): Appendix B, Sheet 1 & 2

Columns (G) through (I): PMA Large Loss Report by Policy Period

Column(M): Appendix A, Sheet 9 & 9A

Column(N): [Col(D)-Col(H)]xCol(M) + Col(G) x Specific Retention

Column(O): Appendix A, Sheet 4 & 4A

Column(P): [Col(E)-Col(I)]xCol(O) + Col(G) x Specific Retention

Column(Q): 80% of Col. (N) and 40% of Col. (P)

Estimation of Limited Ultimate Losses
Limited to Specific per Claim Retentions

(Assumes Allowable Reinsurance recoveries - all but Frontier 1994-1996 and General Re/Peppy Plan 1990-1993)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Accident Period	Evaluation Date	Maturity (months)	Reported Losses at 8/31/17	Paid Losses at 8/31/17	Large Loss Critical Amount	Number of Losses > Column(F)	Reported on Large Losses	Paid on Large Losses
03/01/86-02/28/87	8/31/2017	378.0	\$1,537,292	\$1,403,930	\$241,002	3	\$1,537,291	\$1,403,930
03/01/87-02/28/88	8/31/2017	368.0	\$2,468,437	\$2,434,741	\$338,837	4	\$2,118,843	\$2,084,948
03/01/88-02/28/89	8/31/2017	354.0	\$3,811,726	\$3,101,840	\$288,440	5	\$2,722,219	\$2,028,093
03/01/89-02/28/90	8/31/2017	342.0	\$2,024,637	\$1,990,893	\$479,810	1	\$504,370	\$470,428
03/01/90-02/28/91	8/31/2017	330.0	\$3,148,210	\$2,787,138	\$478,891	0	\$0	\$0
03/01/91-02/28/92	8/31/2017	318.0	\$5,889,389	\$5,535,320	\$334,583	0	\$0	\$0
03/01/92-02/28/93	8/31/2017	308.0	\$5,377,224	\$5,268,493	\$381,850	0	\$0	\$0
03/01/93-02/28/94	8/31/2017	294.0	\$7,807,289	\$7,618,995	\$380,581	0	\$0	\$0
03/01/94-02/28/95	8/31/2017	282.0	\$1,815,480	\$1,816,475	\$332,043	0	\$0	\$0
03/01/95-02/28/96	8/31/2017	270.0	\$8,981,035	\$8,889,312	\$473,001	0	\$0	\$0
03/01/96-02/28/97	8/31/2017	258.0	\$2,950,533	\$2,392,381	\$471,218	0	\$0	\$0
03/01/97-02/28/98	8/31/2017	246.0	\$2,295,059	\$2,271,134	\$375,559	1	\$385,272	\$395,272
03/01/98-02/28/99	8/31/2017	234.0	\$2,235,767	\$2,235,761	\$374,154	0	\$0	\$0
03/01/99-02/28/00	8/31/2017	222.0	\$2,026,957	\$2,026,959	\$232,876	3	\$942,198	\$942,198
03/01/00-02/28/01	8/31/2017	210.0	\$1,751,054	\$1,751,046	\$231,794	3	\$1,008,418	\$1,008,418
03/01/01-02/28/02	8/31/2017	198.0	\$2,505,031	\$2,505,028	\$230,581	4	\$1,292,419	\$1,292,419
03/01/02-02/28/03	8/31/2017	188.0	\$5,704,170	\$5,838,984	\$275,055	5	\$2,158,818	\$2,148,600
03/01/03-02/28/04	8/31/2017	174.0	\$1,962,551	\$1,553,858	\$318,720	1	\$688,103	\$287,625
03/01/04-02/28/05	8/31/2017	162.0	\$3,094,492	\$3,087,946	\$361,402	2	\$915,257	\$915,257
03/01/05-02/28/06	8/31/2017	150.0	\$1,576,847	\$1,578,822	\$447,840	0	\$0	\$0
03/01/06-02/28/07	8/31/2017	138.0	\$1,920,928	\$1,773,838	\$684,282	1	\$870,913	\$523,824
03/01/07-02/28/08	8/31/2017	128.0	\$1,541,238	\$1,515,282	\$655,771	0	\$0	\$0
03/01/08-02/28/09	8/31/2017	114.0	\$1,529,705	\$1,521,724	\$645,623	0	\$0	\$0
03/01/09-02/28/10	8/31/2017	102.0	\$1,438,179	\$1,413,852	\$633,308	0	\$0	\$0
03/01/10-02/28/11	8/31/2017	90.0	\$1,747,987	\$1,747,959	\$659,287	0	\$0	\$0
03/01/11-02/28/12	8/31/2017	78.0	\$2,104,717	\$1,057,485	\$638,794	0	\$0	\$0
03/01/12-02/28/13	8/31/2017	68.0	\$1,360,036	\$1,288,299	\$612,107	0	\$0	\$0
03/01/13-02/28/14	8/31/2017	54.0	\$1,186,236	\$1,188,240	\$576,244	0	\$0	\$0
03/01/14-02/28/15	8/31/2017	42.0	\$1,841,458	\$1,585,009	\$525,719	0	\$0	\$0
03/01/15-02/28/16	8/31/2017	30.0	\$4,482,254	\$2,221,479	\$450,070	2	\$2,461,829	\$589,216
03/01/16-02/28/17	8/31/2017	18.0	\$1,508,037	\$1,325,518	\$328,170	0	\$0	\$0
03/01/17-02/28/18	8/31/2017	8.0	\$284,427	\$182,045	\$128,743	0	\$0	\$0
Totals			\$87,848,371	\$81,584,942		35	\$17,415,551	\$14,098,025

(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)
Accident Period	Evaluation Date	Maturity (months)	Cumulative Rptd Loss Dev Factor	Implied Limited Ultimate Losses	Cumulative Paid Loss Dev Factor	Implied Limited Ultimate Losses	Selected Estimated Ultimate Losses
03/01/86-02/28/87	8/31/2017	378.0	1.039	\$955,001	1.172	\$855,000	\$455,000
03/01/87-02/28/88	8/31/2017	368.0	1.041	\$1,764,084	1.178	\$1,812,121	\$1,783,284
03/01/88-02/28/89	8/31/2017	354.0	1.043	\$2,835,828	1.185	\$2,972,236	\$2,980,391
03/01/89-02/28/90	8/31/2017	342.0	1.044	\$2,087,827	1.192	\$2,312,904	\$2,177,738
03/01/90-02/28/91	8/31/2017	330.0	1.046	\$3,293,794	1.200	\$3,321,886	\$3,308,035
03/01/91-02/28/92	8/31/2017	318.0	1.048	\$6,153,116	1.209	\$6,892,884	\$6,389,018
03/01/92-02/28/93	8/31/2017	308.0	1.051	\$6,649,409	1.218	\$8,419,573	\$5,957,475
03/01/93-02/28/94	8/31/2017	294.0	1.053	\$8,221,885	1.229	\$9,362,442	\$8,678,996
03/01/94-02/28/95	8/31/2017	282.0	1.056	\$1,916,815	1.240	\$2,250,792	\$2,050,405
03/01/95-02/28/96	8/31/2017	270.0	1.059	\$7,391,519	1.252	\$8,625,104	\$7,884,853
03/01/96-02/28/97	8/31/2017	258.0	1.062	\$3,133,728	1.265	\$3,027,155	\$3,091,999
03/01/97-02/28/98	8/31/2017	246.0	1.068	\$2,424,663	1.280	\$2,801,350	\$2,575,328
03/01/98-02/28/99	8/31/2017	234.0	1.070	\$2,391,794	1.297	\$2,880,773	\$2,684,588
03/01/99-02/28/00	8/31/2017	222.0	1.074	\$1,915,385	1.315	\$2,178,320	\$2,019,759
03/01/00-02/28/01	8/31/2017	210.0	1.079	\$1,551,830	1.335	\$1,741,738	\$1,627,672
03/01/01-02/28/02	8/31/2017	198.0	1.085	\$2,395,970	1.359	\$2,727,557	\$2,528,605
03/01/02-02/28/03	8/31/2017	188.0	1.092	\$5,371,029	1.385	\$6,337,501	\$5,787,818
03/01/03-02/28/04	8/31/2017	174.0	1.099	\$1,778,250	1.416	\$2,167,415	\$1,932,722
03/01/04-02/28/05	8/31/2017	162.0	1.108	\$3,215,421	1.451	\$3,952,092	\$3,510,090
03/01/05-02/28/06	8/31/2017	150.0	1.119	\$1,784,230	1.492	\$2,352,430	\$1,998,518
03/01/06-02/28/07	8/31/2017	138.0	1.131	\$2,164,159	1.541	\$2,678,378	\$2,389,047
03/01/07-02/28/08	8/31/2017	128.0	1.146	\$1,768,907	1.600	\$2,424,842	\$2,030,001
03/01/08-02/28/09	8/31/2017	114.0	1.165	\$1,782,186	1.673	\$2,545,235	\$2,087,412
03/01/09-02/28/10	8/31/2017	102.0	1.189	\$1,709,371	1.783	\$2,493,221	\$2,022,911
03/01/10-02/28/11	8/31/2017	90.0	1.219	\$2,130,852	1.880	\$3,288,822	\$2,593,240
03/01/11-02/28/12	8/31/2017	78.0	1.260	\$2,851,891	2.036	\$3,985,828	\$3,185,488
03/01/12-02/28/13	8/31/2017	68.0	1.318	\$1,791,885	2.253	\$2,902,957	\$2,238,314
03/01/13-02/28/14	8/31/2017	54.0	1.404	\$1,865,174	2.575	\$3,054,698	\$2,220,843
03/01/14-02/28/15	8/31/2017	42.0	1.545	\$2,536,811	3.097	\$4,846,881	\$3,489,838
03/01/15-02/28/16	8/31/2017	30.0	1.816	\$5,233,144	4.078	\$8,212,883	\$5,424,960
03/01/16-02/28/17	8/31/2017	18.0	2.504	\$3,776,219	6.504	\$8,820,809	\$5,714,658
03/01/17-02/28/18	8/31/2017	8.0	6.603	\$1,748,023	20.231	\$3,682,975	\$2,520,884
Totals				\$85,063,809		\$123,540,390	\$108,454,444

Columns (D) and (E): Exhibit 1, Sheet 1
 Column(F): Appendix B, Sheet 1
 Columns (G) through (I): PMA Large Loss Report by Policy Period
 Column(M): Appendix A, Sheet 8 & 9A
 Column(N): (Col(D)-Col(H))xCol(M) + Col(G) x Specific Retention
 Column(O): Appendix A, Sheet 4 & 4A
 Column(P): (Col(E)-Col(I))xCol(O) + Col(G) x Specific Retention
 Column(Q): 80% of Col. (N) and 40% Col. (P)

The City of Scranton
Workers' Compensation

Estimation of Limited Ultimate Losses

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Accident Period	Limited Ultimate Losses	Loss Trend Factor	Trended Limited Ultimate Losses	Payroll	Payroll Trend Factor	Adjusted Payroll	Loss Rate per \$100 of Payroll
03/01/07-02/28/08	\$2,030,001	1.791	\$3,635,423	\$18,801,357	1.480	\$27,830,602	\$13.06
03/01/08-02/28/09	\$2,087,412	1.689	\$3,526,638	\$19,040,392	1.423	\$27,100,415	\$13.01
03/01/09-02/28/10	\$2,022,911	1.594	\$3,224,213	\$19,712,101	1.369	\$26,977,372	\$11.95
03/01/10-02/28/11	\$2,593,240	1.504	\$3,899,274	\$24,932,924	1.316	\$32,810,027	\$11.88
03/01/11-02/28/12	\$3,185,466	1.419	\$4,518,644	\$24,599,047	1.265	\$31,125,642	\$14.52
03/01/12-02/28/13	\$2,236,314	1.338	\$2,992,692	\$23,644,343	1.217	\$28,766,959	\$10.40
03/01/13-02/28/14	\$2,220,983	1.262	\$2,803,940	\$29,012,097	1.170	\$33,940,050	\$8.26
03/01/14-02/28/15	\$3,460,839	1.191	\$4,121,915	\$30,877,936	1.125	\$34,733,479	\$11.87
03/01/15-02/28/16	\$6,424,960	1.124	\$7,219,085	\$32,267,559	1.082	\$34,900,591	\$20.68
03/01/16-02/28/17	\$5,714,055	1.060	\$6,056,898	\$31,721,101	1.040	\$32,989,945	\$18.36
Total	\$31,976,181		\$41,998,723			\$311,175,081	\$13.50
Excl HI & Lo			\$31,975,698			\$242,334,440	\$13.19
Avg Last 5 Yrs			\$23,194,531			\$165,331,024	\$14.03
Avg Last 3 Yrs			\$17,397,898			\$102,624,015	\$16.95

(I)	(J)	(K)	(L)
Accident Period	Selected Loss Rate	Payroll	Forecast Limited Ultimate Losses
03/01/17-02/28/18	\$13.50	\$32,663,440	\$4,409,564
03/01/18-02/28/19	\$13.76	\$35,190,408	\$4,842,065

Column(F): Based upon a selected annual wage trend of 4.0%
 Column(G): Column (E) x Column (F)
 Column(H): Column (D) / Column (G)
 Column(J): Selected average of Column (H), trended for 2018-19
 Column(K): Exhibit 1, Sheet 2
 Column(L): Column (J) x Column (K)

Column(B): Exhibit 2, Sheet 3
 Column(C): Based upon a selected annual loss trend of 6.0%
 Column(D): Column (B) x Column (C)
 Column(E): Exhibit 1, Sheet 2

The City of Scranton
Worker's Compensation

Exhibit 4

Projection of Discounted Outstanding Losses

(A) Accident Year	(B) Limited Ultimate Losses	(C) Paid Losses	(D) Outstanding Losses	(E) Discount Factor	(F) Discounted Outstanding Losses
<i>As of August 31, 2017:</i>					
Pre - 1986	\$9,448,070	\$9,052,081	\$395,989	0.973	\$385,391
1986/87	\$855,000	\$850,000	\$5,000	0.973	\$4,867
1987/88	\$1,783,298	\$1,749,793	\$33,505	0.973	\$32,608
1988/89	\$2,890,391	\$2,660,982	\$229,409	0.963	\$220,840
1989/90	\$2,177,738	\$1,990,693	\$187,045	0.952	\$178,076
1990/91	\$3,305,035	\$2,767,136	\$537,899	0.939	\$505,280
1991/92	\$6,369,015	\$5,535,320	\$833,695	0.927	\$772,554
1992/93	\$5,957,475	\$5,268,493	\$688,982	0.914	\$629,507
1993/94	\$8,678,096	\$7,619,995	\$1,058,101	0.901	\$953,024
1994/95	\$2,050,406	\$1,815,475	\$234,931	0.888	\$208,544
1995/96	\$7,884,953	\$6,889,312	\$995,641	0.875	\$870,861
1996/97	\$3,091,099	\$2,392,361	\$698,738	0.862	\$602,120
1997/98	\$2,575,338	\$2,271,134	\$304,204	0.849	\$258,202
1998/99	\$2,594,586	\$2,235,761	\$358,825	0.836	\$299,954
1999/00	\$2,019,759	\$1,832,579	\$187,180	0.823	\$154,067
2000/01	\$1,627,672	\$1,481,672	\$146,000	0.810	\$118,316
2001/02	\$2,528,605	\$2,303,711	\$224,894	0.798	\$179,391
2002/03	\$5,757,618	\$4,969,864	\$787,753	0.788	\$620,419
2003/04	\$1,932,722	\$1,553,858	\$378,864	0.777	\$294,563
2004/05	\$3,510,090	\$2,972,689	\$537,400	0.770	\$413,733
2005/06	\$1,999,516	\$1,576,622	\$422,894	0.762	\$322,356
2006/07	\$2,369,047	\$1,773,638	\$595,409	0.757	\$450,897
2007/08	\$2,030,001	\$1,515,262	\$514,739	0.752	\$387,247
2008/09	\$2,087,412	\$1,521,724	\$565,688	0.750	\$424,182
2009/10	\$2,022,911	\$1,413,852	\$609,059	0.747	\$455,203
2010/11	\$2,593,240	\$1,747,959	\$845,281	0.747	\$631,363
2011/12	\$3,185,466	\$1,957,485	\$1,227,981	0.748	\$918,196
2012/13	\$2,236,314	\$1,288,299	\$948,015	0.750	\$710,756
2013/14	\$2,220,983	\$1,186,240	\$1,034,743	0.753	\$779,135
2014/15	\$3,460,839	\$1,565,009	\$1,895,830	0.757	\$1,435,801
2015/16	\$6,424,960	\$2,221,479	\$4,203,481	0.763	\$3,206,048
2016/17	\$5,714,055	\$1,325,516	\$4,388,539	0.769	\$3,373,608
2017/18	<u>\$2,204,782</u>	<u>\$182,045</u>	<u>\$2,022,737</u>	0.774	<u>\$1,566,241</u>
Totals	\$115,586,492	\$87,488,039	\$28,098,451		\$22,363,350

Column (B): Exhibit 2, Sheet 3, or Exhibit 1, Sheet 1 for Pre-1986
Accident Year 2017/18 from Loss Forecast, Exhibit 3, as of 6 months

Column (C): Exhibit 1, Sheet 1, less claim payments in excess of SIR
(applicable to program years 1986 - 1988, 1999 - 2002, and 2004)

Column (D): Column (B) - Column (C)

Column (E): Appendix C

Column (F): Column (D) x Column (E)

Projection of Annual Expenditure Amounts
Calendar Year 2018

(A)	(B)	(C)	(D)	(E)	(F)	(G)
Accident Year	Unlimited Ultimate Losses	Accident Year Age (in months) at 12/31/17	Ultimate Paid Loss Development Factor	Percentage Paid As of at 12/31/17	Percentage of Losses Paid in Upcoming 12 Months	Anticipated Losses & ALAE Paid in Upcoming 12 Months
Pre - 1986	\$9,448,070	430	1.070	93.5%	1.0%	\$94,481
1986/87	\$1,616,654	382	1.111	90.0%	1.0%	\$16,167
1987/88	\$2,688,996	370	1.124	89.0%	1.0%	\$27,999
1988/89	\$3,854,545	358	1.137	88.0%	1.0%	\$39,218
1989/90	\$2,218,160	346	1.151	86.9%	1.1%	\$23,734
1990/91	\$3,305,035	334	1.165	85.8%	1.0%	\$34,514
1991/92	\$6,369,015	322	1.180	84.8%	1.1%	\$69,510
1992/93	\$5,957,475	310	1.195	83.7%	1.1%	\$63,386
1993/94	\$8,678,096	298	1.211	82.6%	1.1%	\$95,966
1994/95	\$2,050,406	286	1.227	81.5%	1.1%	\$22,083
1995/96	\$7,884,953	274	1.243	80.5%	1.0%	\$82,735
1996/97	\$3,091,099	262	1.259	79.4%	1.0%	\$31,610
1997/98	\$2,630,490	250	1.275	78.4%	1.0%	\$26,224
1998/99	\$2,594,586	238	1.291	77.5%	1.0%	\$25,225
1999/00	\$2,372,644	226	1.309	76.4%	1.0%	\$24,795
2000/01	\$2,069,461	214	1.328	75.3%	1.1%	\$23,548
2001/02	\$2,992,551	202	1.351	74.0%	1.2%	\$37,199
2002/03	\$6,861,245	190	1.376	72.7%	1.4%	\$93,506
2003/04	\$2,174,520	178	1.405	71.2%	1.5%	\$32,615
2004/05	\$3,849,895	166	1.438	69.5%	1.7%	\$63,817
2005/06	\$1,999,516	154	1.478	67.7%	1.8%	\$36,796
2006/07	\$2,397,234	142	1.524	65.6%	2.1%	\$49,214
2007/08	\$2,030,001	130	1.579	63.3%	2.3%	\$46,739
2008/09	\$2,087,412	118	1.647	60.7%	2.6%	\$54,211
2009/10	\$2,022,911	106	1.731	57.8%	2.9%	\$59,629
2010/11	\$2,593,240	94	1.838	54.4%	3.4%	\$87,348
2011/12	\$3,185,466	82	1.979	50.5%	3.9%	\$123,495
2012/13	\$2,236,314	70	2.172	46.0%	4.5%	\$100,552
2013/14	\$2,220,983	58	2.452	40.8%	5.3%	\$116,726
2014/15	\$3,460,839	46	2.891	34.6%	6.2%	\$214,180
2015/16	\$8,484,169	34	3.668	27.3%	7.3%	\$621,728
2016/17	\$5,714,055	22	5.379	18.6%	8.7%	\$495,784
2017/18	\$4,409,564	10	11.749	8.5%	10.1%	\$444,401
2018/19	<u>\$4,842,065</u>	0	N/A	0.0%	8.5%	<u>\$412,130</u>
Totals	\$130,391,665					\$3,791,265

Column (B): Exhibit 2, Sheet 1 or Exhibit 3 for Accident Years 2017 and 2018

Column (D): Appendix A, Sheet 5, runoff of 1997/98 and prior

Column (E): 1/Column (D)

Column (F): Annual Differences in Column (E)

Pre-1986 based upon factors from Appendix A, Sheet 3, 4 year prior

Column (G): Column (B) x Column (F)

\$2,843,449 @ 75%
\$3,317,357 Midpoint

Analysis Based Upon Paid Losses and Expenses
As of December 31, 2011

	12/31	24/36	36/48	48/60	60/72	72/84	84/96	96/108	108/120	120/132	132/144	144/156	156/168	168/180	180/192	192/204	204/216	216/228	228/252	252/264	264/276	276/288	288/300	Total
Sp. Average	2,232	1,450	1,270	1,205	1,151	1,123	1,089	1,074	1,056	1,033	1,020	1,004	1,004	1,003	1,028	1,028	1,030	1,033	1,023	1,022	1,022	1,022	1,024	1,024
Water Adj.	2,194	1,459	1,250	1,287	1,144	1,148	1,089	1,088	1,062	1,038	1,037	1,042	1,033	1,045	1,027	1,029	1,032	1,032	1,023	1,021	1,021	1,021	1,024	1,024
Adj (High & low)	2,202	1,442	1,246	1,257	1,134	1,151	1,088	1,072	1,055	1,035	1,032	1,038	1,034	1,041	1,030	1,032	1,032	1,031	1,022	1,022	1,021	1,021	1,023	1,024
Selected	2,215	1,450	1,300	1,259	1,145	1,136	1,088	1,078	1,056	1,038	1,032	1,042	1,034	1,046	1,028	1,030	1,030	1,033	1,022	1,022	1,022	1,023	1,024	1,024
Cumulative No Bill	12,415	5,936	3,967	3,222	2,547	2,225	1,860	1,605	1,474	1,261	1,153	1,034	1,076	1,231	1,273	1,230	1,202	1,103	1,118	1,094	1,071	1,046	1,024	1,075
Cumulative/Total	13,360	6,027	4,156	3,424	2,736	2,391	2,107	1,940	1,800	1,699	1,637	1,542	1,480	1,431	1,368	1,321	1,282	1,251	1,202	1,176	1,151	1,128	1,101	1,151

(Note: premiumly overrated due to the influence of an aggressive buyout program of prior program years, 1999 - 2003)

2008 Bureau Expense	5,776	3,415	2,701	2,320	2,070	1,908	1,759	1,685	1,607	1,540	1,476	1,418	1,364	1,316	1,270	1,228	1,190	1,157						
Cumulative for Industry Grouping 10, Public Administration																								
50/50 Weighting	10,064	4,721	3,429	2,932	2,404	2,149	1,943	1,813	1,703	1,600	1,557	1,490	1,422	1,373	1,319	1,279	1,241							

The City of Scranton
Weighted Average of PA Bureau of WC Paid Loss Development Factors
City of Scranton WC Paid Loss Development Factors

ANALYSIS OF DEVELOPMENT PATTERNS
USING THE METHOD OF LEAST SQUARES*

ACTUAL VALUES		Curve: $Y = A \cdot (B^X)$ (Power Model)		Curve: $Y = 1 / [1 - \exp(-AX^B)]$ (Weibull)		Curve: $Y = A \cdot (1/X)^B + 1$ (Inverse Power Curve)		*** SELECTED ***					
X	Y	X	LN(LN(Y))	LN(X)	Double Log [Y(Y-1)]	LN(1/X)	LN(Y-1)	X	Y	X	Y	X	Y
12	10.064	12.00	0.84	2.48	-2.28	6.0	17.701	6.0	20.231	6.0	20.231	6.0	20.231
24	4.721	24.00	0.44	3.18	-1.44	18.0	6.503	18.0	6.504	18.0	6.504	18.0	6.504
36	3.428	36.00	0.21	3.58	-1.06	30.0	4.190	30.0	4.076	30.0	4.076	30.0	4.076
48	2.892	48.00	0.06	3.87	-0.86	42.0	3.186	42.0	3.097	42.0	3.097	42.0	3.097
60	2.404	60.00	-0.13	4.09	-0.62	54.0	2.625	54.0	2.575	54.0	2.575	54.0	2.575
72	2.149	72.00	-0.27	4.28	-0.47	66.0	2.268	66.0	2.253	66.0	2.253	66.0	2.253
84	1.948	84.00	-0.41	4.43	-0.33	78.0	2.022	78.0	2.036	78.0	2.036	78.0	2.036
96	1.813	96.00	-0.52	4.56	-0.22	90.0	1.842	90.0	1.860	90.0	1.860	90.0	1.860
		102.0	1.641			102.0	1.705	102.0	1.763	102.0	1.763	102.0	1.763
		114.0	1.511			114.0	1.588	114.0	1.673	114.0	1.673	114.0	1.673
		126.0	1.410			126.0	1.513	126.0	1.600	126.0	1.600	126.0	1.600
		138.0	1.332			138.0	1.443	138.0	1.541	138.0	1.541	138.0	1.541
		150.0	1.269			150.0	1.386	150.0	1.492	150.0	1.492	150.0	1.492
		162.0	1.220			162.0	1.338	162.0	1.451	162.0	1.451	162.0	1.451
		174.0	1.180			174.0	1.297	174.0	1.416	174.0	1.416	174.0	1.416
		186.0	1.148			186.0	1.262	186.0	1.385	186.0	1.385	186.0	1.385
		198.0	1.122			198.0	1.232	198.0	1.359	198.0	1.359	198.0	1.359
		210.0	1.100			210.0	1.206	210.0	1.335	210.0	1.335	210.0	1.335
		222.0	1.083			222.0	1.184	222.0	1.315	222.0	1.315	222.0	1.315
		234.0	1.069			234.0	1.164	234.0	1.297	234.0	1.297	234.0	1.297
SUM		432.00	0.22	30.48	-7.25				5.26				
AVERAGE		54.00	0.03	3.81	-0.91				0.66				
		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES	
		N =	8.000	N =	8.000	N =	8.000	N =	8.000	N =	8.000	N =	8.000
		A =	10.364	A =	0.010	A =	0.010	A =	147.967	A =	147.967	A =	147.967
		B =	0.985	B =	0.960	B =	0.960	B =	1.199	B =	1.199	B =	1.199
		R^2 =	0.961	R^2 =	0.994	R^2 =	0.994	R^2 =	0.988	R^2 =	0.988	R^2 =	0.988

The City of Scranton
Weighted Average of PA Bureau of WC Paid Loss Development Factors
City of Scranton WC Paid Loss Development Factors

ANALYSIS OF DEVELOPMENT PATTERNS
USING THE METHOD OF LEAST SQUARES*

ACTUAL VALUES		Curve : $Y = A \cdot (B \cdot X)$ (Power Model)		Curve : $Y = 1 / (1 - \text{EXP}(-A \cdot X^B))$ (Weibull)		Curve : $Y = A \cdot (1/X)^B + 1$ (Inverse Power Curve)		*** SELECTED ***	
X	Y	X	LN(LN(Y))	LN(X)	Double Log LN(Y-1)	LN(X)	LN(Y-1)	LN(X)	LN(Y-1)
		TRANSFORMED VALUES	FITTED VALUES	TRANSFORMED VALUES	FITTED VALUES	TRANSFORMED VALUES	FITTED VALUES	TRANSFORMED VALUES	FITTED VALUES
Maturity (Months)	Cumulative Paid Loss Dev Factor								
12	10.064	12.00	0.84	2.48	-2.26	2.48	1.147	-2.48	2.20
24	4.721	24.00	0.44	3.16	-1.44	3.16	1.132	-3.16	1.31
36	3.429	36.00	0.21	3.68	-1.06	3.68	1.118	-3.58	0.89
48	2.892	48.00	0.06	3.87	-0.86	3.87	1.106	-3.87	0.84
60	2.404	60.00	-0.13	4.09	-0.62	4.09	1.095	-4.09	0.34
72	2.149	72.00	-0.27	4.28	-0.47	4.28	1.086	-4.28	0.14
84	1.948	84.00	-0.41	4.43	-0.33	4.43	1.078	-4.43	-0.05
96	1.813	96.00	-0.52	4.56	-0.22	4.56	1.070	-4.56	-0.21
		342.0	1.013	342.0	1.063	342.0	1.063	342.0	1.192
		354.0	1.011	354.0	1.057	354.0	1.057	354.0	1.185
		366.0	1.009	366.0	1.052	366.0	1.052	366.0	1.178
		378.0	1.007	378.0	1.047	378.0	1.047	378.0	1.172
		390.0	1.006	390.0	1.042	390.0	1.042	390.0	1.166
		402.0	1.005	402.0	1.039	402.0	1.039	402.0	1.160
		414.0	1.004	414.0	1.035	414.0	1.035	414.0	1.155
		426.0	1.004	426.0	1.032	426.0	1.032	426.0	1.150
		438.0	1.003	438.0	1.029	438.0	1.029	438.0	1.145
		450.0	1.002	450.0	1.026	450.0	1.026	450.0	1.141
		462.0	1.002	462.0	1.024	462.0	1.024	462.0	1.137
		474.0	1.002	474.0	1.022	474.0	1.022	474.0	1.133
SUM		432.00	0.22	30.48	-7.25	30.48	5.26	-30.48	5.26
AVERAGE		54.00	0.03	3.81	-0.91	3.81	0.66	-3.81	0.66
		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES	
		N =	8.000	N =	8.000	N =	8.000	N =	8.000
		A =	10.364	A =	0.010	A =	147.967	A =	147.967
		B =	0.985	B =	0.960	B =	1.139	B =	1.139
		R^2 =	0.961	R^2 =	0.994	R^2 =	0.998	R^2 =	0.998

The City of Scranton
Weighted Average of PA Bureau of WC Paid Loss Development Factors
City of Scranton WC Paid Loss Development Factors

ANALYSIS OF DEVELOPMENT PATTERNS
USING "THE METHOD OF LEAST SQUARES"

ACTUAL VALUES		Curve : Y = A*(B^X) (Power Model)			Curve : Y = 1 / (1 - EXP(-AX^B)) (Weibull)			Curve : Y = A * (1/XY)^B + 1 (Inverse Power Curve)			*** SELECTED ***		
X	Y	TRANSFORMED VALUES	FITTED VALUES	LN(X)	DOUBLE LOG [Y/(Y-1)]	TRANSFORMED VALUES	FITTED VALUES	LN(1/X)	LN(Y-1)	TRANSFORMED VALUES	FITTED VALUES	FITTED VALUES	
Maturity (Months)	Cumulative Paid Loss Dev.Factor	X	Y	X'	Y'	X	Y	X	Y	X	Y	X	Y
12	10.064	12.00	0.84	12.00	0.84	2.48	-2.26	-2.48	2.20	10	11.749	10	11.749
24	4.721	24.00	0.44	24.00	0.44	3.16	-1.44	-3.16	1.31	22	5.379	22	5.379
36	3.429	36.00	0.21	36.00	0.21	3.58	-1.06	-3.58	0.89	34	3.668	34	3.668
48	2.892	48.00	0.08	48.00	0.08	3.87	-0.86	-3.87	0.64	46	2.891	46	2.891
60	2.404	60.00	-0.13	60.00	-0.13	4.09	-0.62	-4.09	0.34	58	2.452	58	2.452
72	2.149	72.00	-0.27	72.00	-0.27	4.28	-0.47	-4.28	0.14	70	2.172	70	2.172
84	1.948	84.00	-0.41	84.00	-0.41	4.43	-0.33	-4.43	-0.05	82	1.979	82	1.979
96	1.813	96.00	-0.52	96.00	-0.52	4.56	-0.22	-4.56	-0.21	94	1.836	94	1.836
		106	1.594	106	1.594	4.56	-0.22	-4.56	-0.21	106	1.731	106	1.731
		118	1.474	118	1.474	4.56	-0.22	-4.56	-0.21	118	1.647	118	1.647
		130	1.382	130	1.382	4.56	-0.22	-4.56	-0.21	130	1.579	130	1.579
		142	1.309	142	1.309	4.56	-0.22	-4.56	-0.21	142	1.524	142	1.524
		154	1.252	154	1.252	4.56	-0.22	-4.56	-0.21	154	1.478	154	1.478
		166	1.206	166	1.206	4.56	-0.22	-4.56	-0.21	166	1.438	166	1.438
		178	1.169	178	1.169	4.56	-0.22	-4.56	-0.21	178	1.405	178	1.405
		190	1.139	190	1.139	4.56	-0.22	-4.56	-0.21	190	1.376	190	1.376
		202	1.114	202	1.114	4.56	-0.22	-4.56	-0.21	202	1.351	202	1.351
		214	1.094	214	1.094	4.56	-0.22	-4.56	-0.21	214	1.328	214	1.328
		226	1.078	226	1.078	4.56	-0.22	-4.56	-0.21	226	1.309	226	1.309
		238	1.065	238	1.065	4.56	-0.22	-4.56	-0.21	238	1.291	238	1.291
SUM		432.00	0.22	30.48	-7.25	30.48	-7.25	-30.48	5.26				
AVERAGE		54.00	0.03	3.81	-0.91	3.81	-0.91	-3.81	0.66				
		PARAMETER ESTIMATES			PARAMETER ESTIMATES			PARAMETER ESTIMATES			PARAMETER ESTIMATES		
		N =	8,000	N =	8,000	N =	8,000	N =	8,000				
		A =	10.364	A =	0.010	A =	0.010	A =	147.967				
		B =	0.985	B =	0.960	B =	0.960	B =	1.139				
		R^2 =	0.881	R^2 =	0.994	R^2 =	0.994	R^2 =	0.998				

Analytic Based Upon Incurred Loss and Expenses
As of December 31, 2011

ACCIDENT YEAR	12 Months	24 Months	36 Months	48 Months	60 Months	72 Months	84 Months	96 Months	108 Months	120 Months	132 Months	144 Months	156 Months	168 Months	180 Months	240 Months	276 Months	300 Months
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1/1/10 - 12/31/10																		
1/1/11 - 12/31/11																		

ACCIDENT YEAR	12 Months	24 Months	36 Months	48 Months	60 Months	72 Months	84 Months	96 Months	108 Months	120 Months	132 Months	144 Months	156 Months	168 Months	180 Months	240 Months	276 Months	300 Months
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1/1/10 - 12/31/10																		
1/1/11 - 12/31/11																		

ACCIDENT YEAR	12 Months	24 Months	36 Months	48 Months	60 Months	72 Months	84 Months	96 Months	108 Months	120 Months	132 Months	144 Months	156 Months	168 Months	180 Months	240 Months	276 Months	300 Months
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1/1/10 - 12/31/10																		
1/1/11 - 12/31/11																		

Analytic Based Upon Incurred Loss and Expenses
As of December 31, 2011

	12/24	24/30	36/45	48/60	60/72	72/84	84/96	96/108	108/120	120/132	132/144	144/156	156/168	168/180	180/192	192/204	204/216	216/228	228/240	240/252	252/264	264/276	276/288	288/300	Tot
Sr. Average	2.156	1.322	1.305	1.062	0.945	1.015	1.047	1.007	1.013	0.980	1.037	1.012	1.002	1.006	1.000	1.002	1.003	1.002	1.012	1.016	0.995	1.002	1.002	1.004	1.006
High Avg.	1.387	1.246	1.168	1.096	0.984	1.007	1.033	1.003	1.015	0.989	1.033	1.017	1.005	1.002	1.001	1.003	1.005	1.004	1.008	1.016	0.995	1.002	1.004	1.006	1.009
Avg (High & Low)	2.025	1.287	1.163	1.062	0.960	1.019	1.029	1.015	1.009	1.000	1.031	1.006	1.001	1.000	1.002	1.007	1.004	1.005	1.003	1.000	0.995	1.002	1.004	1.006	1.009
Selected	2.025	1.300	1.185	1.062	0.965	1.012	1.036	1.007	1.013	1.000	1.034	1.012	1.003	1.003	1.002	1.005	1.004	1.005	1.010	1.015	0.995	1.002	1.003	1.006	1.010
Cumulative No. of Cumulative	3,930	1,841	1,483	1,200	1,164	1,162	1,168	1,129	1,121	1,106	1,108	1,070	1,054	1,051	1,049	1,044	1,044	1,040	1,034	1,024	1,009	1,014	1,012	1,010	1,000
	2,970	1,660	1,500	1,272	1,176	1,194	1,180	1,140	1,132	1,117	1,117	1,081	1,065	1,063	1,062	1,059	1,054	1,050	1,045	1,034	1,019	1,024	1,022	1,019	1,010
2005 Bureau Factors Cumulative for Industry Grouping 18: Public Administration	3.271	2.112	1.786	1.580	1.464	1.390	1.334	1.293	1.268	1.225	1.192	1.161	1.134	1.110	1.087	1.066									
60/50 Weighting	3.620	2.036	1.646	1.428	1.320	1.262	1.237	1.217	1.185	1.171	1.155	1.121	1.101	1.087	1.074	1.063									

ANALYSIS OF DEVELOPMENT PATTERNS
USING "THE METHOD OF LEAST SQUARES"

ACTUAL VALUES		Curve: $Y = A \cdot (B^X)$ (Power Model)		Curve: $Y = 1 / (1 - \exp(-AX^B))$ (Weibull)		Curve: $Y = A \cdot (1/X)^B + 1$ (Inverse Power Curve)		*** SELECTED ***	
X	Y	X	LN(Y)	LN(X)	Double Log LN(Y-1)	LN(X)	LN(Y-1)	X	Y
12	3,930	12.00	0.31	2.48	-1.23	-2.48	1.08	120	1,052
24	1,941	24.00	-0.41	3.18	-0.32	-3.18	-0.06	132	1,044
36	1,493	36.00	-0.91	3.58	0.10	-3.58	-0.71	144	1,038
48	1,280	48.00	-1.47	3.87	0.46	-3.87	-1.35	156	1,033
60	1,104	60.00	-1.89	4.09	0.87	-4.09	-1.81	168	1,029
		180.0	1.001	180	1.001	180	1.023	180	1,001
		192.0	1.000	192	1.000	192	1.023	192	1,000
		204.0	1.000	204	1.000	204	1.020	204	1,000
		216.0	1.000	216	1.000	216	1.018	216	1,000
		228.0	1.000	228	1.000	228	1.017	228	1,000
		240.0	1.000	240	1.000	240	1.015	240	1,000
		252.0	1.000	252	1.000	252	1.014	252	1,000
		264.0	1.000	264	1.000	264	1.013	264	1,000
		276.0	1.000	276	1.000	276	1.012	276	1,000
		288.0	1.000	288	1.000	288	1.011	288	1,000
		300.0	1.000	300	1.000	300	1.010	300	1,000
		312.0	1.000	312	1.000	312	1.010	312	1,000
		324.0	1.000	324	1.000	324	1.009	324	1,000
		336.0	1.000	336	1.000	336	1.008	336	1,000
		348.0	1.000	348	1.000	348	1.008	348	1,000
SUM		180.00	-4.38	17.21	-0.32	-17.21	-2.85		
AVERAGE		36.00	-0.87	3.44	-0.06	-3.44	-0.57		

PARAMETER ESTIMATES	PARAMETER ESTIMATES	PARAMETER ESTIMATES
N = 5,000	N = 5,000	N = 5,000
A = 8.527	A = 0.016	A = 255,180
B = 0.956	B = 1.160	B = 1,775
R^2 = 0.991	R^2 = 0.998	R^2 = 0.995

The City of Scranton
Weighted Average of PA Bureau of WC Incurred Loss Development Factors
City of Scranton WC Incurred Loss Development Factors

ANALYSIS OF DEVELOPMENT PATTERNS
USING "THE METHOD OF LEAST SQUARES"

ACTUAL VALUES		TRANSFORMED VALUES		FITTED VALUES		TRANSFORMED VALUES		FITTED VALUES		TRANSFORMED VALUES		FITTED VALUES	
X	Y	X	LN(Y)	X	Y	X	LN(X)	X	Y	X	LN(X)	X	Y
12	3.820	12.00	0.25	6.0	2.887	2.48	-1.13	6.0	5.283	6.0	0.96	6.0	6.803
24	2.036	24.00	-0.34	18.0	2.282	3.18	-0.39	18.0	2.531	18.0	0.04	18.0	2.504
36	1.648	36.00	-0.69	30.0	1.900	3.58	-0.07	30.0	1.887	30.0	-0.43	30.0	1.816
48	1.428	48.00	-1.04	42.0	1.647	3.87	0.19	42.0	1.595	42.0	-0.85	42.0	1.545
60	1.320	60.00	-1.28	54.0	1.475	4.08	0.35	54.0	1.428	54.0	-1.14	54.0	1.404
72	1.292	72.00	-1.36	66.0	1.353	4.28	0.40	66.0	1.322	66.0	-1.23	66.0	1.318
84	1.257	84.00	-1.48	78.0	1.255	4.43	0.46	78.0	1.249	78.0	-1.36	78.0	1.260
96	1.217	96.00	-1.63	90.0	1.201	4.56	0.55	90.0	1.196	90.0	-1.53	90.0	1.219
		102.0	1.153	102.0	1.157			102.0	1.157	102.0	1.189	102.0	1.189
		114.0	1.117	114.0	1.117			114.0	1.127	114.0	1.165	114.0	1.165
		126.0	1.090	126.0	1.090			126.0	1.104	126.0	1.146	126.0	1.146
		138.0	1.069	138.0	1.069			138.0	1.088	138.0	1.131	138.0	1.131
		150.0	1.053	150.0	1.053			150.0	1.071	150.0	1.119	150.0	1.119
		162.0	1.041	162.0	1.041			162.0	1.059	162.0	1.108	162.0	1.108
		174.0	1.032	174.0	1.032			174.0	1.050	174.0	1.099	174.0	1.099
		186.0	1.025	186.0	1.025			186.0	1.042	186.0	1.092	186.0	1.092
		198.0	1.019	198.0	1.019			198.0	1.035	198.0	1.085	198.0	1.085
		210.0	1.015	210.0	1.015			210.0	1.030	210.0	1.079	210.0	1.079
		222.0	1.012	222.0	1.012			222.0	1.025	222.0	1.074	222.0	1.074
		234.0	1.009	234.0	1.009			234.0	1.021	234.0	1.070	234.0	1.070
SUM		492.00	-7.57			30.48	0.35				-30.48		-5.55
AVERAGE		54.00	-0.95			3.81	0.04				-3.81		-0.69

PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES	
N =	A =	N =	A =	N =	A =
8,000	3.327	8,000	0.050	8,000	8.000
0.979		0.795		47,867	
				1,197	
R ² =	0.911	R ² =	0.976	R ² =	0.993

Curve: $Y = A * (1/X)^B + 1$
(Inverse Power Curve)

Curve: $Y = 1 / (1 - \exp(-AX^B))$
(Weibull)

Curve: $Y = A * (B^X)$
(Power Model)

Curve: $Y = A * LN(Y)$
(Power Model)

The City of Scranton
Weighted Average of PA Bureau of WC Incurred Loss Development Factors
City of Scranton WC Incurred Loss Development Factors

ANALYSIS OF DEVELOPMENT PATTERNS
USING "THE METHOD OF LEAST SQUARES"

ACTUAL VALUES		Curve : $Y = A \cdot (B^X)$ (Power Model)		Curve : $Y = 1 / (1 - \exp(-AX^B))$ (Weibull)		Curve : $Y = A \cdot (1/X)^B + 1$ (Inverse Power Curve)			
X	Y	X	LN(Y)	LN(X)	Double Log $Y/(Y-1)$	LN(1/X)	LN(Y-1)		
		TRANSFORMED VALUES	FITTED VALUES	TRANSFORMED VALUES	FITTED VALUES	TRANSFORMED VALUES	FITTED VALUES		
12	3.620	12.00	0.25	2.48	-1.13	-2.48	0.96	246.0	1.066
24	2.036	24.00	-0.34	3.18	-0.39	-3.18	0.04	256.0	1.062
36	1.648	36.00	-0.69	3.58	-0.07	-3.58	-0.43	270.0	1.059
48	1.426	48.00	-1.04	3.87	0.19	-3.87	-0.85	282.0	1.056
60	1.320	60.00	-1.28	4.09	0.35	-4.09	-1.14	294.0	1.053
72	1.292	72.00	-1.36	4.28	0.40	-4.28	-1.23	306.0	1.051
84	1.257	84.00	-1.48	4.43	0.46	-4.43	-1.38	318.0	1.048
96	1.217	96.00	-1.63	4.56	0.55	-4.56	-1.53	330.0	1.046
								342.0	1.044
								354.0	1.043
								366.0	1.041
								378.0	1.039
								390.0	1.038
								402.0	1.037
								414.0	1.035
								426.0	1.034
								438.0	1.033
								450.0	1.032
								462.0	1.031
								474.0	1.030
SUM		432.00	-7.57	30.48	0.35	-30.48	-5.55		
AVERAGE		54.00	-0.95	3.81	0.04	-3.81	-0.69		

PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES	
N =	A =	N =	A =	N =	A =
8,000	3.327	8,000	0.050	8,000	8.000
	0.979	0.795		47,857	1.197
R ² =	0.911	R ² =	0.976	R ² =	0.993

The City of Scranton
PA Bureau of WC - Reported Claim Development Factors, Public Administration

ANALYSIS OF DEVELOPMENT PATTERNS
USING "THE METHOD OF LEAST SQUARES"

ACTUAL VALUES		Curve : $Y = A(B^X)$ (Power Model)		Curve : $Y = 1 / (1 - \exp(-AX^B))$ (Weibull)		Curve : $Y = A * (1/X)^B + 1$ (Inverse Power Curve)		*** SELECTED ***	
X	Y	X	LN(LN(Y))	LN(X)	Double Log Y/(Y-1)	LN(1/X)	LN(Y-1)	X	Y
18	1.067	18.00	-2.73	2.89	1.02	-2.89	-2.70	8.0	2.393
30	1.012	30.00	-4.46	3.40	1.50	-3.40	-4.46	20.0	1.052
42	1.006	42.00	-5.20	3.74	1.65	-3.74	-5.19	32.0	1.013
54	1.002	54.00	-6.48	3.99	1.87	-3.99	-6.48	44.0	1.003
66	1.001	66.00	-7.53	4.19	2.02	-4.19	-7.53	56.0	1.001
		80.0	1.000	68.0	1.000	68.0	1.001	80.0	1.000
		92.0	1.000	80.0	1.000	80.0	1.000	92.0	1.000
		104.0	1.000	104.0	1.000	104.0	1.000	104.0	1.000
		116.0	1.000	116.0	1.000	116.0	1.000	116.0	1.000
		128.0	1.000	128.0	1.000	128.0	1.000	128.0	1.000
		140.0	1.000	140.0	1.000	140.0	1.000	140.0	1.000
		152.0	1.000	152.0	1.000	152.0	1.000	152.0	1.000
		164.0	1.000	164.0	1.000	164.0	1.000	164.0	1.000
		176.0	1.000	176.0	1.000	176.0	1.000	176.0	1.000
		188.0	1.000	188.0	1.000	188.0	1.000	188.0	1.000
		200.0	1.000	200.0	1.000	200.0	1.000	200.0	1.000
		212.0	1.000	212.0	1.000	212.0	1.000	212.0	1.000
		224.0	1.000	224.0	1.000	224.0	1.000	224.0	1.000
		236.0	1.000	236.0	1.000	236.0	1.000	236.0	1.000
SUM		210.00	-26.40	18.21	8.05	-18.21	-26.36		
AVERAGE		42.00	-5.28	3.64	1.61	-3.64	-5.27		
		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES	
		N =	5.000	N =	5.000	N =	5.000		
		A =	1.344	A =	0.325	A =	2416.726		
		B =	0.908	B =	0.751	B =	3.587		
		R^2 =	0.987	R^2 =	0.969	R^2 =	0.990		

The City of Scranton
Weighted Average of PA Bureau of WC Incurred Loss Development Factors
City of Scranton WC Incurred Loss Development Factors

ANALYSIS OF DEVELOPMENT PATTERNS
USING "THE METHOD OF LEAST SQUARES"

ACTUAL VALUES		Curve : $Y = A \cdot (B^X)$ (Power Model)			Curve : $Y = 1 / (1 - \text{EXP}(-A \cdot X^B))$ (Weibull)			Curve : $Y = A \cdot (1/X)^B + 1$ (Inverse Power Curve)			
X	Y	TRANSFORMED VALUES	FITTED VALUES	TRANSFORMED VALUES	FITTED VALUES	TRANSFORMED VALUES	FITTED VALUES	TRANSFORMED VALUES	FITTED VALUES	FITTED VALUES	
		X	LN(LN(Y))	X	Y	LN(X)	Double Log $Y/(Y-1)$	X	Y	LN(1/X)	LN(Y-1)
12	3,620	12.00	0.25	2.48	-1.13	2.48	-1.13	8.0	4.313	-2.48	0.96
24	2,036	24.00	-0.34	3.18	-0.39	3.18	-0.39	20.0	2.375	-3.18	0.04
36	1,648	36.00	-0.89	3.58	-0.07	3.58	-0.07	32.0	1.824	-3.58	-0.43
48	1,426	48.00	-1.04	3.87	0.19	3.87	0.19	44.0	1.561	-3.87	-0.89
60	1,320	60.00	-1.28	4.09	0.35	4.09	0.35	56.0	1.407	-4.09	-1.14
72	1,292	72.00	-1.36	4.28	0.40	4.28	0.40	68.0	1.308	-4.28	-1.23
84	1,267	84.00	-1.48	4.43	0.46	4.43	0.46	80.0	1.239	-4.43	-1.36
96	1,217	96.00	-1.83	4.56	0.55	4.56	0.55	92.0	1.189	-4.56	-1.53
		104.0	1.145			104.0	1.152	104.0	1.152		
		116.0	1.112			116.0	1.123	116.0	1.123		
		128.0	1.066			128.0	1.101	128.0	1.101		
		140.0	1.066			140.0	1.083	140.0	1.129		
		152.0	1.051			152.0	1.069	152.0	1.117		
		164.0	1.040			164.0	1.057	164.0	1.107		
		176.0	1.031			176.0	1.048	176.0	1.098		
		188.0	1.024			188.0	1.040	188.0	1.091		
		200.0	1.018			200.0	1.034	200.0	1.084		
		212.0	1.014			212.0	1.029	212.0	1.079		
		224.0	1.011			224.0	1.025	224.0	1.074		
		236.0	1.009			236.0	1.021	236.0	1.069		
SUM		432.00	-7.57	30.48	0.35	30.48	0.35			-30.48	-5.55
AVERAGE		54.00	-0.95	3.81	0.04	3.81	0.04			-3.81	-0.69

PARAMETER ESTIMATES			PARAMETER ESTIMATES			PARAMETER ESTIMATES		
N =	A =	B =	N =	A =	B =	N =	A =	B =
8,000	3.327	0.979	8,000	0.050	0.795	8,000	47.857	1.197
R^2 =	0.911		R^2 =	0.976		R^2 =	0.893	

RPTD_FIT_CRITICAL.xls

28-Sep-17

Derivation of Large Loss Critical Values

(A)	(B)	(C)	(D)	(E)	(F)	(G)
Accident Period	Implied Trend Factor to 2018	Large Loss Definition	Maturity at 8/31/17 (months)	Reported Loss Development Factor	Reported Claim Development Factor	Large Loss Critical Reported Amount at 8/31/17
01/01/86-12/31/86	N/A	\$250,000	380	1.037	1.000	\$241,062
01/01/87-12/31/87	N/A	\$350,000	368	1.039	1.000	\$336,837
01/01/88-12/31/88	N/A	\$300,000	356	1.040	1.000	\$288,440
01/01/89-12/31/89	N/A	\$500,000	344	1.042	1.000	\$479,810
01/01/90-12/31/90	N/A	\$500,000	332	1.044	1.000	\$478,891
01/01/91-12/31/91	N/A	\$350,000	320	1.046	1.000	\$334,583
01/01/92-12/31/92	N/A	\$400,000	308	1.048	1.000	\$381,650
01/01/93-12/31/93	N/A	\$400,000	296	1.051	1.000	\$380,561
01/01/94-12/31/94	N/A	\$350,000	284	1.054	1.000	\$332,043
01/01/95-12/31/95	N/A	\$500,000	272	1.057	1.000	\$473,001
01/01/96-12/31/96	N/A	\$500,000	260	1.061	1.000	\$471,218
01/01/97-12/31/97	N/A	\$400,000	248	1.065	1.000	\$375,559
01/01/98-12/31/98	N/A	\$400,000	236	1.069	1.000	\$374,154
01/01/99-12/31/99	N/A	\$250,000	224	1.074	1.000	\$232,876
01/01/00-12/31/00	N/A	\$250,000	212	1.079	1.000	\$231,794
01/01/01-12/31/01	N/A	\$250,000	200	1.084	1.000	\$230,581
01/01/02-12/31/02	N/A*	\$300,000	188	1.091	1.000	\$275,055
01/01/03-12/31/03	N/A*	\$350,000	176	1.098	1.000	\$318,720
01/01/04-12/31/04	N/A*	\$400,000	164	1.107	1.000	\$361,402
01/01/05-12/31/05	N/A*	\$500,000	152	1.117	1.000	\$447,640
01/01/06-12/31/06	N/A	\$750,000	140	1.129	1.000	\$664,262
01/01/07-12/31/07	N/A	\$750,000	128	1.144	1.000	\$655,771
01/01/08-12/31/08	N/A	\$750,000	116	1.162	1.000	\$645,623
01/01/09-12/31/09	N/A	\$750,000	104	1.184	1.000	\$633,306
01/01/10-12/31/10	N/A	\$800,000	92	1.213	1.000	\$659,287
01/01/11-12/31/11	N/A	\$800,000	80	1.252	1.000	\$638,764
01/01/12-12/31/12	N/A	\$800,000	68	1.306	1.000	\$612,107
01/01/13-12/31/13	N/A	\$800,000	56	1.387	1.001	\$576,244
01/01/14-12/31/14	N/A	\$800,000	44	1.516	1.004	\$525,719
01/01/15-12/31/15	N/A	\$800,000	32	1.755	1.013	\$450,070
01/01/16-12/31/16	N/A	\$800,000	20	2.326	1.048	\$328,170
01/01/17-12/31/17	N/A	\$800,000	8	4.971	1.270	\$126,743

Note(*): retention increased from \$250,000 to \$300,000 effective 10/17/01, then to \$350,000 10/17/02, and then to \$400,000 effective 10/17/03. At 10/17/04, the SIR increased to \$500,000 and then \$1,500,000 from 10/17/05 to 12/1/05 and then decreased to \$750,000 through the 1/1/09 renewal.

Column (E): Appendix A, Sheet 11; runoff 1997 and prior

Column (F): Appendix A, Sheet 10

Column (G): Column (C)/ Column (E)/ Column (F)

**The City of Scranton
Workers' Compensation**

**APPENDIX B
Sheet 2**

**Summary of Critical Value Disability Losses
As of August 31, 2017**

(A) Date of Loss	(B) Named Insured	(C) Medical Paid	(D) Indemnity Paid	(E) Expense Paid	(F) Total Paid	(G) Outstanding Reserves	(H) Total Incurred	(I) Large Loss Critical Reported Amount
03/01/85-02/28/87								
03/01/86	SABLE	\$2,394	\$411,761	\$7,032	\$421,186	\$104,494	\$525,680	\$241,062
07/01/86	MC GEE	\$6,213	\$441,970	\$21,743	\$469,926	\$28,868	\$498,794	\$241,062
01/09/87	HOBAN 3 Claims	\$48,817	\$413,963	\$50,038	\$512,818	\$0	\$512,818	\$336,837
					\$1,403,930	\$133,361	\$1,537,291	
03/01/87-02/28/88								
08/04/87	KERRIGAN	\$175,517	\$433,507	\$20,454	\$629,478	\$33,696	\$663,174	\$336,837
08/09/87	ROSS III	\$8,996	\$368,392	\$2,022	\$379,410	\$0	\$379,410	\$336,837
08/15/87	NOVAK	\$15,304	\$371,897	\$15,027	\$402,228	\$0	\$402,228	\$336,837
09/01/87	GENOVESE 4 Claims	\$166,035	\$484,785	\$23,011	\$673,831	\$0	\$673,831	\$336,837
					\$2,084,948	\$33,696	\$2,118,643	
03/01/88-02/28/89								
05/06/88	MC GOWAN	\$17,515	\$516,250	\$15,655	\$649,421	\$159,075	\$708,496	\$288,440
07/14/88	TASSEY	\$3,990	\$272,427	\$3,038	\$279,455	\$122,830	\$402,284	\$288,440
07/17/88	RESCIGNO	\$0	\$204,609	\$3,372	\$207,980	\$350,539	\$558,520	\$288,440
08/13/88	MCHALE	\$31,714	\$300,486	\$23,443	\$355,642	\$0	\$355,642	\$288,440
01/14/89	HOFFMAN 5 Claims	\$32,152	\$585,569	\$17,874	\$635,596	\$61,682	\$697,277	\$479,810
					\$2,028,093	\$694,126	\$2,722,219	
03/01/89-02/28/90								
02/16/90	ABDA 1 Claim	\$4,805	\$463,661	\$1,960	\$470,426	\$33,944	\$504,370	\$478,891
					\$470,426	\$33,944	\$504,370	
03/01/90-02/28/91								
06/26/90	JONES	\$0	\$524,626	\$12,696	\$537,322	\$338,441	\$875,763	\$478,891
12/30/90	BENTLER 2 Claims	\$68,963	\$444,566	\$31,393	\$553,661	\$42,632	\$596,293	"Pappy
					\$1,090,983	\$381,073	\$1,472,056	Plan"

LgLosses.xls

28-Sep-17

The City of Scranton
Workers' Compensation

APPENDIX B
Sheet 3

Summary of Critical Value Disability Losses
As of August 31, 2017

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Date of Loss	Named Insured	Medical Paid	Indemnity Paid	Expense Paid	Total Paid	Outstanding Reserves	Total Incurred	Large Loss Critical Reported Amount
03/01/91-02/28/92								
05/06/91	PRICE	\$23,868	\$351,781	\$1,956	\$377,605	\$55,003	\$442,608	\$334,583
07/19/91	WHALEN	\$138,044	\$295,115	\$18,444	\$451,602	\$0	\$451,602	\$334,583
07/24/91	MALINOWSKI	\$58,856	\$485,887	\$46,455	\$591,199	\$134,867	\$726,066	\$334,583
08/01/91	PETRINI	\$1,720	\$423,075	\$5,897	\$430,692	\$40,344	\$471,036	\$334,583
08/21/91	HARVEY	\$119,714	\$322,891	\$58,992	\$501,597	\$0	\$501,597	\$334,583
09/08/91	HUBSHMAN	\$13,294	\$398,781	\$61,227	\$473,302	\$0	\$473,302	\$334,583
11/05/91	SEYMOUR	\$96,312	\$529,560	\$21,388	\$647,260	\$93,845	\$741,105	\$334,583
02/07/92	BIDWELL	\$0	\$395,914	\$9,218	\$405,133	\$0	\$405,133	\$381,650
	8 Claims				\$3,878,390	\$334,059	\$4,212,448	
03/01/92-02/28/93								
08/02/92	DAVIS, B.	\$123,164	\$381,864	\$38,082	\$543,111	\$0	\$543,111	\$381,650
08/26/92	GRISKO	\$72,744	\$535,788	\$31,161	\$639,692	\$74,077	\$713,769	\$381,650
10/14/92	MONAHAN	\$34,940	\$644,818	\$80,507	\$760,265	\$34,651	\$794,916	\$381,650
11/29/92	DAVIS, Wm.	\$90,017	\$403,035	\$58,560	\$551,613	\$0	\$551,613	\$381,650
	4 Claims				\$2,494,680	\$108,728	\$2,603,408	
03/01/93-02/28/94								
03/04/93	POWELL	\$132,728	\$632,534	\$92,497	\$857,759	\$49,710	\$907,469	\$380,561
04/15/93	CONLON	\$77,228	\$584,473	\$19,034	\$680,735	\$29,221	\$709,956	\$380,561
05/02/93	WASYLYNIAK	\$59,871	\$470,649	\$27,214	\$557,734	\$0	\$557,734	\$380,561
05/14/93	JEFFERS	\$31,885	\$319,155	\$36,513	\$387,553	\$0	\$387,553	\$380,561
06/22/93	PALUTIS	\$76,477	\$390,796	\$48,169	\$515,442	\$0	\$515,442	\$380,561
07/08/93	ARMFIELD	\$11,005	\$588,113	\$16,879	\$615,997	\$61,749	\$677,746	\$380,561
07/24/93	CAWLEY	\$34,655	\$345,596	\$42,994	\$423,245	\$0	\$423,245	\$380,561
08/11/93	DAFFARO	\$49,843	\$510,050	\$3,881	\$563,774	\$46,531	\$610,305	\$380,561
01/19/94	BURRIER	\$59,239	\$255,436	\$31,406	\$346,081	\$0	\$346,081	\$332,043
	9 Claims				\$4,948,319	\$187,212	\$5,135,530	

LqLosses.xls

29-Sep-17

Gary R. Abramson, Casualty Actuarial Services

**The City of Scranton
Workers' Compensation**

**APPENDIX B
Sheet 4**

**Summary of Critical Value Disability Losses
As of August 31, 2017**

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Date of Loss	Named Insured	Medical Paid	Indemnity Paid	Expense Paid	Total Paid	Outstanding Reserves	Total Incurred	Large Loss Critical Reported Amount
	<i>03/01/95-02/28/96</i>							
07/20/95	MCGINNIS	\$91,758	\$494,797	\$40,216	\$626,771	\$0	\$626,771	\$473,001
08/23/95	DERMODY	\$10,151	\$625,434	\$70,983	\$706,569	\$39,350	\$745,918	\$473,001
09/18/95	ANDREJACK	\$44,326	\$363,700	\$51,958	\$459,985	\$19,843	\$479,828	\$473,001
12/07/95	HINKLEY	\$61,862	\$362,619	\$55,955	\$480,436	\$0	\$480,436	\$473,001
01/05/96	DUDZINSKI	\$58,294	\$543,209	\$51,970	\$657,359	\$32,527	\$689,885	\$471,218
	5 Claims				\$2,931,119	\$91,720	\$3,022,839	
	<i>03/01/96-02/28/97</i>							
07/24/96	DOYLE	\$586	\$476,513	\$12,317	\$489,415	\$407,252	\$896,668	\$471,218
09/04/96	MUSSO	\$187,212	\$154,800	\$47,535	\$389,547	\$146,425	\$535,971	
	2 Claims				\$878,962	\$553,677	\$1,432,639	
	<i>03/01/97-02/28/98</i>							
06/09/97	MATTICKS	\$62,307	\$275,891	\$57,074	\$395,272	\$0	\$395,272	\$375,559
	1 Claim				\$395,272	\$0	\$395,272	
	<i>03/01/99-02/28/00</i>							
04/06/99	OTTONE	\$24,493	\$227,517	\$33,777	\$285,787	\$0	\$285,787	\$232,876
05/10/99	KLEE	\$15,904	\$209,899	\$22,015	\$247,818	\$0	\$247,818	\$232,876
01/26/00	MARTIN	\$272,273	\$89,236	\$47,084	\$408,593	\$0	\$408,593	\$231,794
	3 Claims				\$942,198	\$0	\$942,198	
	<i>03/01/00-02/28/01</i>							
06/09/00	MEDALLIS	\$103,100	\$148,552	\$30,040	\$281,692	\$0	\$281,692	\$231,794
07/13/00	WAZNAK	\$224,469	\$220,048	\$43,165	\$487,682	\$0	\$487,682	\$231,794
02/17/01	BATYKO	\$44,640	\$156,846	\$37,558	\$239,044	\$0	\$239,044	\$230,581
	3 Claims				\$1,008,418	\$0	\$1,008,418	

LgLosses.xls

29-Sep-17

**The City of Scranton
Workers' Compensation**

**APPENDIX B
Sheet 5**

**Summary of Critical Value Disability Losses
As of August 31, 2017**

(A) Date of Loss	(B) Named Insured	(C) Medical Paid	(D) Indemnity Paid	(E) Expense Paid	(F) Total Paid	(G) Outstanding Reserves	(H) Total Incurred	(I) Large Loss Critical Reported Amount
03/01/01-02/28/02								
08/10/01	LANNING	\$56,527	\$219,620	\$25,557	\$301,704	\$0	\$301,704	\$230,581
08/23/01	GALELLA	\$44,321	\$184,415	\$27,920	\$256,656	\$0	\$256,656	\$230,581
02/11/02	MACKIN	\$46,164	\$221,969	\$22,969	\$291,102	\$0	\$291,102	\$275,055
02/20/02	OZOVEK	\$143,954	\$268,672	\$30,331	\$442,957	\$0	\$442,957	\$275,055
	4 Claims	(2 post 10/17/01 SIR)			\$1,292,419	\$0	\$1,292,419	
03/01/02-02/28/03								
04/15/02	FARGIONE	\$126,603	\$304,542	\$27,010	\$463,519	\$0	\$463,519	\$275,055
06/12/02	GISOLFI	\$144,865	\$294,596	\$45,856	\$485,317	\$0	\$485,317	\$275,055
07/21/02	ROSAR, J.	\$79,913	\$308,354	\$44,915	\$433,182	\$0	\$433,182	\$275,055
07/25/02	BOEZI	\$192,537	\$223,981	\$70,584	\$487,102	\$12,218	\$499,320	\$275,055
09/24/02	PIAZZA	\$43,922	\$207,269	\$26,289	\$277,480	\$0	\$277,480	\$275,055
	5 Claims	(all pre 10/17/02)			\$2,146,600	\$12,218	\$2,158,818	
03/01/03-02/28/04								
11/25/03	MALONE	\$4,886	\$274,414	\$8,325	\$287,625	\$400,478	\$688,103	\$364,251
	1 Claim	(1 post 10/16/03 SIR)			\$287,625	\$400,478	\$688,103	
03/01/04-02/28/05								
06/24/04	EIBACH	\$155,654	\$284,209	\$58,192	\$498,055	\$0	\$498,055	\$361,402
09/19/04	McINTYRE	\$149,519	\$236,458	\$20,023	\$417,202	\$0	\$417,202	\$361,402
	2 Claims	(pre 10/17/04)			\$915,257	\$0	\$915,257	
03/01/06-02/28/07								
09/12/06	SVETOVICH	\$159,914	\$269,875	\$93,835	\$523,624	\$147,289	\$670,913	\$664,262
	1 Claim				\$523,624	\$147,289	\$670,913	
03/01/15-02/28/16								
07/11/15	WILDING	\$93,143	\$105,833	\$4,540	\$203,515	\$1,748,099	\$1,951,614	\$450,070
11/28/15	PIERSON	\$334,354	\$53,816	\$7,530	\$395,700	\$114,315	\$510,015	\$450,070
	2 Claims				\$599,216		\$2,461,629	

LglLosses.xls

19-Sep-17

Gary R. Abramson, Casualty Actuarial Services

The City of Scranton
Workers' Compensation

APPENDIX C

Derivation of Discount Factors as of 8/31/17

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Accident Period	Maturity in Years at 8/31/17	Cumulative	% Losses Paid at 8/31/17	Midpoint Upcoming Period	% Losses Paid Upcoming Period	Column(F) Discounted	Discount Factor
		Paid Loss Development Factor					
2017/2018	0.50	20.231	4.9%	1.0	10.4%	0.102	0.774
2016/2017	1.50	6.504	15.4%	2.0	9.2%	0.087	0.769
2015/2016	2.50	4.076	24.5%	3.0	7.8%	0.071	0.763
2014/2015	3.50	3.097	32.3%	4.0	6.5%	0.059	0.757
2013/2014	4.50	2.575	38.8%	5.0	5.6%	0.048	0.753
2012/2013	5.50	2.253	44.4%	6.0	4.7%	0.040	0.750
2011/2012	6.50	2.036	49.1%	7.0	4.1%	0.034	0.748
2010/2011	7.50	1.880	53.2%	8.0	3.5%	0.028	0.747
2009/2010	8.50	1.763	56.7%	9.5	5.8%	0.045	0.747
	10.50	1.600	62.5%	11.5	4.5%	0.033	0.752
	12.50	1.492	67.0%	13.5	3.6%	0.025	0.762
	14.50	1.416	70.6%	15.5	3.0%	0.019	0.777
	16.50	1.359	73.6%	17.5	2.5%	0.015	0.798
	18.50	1.315	76.0%	19.5	2.7%	0.016	0.823
	20.50		78.8%	21.5	3.0%	0.017	0.849
	22.50		81.7%	23.5	3.3%	0.017	0.875
	24.50		85.0%	25.5	3.6%	0.018	0.901
	26.50		88.6%	27.5	4.0%	0.019	0.927
	28.50		92.6%	29.5	4.4%	0.020	0.952
	30.50		96.9%	31.5	3.1%	0.013	0.973
ULT	32.50	1.000	100.0%				

Annual Interest Rate: 2.75%

Column(C): Appendix A, Sheet 1

Column(D): 1 / Column (C)

Column(E): [Column (B), current line + Column (B), next line] / 2

Column(F): Column (D), next line - Column (D), current line

with runoff after 19 years based upon an annual increase of 10% over prior period

Column(G): Column(F) x [1 + Interest Rate]ⁿ - Column(E)

Column(H): [1 + Interest Rate]ⁿ [Column(B)] / [1 - Column(D)] x [Upward Sum, Column(G)]

DFAX.XLS

29-Sep-17



DEPARTMENT OF LAW

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

October 31, 2017

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

RECEIVED

NOV - 2 2017

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE APPROPRIATING FUNDS FOR THE EXPENSES OF THE CITY GOVERNMENT FOR THE PERIOD COMMENCING ON THE FIRST DAY OF JANUARY, 2018 TO AND INCLUDING DECEMBER 31, 2018 BY THE ADOPTION OF THE GENERAL CITY OPERATING BUDGET FOR THE YEAR 2018.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. _____

2017

AN ORDINANCE

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A TRAIL MAINTENANCE AGREEMENT BETWEEN THE CITY OF SCRANTON AND LACKAWANNA HERITAGE VALLEY AUTHORITY FOR THE MAINTENANCE AND UPKEEP OF THE LACKAWANNA RIVER HERITAGE TRAIL (THE "TRAIL").

WHEREAS, the Lackawanna Heritage Valley Authority (the "Authority") in furtherance of its mission under the Plan for the Lackawanna Heritage Valley desires to enter into a Trail Maintenance Agreement ("Agreement") with the City of Scranton ("City") in connection with the maintenance and upkeep of the Lackawanna River Heritage Trail (the "Trail"), a copy of the Agreement is marked as Exhibit "A", attached hereto and incorporated herein by reference thereto; and

WHEREAS, the Authority is developing the Trail throughout the Lackawanna Valley, Certain sections of the Trail have been completed and other sections are under construction in various municipalities of the Lackawanna Valley; and

WHEREAS, the Authority performs all required maintenance service on the Trail. The Authority receives funds from the various municipalities in which the Trail traverses for the maintenance and upkeep costs associated with the Trail; and

WHEREAS, the yearly maintenance costs associated with the Trail total the sum of Four Thousand Two Hundred (\$4,200.00) Dollars per Trail mile and are due from each municipality to the Authority; and

WHEREAS, presently there is a two and a half (2.5) mile section of Trail within the boundaries of the City. The Trail maintenance costs due from the City to the Authority total the sum of Ten thousand Five Hundred (\$10,500.00) Dollars annually for this 2.5 mile Trail section; and

WHEREAS, this Agreement shall be effective from the date of execution by the City and remain in full force and effect for a five (5) year period. During the five (5) year term of this Agreement the Four Thousand Two Hundred (\$4,200.00) Dollars per mile rate for maintenance fees will only change in the event additional miles are added to the trail section within the City of Scranton boundaries.

NOW, THEREFORE, BE IT ORDINED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City officials are authorized to execute and enter into the Trail Maintenance Agreement between the City of Scranton and Lackawanna Heritage Valley Authority for the maintenance and upkeep of the Lackawanna River Heritage Trail, which Agreement is attached hereto marked as Exhibit "A" and incorporated herein by reference thereto.

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.

TRAIL MAINTENANCE AGREEMENT

between the

LACKAWANNA HERITAGE VALLEY AUTHORITY

and

THE CITY OF SCRANTON

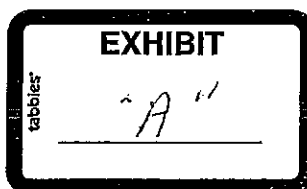
Whereas, The Lackawanna Heritage Valley Authority (the "Authority") in furtherance of its mission under the Plan for the Lackawanna Heritage Valley desires to enter into a Trail Maintenance Agreement ("Agreement") with the City of Scranton, ("City") in connection with the maintenance and upkeep of the Lackawanna River Heritage Trail (the "Trail") and;

Whereas, The Authority is developing the Trail throughout the Lackawanna Valley. Certain sections of the Trail are completed while other sections are presently under construction in the various municipalities of the Lackawanna Valley and;

Whereas, The Authority performs all required maintenance service on the Trail. The Authority receives funds from the various municipalities in which the Trail traverses for the maintenance and upkeep costs associated with the Trail and;

Whereas, The yearly maintenance costs associated with the Trail total the sum of Four Thousand Two Hundred Dollars (\$4,200.00) per Trail mile and are due from each municipality to the Authority and;

Whereas, Presently there is a two and a half (2.5) mile section of Trail within the boundaries of the City. The Trail maintenance costs due from the City to the Authority total the sum of Ten Thousand Five Hundred Dollars (\$10,500.00) annually for this 2.5 mile Trail section and;



Now Therefore, the Authority and the City desire to enter into this Trail Maintenance Agreement for the general maintenance and upkeep of the Lackawanna River Heritage Trail.

A. Annual Payment per Trail Mile

The City agrees to pay to the Authority an annual Trail maintenance fee at the rate of Four Thousand Two Hundred Dollars per Trail mile. Presently there exists two and a half (2.5) miles of Trail section located within the City's boundaries. Said 2.5 miles of Trail equates to the yearly maintenance fee payment of Ten Thousand Five Hundred Dollars (\$10,500.00). Payment is immediately due for calendar year 2017 and the remaining four (4) payments shall be remitted on or before March 30th of each year.

B. Trail Maintenance Services

The maintenance services performed on the Trail will include, but not be limited to, grass cutting, minor weeding, weed control, tree trimming, mulching, Trail edging, surface grading and trash removal. In addition to the above, periodic litter cleanups, Trail improvements, repairs and resurfacing will be performed on the Trail.

C. Term of Agreement

This Agreement shall be effective from the date of execution by the City and remain in full force and effect for a five (5) year period. During the five year term of this Agreement the Four Thousand Two Hundred Dollar per mile rate for maintenance fees will only change in the event additional miles are added to the trail section within the City of Scranton boundaries.

D. Entire Agreement

This Agreement constitutes the entire agreement between the Authority and the City and there are no other understandings, oral or written, relating to the subject matter hereof.

E. Amendment

This Agreement shall not be amended or altered except by a written agreement duly approved and signed by both the Authority and the City.

F. Governing Law

This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania.

IN WITNESS WHEREOF, the parties have executed this Agreement this _____
day of _____, 2017.

ATTEST:

LACKAWANNA HERITAGE VALLEY AUTHORITY

Thom Welby
Secretary

By: _____
Dominic Keating
Chairman

CITY OF SCRANTON

By: _____
Mayor
Date: _____

ATTEST:

By: _____
City Clerk
Date: _____

APPROVED AS TO FORM:

By: _____
City Solicitor
Date: _____

By: _____
City Controller
Date: _____



Trail Management Committee

TO: Attn: David Bulzoni
City of Scranton
Business Administrator
340 North Washington Ave
Scranton PA 18503

DATE: 30-Mar-17

INVOICE #: TMC-17-01

PAYABLE TO: Lackawanna Heritage Valley Authority
Trail Management Committee
231 South 7th Avenue
Scranton PA 18505

FOR: Cash Contributions for "Routine" Trail Maintenance \$ 10,500.00
2.50 miles Calendar Year 2017

TOTAL AMOUNT DUE, \$ 10,500.00

Lackawanna Heritage Valley National and State Heritage Area
213 South 7th Avenue, Scranton, PA 18505
Telephone: (570) 963-6730 • Fax: (570) 963-6732
www.LHVA.org



DEPARTMENT OF LAW

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

November 2, 2017

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

RECEIVED

NOV - 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 TRAIL MAINTENANCE AGREEMENT BETWEEN THE CITY OF SCRANTON AND LACKAWANNA HERITAGE VALLEY AUTHORITY FOR THE MAINTENANCE AND UPKEEP OF THE LACKAWANNA RIVER HERITAGE TRAIL (THE "TRAIL").

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. _____

2017

AN ORDINANCE

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE THE DEED CONVEYING TITLE FROM THE CITY OF SCRANTON PARKING AUTHORITY TO THE CITY OF SCRANTON, THE PROPERTY LOCATED AT 100 REAR SOUTH WASHINGTON AVENUE, SCRANTON PENNSYLVANIA TO THE CITY OF SCRANTON, AS MORE FULLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

WHEREAS, the Board of the Scranton Parking Authority passed a Resolution to grant to the Scranton Police Department the property located at 100 Rear South Washington Avenue; and

WHEREAS, this Deed, by and between the City of Scranton Parking Authority, (hereinafter referred to as the "GRANTOR"), and the City of Scranton, (hereinafter referred to as the "GRANTEE"), in consideration for the sum of One and 00/100 (\$1.00) Dollar, grants and conveys to Grantee, its Agents, and Assigns, all that certain piece or parcel of land situate in the City of Scranton, County of Lackawanna and Commonwealth of Pennsylvania, as more fully described in Exhibit "A" attached hereto and made a part hereof; and

WHEREAS, the City uses this parcel of property as existing additional parking for the Scranton Police Department.

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 execute the Deed conveying title from the City of Scranton Parking Authority to the City of Scranton the property located at 100 Rear South Washington Avenue, Scranton, Pennsylvania as more fully described in Exhibit "A" attached hereto and made a part hereof.

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.

Prepared by :
JOHN P. RODGERS, ESQUIRE
Wetzel Phillips Rodgers & Falcone
1170 Highway 315, Suite 1
Plains, PA 18702
(570) 823-0101

File No.:
Parcel ID No. part of 15607-010-00101

This Indenture, made the _____ day of _____, 2017,

Between

THE PARKING AUTHORITY OF THE CITY OF SCRANTON, a Municipal corporation, with offices located in Scranton, Lackawanna County, Pennsylvania,

(hereinafter called the Grantor), of the one part, and

THE CITY OF SCRANTON, a Municipal entity, duly organized and existing under the laws of the Commonwealth of Pennsylvania, with offices located in Scranton, Lackawanna County, Pennsylvania,

(hereinafter called the Grantee), of the other part,

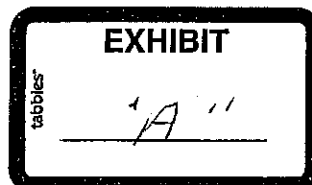
Witnesseth, that the said Grantor for and in consideration of the sum of **ONE and 00/100 DOLLAR (\$1.00)** lawful money of the United States of America, unto it well and truly paid by the said Grantee, at or before the sealing and delivery hereof, the receipt whereof is hereby acknowledged, has granted, bargained and sold, released and confirmed, and by these presents does grant, bargain and sell, release and confirm unto the said Grantee

ALL of that certain lot, piece or parcel of land situate in the City of Scranton, County of Lackawanna and Commonwealth of Pennsylvania, bounded and described as follows:

BEGINNING at a point located along the south westerly right of way of South Washington Avenue; said point of beginning being further identified as being a common corner of lands of the Scranton Parking Authority with lands of the United States Government, The National Park Service, (Park Service);

THENCE leaving the right of way of said South Washington Avenue and along the division line between said Scranton Parking Authority and said Park Service the following three (3) courses and distances:

- (1) N 42° 41' 10" W 400.00'
- (2) N 35° 29' 10" W 730.00' and
- (3) N 41° 59' 10" W 85.00' to a point;



THENCE still along line of said Park Service and along a 25 ft. wide right of way now or formerly of Conrail the following three (3) courses and distances:

- (1) S 43° 42' 40" E 619.96'
- (2) S 52° 15' 10" E 165.00' and
- (3) S 56° 37' 55" E 439.63' to a point along the aforementioned south western right of way of South Washington Avenue;

THENCE along said right of way S 47° 18' 50" W 237.00' to the place of BEGINNING.

CONTAINING 2.69 acres of land as shown on drawing entitled "Lands to be conveyed to the City of Scranton" by John R. Hennemuth Associates, Inc.

Property Identification Number: part of 15607-010-00101

BEING part of the same premises conveyed to The Parking Authority of the City of Scranton by Quitclaim Deed of Thomas F. Patton and Ralph S. Tyler, Jr., Trustees of the Property of Erie Lackawanna Railway Company, dated March 14, 1978 and recorded March 30, 1978, in the Office for Recorder of Deeds in and for Lackawanna County, in Deed Book Volume 938, Page 792.

This Deed has been previously accepted by virtue of enactment of a Resolution of the Board of the Parking Authority of the City of Scranton, Pennsylvania. A copy of said Resolution is attached hereto.

HAZARDOUS WASTE IS NEITHER BEING PRESENTLY DISPOSED OF NOR HAS EVER BEEN DISPOSED OF BY THE GRANTOR HEREIN NOR DOES THE GRANTOR HEREIN HAVE ANY ACTUAL KNOWLEDGE THAT HAZARDOUS WASTE HAS BEEN DISPOSED OF ON THE PREMISES HEREIN.

THIS DOCUMENT MAY NOT SELL, CONVEY, TRANSFER, INCLUDE OR INSURE THE TITLE TO THE COAL AND RIGHT OF SUPPORT UNDERNEATH THE SURFACE LAND DESCRIBED OR REFERRED TO HEREIN, AND THE OWNER OR OWNERS OF SUCH COAL MAY HAVE THE COMPLETE LEGAL RIGHT TO REMOVE ALL OF SUCH COAL AND IN THAT CONNECTION, DAMAGE MAY RESULT TO THE SURFACE OF THE LAND AND ANY HOUSE, BUILDING OR OTHER STRUCTURE ON OR IN SUCH LAND. THE INCLUSION OF THIS NOTICE DOES NOT ENLARGE, RESTRICT OR MODIFY ANY LEGAL RIGHTS OR ESTATES OTHERWISE CREATED, TRANSFERRED, EXCEPTED OR RESERVED BY THIS INSTRUMENT.

Together with all and singular the buildings and improvements, ways, streets, alleys, driveways, passages, waters, water-courses, rights, liberties, privileges, hereditaments and appurtenances, whatsoever unto the hereby granted premises belonging, or in anywise appertaining, and the reversions and remainders, rents, issues, and profits thereof; and all the estate, right, title, interest, property, claim and demand whatsoever of him, the said grantor, as well at law as in equity, of, in and to the same.

To have and to hold the said lot or piece of ground described above, with the buildings and improvements thereon erected, hereditaments and premises hereby granted, or mentioned and intended so to be, with the appurtenances, unto the said Grantee, its successors and assigns, to and for the only proper use and behoof of the said Grantee, its successors and assigns, forever.

And the said Grantor, for itself and its successors, does, by these presents, covenant, grant and agree, to and with the said Grantee, its successors and assigns, that it, the said Grantor, and its successors and assigns, all and singular the hereditaments and premises herein described and granted, or mentioned and intended so to be, with the appurtenances, unto the said Grantee, its successors and assigns, against it, the said Grantor, and its successors and assigns, will *SPECIALLY* warrant and defend against the lawful claims of all persons claiming by, through or under the said Grantor but not otherwise.

In Witness Whereof, the party of the first part has caused its common and corporate seal to be affixed to these presents by the hand of its President, and the same to be duly attested by its Secretary. Dated the day and year first above written.

Sealed and Delivered
IN THE PRESENCE OF:

**THE PARKING AUTHORITY OF THE CITY OF
SCRANTON**

_____ By: _____ {SEAL}

Commonwealth of Pennsylvania } ss
County of Lackawanna

AND NOW, this ____ day of _____, 2017, before me, the undersigned Notary Public, appeared _____, who acknowledged himself/herself to be the _____ of **THE PARKING AUTHORITY OF THE CITY OF SCRANTON, PENNSYLVANIA**, a Pennsylvania Municipal corporation, and he/she, as such _____ being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the company by himself/herself as _____.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public
My commission expires _____

The address of the above-named Grantee is:

On behalf of the Grantee

RESOLUTION OF THE BOARD OF THE PARKING AUTHORITY OF THE CITY OF SCRANTON,
PENNSYLVANIA

A RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF SCRANTON, PENNSYLVANIA ("AUTHORITY") APPROVING AND AUTHORIZING EXCLUSIVE USE BY THE SCRANTON POLICE DEPARTMENT OF THE OPEN AIR PARKING FACILITY OWNED BY THE AUTHORITY, LOCATED AT 100 REAR NORTH WASHINGTON AVENUE, SCRANTON PENNSYLVANIA; AND FURTHER APPROVING AND AUTHORIZING THE EXECUTIVE DIRECTOR OF THE AUTHORITY TRANSFER OWNERSHIP OF SUCH OPEN AIR PARKING FACILITY ACCORDING TO THE TERMS OF THE INDENTURE.

WHEREAS, The Parking Authority of the City of Scranton (the "Authority") is a public body corporate and politic and a parking authority of the Commonwealth of Pennsylvania duly established and existing under Chapter 55 of Title 53 of the Pennsylvania Consolidated Statutes (the "Act"); and

WHEREAS, pursuant to Section 5505 of the Act, the Authority has the power to borrow money and to make and issue bonds and to acquire, purchase, hold lease as lessee and use any property and any property interest necessary or desirable for carrying out the purpose of the Authority, and

WHEREAS, the Authority did authorize and issue bonds under various supplemental trust indentures amending and supplementing a Trust Indenture, dated as of April 1, 1969 (as amended, referred to herein as the "Indenture"); and

WHEREAS, the Authority owns and leases certain parking facilities (the "Facilities") to the City of Scranton, Pennsylvania, pursuant to a Lease dated as of April 1, 1969 (as amended, referred to herein as the "Lease"); and

WHEREAS, the Authority has determined that it is in the best interest of the Authority to explore the potential concession lease or sale of the on-street and off-street parking systems of the City of Scranton, Pennsylvania (collectively, the "Parking System") with the general goal of satisfying the outstanding indebtedness of the Authority under that certain Loan, Pledge and Security Agreement among the Authority, the City of Scranton, Pennsylvania, and Landmark Community Bank, Pittston, Pennsylvania, issued in the aggregate principal amount of \$3,828,480.78 (the "Landmark Note"), and the following bonds issued and currently outstanding under the Trust Indenture dated as of April 1, 1969, as supplemented and amended (the "Indenture"), between the Authority and UMB Bank, N.A., as successor trustee: the Guaranteed Revenue Bonds, Series of 2004, issued by the Authority in the original principal amount of \$16,154,000 (the "2004 Bonds"); the Guaranteed Revenue Bonds, Series of 2006, issued by the Authority in the original principal amount of \$5,695,000 (the "2006 Bonds") and the Guaranteed Revenue Bonds, Series of 2007, issued by the Authority in the original principal amount of \$32,295,000 (the "2007 bonds," and collectively with the 2004 Bonds and the 2006 Bonds referred to herein as the "Bonds"); and

WHEREAS, the Indenture prohibits the sale, disposition or encumbrance of the off-street components of the Parking System except in compliance with the terms of the Indenture; and

WHEREAS, the Board of the Authority desires to grant to the Scranton Police Department the exclusive right to use the open air parking facility located on South Washington Avenue (the "Open Air Facility") unless and until further action by the Authority restricts such exclusive use; and

WHEREAS, the Board of the Authority has determined that the Open Air Facility will not be included in any concession lease or sale of the Parking System, and desires and authorizes the Executive Director to transfer ownership of the Open Air Facility to the Scranton Parking Authority pursuant to the terms of the Indenture on or before the date such concession lease or sale of the Parking System shall occur.

T.A.J.

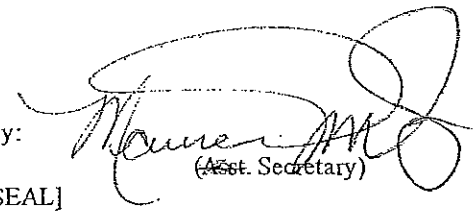
NOW, THEREFORE, the Board of the Authority, ~~located at 100 Rear North Washington Street~~
~~Scranton, Pennsylvania~~, hereby resolves as follows:

- 3. Subject to compliance with the terms of the Indenture, the Authority hereby grants to the Scranton Police Department the exclusive right to use the Open Air Facility unless and until further action by the Authority restricts such exclusive use.
- 4. Subject to compliance with the terms of the Indenture, the Authority hereby authorizes and directs the Executive Director to transfer ownership of the Open Air Facility to the Scranton Police Department at the earliest practicable date.
- 5. This Resolution is to take effect immediately. All resolutions or parts of resolutions inconsistent herewith be and the same hereby are rescinded, canceled and annulled.

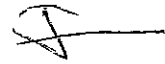
Adopted by at least a majority of the Board of the Authority this the 18th day of February, 2015.

ATTEST

THE PARKING AUTHORITY OF THE CITY OF
SCRANTON, PENNSYLVANIA

By: 
(Asst. Secretary)

[SEAL]

By: 

Title: Chairman



DEPARTMENT OF LAW

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

November 2, 2017

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

RECEIVED

NOV - 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 THE DEED CONVEYING TITLE FROM THE CITY OF SCRANTON PARKING AUTHORITY TO THE CITY OF SCRANTON, THE PROPERTY LOCATED AT 100 REAR SOUTH WASHINGTON AVENUE, SCRANTON PENNSYLVANIA TO THE CITY OF SCRANTON, AS MORE FULLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

Respectfully,

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

JLE/sl

RESOLUTION NO. _____

2017

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A MAINTENANCE AGREEMENT BY AND BETWEEN THE MARTZ GROUP AND THE CITY OF SCRANTON PERTAINING TO THE MAINTENANCE OF SIX (6) SIGNS TO BE INSTALLED ALONG LACKAWANNA AVENUE FOR THE INTERMODAL TRANSIT CENTER PARKING.

WHEREAS, the Martz Group and the City wish to enter into an Agreement pertaining to the maintenance of the six (6) signs to be installed along Lackawanna Avenue for the intermodal Transit Center Parking to serve both pedestrian and vehicular traffic, a copy of which is attached hereto as Attachment "A" and incorporated herein by reference hereto; and

WHEREAS, the Martz Group will, with its own forces or by contract, construct the signage along the city street, Lackawanna Avenue, and install signage in accordance with the sign layout and also PENNDOT Publication 111, TC-8702B, which are both incorporated herein by reference as Attachment "B" (Martz Sign Location) and Attachment "C" (Martz Sign Details).

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City officials are hereby authorized to execute and enter into a Maintenance Agreement attached hereto as Exhibit "A" and incorporated herein by reference hereto by and between the Martz Group and the City of Scranton for the maintenance of six (6) signs to be installed along Lackawanna Avenue for the Intermodal Transit Center Parking.

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

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

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

– ATTACHMENT "A" –

SIGNING MAINTENANCE AGREEMENT

THIS AGREEMENT, made and entered into this the _____ day of _____, 2017, between the Martz Group,

and

_____ City of Scranton _____, a political subdivision duly and properly formed under the laws of the Commonwealth of Pennsylvania, acting through its proper officials, hereinafter called the MUNICIPALITY.

WITNESSETH:

WHEREAS, the need for sign installation at the six (6) designated locations identified in Attachment B.

WHEREAS, the cost of fabricating and installing the signage / applicable equipment at these locations is being totally funded by the Martz Group; and,

WHEREAS, the signage is being installed to serve the pedestrian and vehicular traffic; and,

WHEREAS, the Martz Group will be responsible for year-round maintenance of said signage.

NOW, THEREFORE, in consideration of the premises, the mutual covenants hereinafter contained and with the intent to be legally bound hereby, the parties hereto agree as follows:

1. Martz Group will, with its own forces or by contract, construct the signage along the city street, Lackawanna Avenue, and install signage in accordance with the sign layout and also PENNDOT Publication 111, TC-8702B, which are both incorporated herein by reference as Attachment B (Martz Sign Location) and Attachment C (Martz Sign Details).
2. Upon completion of said Project by Martz Group or its contractor(s), Martz Group will send to the MUNICIPALITY a written notice of completion.
3. Upon receipt of the notice, required by Paragraph 2 above, the Martz Group shall, at its sole cost and expense, be responsible for the year-round maintenance and repair of the sign and applicable equipment.

4. MUNICIPALITY shall have the right, at any given time, to terminate this Agreement by giving the Martz Group thirty (30) days' written notice. In the event of such termination, the Martz Group responsibilities under this Agreement, except those of liability, whether financial, in tort or otherwise, shall terminate.
5. The Martz Group shall indemnify, save harmless, and defend (if requested) MUNICIPALITY, its officers, agents, and employees from all suits, actions, or claims of any character, name, or description brought for on account of any injuries to or damages received or sustained by any person, persons or property by or from the Martz Group, its contractors, their officers, agents and employees as a result of the obligations assumed by the Martz Group under this Agreement.
6. In the event that the MUNICIPALITY determines that certain repair, maintenance, or other required action is necessary with respect to the signage, MUNICIPALITY shall notify the Martz Group in writing or via email. The Martz Group shall begin necessary work within five (5) days of receipt of MUNICIPALITY's notice. In the event that the Martz Group fails to commence necessary work within said five (5) day period or fails to prosecute said work diligently to completion, MUNICIPALITY may perform said repair, maintenance, or other necessary action at the Martz Group's sole cost and expense..

7. RESOLUTIONS AND ORDINANCES

The MUNICIPALITY shall enact and/or adopt such ordinances and/or resolutions as may be necessary to effect the purposes of this Agreement.

8. NONDISCRIMINATION/SEXUAL HARRASSMENT CLAUSE

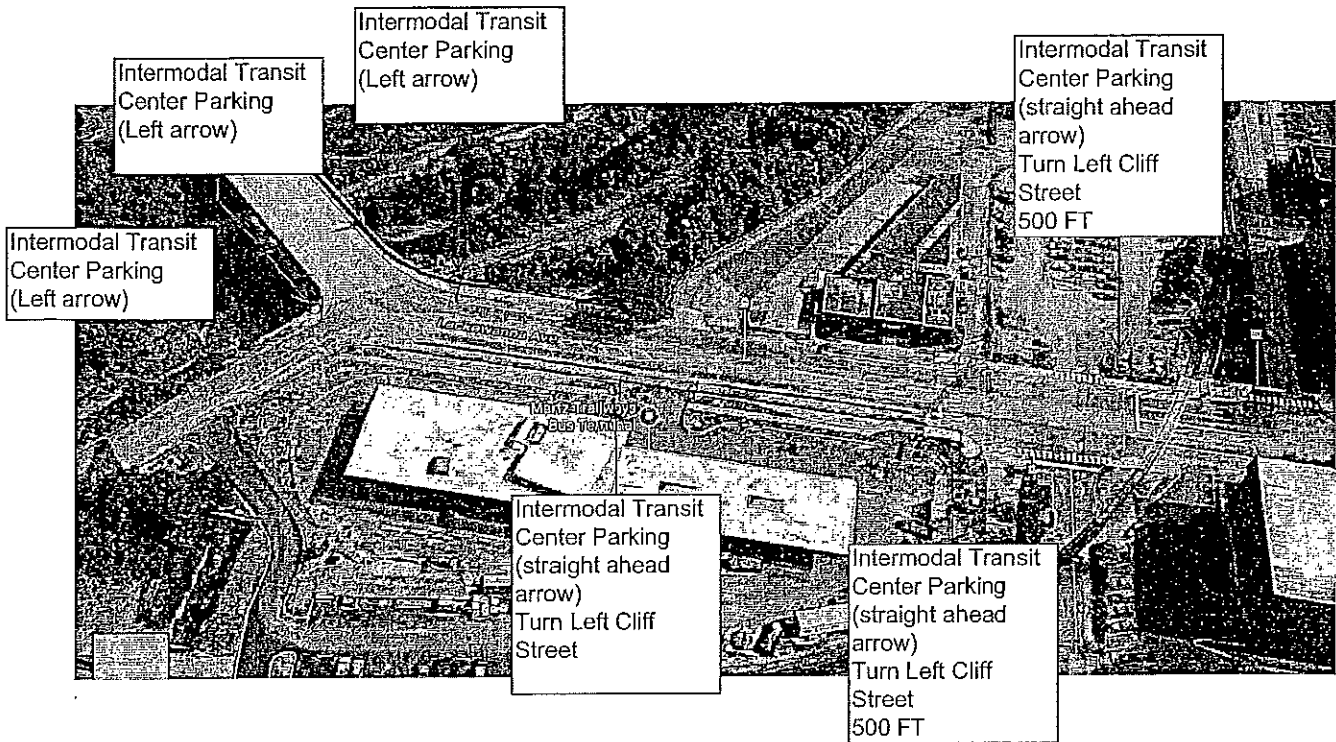
The Martz Group shall comply with the current version of the Commonwealth of Pennsylvania's Nondiscrimination/Sexual Harassment Clause, which is incorporated into this Agreement by reference as though physically attached.

9. CONTRACTOR INTEGRITY PROVISIONS

The Martz Group shall comply with the current version of the Commonwealth of Pennsylvania's Contractor Integrity Provisions, which are incorporated into this Agreement by reference as though physically attached.

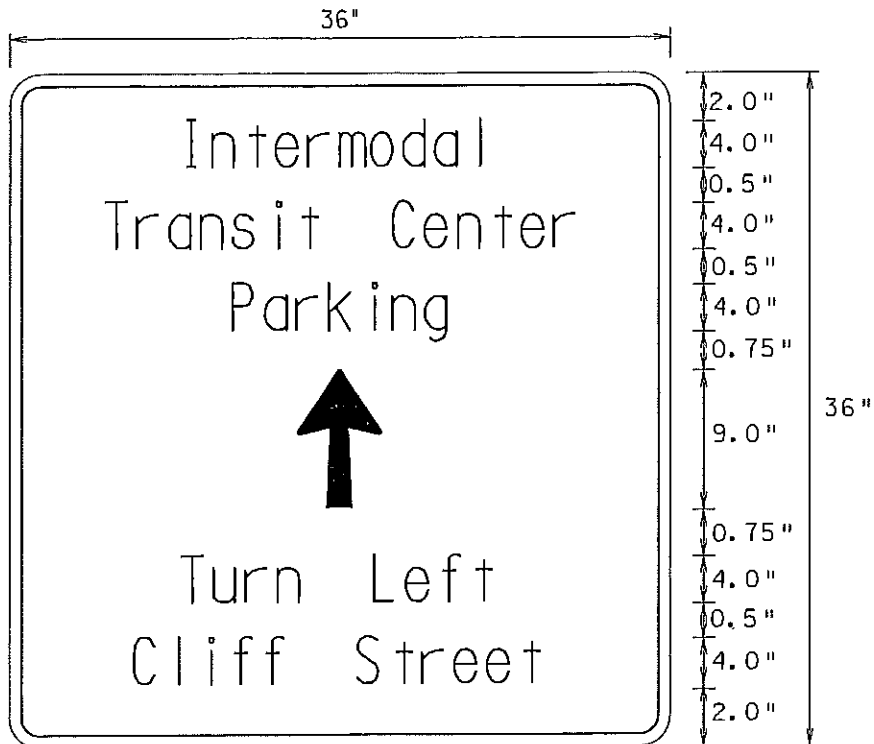
10. AMERICANS WITH DISABILITIES ACT PROVISIONS

The Martz Group shall comply with the current version of the Commonwealth of



d OPTIONAL TYPE B POST MOUNTED SIGN LOCATION
 (REFER TO TC-8702B FOR TYPE B SIGN POST DETAILS)

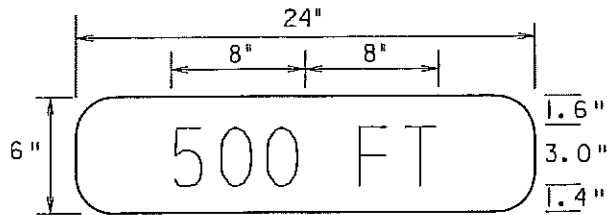
- ATTACHMENT B -



$\frac{1}{2}$ " MARGIN
 $\frac{5}{8}$ " BORDER
 $1 \frac{1}{2}$ " RADIUS AT CORNERS

WHITE (NON-REFLECTORIZED)
 LEGEND AND BORDER ON
 BLUE (REFLECTORIZED) BACKGROUND

4" UPPERCASE LETTERS WITH LOWERCASE LETTERS - SERIES C



D5-5-1

WHITE (NON-REFLECTORIZED)
 LEGEND AND BORDER ON
 BLUE (REFLECTORIZED) BACKGROUND



MARTZ GROUP

SIGN FABRICATION DETAIL - "INTERMODAL TRANSIT CENTER"
NOT TO SCALE

- ATTACHMENT C -

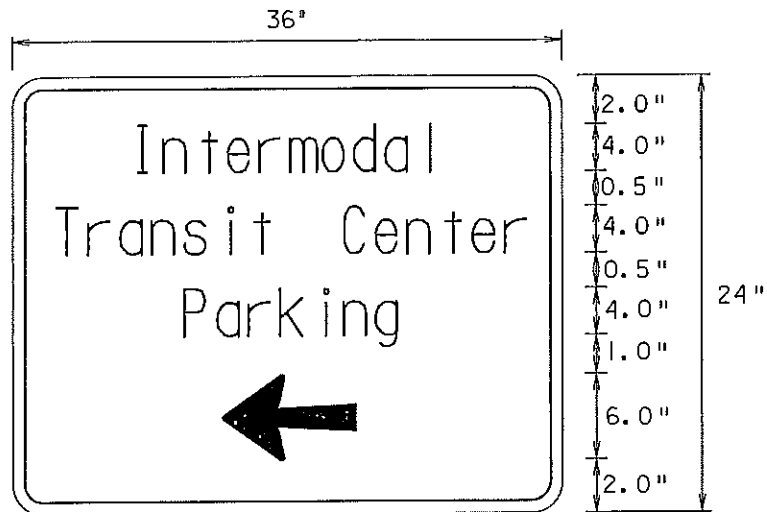
DRAWN BY: MCN

DATE: SEPTEMBER 15, 2017

PROJECT NUMBER:

2017-3507-001

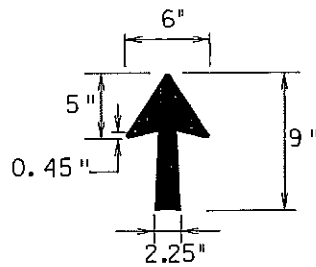
DRAWING NUMBER: 1



$\frac{1}{2}$ " MARGIN
 $\frac{5}{8}$ " BORDER
 $1 \frac{1}{2}$ " RADIUS AT CORNERS

WHITE (NON-REFLECTORIZED)
 LEGEND AND BORDER ON
 GREEN (REFLECTORIZED) BACKGROUND


4" UPPERCASE LETTERS WITH LOWERCASE LETTERS - SERIES C



TYPE S DESTINATION SIGN ARROW

6" LEGEND

NOTE: REFER TO TC-8700C SHEET 12 FOR FURTHER DETAILS.

 Borton Lawson	MARTZ GROUP	DRAWN BY: MCN
	SIGN FABRICATION DETAIL - "INTERMODAL TRANSIT CENTER" NOT TO SCALE	DATE: SEPTEMBER 15, 2017
	- ATTACHMENT C -	PROJECT NUMBER: 2017-3507-001
		DRAWING NUMBER: 2

LETTER SPACINGS

SPACE 6.84	SPACE 1.96	SPACE 10.00
I 1.36	T 2.52	P 2.76
n 2.40	r 1.56	a 2.60
t 1.72	a 2.60	r 1.76
e 2.56	n 2.52	k 2.60
r 1.76	s 2.16	i 1.28
m 3.92	i 0.96	n 2.60
o 2.52	t 1.48	g 2.40
d 2.56	SPACE 4.80	SPACE <u>10.00</u>
a 2.60	C 2.84	36.00"
l 0.92	e 2.56	
SPACE <u>6.84</u>	n 2.40	
36.00"	t 1.72	
	e 2.56	
	r 1.40	
	SPACE <u>1.96</u>	
	36.00"	

SPACE 6.52	SPACE 4.86
T 2.48	C 2.96
u 2.76	l 1.28
r 1.76	i 1.08
n 2.36	f 1.48
SPACE 6.00	f 1.32
L 2.40	SPACE 6.00
e 2.36	S 2.52
f 1.36	t 1.84
t 1.48	r 1.64
SPACE <u>6.52</u>	e 2.44
36.00"	e 2.24
	t 1.48
	SPACE <u>4.86</u>
	36.00"



MARTZ GROUP

SIGN FABRICATION DETAIL - "INTERMODAL TRANSIT CENTER"
NOT TO SCALE

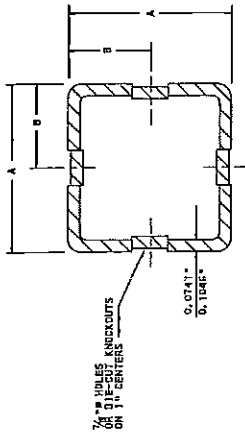
- ATTACHMENT C -

DRAWN BY: MCN

DATE: SEPTEMBER 15, 2017

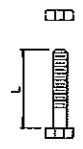
PROJECT NUMBER:
2017-3507-001

DRAWING NUMBER: 3



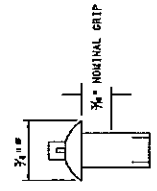
SIGN POST		ANCHOR POST		ANCHOR SLEEVE*		SPLICE SLEEVE		
SIZE	DIMENSION THICK.	THICK.	SIZE	DIMENSION THICK.	THICK.	SIZE	DIMENSION THICK.	
1.15"	1.75	0.0741	2.00	2.00	0.0741	2.00	2.00	0.0741
2.00"	2.00	0.0741	2.25	2.25	0.0741	2.25	2.25	0.0741
2.25"	2.25	0.0741	2.50	2.50	0.0741	2.50	2.50	0.0741
3.00"	3.00	0.0741	3.00	3.00	0.0741	3.00	3.00	0.0741
3.75"	3.75	0.0741	3.75	3.75	0.0741	3.75	3.75	0.0741
4.50"	4.50	0.0741	4.50	4.50	0.0741	4.50	4.50	0.0741
5.25"	5.25	0.0741	5.25	5.25	0.0741	5.25	5.25	0.0741
6.00"	6.00	0.0741	6.00	6.00	0.0741	6.00	6.00	0.0741

* ONLY REQUIRED FOR INSTALLATIONS IN CONCRETE.
SQUARE STEEL POSTS SYSTEM A
 0.1041" AND 0.0741" - 60 KSI



SIGN POST SIZE (INCHES)	DIMENSION (INCHES)
1.75	3.0
2.00	3.0
2.25	3.5

3/4" - 16 UNC ANCHOR BOLTS & NUTS
 CARBUM PLATED STEEL OR ZINC PLATED STEEL OR ALUMINUM



SIGN POST SIZE (INCHES)	DIMENSION (INCHES)	A	B
1.75	1.743	0.959	1.00
2.00	1.743	0.959	1.00
2.25	1.962	1.00	1.00

5/16" - 18 UNC CORNER BOLTS & NUTS
 CARBUM PLATED STEEL OR ZINC PLATED ALUMINUM

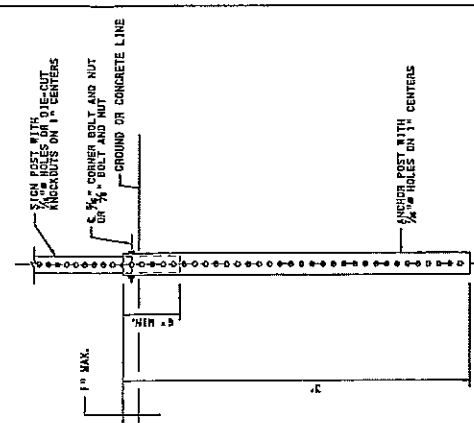
3/4" DRIVE RIVET
 CARBUM PLATED STEEL OR ZINC PLATED ALUMINUM

INSTALLATION INSTRUCTIONS:

- DETERMINE THE PROPER SIZE AND NUMBER OF SIGN POSTS FROM THE APPROPRIATE KNOCUTS ON SHEET 2.
- PUNCH OUT APPROPRIATE KNOCUTS AND ATTACH THE SIGN.
- DETERMINE THE PROPER SIZE ANCHOR POST FROM THE SQUARE STEEL POSTS TABLE ON THIS SHEET.
- DRIVE THE ANCHOR POST INTO THE GROUND, USING THE APPROPRIATE SIZE DRIVE CAP UNTIL ONLY ONE HOLE OF THE CONCRETE.
- PUNCH OUT THE SIXTH KNOCUTS FROM THE BOTTOM OF THE SIGN POST.
- SLIDE A MINIMUM OF 5" OF THE SIGN POST INTO THE ANCHOR POST.
- ATTACH THE SIGN POST TO THE ANCHOR POST WITH ONE 5/16" CORNER BOLT AND NUT OR ALTERNATIVELY ONE 3/4" BOLT AND NUT THROUGH THE TOP HOLE OF THE ANCHOR POST.
- REMOVE THE DRIVE CAP AND NUT BY THE TURN-OF-NUT METHOD. THE SIGN POST SHOULD BE FULLY INSERTED INTO THE ANCHOR POST AND THE SIGN POST SHOULD BE FULL CONTACT WITH EACH OTHER, THEN TIGHTEN AN ADDITIONAL 1/2 TURN.

INSTALLATION IN CONCRETE:

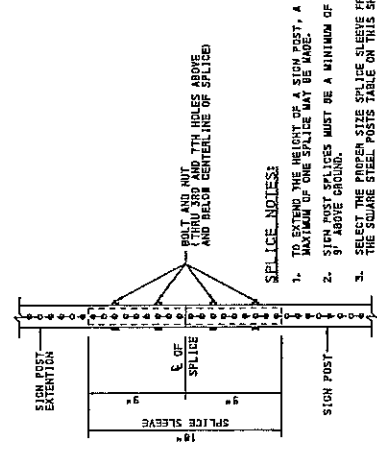
INSTALL AS NOTED ABOVE, BUT PLACE A 18" LONG ANCHOR ANCHOR POST INTO THE ANCHOR SLEEVE. THE SIGN POSTS OF THE PROPER SIZE ANCHOR SLEEVE FROM THE SQUARE STEEL POSTS TABLE ON THIS SHEET.



INSTALLATION DETAIL

NOTES:

- MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH 1929, 1961.
- SIGN POSTS AND SPICE SLEEVES SHALL HAVE 1/8" DIAMETER HOLES ON ALL FOUR SIDES. ANCHOR POSTS AND ANCHOR SLEEVES SHALL HAVE 1/4" DIAMETER HOLES ON ALL FOUR SIDES.
- BOLTS AND NUTS SHALL BE ASTM A 307, GRADE B.
- DRIVE WRENCHES MAY BE USED TO FASTEN SIGN BLANKS TO THE SIGN POST.



SPLICE NOTES:

- TO EXTEND THE HEIGHT OF A SIGN POST, A MAXIMUM OF ONE SPLICE MAY BE MADE.
- SIGN POST SPLICES MUST BE A MINIMUM OF 9" ABOVE GROUND.
- SELECT THE PROPER SIZE SPLICE SLEEVE FROM THE SQUARE STEEL POSTS TABLE ON THIS SHEET.

SPLICE DETAIL

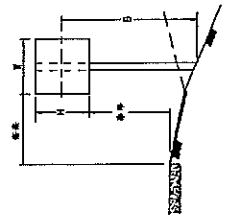
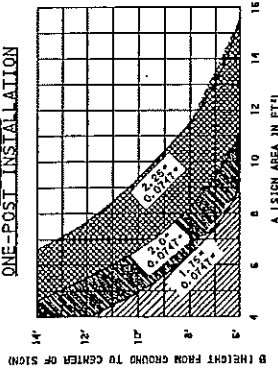
COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF TRANSPORTATION
 BUREAU OF MAINTENANCE AND OPERATIONS

POST-MOUNTED SIGNS, TYPE B

STEEL SQUARE POSTS (SYSTEM A) ERECTION DETAILS

RECOMMENDED JUN. 13, 2013 RECOMMENDED JUN. 13, 2013 SHT. 1 OF 9
 OFFICE: TRAFFIC ENGINEERING AND PLANNING DIVISION
 PROJECT: I-76/282/283/284/285/286/287/288/289/290/291/292/293/294/295/296/297/298/299/300/301/302/303/304/305/306/307/308/309/310/311/312/313/314/315/316/317/318/319/320/321/322/323/324/325/326/327/328/329/330/331/332/333/334/335/336/337/338/339/340/341/342/343/344/345/346/347/348/349/350/351/352/353/354/355/356/357/358/359/360/361/362/363/364/365/366/367/368/369/370/371/372/373/374/375/376/377/378/379/380/381/382/383/384/385/386/387/388/389/390/391/392/393/394/395/396/397/398/399/400/401/402/403/404/405/406/407/408/409/410/411/412/413/414/415/416/417/418/419/420/421/422/423/424/425/426/427/428/429/430/431/432/433/434/435/436/437/438/439/440/441/442/443/444/445/446/447/448/449/450/451/452/453/454/455/456/457/458/459/460/461/462/463/464/465/466/467/468/469/470/471/472/473/474/475/476/477/478/479/480/481/482/483/484/485/486/487/488/489/490/491/492/493/494/495/496/497/498/499/500/501/502/503/504/505/506/507/508/509/510/511/512/513/514/515/516/517/518/519/520/521/522/523/524/525/526/527/528/529/530/531/532/533/534/535/536/537/538/539/540/541/542/543/544/545/546/547/548/549/550/551/552/553/554/555/556/557/558/559/560/561/562/563/564/565/566/567/568/569/570/571/572/573/574/575/576/577/578/579/580/581/582/583/584/585/586/587/588/589/590/591/592/593/594/595/596/597/598/599/600/601/602/603/604/605/606/607/608/609/610/611/612/613/614/615/616/617/618/619/620/621/622/623/624/625/626/627/628/629/630/631/632/633/634/635/636/637/638/639/640/641/642/643/644/645/646/647/648/649/650/651/652/653/654/655/656/657/658/659/660/661/662/663/664/665/666/667/668/669/670/671/672/673/674/675/676/677/678/679/680/681/682/683/684/685/686/687/688/689/690/691/692/693/694/695/696/697/698/699/700/701/702/703/704/705/706/707/708/709/710/711/712/713/714/715/716/717/718/719/720/721/722/723/724/725/726/727/728/729/730/731/732/733/734/735/736/737/738/739/740/741/742/743/744/745/746/747/748/749/750/751/752/753/754/755/756/757/758/759/760/761/762/763/764/765/766/767/768/769/770/771/772/773/774/775/776/777/778/779/780/781/782/783/784/785/786/787/788/789/790/791/792/793/794/795/796/797/798/799/800/801/802/803/804/805/806/807/808/809/810/811/812/813/814/815/816/817/818/819/820/821/822/823/824/825/826/827/828/829/830/831/832/833/834/835/836/837/838/839/840/841/842/843/844/845/846/847/848/849/850/851/852/853/854/855/856/857/858/859/860/861/862/863/864/865/866/867/868/869/870/871/872/873/874/875/876/877/878/879/880/881/882/883/884/885/886/887/888/889/890/891/892/893/894/895/896/897/898/899/900/901/902/903/904/905/906/907/908/909/910/911/912/913/914/915/916/917/918/919/920/921/922/923/924/925/926/927/928/929/930/931/932/933/934/935/936/937/938/939/940/941/942/943/944/945/946/947/948/949/950/951/952/953/954/955/956/957/958/959/960/961/962/963/964/965/966/967/968/969/970/971/972/973/974/975/976/977/978/979/980/981/982/983/984/985/986/987/988/989/990/991/992/993/994/995/996/997/998/999/1000

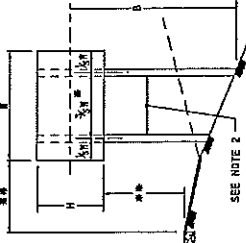
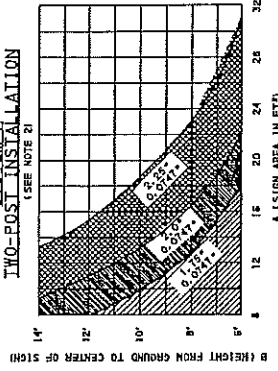
**SYSTEM A
ONE-POST INSTALLATION**
(SEE NOTE 2)



* WHEN ERECTING STANDARD MARKING OR REGULATORY SIGNS THAT ARE PRECISELY LOCATED, SHOW DISTANCE FROM GROUND TO CENTER OF SIGN. ** SEE SHEET 3 FOR SIGN LOCATION/INSTALLATION DETAILS.

A = SIGN AREA (SEE TABLE) - REFERENCE SIGNS.
A = M * H FOR REFERENCE SIGNS.
H = HEIGHT OF SIGN

**SYSTEM A
TWO-POST INSTALLATION**
(SEE NOTE 2)



SEE NOTE 2

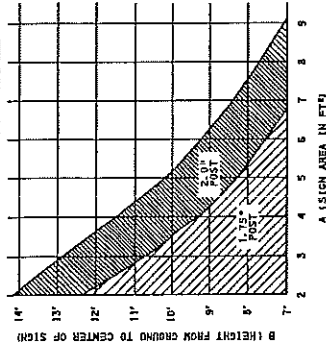
NOTES:

1. TO DETERMINE THE POST SIZE, ENTER THE GRAPH WITH THE WANTED SIGN SIZE. THE REQUIRED AREA INDICATES THE WANTED POST SIZE.
2. SEE DISCREPANCY TABLE FOR DISTANCE BETWEEN POST EDGES WHEN USED IN TWO-POST INSTALLATIONS. SEE EACH OTHER WHEN USED IN TWO-POST INSTALLATIONS.

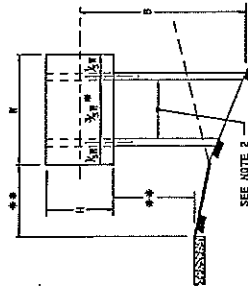
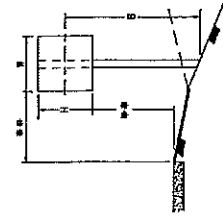
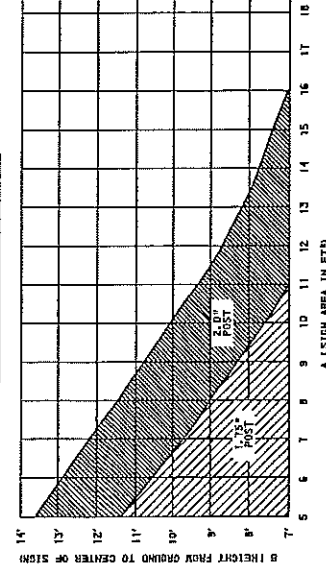
SIGN AREA TABLE

SQUARE OR RECTANGULAR SIGNS			IRREGULAR SHAPED SIGNS		
SIZE (IN. X IN.)	AREA (FT²)	SIZE (IN. X IN.)	AREA (FT²)	AREA (FT²)	AREA (FT²)
8"x10"	2.1	30"x45"	3.1	72"x12"	6.0
12"x8"	1.5	30"x48"	5.0	72"x24"	12.0
12"x12"	2.0	30"x60"	6.3	72"x36"	18.0
12"x18"	3.0	30"x72"	10.0	72"x48"	24.0
12"x24"	4.0	30"x84"	12.5	72"x60"	30.0
15"x15"	1.9	36"x36"	9.0	72"x72"	36.0
15"x18"	2.3	36"x48"	12.0	72"x84"	42.0
15"x24"	3.0	36"x60"	12.5	72"x96"	48.0
15"x30"	4.0	36"x72"	16.0	72"x108"	54.0
18"x18"	3.0	36"x84"	18.0	72"x120"	60.0
18"x24"	4.0	36"x96"	24.0	72"x132"	66.0
18"x30"	5.0	36"x108"	30.0	72"x144"	72.0
24"x24"	6.0	36"x120"	36.0	72"x156"	78.0
24"x30"	7.0	36"x132"	42.0	72"x168"	84.0
24"x36"	8.0	36"x144"	48.0	72"x180"	90.0
24"x48"	12.0	36"x156"	54.0	72"x192"	96.0
30"x30"	9.0	36"x168"	60.0	72"x204"	102.0
30"x48"	12.0	36"x180"	66.0	72"x216"	108.0
30"x60"	15.0	36"x192"	72.0	72"x228"	114.0
30"x72"	18.0	36"x204"	78.0	72"x240"	120.0
30"x84"	24.0	36"x216"	84.0	72"x252"	126.0
30"x96"	30.0	36"x228"	90.0	72"x264"	132.0
30"x108"	36.0	36"x240"	96.0	72"x276"	138.0
30"x120"	42.0	36"x252"	102.0	72"x288"	144.0
30"x132"	48.0	36"x264"	108.0	72"x300"	150.0
30"x144"	54.0	36"x276"	114.0	72"x312"	156.0
30"x156"	60.0	36"x288"	120.0	72"x324"	162.0
30"x168"	66.0	36"x300"	126.0	72"x336"	168.0
30"x180"	72.0	36"x312"	132.0	72"x348"	174.0
30"x192"	78.0	36"x324"	138.0	72"x360"	180.0
30"x204"	84.0	36"x336"	144.0	72"x372"	186.0
30"x216"	90.0	36"x348"	150.0	72"x384"	192.0
30"x228"	96.0	36"x360"	156.0	72"x396"	198.0
30"x240"	102.0	36"x372"	162.0	72"x408"	204.0
30"x252"	108.0	36"x384"	168.0	72"x420"	210.0
30"x264"	114.0	36"x396"	174.0	72"x432"	216.0
30"x276"	120.0	36"x408"	180.0	72"x444"	222.0
30"x288"	126.0	36"x420"	186.0	72"x456"	228.0
30"x300"	132.0	36"x432"	192.0	72"x468"	234.0
30"x312"	138.0	36"x444"	198.0	72"x480"	240.0
30"x324"	144.0	36"x456"	204.0	72"x492"	246.0
30"x336"	150.0	36"x468"	210.0	72"x504"	252.0
30"x348"	156.0	36"x480"	216.0	72"x516"	258.0
30"x360"	162.0	36"x492"	222.0	72"x528"	264.0
30"x372"	168.0	36"x504"	228.0	72"x540"	270.0
30"x384"	174.0	36"x516"	234.0	72"x552"	276.0
30"x396"	180.0	36"x528"	240.0	72"x564"	282.0
30"x408"	186.0	36"x540"	246.0	72"x576"	288.0
30"x420"	192.0	36"x552"	252.0	72"x588"	294.0
30"x432"	198.0	36"x564"	258.0	72"x600"	300.0
30"x444"	204.0	36"x576"	264.0	72"x612"	306.0
30"x456"	210.0	36"x588"	270.0	72"x624"	312.0
30"x468"	216.0	36"x600"	276.0	72"x636"	318.0
30"x480"	222.0	36"x612"	282.0	72"x648"	324.0
30"x492"	228.0	36"x624"	288.0	72"x660"	330.0
30"x504"	234.0	36"x636"	294.0	72"x672"	336.0
30"x516"	240.0	36"x648"	300.0	72"x684"	342.0
30"x528"	246.0	36"x660"	306.0	72"x696"	348.0
30"x540"	252.0	36"x672"	312.0	72"x708"	354.0
30"x552"	258.0	36"x684"	318.0	72"x720"	360.0
30"x564"	264.0	36"x696"	324.0	72"x732"	366.0
30"x576"	270.0	36"x708"	330.0	72"x744"	372.0
30"x588"	276.0	36"x720"	336.0	72"x756"	378.0
30"x600"	282.0	36"x732"	342.0	72"x768"	384.0
30"x612"	288.0	36"x744"	348.0	72"x780"	390.0
30"x624"	294.0	36"x756"	354.0	72"x792"	396.0
30"x636"	300.0	36"x768"	360.0	72"x804"	402.0
30"x648"	306.0	36"x780"	366.0	72"x816"	408.0
30"x660"	312.0	36"x792"	372.0	72"x828"	414.0
30"x672"	318.0	36"x804"	378.0	72"x840"	420.0
30"x684"	324.0	36"x816"	384.0	72"x852"	426.0
30"x696"	330.0	36"x828"	390.0	72"x864"	432.0
30"x708"	336.0	36"x840"	396.0	72"x876"	438.0
30"x720"	342.0	36"x852"	402.0	72"x888"	444.0
30"x732"	348.0	36"x864"	408.0	72"x900"	450.0
30"x744"	354.0	36"x876"	414.0	72"x912"	456.0
30"x756"	360.0	36"x888"	420.0	72"x924"	462.0
30"x768"	366.0	36"x900"	426.0	72"x936"	468.0
30"x780"	372.0	36"x912"	432.0	72"x948"	474.0
30"x792"	378.0	36"x924"	438.0	72"x960"	480.0
30"x804"	384.0	36"x936"	444.0	72"x972"	486.0
30"x816"	390.0	36"x948"	450.0	72"x984"	492.0
30"x828"	396.0	36"x960"	456.0	72"x996"	498.0
30"x840"	402.0	36"x972"	462.0	72"x1008"	504.0
30"x852"	408.0	36"x984"	468.0	72"x1020"	510.0
30"x864"	414.0	36"x996"	474.0	72"x1032"	516.0
30"x876"	420.0	36"x1008"	480.0	72"x1044"	522.0
30"x888"	426.0	36"x1020"	486.0	72"x1056"	528.0
30"x900"	432.0	36"x1032"	492.0	72"x1068"	534.0
30"x912"	438.0	36"x1044"	498.0	72"x1080"	540.0
30"x924"	444.0	36"x1056"	504.0	72"x1092"	546.0
30"x936"	450.0	36"x1068"	510.0	72"x1104"	552.0
30"x948"	456.0	36"x1080"	516.0	72"x1116"	558.0
30"x960"	462.0	36"x1092"	522.0	72"x1128"	564.0
30"x972"	468.0	36"x1104"	528.0	72"x1140"	570.0
30"x984"	474.0	36"x1116"	534.0	72"x1152"	576.0
30"x996"	480.0	36"x1128"	540.0	72"x1164"	582.0
30"x1008"	486.0	36"x1140"	546.0	72"x1176"	588.0
30"x1020"	492.0	36"x1152"	552.0	72"x1188"	594.0
30"x1032"	498.0	36"x1164"	558.0	72"x1200"	600.0
30"x1044"	504.0	36"x1176"	564.0	72"x1212"	606.0
30"x1056"	510.0	36"x1188"	570.0	72"x1224"	612.0
30"x1068"	516.0	36"x1200"	576.0	72"x1236"	618.0
30"x1080"	522.0	36"x1212"	582.0	72"x1248"	624.0
30"x1092"	528.0	36"x1224"	588.0	72"x1260"	630.0
30"x1104"	534.0	36"x1236"	594.0	72"x1272"	636.0
30"x1116"	540.0	36"x1248"	600.0	72"x1284"	642.0
30"x1128"	546.0	36"x1260"	606.0	72"x1296"	648.0
30"x1140"	552.0	36"x1272"	612.0	72"x1308"	654.0
30"x1152"	558.0	36"x1284"	618.0	72"x1320"	660.0
30"x1164"	564.0	36"x1296"	624.0	72"x1332"	666.0
30"x1176"	570.0	36"x1308"	630.0	72"x1344"	672.0
30"x1188"	576.0	36"x1320"	636.0	72"x1356"	678.0
30"x1200"	582.0	36"x1332"	642.0	72"x1368"	684.0
30"x1212"	588.0	36"x1344"	648.0	72"x1380"	690.0
30"x1224"	594.0	36"x1356"	654.0	72"x1392"	696.0
30"x1236"	600.0	36"x1368"	660.0	72"x1404"	702.0
30"x1248"	606.0	36"x1380"	666.0	72"x1416"	708.0
30"x1260"	612.0	36"x1392"	672.0	72"x1428"	714.0
30"x1272"	618.0	36"x1404"	678.0	72"x1440"	720.0
30"x1284"	624.0	36"x1416"	684.0	72"x1452"	726.0
30"x1296"	630.0	36"x1428"	690.0	72"x1464"	732.0
30"x1308"	636.0	36"x1440"	696.0	72"x1476"	738.0
30"x1320"	642.0	36"x1452"	702.0	72"x1488"	744.0
30"x1332"	648.0	36"x1464"	708.0	72"x1500"	750.0
30"x1344"	654.0	36"x1476"	714.0	72"x1512"	756.0
30"x1356"	660.0	36"x1488"	720.0	72"x1524"	762.0
30"x1368"	666.0	36"x1500"	726.0	72"x1536"	768.0
30"x1380"	672.0	36"x1512"	732.0	72"x1548"	774.0
30"x1392"	678.0	36"x1524"	738.0	72"x1560"	780.0
30"x1404"	684.0	36"x1536"	744.0	72"x1572"	786.0
30"x1416"	690.0	36"x1548"	750.0	72"x1584"	792.0
30"x1428"	696.0	36"x1560"	756.0	72"x1596"	798.0
30"x1440"	702.0	36"x1572"	762.0	72"x1608"	804.0
30"x1452"	708.0	36"x1584"	768.0	72"x1620"	810.0
30"x1464"	714.0	36"x1596"	774.0	72"x1632"	816.0
30"x1476"	720.0	36"x1608"	780.0	72"x1644"	822.0
30"x1488"	726.0	36"x1620"	786.0	72"x1656"	828.0
30"x1500"	732.0	36"x1632"	792.0	72"x1668"	834.0
30"x1512"	738.0	36"x1644"	798.0	72"x1680"	840.0
30"x1524"	744.0	36"x1656"	804.0	72"x1692"	846.0
30"x1536"	750.0	36"x1668"	810.0	72"x1704"	852.0
30"x1548"	756.0	36"x1680"	816.0	72"x1716"	858.0
30"x1560"	762.0	36"x1692"	822.0	72"x1728"	864.0
30"x1572"	768.0	36"x1704"	828.0	72"x1740"	870.0
30"x1584"	774.0	36"x1716"	834.0	72"x1752"	876.0
30"x1596"	780.0	36"x1728"	840.0	72"x1764"	882.0
30"x1608"	786.0	36"x1740"	846.0	72"x1776"	888.0
30"x1620"	792.0	36"x1752"	852.0	72"x1788"	894.0
30"x1632"	798.0	36"x1764"	858.0	72"x1800"	900.0
30"x1644"	804.0	36"x1776"	864.0	72"x1812"	906.0
30"x1656"	810.0	36"x1788"	870.0	72"x1824"	912.0
30"x1668"	816.0	36"x1800"	876.0	72"x1836"	918.0
30"x1680"	822.0	36"x1812"	882.0	72"x1848"	924.0
30"x1692"	828.0	36"x1824"	888.0	72"x1860"	930.0
30"x1704"	834.0	36"x1836"	894.0	72"x1872"	936.0
30"x1716"	840.0	36"x1848"	900.0	72"x1884"	942.0
30"x1728"	846.0	36"x1860"	906.0	72"x1896"	948.0
30"x1740"	852.0	36"x1872"	912.0	72"x1908"	954.0
30"x1752"	858.0	36"x1884"	918.0	72"x1920"	960.0
30"x1764"	864.0	36"x1896"	924.0	72"x1932"	966.0
30"x1776"	870.0	36"x1908"	930.0	72"x1944"	972.0
30"x1788"	876.0	36"x1920"	936.0	72"x1956"	978.0
30"x1800"	882.0	36"x1932"	942.0	72"x1968"	984.0
30"x1812"	888.0	36"x1944"	948.0</		

**SYSTEM C
ONE-POST INSTALLATION**



**SYSTEM C
TWO-POST INSTALLATION**



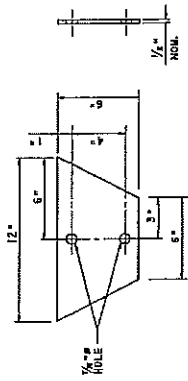
■ WHEN ERECTING STANDARD MARKING OR REGULATORY SIGNS, THE DISTANCE BETWEEN THE HORIZONTAL HOLES, IS EQUAL TO THE HEIGHT OF SIGN.

◆ SEE SHEET 9 FOR SIGN LOCATION/INSTALLATION DETAILS.

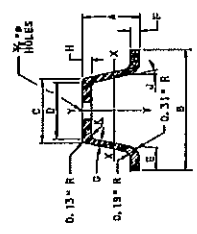
■ SIGN AREA (SEE TABLE) FOR SIGNING SIGNS, IS EQUAL TO THE SIGN AREA (SEE TABLE) FOR SIGNING SIGNS, PLUS THE HEIGHT OF SIGN.

NOTES:
1. TO DETERMINE THE POST SIZE, ENTER THE GRAPH WITH THE VALUES OF A AND B. THE SHADDED AREA INDICATES THE APPROPRIATE POST SIZE REQUIRED.
2. 1.5' AND 1.5' POSTS MAY HAVE LESS THAN 1 FT. CLEARANCE BETWEEN EACH OTHER WHEN USED IN TWO-POST INSTALLATIONS.

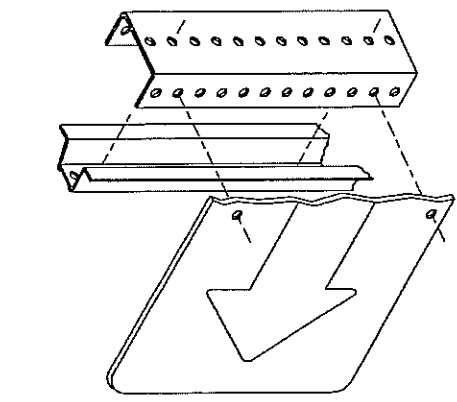
SQUARE OR RECTANGULAR SIGNS			IRREGULAR SHAPED SIGNS		
SIZE (IN. X IN.)	AREA (FT²)	AREA (IN. X IN.)	SIZE (IN. X IN.)	AREA (FT²)	AREA (FT²)
12"x12"	1.0	12"x12"	12"x12"	1.0	1.0
12"x18"	1.5	12"x18"	12"x18"	1.5	1.5
12"x24"	2.0	12"x24"	12"x24"	2.0	2.0
12"x30"	2.5	12"x30"	12"x30"	2.5	2.5
12"x36"	3.0	12"x36"	12"x36"	3.0	3.0
12"x42"	3.5	12"x42"	12"x42"	3.5	3.5
12"x48"	4.0	12"x48"	12"x48"	4.0	4.0
12"x54"	4.5	12"x54"	12"x54"	4.5	4.5
12"x60"	5.0	12"x60"	12"x60"	5.0	5.0
12"x66"	5.5	12"x66"	12"x66"	5.5	5.5
12"x72"	6.0	12"x72"	12"x72"	6.0	6.0
12"x78"	6.5	12"x78"	12"x78"	6.5	6.5
12"x84"	7.0	12"x84"	12"x84"	7.0	7.0
12"x90"	7.5	12"x90"	12"x90"	7.5	7.5
12"x96"	8.0	12"x96"	12"x96"	8.0	8.0
12"x102"	8.5	12"x102"	12"x102"	8.5	8.5
12"x108"	9.0	12"x108"	12"x108"	9.0	9.0
12"x114"	9.5	12"x114"	12"x114"	9.5	9.5
12"x120"	10.0	12"x120"	12"x120"	10.0	10.0
12"x126"	10.5	12"x126"	12"x126"	10.5	10.5
12"x132"	11.0	12"x132"	12"x132"	11.0	11.0
12"x138"	11.5	12"x138"	12"x138"	11.5	11.5
12"x144"	12.0	12"x144"	12"x144"	12.0	12.0
12"x150"	12.5	12"x150"	12"x150"	12.5	12.5
12"x156"	13.0	12"x156"	12"x156"	13.0	13.0
12"x162"	13.5	12"x162"	12"x162"	13.5	13.5
12"x168"	14.0	12"x168"	12"x168"	14.0	14.0
12"x174"	14.5	12"x174"	12"x174"	14.5	14.5
12"x180"	15.0	12"x180"	12"x180"	15.0	15.0
12"x186"	15.5	12"x186"	12"x186"	15.5	15.5
12"x192"	16.0	12"x192"	12"x192"	16.0	16.0
12"x198"	16.5	12"x198"	12"x198"	16.5	16.5
12"x204"	17.0	12"x204"	12"x204"	17.0	17.0
12"x210"	17.5	12"x210"	12"x210"	17.5	17.5
12"x216"	18.0	12"x216"	12"x216"	18.0	18.0
12"x222"	18.5	12"x222"	12"x222"	18.5	18.5
12"x228"	19.0	12"x228"	12"x228"	19.0	19.0
12"x234"	19.5	12"x234"	12"x234"	19.5	19.5
12"x240"	20.0	12"x240"	12"x240"	20.0	20.0
12"x246"	20.5	12"x246"	12"x246"	20.5	20.5
12"x252"	21.0	12"x252"	12"x252"	21.0	21.0
12"x258"	21.5	12"x258"	12"x258"	21.5	21.5
12"x264"	22.0	12"x264"	12"x264"	22.0	22.0
12"x270"	22.5	12"x270"	12"x270"	22.5	22.5
12"x276"	23.0	12"x276"	12"x276"	23.0	23.0
12"x282"	23.5	12"x282"	12"x282"	23.5	23.5
12"x288"	24.0	12"x288"	12"x288"	24.0	24.0
12"x294"	24.5	12"x294"	12"x294"	24.5	24.5
12"x300"	25.0	12"x300"	12"x300"	25.0	25.0
12"x306"	25.5	12"x306"	12"x306"	25.5	25.5
12"x312"	26.0	12"x312"	12"x312"	26.0	26.0
12"x318"	26.5	12"x318"	12"x318"	26.5	26.5
12"x324"	27.0	12"x324"	12"x324"	27.0	27.0
12"x330"	27.5	12"x330"	12"x330"	27.5	27.5
12"x336"	28.0	12"x336"	12"x336"	28.0	28.0
12"x342"	28.5	12"x342"	12"x342"	28.5	28.5
12"x348"	29.0	12"x348"	12"x348"	29.0	29.0
12"x354"	29.5	12"x354"	12"x354"	29.5	29.5
12"x360"	30.0	12"x360"	12"x360"	30.0	30.0
12"x366"	30.5	12"x366"	12"x366"	30.5	30.5
12"x372"	31.0	12"x372"	12"x372"	31.0	31.0
12"x378"	31.5	12"x378"	12"x378"	31.5	31.5
12"x384"	32.0	12"x384"	12"x384"	32.0	32.0
12"x390"	32.5	12"x390"	12"x390"	32.5	32.5
12"x396"	33.0	12"x396"	12"x396"	33.0	33.0
12"x402"	33.5	12"x402"	12"x402"	33.5	33.5
12"x408"	34.0	12"x408"	12"x408"	34.0	34.0
12"x414"	34.5	12"x414"	12"x414"	34.5	34.5
12"x420"	35.0	12"x420"	12"x420"	35.0	35.0
12"x426"	35.5	12"x426"	12"x426"	35.5	35.5
12"x432"	36.0	12"x432"	12"x432"	36.0	36.0
12"x438"	36.5	12"x438"	12"x438"	36.5	36.5
12"x444"	37.0	12"x444"	12"x444"	37.0	37.0
12"x450"	37.5	12"x450"	12"x450"	37.5	37.5
12"x456"	38.0	12"x456"	12"x456"	38.0	38.0
12"x462"	38.5	12"x462"	12"x462"	38.5	38.5
12"x468"	39.0	12"x468"	12"x468"	39.0	39.0
12"x474"	39.5	12"x474"	12"x474"	39.5	39.5
12"x480"	40.0	12"x480"	12"x480"	40.0	40.0
12"x486"	40.5	12"x486"	12"x486"	40.5	40.5
12"x492"	41.0	12"x492"	12"x492"	41.0	41.0
12"x498"	41.5	12"x498"	12"x498"	41.5	41.5
12"x504"	42.0	12"x504"	12"x504"	42.0	42.0
12"x510"	42.5	12"x510"	12"x510"	42.5	42.5
12"x516"	43.0	12"x516"	12"x516"	43.0	43.0
12"x522"	43.5	12"x522"	12"x522"	43.5	43.5
12"x528"	44.0	12"x528"	12"x528"	44.0	44.0
12"x534"	44.5	12"x534"	12"x534"	44.5	44.5
12"x540"	45.0	12"x540"	12"x540"	45.0	45.0
12"x546"	45.5	12"x546"	12"x546"	45.5	45.5
12"x552"	46.0	12"x552"	12"x552"	46.0	46.0
12"x558"	46.5	12"x558"	12"x558"	46.5	46.5
12"x564"	47.0	12"x564"	12"x564"	47.0	47.0
12"x570"	47.5	12"x570"	12"x570"	47.5	47.5
12"x576"	48.0	12"x576"	12"x576"	48.0	48.0
12"x582"	48.5	12"x582"	12"x582"	48.5	48.5
12"x588"	49.0	12"x588"	12"x588"	49.0	49.0
12"x594"	49.5	12"x594"	12"x594"	49.5	49.5
12"x600"	50.0	12"x600"	12"x600"	50.0	50.0
12"x606"	50.5	12"x606"	12"x606"	50.5	50.5
12"x612"	51.0	12"x612"	12"x612"	51.0	51.0
12"x618"	51.5	12"x618"	12"x618"	51.5	51.5
12"x624"	52.0	12"x624"	12"x624"	52.0	52.0
12"x630"	52.5	12"x630"	12"x630"	52.5	52.5
12"x636"	53.0	12"x636"	12"x636"	53.0	53.0
12"x642"	53.5	12"x642"	12"x642"	53.5	53.5
12"x648"	54.0	12"x648"	12"x648"	54.0	54.0
12"x654"	54.5	12"x654"	12"x654"	54.5	54.5
12"x660"	55.0	12"x660"	12"x660"	55.0	55.0
12"x666"	55.5	12"x666"	12"x666"	55.5	55.5
12"x672"	56.0	12"x672"	12"x672"	56.0	56.0
12"x678"	56.5	12"x678"	12"x678"	56.5	56.5
12"x684"	57.0	12"x684"	12"x684"	57.0	57.0
12"x690"	57.5	12"x690"	12"x690"	57.5	57.5
12"x696"	58.0	12"x696"	12"x696"	58.0	58.0
12"x702"	58.5	12"x702"	12"x702"	58.5	58.5
12"x708"	59.0	12"x708"	12"x708"	59.0	59.0
12"x714"	59.5	12"x714"	12"x714"	59.5	59.5
12"x720"	60.0	12"x720"	12"x720"	60.0	60.0
12"x726"	60.5	12"x726"	12"x726"	60.5	60.5
12"x732"	61.0	12"x732"	12"x732"	61.0	61.0
12"x738"	61.5	12"x738"	12"x738"	61.5	61.5
12"x744"	62.0	12"x744"	12"x744"	62.0	62.0
12"x750"	62.5	12"x750"	12"x750"	62.5	62.5
12"x756"	63.0	12"x756"	12"x756"	63.0	63.0
12"x762"	63.5	12"x762"	12"x762"	63.5	63.5
12"x768"	64.0	12"x768"	12"x768"	64.0	64.0
12"x774"	64.5	12"x774"	12"x774"	64.5	64.5
12"x780"	65.0	12"x780"	12"x780"	65.0	65.0
12"x786"	65.5	12"x786"	12"x786"	65.5	65.5
12"x792"	66.0	12"x792"	12"x792"	66.0	66.0
12"x798"	66.5	12"x798"	12"x798"	66.5	66.5
12"x804"	67.0	12"x804"	12"x804"	67.0	67.0
12"x810"	67.5	12"x810"	12"x810"	67.5	67.5
12"x816"	68.0	12"x816"	12"x816"	68.0	68.0
12"x822"	68.5	12"x822"	12"x822"	68.5	68.5
12"x828"	69.0	12"x828"	12"x828"	69.0	69.0
12"x834"	69.5	12"x834"	12"x834"	69.5	69.5
12"x840"	70.0	12"x840"	12"x840"	70.0	70.0
12"x846"	70.5	12"x846"	12"x846"	70.5	70.5
12"x852"	71.0	12"x852"	12"x852"	71.0	71.0
12"x858"	71.5	12"x858"	12"x858"	71.5	71.5
12"x864"	72.0	12"x864"	12"x864"	72.0	72.0
12"x870"	72.5	12"x870"	12"x870"	72.5	72.5
12"x876"	73.0	12"x876"	12"x876"	73.0	73.0
12"x882"	73.5	12"x882"	12"x882"	73.5	73.5
12"x888"	74.0	12"x888"	12"x888"	74.0	74.0
12"x894"	74.5	12"x894"	12"x894"	74.5	74.5
12"x900"	75.0	12"x900"	12"x900"	75.0	75.0
12"x906"	75.5	12"x906"	12"x906"	75.5	75.5
12"x912"	76.0	12"x912"	12"x912"	76.0	76.0
12"x918"	76.5	12"x918"	12"x918"	76.5	76.5
12"x924"	77.0	12"x924"	12"x924"	77.0	77.0
12"x930"	77.5	12"x930"	12"x930"	77.5	77.5
12"x936"	78.0	12"x936"	12"x936"	78.0	78.0
12"x942"	78.5	12"x942"	12"x942"	78.5	78.5
12"x948"	79.0	12"x948"	12"x948"	79.0	79.0
12"x954"	79.5	12"x954"	12"x954"	79.5	79.5
12"x960"	80.0	12"x960"	12"x960"	80.0	80.0
12"x966"	80.5	12"x966"	12"x966"	80.5	80.5
12"x972"	81.0	12"x972"	12"x972"	81.0	81.0
12"x978"	81.5	12"x978"	12"x978"	81.5	81.5
12"x984"	82.0	12"x984"	12"x984"	82.0	82.0
12"x990"	82.5	12"x990"	12"x990"	82.5	82.5
12"x996"	83.0	12"x996"	12"x996"	83.0	83.0
12"x1002"	83.5	12"x1002"	12"x1002"	83.5	83.5
12"x1008"	84.0	12"x1008"	12"x1008"	84.0	84.0
12"x1014"	84.5	12"x1014"	12"x1014"	84.5	84.5
12"x1020"	85.0	12"x1020"	12"x1020"	85.0	85.0
12"x1026"	85.5	12"x1026"	12"x1026"	85.5	85.5
12"x1032"	86.0	12"x1032"	12"x1032"	86.0	86.0
12"x1038"	86.5	12"x1038"	12"x1038"	86.5	86.5
12"x1044"	87.0	12"x1044"	12"x1044"	87.0	87.0
12"x1050"	87.5	12"x1050"	12"x1050"	87.5	87.5
12"x1056"	88.0	12"x1056"	12"x1056"	88.0	88.0
12"x1062"	88.5	12"x1062"	12"x1062"	88.5	88.5
12"x1068"	89.0	12"x1068"	12"x1068"	89.0	89.0
12"x1074"</					



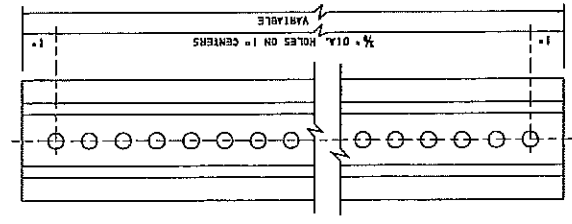
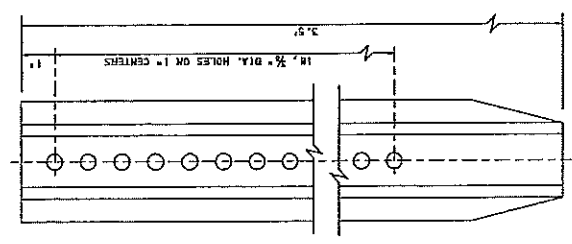
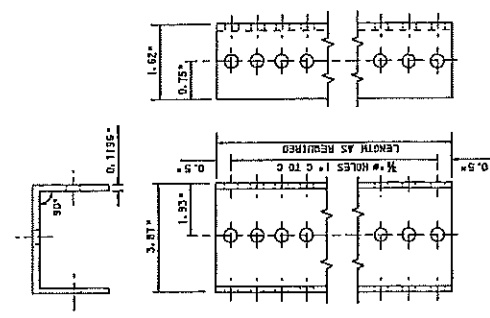
STEEL POST DIMENSIONS										
HEIGHT	A	B	C	D	E	F	G	H	J	K
1.85 FT.	1.86	3.13	1.25	1.06	0.63	0.16	0.12	0.15	0.5	0.13 R
2-5	1.15	1.50	1.67	1.41	0.72	0.25	0.18	0.23	0.5	0.13 R
# 234.9K										



- NOTES:**
1. MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH PUB-402.
 2. FORMED-CHANNEL SIGN MOUNTS SHALL BE MILD STEEL.
 3. ANCHOR BOLTS SHALL BE 1/2" - 18 UNC X 3" FULLY THREADED FOR THE STANDARD ANCHOR BOLT AND PLATE FLASHER.
 4. WASHERS SHALL BE 1/2" GRADE 9 PLATED.
 5. LOCKNUTS SHALL BE 1/2" - 18 UNC THREADS, HEX HEADED.
 6. ANY OTHER DEPARTMENT APPROVED BREAKAWAY CONNECTION APPROVED FOR THIS KIND OF POST MAY BE SUBSTITUTED FOR THE UNIVERSAL SPACER.
 7. SEE SHEET 5 FOR SPACER AND ANCHOR BOLT DETAILS.



USE WHEN IT IS NECESSARY TO MOUNT SIGNS ON THE SIDE OF A CHANNEL BAR POST IN ADDITION TO THE NORMAL SIGN MOUNTING LOCATION ON THE PLANNED FACE.



FIRST AND FIFTH HOLES TO BE SPACED SLOTS

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF TRANSPORTATION
BUREAU OF MAINTENANCE AND OPERATIONS

POST-MOUNTED SIGNS,
TYPE B

CHANNEL BAR POSTS
(ROLLED STEEL RAILS)
MATERIAL DETAILS

RECOMMENDED JUN. 13, 2013 RECOMMENDED JUN. 13, 2013 SMT. 5 OF 9
 [Signature] [Signature]
 CHIEF, TRAFFIC ENGINEERING AND DESIGN DIVISION CHIEF, TRAFFIC SAFETY AND
 PLANNING DIVISION

TC-8702B

ANCHOR SPlice INSTALLATION INSTRUCTIONS:

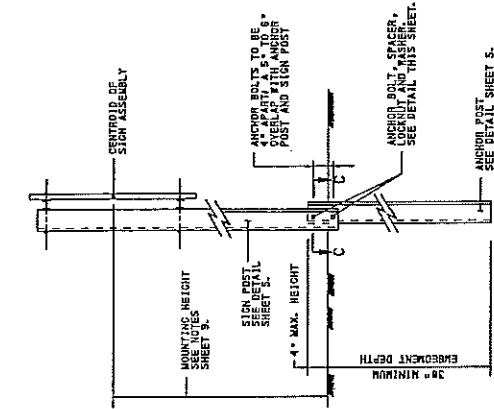
1. DETERMINE THE PROPER SIZE SIGN POST AND ANCHOR POST. ANCHOR BOLTS WITH 2.5 LB/FT. SIGN POSTS AND 4.0 LB/FT. ANCHOR BOLTS WITH 4.0 LB/FT. SIGN POSTS.
2. REMOVE A SHOVEL OF SOIL AT THE POST LOCATION TO ALLOW FOR FINAL ATTACHMENT OF THE SIGN POST TO THE ANCHOR POST.
3. TRAVEL TO THE SIGN POST AND ANCHOR POST. PLACE ONE END OF THE ANCHOR POST WITH HOLE FROM THE END OF THE EXPOSED ANCHOR POST. SECURELY TIGHTEN SPACER ONTO BOLT.
4. REMOVE AND WASHERS IN BEST SOUND LEVEL OF EASE REMAINING SECURELY TIGHTEN SPACER ONTO BOLT. (BOLTS 4" APART.)
5. NEST TOP SIGN POST OVER PROTRUDING ANCHOR POST BOLT THROUGH 4" DIA. HOLE OF ANCHOR POST.
6. PLACE A LOCKWASHER ON EACH BOLT IN STANDARD LOCKWASHER AND NUT MAY BE USED IN LIEU OF THE LOCKWASHER. TIGHTEN BOLTS AND NUTS BY TURN-OF-NUT METHOD. BE SURE TO TIGHTEN TO A TENSILE STRENGTH OF 100,000 PSI. TIGHTEN AN ADDITIONAL 1/2 TURN.
7. RESTORE SOIL AROUND THE ANCHOR POST.

INSTALLATION IN SOFT SOIL:

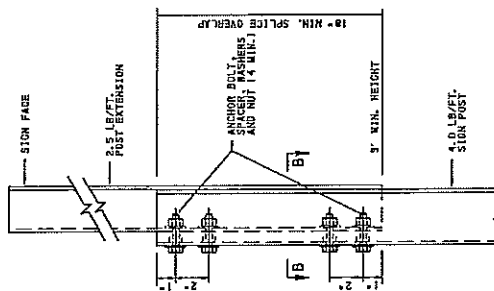
1. USE THE ANCHOR BOLT IN AREAS OF THE SOFT SOIL. BOLT THE TOP ANCHOR FROM THE END OF THE ANCHOR POST.

POST EXTENSION SPlice NOTES:

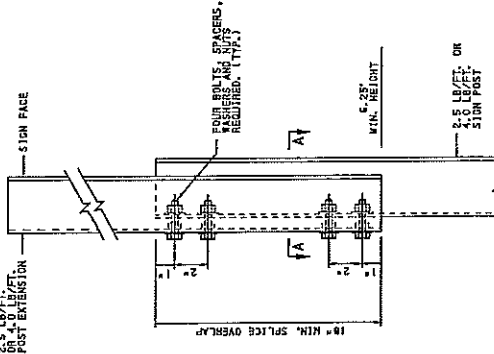
1. TO EXTEND THE HEIGHT OF A SIGN POST, A MAXIMUM OF ONE SPlice MAY BE MADE.
2. FOUR ANCHOR BOLTS WITH SPACERS, WASHERS, LOCKWASHERS AND NUTS AND NUTS, SEE THIS SHEET FOR ANCHOR BOLT SYSTEM.
3. POST EXTENSION SPlice DETAIL A IS PREFERRED OVER POST EXTENSION SPlice DETAIL B. WHEN DETAIL A IS USED, 2.5 LB/FT. POSTS SHALL BE USED. POSTS SHALL USE A 4.0 LB/FT. POST EXTENSION POST FOR SPlice EXTENSIONS. DETAIL B IS USED, POST EXTENSION SPlices SHALL BE MADE AT A MINIMUM HEIGHT OF 6.25 FT., MEASURED TO THE BOTTOM OF THE SPlice.
4. POST EXTENSION SPlice DETAIL B IS PERMITTED FOR USE TO PROVIDE A MINIMUM HEIGHT OF 6.25 FT. POST EXTENSION SPlices MAY BE NESTED ON THE HEIGHT OF 9 FT., MEASURED TO THE BOTTOM OF THE SPlice.



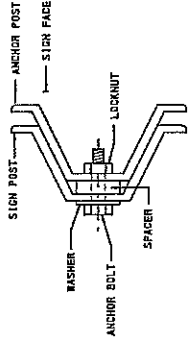
INSTALLATION DETAIL



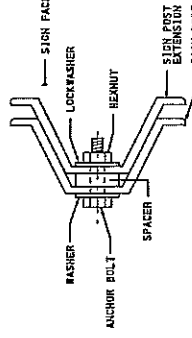
ALTERNATE POST EXTENSION SPlice DETAIL B



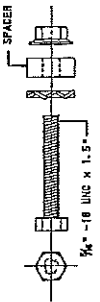
POST EXTENSION SPlice DETAIL A



SECTION C-C



SECTION B-B



ANCHOR BOLT, WASHER, SPACER AND LOCKNUT
ANCHOR BOLTS TO BE 1.5\"/>



SPACER DETAIL
ZINC PLATED

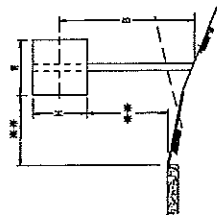
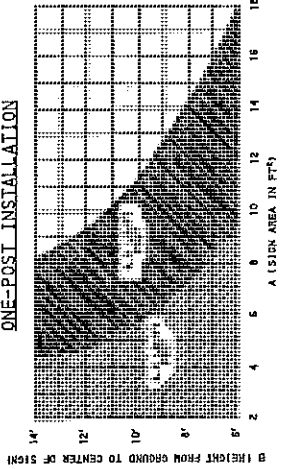
COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF TRANSPORTATION
BUREAU OF MAINTENANCE AND OPERATIONS

**POST-MOUNTED SIGNS,
TYPE B**

**CHANNEL BAR POSTS
ERECTION DETAILS**

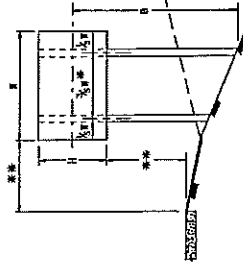
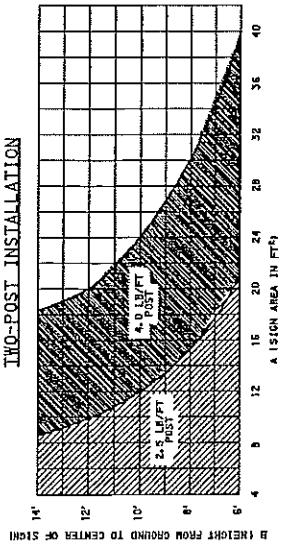
RECOMMENDED JUN. 13, 2013
DATE OF REVISION
TRAFFIC ENGINEERING AND SAFETY OPERATIONS DIVISION
SHEET 6 OF 3
TC-8702B

ONE-POST INSTALLATION



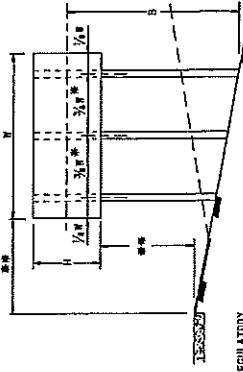
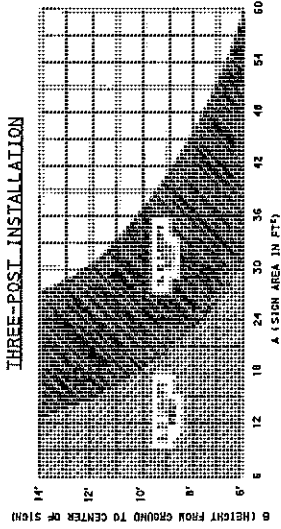
A = SIGN AREA (SEE TABLE); B = SIGN HEIGHT AS SHOWN.
 A * * * X H FOR HEIGHTS OF 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18.
 H = HEIGHT OF SIGN

TWO-POST INSTALLATION



* WHEN ERECTING STANDARD WARNING OR REGULATORY SIGNS THAT ARE PREPARED, THIS DISTANCE IS THE DISTANCE BETWEEN THE HORIZONTAL RULES. ** SEE SHEET 9 FOR SIGN LOCATION/INSTALLATION DETAILS.

THREE-POST INSTALLATION

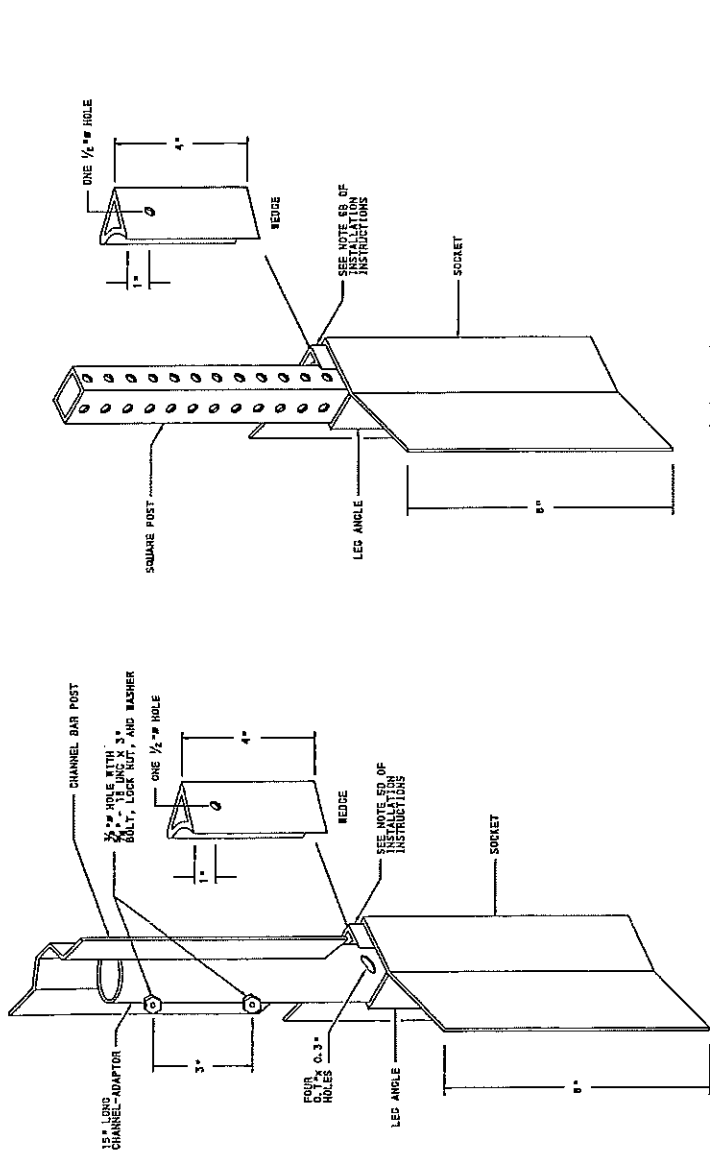


NOTES:

1. TO DETERMINE THE POST SIZE, ENTER THE GRAPH WITH THE VALUES OF HEIGHT AND SIGN AREA. THE SHADDED AREA INDICATES THE APPROPRIATE POST SIZE REQUIRED.
2. 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 24, 28, 32, 36, 40, 44, 48, 54, 60 POSTS MAY HAVE LESS THAN 7 FT. CLEARANCE BETWEEN EACH OTHER WHEN USED IN TWO-POST AND THREE-POST INSTALLATIONS.

SQUARE OR RECTANGULAR SIGNS			IRREGULAR SHAPED SIGNS			
SIZE IN 1/8 IN. (AREA 1/64 FT²)	AREA (FT²)	SIZE IN 1/4 IN. (AREA 1/16 FT²)	AREA (FT²)	SIZE IN 1/2 IN. (AREA 1/4 FT²)	AREA (FT²)	
12"x18"	2.25	30"x24"	7.5	YIELD (R-1)	35"x42"	14.7
12"x24"	3.0	30"x30"	9.0	YIELD (R-2)	48"x48"	23.0
12"x30"	3.75	30"x36"	10.8	NO PASSING PERMIT (W19-3)	48"x36"	17.3
12"x36"	4.5	30"x42"	12.6	NO PASSING PERMIT (W19-3)	48"x30"	14.4
12"x42"	5.25	30"x48"	14.4	RAILROAD WARNING (R10-1)	35"x35"	12.25
12"x48"	6.0	30"x54"	16.2	SCHOOL (S1-1)	30"x30"	9.0
12"x54"	6.75	30"x60"	18.0	STOP (R1-1)	24"x24"	5.76
12"x60"	7.5	30"x66"	19.8	STOP (R1-1)	30"x30"	9.0
12"x66"	8.25	30"x72"	21.6	STOP (R1-1)	30"x30"	9.0
12"x72"	9.0	30"x78"	23.4	STOP (R1-1)	30"x30"	9.0
12"x78"	9.75	30"x84"	25.2	STOP (R1-1)	30"x30"	9.0
12"x84"	10.5	30"x90"	27.0	STOP (R1-1)	30"x30"	9.0
12"x90"	11.25	30"x96"	28.8	STOP (R1-1)	30"x30"	9.0
12"x96"	12.0	30"x102"	30.6	STOP (R1-1)	30"x30"	9.0
12"x102"	12.75	30"x108"	32.4	STOP (R1-1)	30"x30"	9.0
12"x108"	13.5	30"x114"	34.2	STOP (R1-1)	30"x30"	9.0
12"x114"	14.25	30"x120"	36.0	STOP (R1-1)	30"x30"	9.0
12"x120"	15.0	30"x126"	37.8	STOP (R1-1)	30"x30"	9.0
12"x126"	15.75	30"x132"	39.6	STOP (R1-1)	30"x30"	9.0
12"x132"	16.5	30"x138"	41.4	STOP (R1-1)	30"x30"	9.0
12"x138"	17.25	30"x144"	43.2	STOP (R1-1)	30"x30"	9.0
12"x144"	18.0	30"x150"	45.0	STOP (R1-1)	30"x30"	9.0
12"x150"	18.75	30"x156"	46.8	STOP (R1-1)	30"x30"	9.0
12"x156"	19.5	30"x162"	48.6	STOP (R1-1)	30"x30"	9.0
12"x162"	20.25	30"x168"	50.4	STOP (R1-1)	30"x30"	9.0
12"x168"	21.0	30"x174"	52.2	STOP (R1-1)	30"x30"	9.0
12"x174"	21.75	30"x180"	54.0	STOP (R1-1)	30"x30"	9.0
12"x180"	22.5	30"x186"	55.8	STOP (R1-1)	30"x30"	9.0
12"x186"	23.25	30"x192"	57.6	STOP (R1-1)	30"x30"	9.0
12"x192"	24.0	30"x198"	59.4	STOP (R1-1)	30"x30"	9.0
12"x198"	24.75	30"x204"	61.2	STOP (R1-1)	30"x30"	9.0
12"x204"	25.5	30"x210"	63.0	STOP (R1-1)	30"x30"	9.0
12"x210"	26.25	30"x216"	64.8	STOP (R1-1)	30"x30"	9.0
12"x216"	27.0	30"x222"	66.6	STOP (R1-1)	30"x30"	9.0
12"x222"	27.75	30"x228"	68.4	STOP (R1-1)	30"x30"	9.0
12"x228"	28.5	30"x234"	70.2	STOP (R1-1)	30"x30"	9.0
12"x234"	29.25	30"x240"	72.0	STOP (R1-1)	30"x30"	9.0
12"x240"	30.0	30"x246"	73.8	STOP (R1-1)	30"x30"	9.0
12"x246"	30.75	30"x252"	75.6	STOP (R1-1)	30"x30"	9.0
12"x252"	31.5	30"x258"	77.4	STOP (R1-1)	30"x30"	9.0
12"x258"	32.25	30"x264"	79.2	STOP (R1-1)	30"x30"	9.0
12"x264"	33.0	30"x270"	81.0	STOP (R1-1)	30"x30"	9.0
12"x270"	33.75	30"x276"	82.8	STOP (R1-1)	30"x30"	9.0
12"x276"	34.5	30"x282"	84.6	STOP (R1-1)	30"x30"	9.0
12"x282"	35.25	30"x288"	86.4	STOP (R1-1)	30"x30"	9.0
12"x288"	36.0	30"x294"	88.2	STOP (R1-1)	30"x30"	9.0
12"x294"	36.75	30"x300"	90.0	STOP (R1-1)	30"x30"	9.0
12"x300"	37.5	30"x306"	91.8	STOP (R1-1)	30"x30"	9.0
12"x306"	38.25	30"x312"	93.6	STOP (R1-1)	30"x30"	9.0
12"x312"	39.0	30"x318"	95.4	STOP (R1-1)	30"x30"	9.0
12"x318"	39.75	30"x324"	97.2	STOP (R1-1)	30"x30"	9.0
12"x324"	40.5	30"x330"	99.0	STOP (R1-1)	30"x30"	9.0
12"x330"	41.25	30"x336"	100.8	STOP (R1-1)	30"x30"	9.0
12"x336"	42.0	30"x342"	102.6	STOP (R1-1)	30"x30"	9.0
12"x342"	42.75	30"x348"	104.4	STOP (R1-1)	30"x30"	9.0
12"x348"	43.5	30"x354"	106.2	STOP (R1-1)	30"x30"	9.0
12"x354"	44.25	30"x360"	108.0	STOP (R1-1)	30"x30"	9.0
12"x360"	45.0	30"x366"	109.8	STOP (R1-1)	30"x30"	9.0
12"x366"	45.75	30"x372"	111.6	STOP (R1-1)	30"x30"	9.0
12"x372"	46.5	30"x378"	113.4	STOP (R1-1)	30"x30"	9.0
12"x378"	47.25	30"x384"	115.2	STOP (R1-1)	30"x30"	9.0
12"x384"	48.0	30"x390"	117.0	STOP (R1-1)	30"x30"	9.0
12"x390"	48.75	30"x396"	118.8	STOP (R1-1)	30"x30"	9.0
12"x396"	49.5	30"x402"	120.6	STOP (R1-1)	30"x30"	9.0
12"x402"	50.25	30"x408"	122.4	STOP (R1-1)	30"x30"	9.0
12"x408"	51.0	30"x414"	124.2	STOP (R1-1)	30"x30"	9.0
12"x414"	51.75	30"x420"	126.0	STOP (R1-1)	30"x30"	9.0
12"x420"	52.5	30"x426"	127.8	STOP (R1-1)	30"x30"	9.0
12"x426"	53.25	30"x432"	129.6	STOP (R1-1)	30"x30"	9.0
12"x432"	54.0	30"x438"	131.4	STOP (R1-1)	30"x30"	9.0
12"x438"	54.75	30"x444"	133.2	STOP (R1-1)	30"x30"	9.0
12"x444"	55.5	30"x450"	135.0	STOP (R1-1)	30"x30"	9.0
12"x450"	56.25	30"x456"	136.8	STOP (R1-1)	30"x30"	9.0
12"x456"	57.0	30"x462"	138.6	STOP (R1-1)	30"x30"	9.0
12"x462"	57.75	30"x468"	140.4	STOP (R1-1)	30"x30"	9.0
12"x468"	58.5	30"x474"	142.2	STOP (R1-1)	30"x30"	9.0
12"x474"	59.25	30"x480"	144.0	STOP (R1-1)	30"x30"	9.0
12"x480"	60.0	30"x486"	145.8	STOP (R1-1)	30"x30"	9.0
12"x486"	60.75	30"x492"	147.6	STOP (R1-1)	30"x30"	9.0
12"x492"	61.5	30"x498"	149.4	STOP (R1-1)	30"x30"	9.0
12"x498"	62.25	30"x504"	151.2	STOP (R1-1)	30"x30"	9.0
12"x504"	63.0	30"x510"	153.0	STOP (R1-1)	30"x30"	9.0
12"x510"	63.75	30"x516"	154.8	STOP (R1-1)	30"x30"	9.0
12"x516"	64.5	30"x522"	156.6	STOP (R1-1)	30"x30"	9.0
12"x522"	65.25	30"x528"	158.4	STOP (R1-1)	30"x30"	9.0
12"x528"	66.0	30"x534"	160.2	STOP (R1-1)	30"x30"	9.0
12"x534"	66.75	30"x540"	162.0	STOP (R1-1)	30"x30"	9.0
12"x540"	67.5	30"x546"	163.8	STOP (R1-1)	30"x30"	9.0
12"x546"	68.25	30"x552"	165.6	STOP (R1-1)	30"x30"	9.0
12"x552"	69.0	30"x558"	167.4	STOP (R1-1)	30"x30"	9.0
12"x558"	69.75	30"x564"	169.2	STOP (R1-1)	30"x30"	9.0
12"x564"	70.5	30"x570"	171.0	STOP (R1-1)	30"x30"	9.0
12"x570"	71.25	30"x576"	172.8	STOP (R1-1)	30"x30"	9.0
12"x576"	72.0	30"x582"	174.6	STOP (R1-1)	30"x30"	9.0
12"x582"	72.75	30"x588"	176.4	STOP (R1-1)	30"x30"	9.0
12"x588"	73.5	30"x594"	178.2	STOP (R1-1)	30"x30"	9.0
12"x594"	74.25	30"x600"	180.0	STOP (R1-1)	30"x30"	9.0
12"x600"	75.0	30"x606"	181.8	STOP (R1-1)	30"x30"	9.0
12"x606"	75.75	30"x612"	183.6	STOP (R1-1)	30"x30"	9.0
12"x612"	76.5	30"x618"	185.4	STOP (R1-1)	30"x30"	9.0
12"x618"	77.25	30"x624"	187.2	STOP (R1-1)	30"x30"	9.0
12"x624"	78.0	30"x630"	189.0	STOP (R1-1)	30"x30"	9.0
12"x630"	78.75	30"x636"	190.8	STOP (R1-1)	30"x30"	9.0
12"x636"	79.5	30"x642"	192.6	STOP (R1-1)	30"x30"	9.0
12"x642"	80.25	30"x648"	194.4	STOP (R1-1)	30"x30"	9.0
12"x648"	81.0	30"x654"	196.2	STOP (R1-1)	30"x30"	9.0
12"x654"	81.75	30"x660"	198.0	STOP (R1-1)	30"x30"	9.0
12"x660"	82.5	30"x666"	199.8	STOP (R1-1)	30"x30"	9.0
12"x666"	83.25	30"x672"	201.6	STOP (R1-1)	30"x30"	9.0
12"x672"	84.0	30"x678"	203.4	STOP (R1-1)	30"x30"	9.0
12"x678"	84.75	30"x684"	205.2	STOP (R1-1)	30"x30"	9.0
12"x684"	85.5	30"x690"	207.0	STOP (R1-1)	30"x30"	9.0
12"x690"	86.25	30"x696"	208.8	STOP (R1-1)	30"x30"	9.0
12"x696"	87.0	30"x702"	210.6	STOP (R1-1)	30"x30"	9.0
12"x702"	87.75	30"x708"	212.4	STOP (R1-1)	30"x30"	9.0
12"x708"	88.5	30"x714"	214.2	STOP (R1-1)	30"x30"	9.0
12"x714"	89.25	30"x720"	216.0	STOP (R1-1)	30"x30"	9.0
12"x720"	90.0	30"x726"	217.8	STOP (R1-1)	30"x30"	9.0
12"x726"	90.75	30"x732"	219.6	STOP (R1-1)	30"x30"	9.0
12"x732"	91.5	30"x738"	221.4	STOP (R1-1)	30"x30"	9.0
12"x738"	92.25	30"x744"	223.2	STOP (R1-1)	30"x30"	9.0
12"x744"	93.0	30"x750"	225.0	STOP (R1-1)	30"x30"	9.0
12"x750"	93.75	30"x756"	226.8	STOP (R1-1)	30"x30"	9.0
12"x756"	94.5	30"x762"	228.6	STOP (R1-1)	30"x30"	9.0
12"x762"	95.25	30"x768"	230.4	STOP (R1-1)	30"x30"	9.0
12"x768"	96.0	30"x774"	232.2	STOP (R1-1)	30"x30"	9.0
12"x774"						

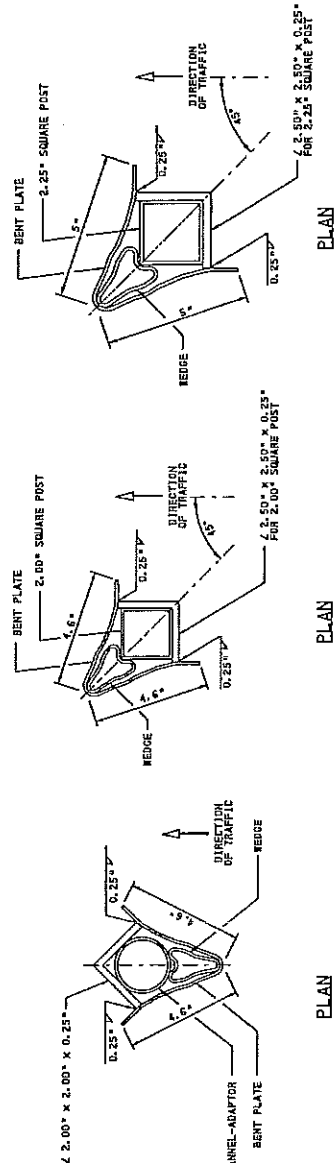
NOTES:



INSTALLATION INSTRUCTIONS:

ELEVATION

ELEVATION



PLAN

PLAN

PLAN

SQUARE POST - SOCKET SYSTEM

CHANNEL BAR POST - SOCKET SYSTEM

<p>COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF TRANSPORTATION BUREAU OF MAINTENANCE AND OPERATIONS</p>	<p>POST-MOUNTED SIGNS, TYPE B</p>	
	<p>SOCKET SYSTEM FOR CONCRETE INSTALLATIONS</p>	
<p>RECOMMENDED JUN. 19, 2013 BY: [Signature] CHIEF TRAFFIC ENGINEERING AND PERMITS SECTION</p>	<p>RECOMMENDED JUN. 19, 2013 BY: [Signature] CHIEF OF OPERATIONS DIVISION</p>	<p>SHT. # OF 9 TC-8702B</p>

TAPCO INDUSTRIES OR EQUAL

NOTES:

SIGN CLEARANCE HEIGHT

1. CLEARANCE HEIGHT SHALL BE MEASURED FROM THE BOTTOM OF THE SIGN TO A LEVEL LINE PROJECTED FROM THE NEAR EDGE OF ROADWAY. THIS MAY RESULT IN A SIGN HEIGHT GREATER THAN THE MINIMUM HEIGHT REQUIRED WHEN MEASURED FROM THE SIGN CLEARANCE HEIGHT. CLEARANCE HEIGHT SHALL ALSO BE MEASURED FROM THE BOTTOM OF THE SIGN TO THE BOTTOM OF THE LOWEST AUXILIARY SIGN TO A LEVEL LINE PROJECTED FROM THE NEAR EDGE OF ROADWAY.

LATERAL SIGN CLEARANCE

2. SIGNS SHOULD BE PLACED AS FAR AS PRACTICAL FROM THE EDGE OF THE ROADWAY TO REDUCE THE POSSIBILITY OF VEHICLES HITTING THE SIGNS, WHEN CHIDE RAIL IS PRESENT, SIGNS WILL BE PLACED BEHIND THE CHIDE RAIL.

3. CONSTANT SPEED SIGN ASSEMBLY SIGNS INCLUDING SIGN LETTERS SHALL BE PLACED FROM THE BOTTOM OF THE LOWEST AUXILIARY SIGN TO A LEVEL LINE PROJECTED FROM THE NEAR EDGE OF ROADWAY.

4. IN BUSINESS, COMMERCIAL, OR RESIDENTIAL DISTRICTS, OR WHERE PARKING SIGNAGE IS REQUIRED, THE BOTTOM OF ALL SIGNS INCLUDING AUXILIARY SIGNS, SHALL BE A MINIMUM OF 7' ABOVE GROUND AND THE NEAR SIDEWALK. SIGNAGE SHALL BE A MINIMUM OF 7' ABOVE GROUND AND THE NEAR SIDEWALK. SIGNAGE SHALL BE A MINIMUM OF 7' ABOVE GROUND AND THE NEAR SIDEWALK. SIGNAGE SHALL BE A MINIMUM OF 7' ABOVE GROUND AND THE NEAR SIDEWALK.

5. RURAL AREAS

A. CONVENTIONAL HIGHWAYS: ALTHOUGH 7' MINIMUM SIGN HEIGHT CONDITIONS LISTED IN NOTE 2A ARE NOT LIKELY, SIGNS MAY BE MOUNTED AT A HEIGHT OF 6' ABOVE GROUND AND THE NEAR SIDEWALK. THE CLEARANCE HEIGHT OF THE SUPPLEMENTAL SIGN MAY BE 4'.

WHEN CUTTERAIL OR CONCRETE BARRIERS ARE PRESENT A 2' LATERAL CLEARANCE IS RECOMMENDED.

WHEN SHOULDERS ARE NOT PRESENT IT IS RECOMMENDED THAT SIGNS BE PRESENT A 6' LATERAL CLEARANCE IS RECOMMENDED.

6. FREEMAN AND EXPRESSWAYS: DIRECTIONAL SIGNS SHALL BE HAVE A MINIMUM CLEARANCE HEIGHT OF 17'. HOWEVER, IF A SUPPLEMENTAL SIGN IS REQUIRED, THE CLEARANCE HEIGHT OF THE SUPPLEMENTAL SIGN MAY BE MAINTAINED FOR THE MAIN SIGN.

7. ALL ROUTE MARKER, REGULATORY, AND WARNING SIGN ASSEMBLIES SHALL BE MOUNTED ON A SIGN ASSEMBLY INCLUDING AUXILIARY SIGNS.

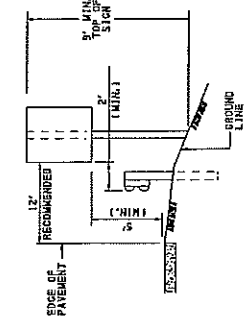
8. MINIMUM LATERAL CLEARANCE IS REQUIRED BEHIND UNMOUNTABLE CURB OR ROADWAY SHOULDER.

9. MINIMUM LATERAL CLEARANCE IS REQUIRED BEHIND UNMOUNTABLE TRAVEL LANE IS RECOMMENDED.

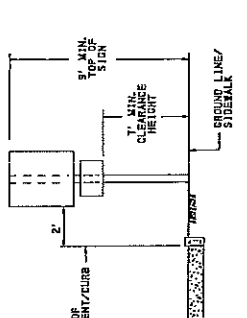
10. ON CONVENTIONAL ROADS A 2-FOOT LATERAL OFFSET IS PERMITTED WHEN IT IS IMPRACTICAL TO LOCATE THE SIGN WITH THE PRESCRIBED OFFSET.

11. A LATERAL OFFSET OF 1 FOOT FROM THE FACE OF THE CURB MAY BE USED, IN OR WHERE EXISTING POLES ARE CLOSE TO THE CURB SIDEWALK WIDTH IS LIMITED TO THE WIDTH OF THE CURB.

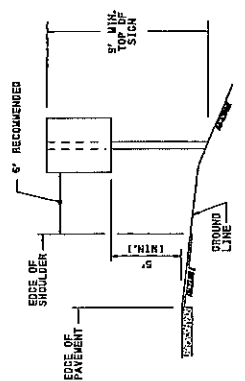
12. OVERHEAD SIGN SUPPORTS AND POST-MOUNTED SIGN AND OBJECT MARKERS SUPPORTS SHOULD NOT INTRUDE INTO THE USABLE WIDTH OF A SIDEWALK OR OTHER PEDESTRIAN FACILITY.



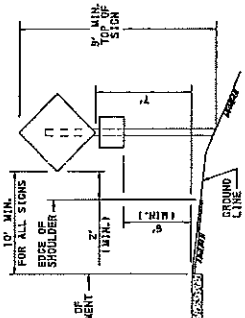
**RURAL AREA
CONVENTIONAL HIGHWAY (NO SHOULDER)**



BUSINESS OR RESIDENTIAL AREA



**RURAL AREA
CONVENTIONAL HIGHWAY WITH SHOULDER**



FREEMAN / EXPRESSWAYS

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF TRANSPORTATION
BUREAU OF MAINTENANCE AND OPERATIONS

POST-MOUNTED SIGNS,
TYPE B

SIGN LOCATION/INSTALLATION
DETAILS

RECOMMENDED JUN. 13, 2013
RECOMMENDED JUN. 13, 2013
SHEET 9 OF 9
TRAFFIC SAFETY AND SECURITY AND
TRAFFIC OPERATIONS DIVISION
IC-8702B

ATTACHMENT D
EXHIBIT
RIGHT TO KNOW LAW

- a. The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, (“RTKL”) applies to this Contract. For the purpose of these provisions, the term “the Commonwealth” shall refer to the contracting Commonwealth agency.
- b. If the Commonwealth needs the Contractor’s assistance in any matter arising out of the RTKL related to this Contract, it shall notify the Contractor using the legal contact information provided in this Contract. The Contractor, at any time, may designate a different contact for such purpose upon reasonable prior written notice to the Commonwealth.
- c. Upon written notification from the Commonwealth that it requires the Contractor’s assistance in responding to a request under the RTKL for information related to this Contract that may be in the Contractor’s possession, constituting, or alleged to constitute, a public record in accordance with the RTKL (“Requested Information”), the Contractor shall:
 - 1) Provide the Commonwealth, within ten (10) calendar days after receipt of written notification, access to, and copies of, any document or information in the Contractor’s possession arising out of this Contract that the Commonwealth reasonably believes is Requested Information and may be a public record under the RTKL; and
 - 2) Provide such other assistance as the Commonwealth may reasonably request, in order to comply with the RTKL with respect to this Contract.
- d. If the Contractor considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or other information that the Contractor considers exempt from production under the RTKL, the Contractor must notify the Commonwealth and provide, within seven (7) calendar days of receiving the written notification, a written statement signed by a representative of the Contractor explaining why the requested material is exempt from public disclosure under the RTKL.
- e. The Commonwealth will rely upon the written statement from the Contractor in denying a RTKL request for the Requested Information unless the Commonwealth determines that the Requested Information is clearly not protected from disclosure under the RTKL. Should the Commonwealth determine that the Requested Information is clearly not exempt from disclosure, the Contractor shall provide the Requested Information within five (5) business days of receipt of written notification of the Commonwealth’s determination.
- f. If the Contractor fails to provide the Requested Information within the time period required by these provisions, the Contractor shall indemnify and hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of the Contractor’s failure, including any statutory damages assessed against the Commonwealth.
- g. The Commonwealth will reimburse the Contractor for any costs associated with complying with these provisions only to the extent allowed under the fee schedule established by the Office of Open Records or as otherwise provided by the RTKL if the fee schedule is inapplicable.

EXHIBIT
RIGHT TO KNOW LAW

- h. The Contractor may file a legal challenge to any Commonwealth decision to release a record to the public with the Office of Open Records, or in the Pennsylvania Courts, however, the Contractor shall indemnify the Commonwealth for any legal expenses incurred by the Commonwealth as a result of such a challenge and shall hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of the Contractor's failure, including any statutory damages assessed against the Commonwealth, regardless of the outcome of such legal challenge. As between the parties, the Contractor agrees to waive all rights or remedies that may be available to it as a result of the Commonwealth's disclosure of Requested Information pursuant to the RTKL.

- i. The Contractor's duties relating to the RTKL are continuing duties that survive the expiration of this Contract and shall continue as long as the Contractor has Requested Information in its possession.



DEPARTMENT OF LAW

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

November 9, 2017

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

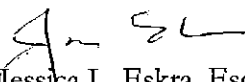
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NOV - 9 2017

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A MAINTENANCE AGREEMENT BY AND BETWEEN THE MARTZ GROUP AND THE CITY OF SCRANTON PERTAINING TO THE MAINTENANCE OF SIX (6) SIGNS TO BE INSTALLED ALONG LACKAWANNA AVENUE FOR THE INTERMODAL TRANSIT CENTER PARKING.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2017

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT FOR PROFESSIONAL SERVICES WITH THOMAS J. MCLANE AND ASSOCIATES INC. FOR THE PROFESSIONAL DESIGN AND ENGINEERING SERVICES TO PREPARE DOCUMENTS FOR CONSTRUCTION OF A BASKETBALL COURT, LABYRINTH AND RELATED RECREATION SITE IMPROVEMENTS AT CROWLEY PARK.

WHEREAS, the condition of the park has deteriorated and the latest contemplated improvements include the labyrinth, a basketball court, as well as overall park improvements, to include a lighting upgrade; and

WHEREAS, Thomas J. McLane and Associates, Inc. was previously hired by the City of Scranton and has conducted preliminary design work for the construction and related recreational site improvements at Crowley Park. A copy of the Contract for Professional Services is attached hereto as Exhibit "A" and incorporated herein by reference hereto; and

WHEREAS, the City wishes to continue and finalize this project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City officials are authorized to execute and enter a contract with Thomas J. McLane and Associates, Inc. for professional design and engineering services to prepare documents for construction of a basketball court, labyrinth and related recreation site improvements at Crowley Park pursuant to the scope and costs as outlined in the Contract attached hereto and made a part hereof.

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

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

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

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



SCRANTON

September 14, 2017

Memo

To: William Courtright, Mayor
Jessica, Eskra, Solicitor
Lori Reed, City Clerk
Dennis Gallagher, Department of Public Works Director

From: David Bulzoni, Business Administrator

Re: **Landscape Architect Recommendation for 2017 Crowley Park Improvement Project**

All,

I have received a proposal from McLane and Associates to formalize their continued work on improvements to Crowley Park. The firm has a history of involvement with the initial iteration of the park improvement project which included a soccer field and labyrinth. The park condition has deteriorated and the latest contemplated version will include the labyrinth, a permeable basketball court, and overall park improvements, including a lighting upgrade. The project will be a joint venture between the City of Scranton and the Friends of Crowley Park group, who have assembled approximately \$15,000 through direct fund raising and a \$7,500 Lackawanna County grant. The City will commit a total of \$136,426.57, which is representative of a transfer of \$125,626.57 released from a former Scranton Parking Authority escrow account and a future transfer of \$10,800 from a Peoples Security Bank sinking fund. The sinking fund release results from funds remaining following the refunding of the Series 2003 B debt transaction.

The City may allocate additional funds through the 2018 operating budget if needed based on preliminary cost estimates.

Based on the firm's prior involvement with park planning and a competitive cost of \$14,950, the proposal is recommended for approval.

Therefore, Office of the Business Administrator recommends the approval of the proposal submitted by McLane and Associates. the subsequent formal contract with the firm.

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this ____ day of _____, 2017, by and between the City of Scranton, Lackawanna County, Pennsylvania, herein after referred to as ("The City"), and Thomas J. McLane and Associates, Inc., herein after referred to as ("Consulting Firm").

WHEREAS, the The City desires to have certain one-time professional consulting work performed involving the design and engineering services to prepare documents for construction of a basketball court, labyrinth and related recreation site improvements at Crowley Park, and;

WHEREAS, the The City desires to enter into a contract for this work pursuant to completing working drawings based on conceptual plans previously prepared by the Consulting Firm, and;

WHEREAS, the Consulting Firm desires to perform the work in accordance with the proposal it submitted, and;

WHEREAS, the Consulting Firm is equipped and staffed to perform the work.

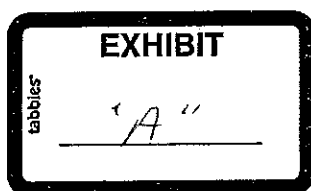
NOW, THEREFORE, the parties, intending to be legally bound, agree as follows:

THE CONSULTING FIRM SHALL:

1. Provide professional consulting services in accordance with the proposed Scope of Work, Fee Schedule and the Nondiscrimination/Sexual Harassment Clause, which are attached hereto and incorporated herein as Appendix A.
2. Obtain approval from the The City of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by the The City to be of equal ability or experience to the predecessor.

THE CITY SHALL:

1. Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed \$14,950.00 (FOURTEEN THOUSAND NINE HUNDRED FIFTY DOLLARS).
2. Provide the Consulting Firm with reasonable access to city personnel, facilities, and information necessary to properly perform the work required under this contract.
3. Make payment to the Consulting Firm within 30 days after receipt of a properly documented and prepared invoice for work satisfactorily performed to date.



IT IS FURTHER AGREED THAT:

1. All copyright interests in work created under this Contract are solely and exclusively the property of the **The City**. The work shall be considered work made for hire under copyright law; alternatively, if the work cannot be considered work made for hire, the Consulting Firm agrees to assign and, upon the creation of the work, expressly and automatically assigns, all copyright interests in the work to the **The City**.
2. In the performance of services under this Contract, there shall be no violation of the right of privacy or infringement upon the copyright or any other proprietary right of any person or entity.
3. **Insurance:** The Consulting Firm shall procure and maintain, at its own cost and expense, insurance with companies that have an A.M. Best's Rating of not less than A- and acceptable to City of Scranton, with coverage limits of not less than stipulated below. The City of Scranton, the Commonwealth of Pennsylvania, and their respective officers, employees, directors, boards, Commissions and agents, shall be included as Additional Insureds on the General Liability, Automobile Liability and Excess/Umbrella Liability Insurance policies. An endorsement is required stating that the Consulting Firm's policies will be primary to any other coverage available to the City of Scranton and/or the Commonwealth of Pennsylvania and their respective officers, employees, directors, boards, commissions, and agents. Any insurance maintained by the City of Scranton will be excess and non-contributory. Furthermore, no act or omission of the City of Scranton and/or the Commonwealth of Pennsylvania and their respective officers, employees, directors, boards, commissions, and agents, shall invalidate the coverage. All insurance coverage must be kept in effect during the Contract Period. Loss of insurance coverages could result in the voiding/termination of the Contract.
 - Worker's Compensation and Employers Liability. Worker's Compensation Insurance as required by statute. Employers Liability coverage to be carried with limits of not less than \$1,000,000.00/per accident, \$1,000,000.00/disease (policy limit), \$1,000,000.00/disease (each employee).
 - Commercial General Liability. Commercial General Liability Insurance is required with limits of not less than \$1,000,000.00 Each Occurrence; \$2,000,000.00 General Aggregate; \$2,000,000.00 Products/Completed Operations Aggregate and \$1,000,000.00 Personal/Advertising Injury. The policy shall also cover liability arising from Blanket Contractual, Broad Form Property Damage, liability assumed under an insured contract (including tort liability of another assumed in a business contract), and Personal Injury (including coverage for discrimination, defamation, harassment, malicious prosecution, slander, and mental anguish). Products

and Completed Operations must be included. ISO Endorsement CG 21 39 10 93 (Contractual Liability Limitation) shall not apply to this contract. Such policy must contain a "Severability of Interests" clause. This insurance shall be excess over any other insurance, whether primary, excess, contingent, or on any other basis, that is available to the contractor or its subcontractor covering liability for damages because of Bodily Injury or Property Damage for which the contractor has been included as an Additional Insured. The City of Scranton and the Commonwealth of Pennsylvania and their respective officers, employees, directors, boards, commissions, and agents shall be included as Additional Insureds. A copy of the actual Additional Insured Endorsement or policy wording is required.

- Automobile Liability. Business Automobile Liability covering all owned, non-owned, and hired autos in required with limits of not less than \$1,000,000.00 Combined Single Limit for Bodily Injury and Property Damage. Such policy must contain a "Severability of Interests" clause. The City of Scranton, and the Commonwealth of Pennsylvania and their respective officers, employees, directors, boards, commissions, and agents, shall be included as Additional Insureds. A copy of the actual Additional Insured Endorsement or policy wording is required.
- Excess/Umbrella Liability. The Consulting Firm shall provide evidence of Excess/Umbrella Liability Insurance with limits of not less than \$5,000,000.00 in Any One Claim or Occurrence. Coverage shall include, but not be limited to, coverage provided by any underlying insurance. Underlying insurance shall include all liability coverage required by this contract except Professional Liability/Errors or Omissions coverage as outlined below. The City of Scranton and the Commonwealth of Pennsylvania and their respective officers, employees, directors, boards, commissions and agents shall be included as Additional Insureds. A copy of the actual Additional Insured Endorsement or policy wording is required.
- Professional Liability/Errors & Omissions Coverage. Evidence of Professional Liability/Errors & Omissions coverage, including Privacy Liability, must be provided, with limits of not less than \$10,000,000.00, with a deductible not to exceed \$10,000.00. Errors & Omissions coverage shall be applicable to any occurrence arising out of the performance of services required under the Professional Services Contract and shall cover liability arising from information technology services including, but not limited to, intellectual property infringement, privacy infringement, and, if applicable, software development services and computer or electronic information technology services. Coverage under an occurrence form shall be maintained in full force and effect under the policy during the contract period. Under a claims made form, continuous coverage is required. Should an Extended Discovery Period or "tail" coverage be required in the

event coverage is terminated, such coverage must be maintained for a period of not less than three (3) years.

- Fidelity/Blanket Crime Insurance. Evidence of Fidelity/Blanket Crime Insurance with an Employee Dishonesty limit of not less than \$5,000,000.00 shall be submitted to the City of Scranton prior to the commencement of services. The Consulting Firm must maintain Third Party (includes money, securities, client's property, and other properties) coverage under the Crime policy. The City of Scranton shall be included as a co-loss payee. A copy of the actual Loss Payee Endorsement is required.

In witness thereof, the parties hereto have executed this Contract on the day and date set forth above.

WITNESS:

FOR THE CITY:

TITLE: _____

WITNESS:

FOR THE CONSULTING FIRM:

Paul Bechtel

Thomas J. Mclane, R.L.A., ASLA

TITLE: President

Appendix A: Scope of Work
Fee Schedule
Nondiscrimination/Sexual Harassment Clause
Insurance certificates

CITY OF SCRANTON

ATTEST:

BY: _____
Lori Reed, City Clerk

Date: _____

BY: _____
William L. Courtright, Mayor

Date: _____

BY: _____
Roseann Novembrino, City Controller

Date: _____

APPROVED AS TO FORM:

BY: _____
Jessica L. Eskra, Esq., City Solicitor

Date: _____

THOMAS J. McLANE AND ASSOCIATES, INC.

*Landscape Architecture
Environmental Science
Recreation Planning*

*601 Stafford Avenue
Scranton, PA 18505*

Ph: (570) 347-3668

Fax: (570) 341-5413

tmclane@mclaneassociates.com

www.mclaneassociates.com

November 8, 2017

City of Scranton
340 North Washington Avenue
Scranton, PA 18503

Attn: Mr. David Bulzoni, Business Administrator
Re: Professional Services Proposal for the Crowley Park Improvements

Dear Mr. Bulzoni:

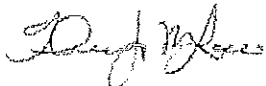
I pleased to submit the enclosed proposal for professional design and engineering services for construction of a new basketball court, labyrinth and associated site improvements at Crowley Park.

As you are aware, our firm has been actively engaged in numerous schematic designs and budgeting efforts for various renovations and site improvements at this park for several years. We believe the current conceptual design plans are complementary to the existing park use, and that the proposed improvements will transform Crowley Park vibrant and colorful outdoor recreation area for all city residents to enjoy.

Due to our extensive past conceptual design involvement, we believe our design firm is best suited to seamlessly develop the approved concept plans into final design and construction documents.

I thank you for the opportunity to submit this proposal, should you have any questions or require any additional information please contact our office.

Respectfully submitted,



Thomas J. McLane, R.L.A.,
A.S.L.A. President

THOMAS J. McLANE AND ASSOCIATES, INC.

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601 Stafford Avenue
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tmclane@mcclanessci.com
www.mcclanessci.com

September 13, 2017

City of Scranton
340 North Washington Avenue
Scranton, PA 18503

Attn: Mr. David Bulzoni, Business Administrator
Re: Crowley Park Labyrinth, Basketball Courts and Site Improvements
Landscape Architectural Professional Services Proposal

Dear Mr. Bulzoni:

I have prepared the following proposal for landscape architectural services on the above referenced project.

PART 1: SCOPE OF SERVICES

1.) **FORMAT BASE MAP AND DRAWING SET**

Format the topographic survey provided by Barrett Surveying for use as a base map for the project drawing set. This will include formatting line weights, title blocks, cover sheet, project location map, city and state funding credits, agency contact information, scale and north arrow.

2.) **PRELIMINARY DESIGN**

McLane Associates will prepare a preliminary schematic site plan to illustrate the nature and extent of the proposed site improvements. This plan will be used to establish an "order of magnitude" opinion of the project's probable construction costs and for preliminary discussions with the city and Green Ridge neighbors and the scope meeting with the city engineer.

3.) **CITY ENGINEER COORDINATION MEETING**

Arrange a meeting with the city engineer to discuss the scope of the proposed site improvements and to identify permit submission requirements and any associated fees.

4.) **FINAL DESIGN AND CONSTRUCTION DOCUMENTS**

Site Existing Conditions/ Site Demolition Plan

This plan will indicate the approximate scale and location of concrete curbs, walks and driveway pavement to be demolished and removed from the site.

Site Improvements Plan

This plan will clearly delineate the location, size and character of the proposed basketball court, labyrinth and all proposed curbs, walks, lawns and associated improvements. Plan will include all necessary site construction details.

Soil Erosion and Sedimentation Control Plan

Prepare an erosion and sedimentation control plan for review by the Lackawanna County Conservation District and the City Engineer.

Technical Specifications

Prepare appropriate technical specification sections as needed to prescribe product, material and workmanship requirements.

5.) BIDDING

Bid Forms:

Provide tabular itemized bid form with appropriate contractor contact information for bid submission. Bid form may be prepared as an itemized unit price format and may also include alternate bid items if requested by the city. The city shall provide all standard municipal bidding requirements including the general and special conditions of the contract, state or federal wage rates, non-discrimination clause, etc.

Pre-Bid Conference:

Schedule a pre-bid conference to familiarize bidders with project conditions, review the scope of the proposed site improvements, bid schedule and general requirements.

Bid Evaluation:

Assist the city in analysis of bids the received and provide recommendations as to their completeness and accuracy.

6.) CONSTRUCTION SUPPORT SERVICES

Respond to client and/or contractor requests for information (RFI), and monitor the progress of the work for compliance with plans and specifications. These services will be provided on an hourly rate "as needed" basis, only when requested and authorized by the client.

PART 2: CONSULTANT COMPENSATION

1.) FORMAT BASE MAP AND DRAWING SETS	\$350.00
2.) PRELIMINARY DESIGN AND BUDGETING	\$5,040.00
3.) CITY ENGINEER COORDINATION MEETING	\$255.00
4.) FINAL DESIGN AND CONSTRUCTION DOCUMENTS	\$7,340.00
5.) BIDDING	\$595.00
6.) CONSTRUCTION SUPPORT SERVICES	<u>\$1,190.00</u>

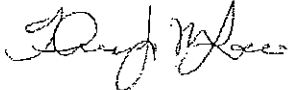
PROPOSAL TOTAL = \$14,950.00

PART 3: PROPOSED SCHEDULE

We will begin work upon the City's notification to proceed and expect contract documents to be completed by end of December 2017 for January 2018 bidding.

I thank you for the opportunity to submit this proposal, should you have any questions or require any additional information, please contact my office.

Respectfully submitted,



Thomas J. McLane, R. L. A., A.S.L.A.
President

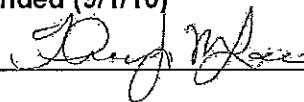
NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

The GRANTEE agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the GRANT AGREEMENT or any subgrant agreement, contract, or subcontract, the GRANTEE, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the GRANTEE shall not, by reason of gender, race, creed, or color, discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
2. The GRANTEE, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate against or intimidate any of its employees on account of gender, race, creed, or color.
3. The GRANTEE, any subgrantee, contractor or any subcontractor shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.
4. The GRANTEE, any subgrantee, contractor or any subcontractor shall not discriminate by reason of gender, race, creed, or color against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
5. The GRANTEE, any subgrantee, any contractor or any subcontractor shall, within the time periods requested by the Commonwealth, furnish all necessary employment documents and records and permit access to their books, records, and accounts by the DEPARTMENT and the Bureau of Minority and Women Business Opportunities (BMWBO), for the purpose of ascertaining compliance with this Nondiscrimination/Sexual Harassment Clause. Within 15 days after award of the grant, the GRANTEE shall be required to complete, sign and submit Form STD-21, the "Initial Contract Compliance Data" form. If the GRANTEE has fewer than five employees, or if all its employees are from the same family, or if it has completed the STD-21 form within the past 12 months, it may, within 15 days after award of the grant, request an exemption from the STD-21 form from the DEPARTMENT.
6. The GRANTEE, any subgrantee, contractor or any subcontractor shall include this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.
7. The Commonwealth may cancel or terminate the GRANT AGREEMENT and all money due or to become due under the GRANT AGREEMENT may be forfeited for a violation of this Nondiscrimination/Sexual Harassment Clause. In addition, the DEPARTMENT may proceed with debarment or suspension and may place the GRANTEE, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

Based on Management Directive 215.16 amended (9/1/10)

Signature: _____



DCNR-2014-Gen
Gen-GPM - 1 Rev. 1-13

Company: Thomas J. McLane and Associates, Inc. 11-8-17



DEPARTMENT OF LAW

P E N N S Y L V A N I A CITY HALL - 340 NORTH WASHINGTON AVENUE - SCRANTON, PENNSYLVANIA 18503 - PHONE: 570-348-4105 - FAX: 570-348-4263

November 9, 2017

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

RECEIVED

NOV - 9 2017

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT FOR PROFESSIONAL SERVICES WITH THOMAS J. MCLANE AND ASSOCIATES INC. FOR THE PROFESSIONAL DESIGN AND ENGINEERING SERVICES TO PREPARE DOCUMENTS FOR CONSTRUCTION OF A BASKETBALL COURT, LABYRINTH AND RELATED RECREATION SITE IMPROVEMENTS AT CROWLEY PARK.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl