

# Administrative Committee



## Regular Meeting ~Agenda~

[www.ci.moscow.id.us](http://www.ci.moscow.id.us)

Laurie M. Hopkins  
City Clerk

208-883-7015

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**Monday, July 26, 2021**

**4:00 PM**

**Council Chambers  
206 E. Third St.**

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The Moscow Mayor, City Council and Staff welcome you to today's meeting. The meeting is open to the public but due to the continued presence of COVID-19 cases in our area, we encourage those that have not received the COVID-19 vaccination, to continue to keep 6-foot physical distance from non-household members and wear face coverings when distance is unable to be maintained. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Citizens wishing to comment on business on the agenda may also communicate with the City Council through email ([council@ci.moscow.id.us](mailto:council@ci.moscow.id.us)). Please note that Council Committee meetings are televised, videotaped and/or recorded. The meeting is streamed on YouTube and Spectrum Cable 1301. A link to stream the meeting can be found on the City website ([www.ci.moscow.id.us](http://www.ci.moscow.id.us)). Thank you for your interest in City government.

### REGULAR AGENDA

**1. Approval of July 12, 2021 Administrative Committee Minutes (ACTION ITEM) - Taylor Riedner**

**2. Beer/Wine Garden request for Grace Agenda Block Party (ACTION ITEM) - Amanda Argona**

The Grace Agenda Block Party is requesting alcohol use for a Beer/Wine Garden as part of their community event on Saturday, August 14. The applicant has submitted all required paperwork and the event has been reviewed and approved by City staff. In accordance with alcohol use requests in the Downtown Central Business Zoning District, a Resolution has been drafted to allow for a Beer/Wine Garden with the Permitted Event.

**PROPOSED ACTIONS:** Recommend approval of the Resolution permitting a Beer/Wine Garden for Grace Agenda Block Party, or provide staff further direction.

**3. Personnel Policy Updates, Discipline, Grievance, Name Clearing Sections (ACTION ITEM) - Jen Pfiffner**

Updates to the City of Moscow Personnel Policies continue. Discipline, Grievance, Name Clearing Sections include updates to current policies and a new proposed policy. Updates to language throughout are included in the presented drafts. A new proposed Name Clearing Policy is also included for consideration.

Policy sections will continue to be presented for review. As policies are approved they will be compiled into an updated document to be implemented at one time. Timeline for completion for all policies to be updated, reviewed and approved is estimated to be completed by September 2021.

**PROPOSED ACTIONS:** Recommend approval of the proposed personnel policy or provide staff further direction.

## **REPORTS**

**Water Conservation and Parks Irrigation - David Schott**

**Staff Report (if needed)**

## **ADJOURN**

**NOTICE:** Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

# Administrative Committee



Regular Meeting  
~Minutes~

[www.ci.moscow.id.us](http://www.ci.moscow.id.us)

Laurie M. Hopkins  
City Clerk

208.883.7015

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Monday, July 12, 2021

**5:00 PM**

**Council Chambers  
206 E. Third St.**

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## REGULAR AGENDA

**The meeting was called to order at 5:00 p.m.**

PRESENT: Sandra Kelly, Anne Zabala, Gina Taruscio

OTHERS: Mayor Bill Lambert, Council Member Art Bettge

STAFF: Gary J. Riedner, Mia Bautista, Bill Belknap, Jen Pfiffner, Laurie M. Hopkins

### **1. Approval of June 14, 2021 Administrative Committee Minutes (ACTION ITEM) - Taylor Riedner**

Minutes were approved as presented.

### **2. Amendment to City Code to Address Management Reorganization (ACTION ITEM) – Gary J. Riedner / Mia Bautista**

The City, as a municipal corporation of the State of Idaho, has the authority to exercise all powers and perform all functions of local self-government in City affairs that are not in conflict with the general laws or the constitution of the State of Idaho.

On October 7, 2019 the City Council passed Resolution 2019-19 authorizing the implementation of the reorganization management model and directed staff to prepare ordinance revisions to align with said model, which included the creation of new positions, along with the elimination of specific positions. More specifically, the new management model was implemented to aid the City Supervisor in providing effective oversight of the entirety of the City Operations. The reorganization created four operational groups, with the City Supervisor maintaining and continuing to provide overall administration and oversight. The reorganized management model is intended to be a framework which supports the efficient use of increasingly scarce public resources by encouraging teamwork and aligning collaborative interests, thereby creating greater opportunities for the City to move forward into the future. This proposed ordinance revision addresses the changes approved by Council in 2019, and makes additional job description and job position changes that are in line with the reorganization.

The Titles and Chapters that are impacted by the new reorganization model and are incorporated in the proposed ordinance are as follows:

- Title 1, Chapter 1
- Title 2, Chapters 3, 9, 11, 12, 13, and new chapter 14
- Title 3, Chapters 11 and 14
- Title 4, Chapters 1, 3, 5, and 7
- Title 5, Chapters 1, 3, 11, 12, 13, 15, 16 17, and 18
- Title 6, Chapters 1 and 2
- Title 7, Chapters 9 and 11
- Title 10, Chapters 14 and 17

**PROPOSED ACTIONS:** Review the proposed draft ordinance and recommend approval to the City Council, or provide staff further direction.

Riedner introduced the item as written above and went through specific changes listed in the Ordinance. Deputy City Supervisor will replace the previous Assistant City Supervisor listed in Title 2. Appointment and termination of the position are decided by the Mayor and approved by the Council. Positions that no

longer exist include the Human Resources Director, Public Works Director, Community Development Director, and the Parks and Recreation Director. City employees have not expressed having any issues with the proposed staff changes. The Committee requested to include the Mayor and City Council on the organizational chart to visualize the relationship between City staff. New hire orientation reviews the entire city organization to give new employees more detail and a better understanding of staff layout. The proposed management structure has been in place since 2019 and has allowed staff to see how the changes will affect the future. This practice also gave staff time to review the changes more thoroughly and compare them to Idaho Code. The Committee recommended approval and that it be placed on the Council regular agenda.

### **3. Electric Scooter and Shared Mobility Program Code Amendment and License Agreement (ACTION ITEM) - Bill Belknap**

The City has seen recent interest in the deployment of shared mobility devices (E-scooters) within the City by two scooter companies. Staff has prepared a draft of an amendment to City Code to address the use to E-bikes, E-scooters and similar devices upon the City's streets, sidewalks and pathways in anticipation of the potential increased use within the City. Additionally, Staff has prepared a draft license agreement for shared mobility providers that would regulate their operations and standards of performance. Both the code amendment and license agreement were reviewed and recommended for approval by the Transportation Commission. Staff will present the draft for the Committee's review and recommendations.

**PROPOSED ACTIONS:** Review the proposed draft Ordinance and License Agreement and recommend approval to the City Council, or provide staff further direction.

Belknap introduced the item as written above and gave a background of discussions over the last few years by the Pathways and Transportation Commission. The Commissions wanted to address how and where these devices would be utilized and reviewed other jurisdictions' codes and practices. Two companies in the previous six months have already reached out to the City with interest. Moscow City Code Title 11 Chapter 2 addresses the use of walkways and bike paths which would need to be amended should the City agree to the Shared Mobility Program. A current map of bike paths and pedestrian walkways that prohibit the use of motorized vehicles was shared. The proposed code amendment will define E-bikes, E-scooters, and E-boards and address general standards. Exemptions will include emergency personnel and electric wheelchairs. General standards cover all operators regardless of age who are subject to motor vehicle laws and operational confinements such as use on roadways and safety precautions. Operators would be encouraged to use bike lanes when possible, providing conditions are safe to use. The Legal Department drafted a Shared Mobility License Agreement, which includes the company's responsibility to manage, relocate, repair the equipment and provide safe riding promotion. The downtown area and U of I Campus have a limit of 6 miles per hour and no disengagement within Friendship Square or the U of I Commons. Additional officer patrol to regulate usage will likely be complaint and monitor-based. E-bikes are not recognized as motor vehicles and therefore do not follow the DUI charges. However, intoxicated use may be subject to reckless penalties. Parking of equipment shall not obstruct pedestrians or other vehicles or cause damage to any landscape. The company will be required to send utilization reports twice a month to allow the City to monitor the use of the program. Designated geo-fenced areas throughout the City will control the speeds of devices and not let users leave devices in undesignated areas. The Transportation Commission and the University of Idaho have determined locations that individuals will not be allowed to park these devices and reduced speed areas. The company must get approval before adding any additional devices and cannot add any if any have been impounded. One company has indicated there will be 100 E-scooters, with 70-80 being active and the remainder being in reserves in case of any needed service. A liability waiver will also need to be agreed upon before operating machinery to assure the City is not liable for any injury or damage. The fee for the company will be \$2,500 per year plus \$100 per device with a security deposit of \$20 per device. The City is interested in having a one-year contract to allow withdrawal if needed. The City will monitor

parking locations to determine if additional bike racks or other parking areas should be marked. Staff will research temporary geo-fencing or parking areas to deter parking in certain places, times, or during events such as Artwalk or Farmers Market. The Farmers Market already prohibits bikes. Belknap said the shared license agreement is an example, and if a company applies, it would be specific to the company and brought forward to Council. With no recommendation, the Committee placed it on the Council regular agenda.

**ADJOURN**

The meeting adjourned at 5:50 p.m.

DRAFT

# COMMITTEE STAFF REPORT

DATE: Monday, July 26, 2021



## RESPONSIBLE STAFF

Jen Pfiffner, Deputy City Supervisor - Culture, Recreation and Employee Services

## ADDITIONAL PRESENTER(S)

## OTHER RESOURCES

## AGENDA ITEM TITLE

Personnel Policy Updates, Discipline, Grievance, Name Clearing Sections (ACTION ITEM) - Jen Pfiffner

## DESCRIPTION

Updates to the City of Moscow Personnel Policies continue. Discipline, Grievance, Name Clearing Sections include updates to current policies and a new proposed policy. Updates to language throughout are included in the presented drafts. A new proposed Name Clearing Policy is also included for consideration.

### Policies Proposed and Approved to Date

Hiring  
Compensation & Benefit Structure  
Telecommuting  
Leave  
Time & Attendance  
Pay

### Currently Under Consideration

Discipline  
Grievance  
Name Clearing

### Policies Updates Under Development for Future Council Review

Conduct  
Performance  
Work Status  
Rules (i.e. cell phones in vehicles, social media, etc.)

Policy sections will continue to be presented for review. All policies are vetted by the Executive Team, Department Heads, Risk Management, Legal, and the Employee Advisory Committee prior to presentation to the City Council. Policies will be implemented as a full document once all sections are completed. Timeline for completion for all policies to be updated, reviewed and approved is estimated to be completed by September 2021.

## STAFF RECOMMENDATION

Recommend approval of the proposed personnel policies.

## PROPOSED ACTIONS

**PROPOSED ACTIONS:** Recommend approval of the proposed personnel policy or provide staff further direction.

#### **FISCAL IMPACT**

#### **PERSONNEL IMPACT**

#### **ATTACHMENTS**

1. Discipline Grievance Name Clearing

## **EMPLOYEE DISCIPLINE**

The Employee Discipline Policy provides the process and progressive measures to address misalignment between employees' workplace actions and the City's standards of conduct and job performance as documented within the City of Moscow Personnel Policy Manual. These procedures are directory in nature and minor variations in the processes set forth herein will not affect the validity of any actions taken pursuant to this policy.

The following framework guides the progressive steps to be taken when an employee violates employment policies or fails to adequately perform his/her duties. Nothing contained herein is intended to limit the reasons for which the employee may be disciplined, up to and including termination of employment. In addition, nothing contained herein is intended to change the at-will nature of the employment for those employees identified as at-will in the City of Moscow Personnel Policies - Employee Classification Policy. Progressive steps may be implemented in order to encourage improved performance or attitude, but are not required. The City may take any of the prescribed steps, in any order, when a supervisor deems an action of the employee is serious enough to warrant a certain step.

### **Step 1: Counseling and Verbal Warning**

Step 1 is intended to provide an opportunity for the immediate supervisor to bring attention to the existing performance or conduct issue. The supervisor will discuss the nature of the problem or the violation of City's policies with the employee. The supervisor will clearly describe performance and/or conduct expectations, support the supervisor will provide to assist the employee in improving their performance and/or conduct, and steps the employee must take to resolve the problem. This session is documented in the City of Moscow Counseling and Verbal Warning Form included with this policy and available from Human Resources.

### **Step 2: Written Warning**

A written warning involves more-formal documentation of the performance or conduct issues and consequences. At Step 2, the immediate supervisor and department head or manager will meet with the employee to review the issue, and any prior relevant corrective action plans as appropriate. The immediate supervisor will outline the consequences for the employee's continued failure to meet performance or conduct expectations, as well as the support the supervisor will provide to assist the employee in successfully correcting the conduct issue. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken. This step is documented in the City of Moscow Written Warning Form included in this policy and available from Human Resources.

### **Step 3: Suspension and Final Written Warning**

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. Suspensions that are recommended as part of the normal sequence of the progressive discipline

policy and procedures are subject to approval from the immediate supervisor, department head or manager, Human Resources - Deputy City Supervisor, and the City Supervisor.

This step requires a memo documenting the specific performance or conduct issue(s), including documentation of all prior verbal and written disciplinary actions taken to address the performance issues. The memo and accompanying documentation shall be sent to Human Resources for review, followed by review and approval by the City Supervisor. Human Resources will provide the employee and supervisor with the written notice of suspension.

#### **Step 4: Recommendation for Termination of Employment**

The most serious step in the progressive discipline process is a recommendation to terminate employment. The City of Moscow will generally follow the progressive nature of this policy by first providing counseling, a written warning, issuing a final written warning, or suspending the employee from the workplace, before proceeding to a recommendation to terminate employment. In cases of serious misconduct or any time a supervisor determines it is necessary (including by example, but not limited to, a major breach of policy, safety violation, or violation of law), the City reserves the right to escalate disciplinary actions, up to and including immediate suspension and/or termination, depending on the circumstances of each situation and the nature of the offense.

Recommendations to terminate employment must be approved by the immediate supervisor, department head or manager, Human Resources - Deputy City Supervisor and City Supervisor.

Notices of termination are developed by Human Resources to provide for proper liability review.

#### **Process**

- 1) If an employee is not meeting City standards of conduct or performance, the employee's supervisor should take the following actions:
  - i. Meet with the employee to discuss the matter.
  - ii. Inform the employee of the nature of the problem, facts which support the concern support or coaching to be provided to the employee and the action the employee is expected to take to correct the issue.
  - iii. Complete a Coaching Form that includes the date the discussion is held, supervisor and employee names, issue with date of occurrence, and coaching the supervisor agrees to provide and corrective actions expected.
  - iv. Maintain form for future reference if needed.
- 2) If there is a second occurrence, the supervisor should meet again with the employee to provide further feedback taking the following actions:
  - i. Meet with the employee to discuss the matter.
  - ii. Inform the employee of the nature of the problem, facts which support the concern support or coaching to be provided to the employee and the action the employee is expected to take to correct the issue.

- iii. Issue a memo to the employee to serve as a formal written reprimand to include the following:
- Summary of first occurrence as outlined in the original Coaching Form.
  - Summary of second occurrence, including the date the discussion is held, supervisor and employee names, issue with date of occurrence, and coaching the supervisor agrees to provide and corrective actions expected.
  - Consequences if corrective action is not followed by employee including more severe disciplinary action, and, if appropriate, termination.
- 3) If there are additional occurrences:
- i. The supervisor or department head should confer with the City Supervisor and Human Resources Department to take one or more of the following action(s), depending on the situation and severity of the conduct:
- Issue an additional written reprimand or warning; or
  - Suspend the employee with or without pay for up to five working days; or
  - Suspend the employee with or without pay indefinitely and recommend termination; or
  - Other such action as deemed appropriate.
- 4) The Human Resources Director under usual circumstances should review and approve a recommendation for termination before any final action is taken. An employee who believes that discipline received is too severe or who disagrees with the reason(s) for the discipline, may utilize the **GRIEVANCE PROCEDURE**. The associated **GRIEVANCE PROCEDURE** is not available to an employee recommended for **TERMINATION**.

## COUNSELING & VERBAL WARNING

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

Issue:

Expectations of Employee:

Employee Corrective Action:

City Provided Support:

***Form to be reviewed and approved by Human Resources prior to being shared with employee.***

## WRITTEN WARNING

Date:

Employee:

Title:

Supervisor:

Title:

Deputy City Supervisor

Issue:

Previous instances or discussions regarding the issue:

|                             |
|-----------------------------|
| Expectations of Employee:   |
|                             |
| Employee Corrective Action: |
|                             |
| City Provided Support:      |
|                             |
| Consequences to Follow:     |
|                             |

***Form to be reviewed and approved by Human Resources prior to being shared with employee.***

## EMPLOYEE GRIEVANCE

An employee grievance is any complaint, problem or concern of an employee regarding their workplace, job or coworker relationships. The grievance procedure is not available to an employee in the introductory period, an employee recommended for termination, or to an employee selected for layoff.

Grievance topics may include, but are not limited to:

- Workplace harassment
- Discrimination
- Health and safety
- Supervisor conduct
- Adverse changes in employment conditions

Employees are encouraged to talk to each other to resolve their problems; this includes issues involving direct supervisors. When this isn't possible, employees may file a grievance in the following ways:

- Complete and submit a grievance form directly to their immediate supervisor.
- When the issue involves the supervisor, complete and submit a grievance form directly to Human Resources.
- If the grievance involves Human Resources, complete and submit a grievance form directly to the City Attorney or City Supervisor.

Grievances should be filed within five days of the occurrence of the action, incident, or event that is the subject of the grievance.

The investigation of formal grievances is conducted by Human Resources, unless a conflict exists, and can include, but is not limited to, the following:

- Review of the grievance form.
- Discussion with the employee to ensure the matter is completely understood.
- Investigate the matter or ask for the help of an investigator when needed.
- Where appropriate, organize mediation procedures (e.g. arranging a formal meeting).
- Keep employees informed throughout the process.
- Communicate the formal decision to all employees involved.
- Take actions to ensure compliance with the formal decision.
- Deal with appeals by gathering more information and investigating further.
- Keep accurate records.
- Provide a copy of the grievance to the employee, supervisor, or other party who face allegations within the formal grievance.

This procedure may vary according to the nature of a grievance. For example, if an employee is to have engaged in acts of racial discrimination, the City will begin disciplinary procedures.

In addition, employees are encouraged to consult with their supervisor and/or Human Resources on an informal basis regarding employee complaints or disputes.

A final decision on grievances will not be precedent-setting or binding on future grievances unless they are officially adopted in writing as City policy. When appropriate, the final decision will be retroactive to the date of the employee's original grievance.

Information concerning an employee grievance is to be held in confidence, to the greatest extent possible, while allowing for a thorough investigation of the circumstances involving the grievance. Supervisors and department heads who investigate a grievance are to discuss it only with those individuals who have a need to know about it or who can supply necessary background information or advice.

Time spent by employees in grievance discussions during their normal working hours will be considered hours worked for pay purposes.

Employees are not to be penalized for proper use of the grievance procedure. However, it is not considered proper use if an employee raises grievances in bad faith, solely for the purposes of delay or harassment, or repeatedly raises meritless grievances (i.e., those which do not result in a change of policy or in discipline). Implementation of the grievance procedure by an employee does not limit the right of the City to proceed with any disciplinary action which would otherwise be proper.

The City may, at its discretion, refuse to proceed with any complaint it determines is not appropriate under this policy.

### **Process**

- 1) An appropriate grievance for this grievance procedure is defined as a current employee's expressed dissatisfaction concerning any interpretation or application of a policy relating to employee conduct or performance by the City Council, supervisors, or other employees. Examples of matters which may be considered appropriate under this policy include:
  - i. A belief that City policies, practices, rules, regulations, or procedures (including discipline) have been applied in a manner detrimental to an individual employee;
  - ii. Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation;
  - iii. Alleged discrimination because of race, color, gender, age, religion, national origin, marital status, disability, or sexual orientation; and
  - iv. Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, holidays, or salary.

- 2) An employee should notify the Human Resources Director, in five (5) working days, of any grievance considered appropriate for processing under this policy. The grievance procedure is the exclusive remedy for employees with appropriate grievances.
- 3) The grievance procedure has a maximum of three steps, but grievances may be resolved at any step in the process. Grievances should be fully processed until the employee is satisfied with the result or the employee fails to file a timely appeal or the employee exhausts the right of appeal. A decision becomes binding on all parties whenever an employee fails to file a timely appeal or when a decision is made in step three.
- 4) Employees who feel they have an appropriate grievance should proceed as follows:
  - i. Step One - Promptly bring the grievance to the attention of the immediate supervisor. If the grievance involves the supervisor, then it is permissible to proceed directly to Step Two. The supervisor is to investigate the grievance, attempt to resolve it, and notify the employee of a decision within five working days. The supervisor shall prepare a written and dated summary of the grievance and proposed resolution for record-keeping purposes.
  - ii. Step Two - Appeal the decision to the department head, if dissatisfied with the supervisor's decision, or initiate the procedure with the department head if Step One has been bypassed. Such an appeal or initial complaint must be made within five working days using a standard written form provided for this purpose. The supervisor's version of the grievance and decision will then be submitted using a standard written form. The department head will, within ten working days from the date the complaint is made, confer with the employee, the supervisor, and any other persons considered appropriate; investigate the issues; and communicate a decision in writing to all parties involved.
  - iii. Step Three - Appeal an unsatisfactory department head decision to the City Supervisor. The procedures to be followed in step three are the same as those in Step Two. The City Supervisor will take the necessary steps to review and investigate the grievance and will then issue a written, final, and binding decision within ten working days.

## GRIEVANCE FORM

Date:

Employee:

Title:

Supervisor:

Title:

Deputy City Supervisor

☐

I have reviewed the City of Moscow Personnel Policies - Grievance Policy

Action or conduct (with dates) constituting the violation (i.e., what happened)?

Please note the written law, rule, policy and/or procedure violated.

*May attach additional pages...*

Informal Resolution – what steps have been taken to address this issue prior to submitting a formal grievance?

*May attach additional pages...*

The resolution or remedy sought:

*May attach additional pages...*

Employee Signature: \_\_\_\_\_

Human Resources Date Received: \_\_\_\_\_

## **OPPORTUNITY TO BE HEARD ASSERTIONS OF UNLAWFUL DISCRIMINATION AND RETALIATION AND “NAME-CLEARING HEARING”**

All employees are at-will employees. At-will employees may experience adverse consequences such as unlawful discrimination or retaliation based on allegations of dishonesty, immorality or criminal misconduct. A public employee who is demoted with a reduction in pay or terminated from employment based on such allegations has a Constitutional right to a name-clearing hearing when one is requested.

It is unlawful to discriminate or retaliate based on age, sex, race, religion, national origin, or disability when not a bona fide occupational qualification. The City does not condone discrimination on the basis of the foregoing. It is unlawful to retaliate against an employee for initiating a charge of discrimination or harassment, or for assisting in any way in an investigation of such charges.

Failure to pursue the opportunity to be heard at a name-clearing hearing procedure constitutes a waiver of this right.

Issues involving job performance or employee attitude, which do not include allegations of discrimination, retaliation, dishonesty, immorality, or criminal misconduct, are not the proper subject of a name-clearing hearing and will not be heard.

After the hearing, the City Supervisor will consider the information submitted and any other pertinent information in the City's records. The City Supervisor will then issue a written decision concerning the employee's allegations and will include the reasons for the City Supervisor's determination.

### **Process**

- 1) Within fourteen (14) days of his/her termination or demotion, the employee may submit a written allegation of unlawful discrimination or retaliation, or the basis for entitlement to a name-clearing hearing, stating particularly the basis for the requested hearing. Written allegations that are untimely submitted or that fail to state a particular, legally recognized basis will not be granted an opportunity to be heard. An employee will be promptly notified if a requested hearing is denied.
- 2) An employee alleging unlawful discrimination or retaliation, or who is legally entitled to a name-clearing hearing, will meet with the City Supervisor. The hearing will not exceed one (1) hour in duration.
- 3) Minutes of the hearing may be made and maintained as part of the personnel record.
- 4) The employee's supervisor may provide a brief written statement at least twenty-four (24) hours prior to the hearing in response to the charges. The City Supervisor may require the employee's supervisor to participate in the hearing.
- 5) The employee will be provided an opportunity to present evidence upon which the claims are based.

- 6) The City Supervisor may ask questions during this process.
- 7) The employee may question participants during this process.
- 8) The Idaho Rules of Evidence do not apply to this opportunity to be heard or name-clearing hearing.

DRAFT

# COMMITTEE STAFF REPORT

DATE: Monday, July 26, 2021



## RESPONSIBLE STAFF

Amanda Argona, Community Events Manager

## ADDITIONAL PRESENTER(S)

## OTHER RESOURCES

## AGENDA ITEM TITLE

Beer/Wine Garden request for Grace Agenda Block Party (ACTION ITEM) - Amanda Argona

## DESCRIPTION

The Grace Agenda Block Party is requesting alcohol use for a Beer/Wine Garden as part of their community event on Saturday, August 14. The applicant has submitted all required paperwork and the event has been reviewed and approved by City staff. In accordance with alcohol use requests in the Downtown Central Business Zoning District, a Resolution has been drafted to allow for a Beer/Wine Garden with the Permitted Event.

## STAFF RECOMMENDATION

Recommend approval of the Resolution permitting a Beer/Wine Garden for Grace Agenda Block Party.

## PROPOSED ACTIONS

**PROPOSED ACTIONS:** Recommend approval of the Resolution permitting a Beer/Wine Garden for Grace Agenda Block Party, or provide staff further direction.

## FISCAL IMPACT

## PERSONNEL IMPACT

## ATTACHMENTS

1. Resolution 2021-Beer-Wine\_Grace Agenda\_final
2. Application\_Grace Agenda Block Party\_CommunityEventsApplicationFINAL

## **RESOLUTION NO. 2021 –**

A RESOLUTION OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ALLOW FOR THE TEMPORARY VENDING OF BEER AND/OR WINE IN MOSCOW DOWNTOWN CENTRAL BUSINESS ZONING DISTRICT UNDER SPECIFIC REGULATIONS AND UNDER CERTAIN LIMITED CONDITIONS PURSUANT TO MOSCOW CITY CODE SECTION 10-1-12.

WHEREAS, Moscow City Code Section 10-1-12 prohibits the possession of alcoholic beverages while present in a public place or a place where the public has permitted access, including public streets and/or public rights-of-way in the City of Moscow, Idaho (hereinafter “City”) except in accordance with specific regulations adopted by the Council by Resolution; and

WHEREAS, Grace Agenda (hereinafter the “Permitted Event Sponsor”) is sponsoring Grace Agenda Block Party (hereinafter the “Permitted Event”), August 14, 2021 in downtown Moscow, pursuant to the Community Event Permit issued on July 22, 2021; and

WHEREAS, Grace Agenda Block Party is a Permitted Event open to the public, intended to promote Moscow’s downtown; and

WHEREAS, Moscow Main Street between 6<sup>th</sup> and 3<sup>rd</sup> Streets in Moscow is a City street located within the Moscow Central Business zoning district (hereinafter “the Permitted Event Location” attached as Exhibit ‘A’); and

WHEREAS, Council wishes to allow for the vending and responsible consumption of beer and/or wine under certain conditions, contained herein and during limited hours during the Permitted Event; and

WHEREAS, the Permitted Event Sponsor has paid the fee associated with the Permitted Event; and

WHEREAS, Council wishes to prohibit the sale and/or consumption of liquor during the Permitted Event; and

WHEREAS, Council wishes to grant authority to appropriate City staff to approve catering permits for Beer and/or Wine Gardens for the Permitted Event; and

WHEREAS, Council believes the regulations contained herein are appropriate; and

WHEREAS, Council believes the specific regulations herein balance the health and safety concerns of citizens with the desire to promote downtown businesses; and

WHEREAS, Council believes that the specific regulations contained herein balance health and safety concerns of citizens, with the desire to promote responsible use of alcoholic beverages; and

WHEREAS, nothing contained in this Resolution is intended to waive other laws and regulations applicable to the sale and consumption of alcohol within City limits; and

WHEREAS, nothing contained within this Resolution is intended to endorse or support any particular belief, philosophy, or political position of any Beer and Wine Garden Sponsor permitted at the Permitted Event, and/or its affiliates, associations, contributors, supporters, participants, etc.;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Moscow, Idaho as follows:

**SPECIFIC REGULATIONS ON THE SALE AND/OR CONSUMPTION OF BEER AND/OR WINE DURING GRACE AGENDA:**

**Intent:**

This Resolution is intended to allow appropriate City staff to approve catering permits for Beer and/or Wine Gardens in City streets or rights-of-way in Moscow's downtown central business zoning district in appropriate locations approved by City staff for the sale and consumption of beer and/or wine only (not liquor), pursuant to these specific regulations and is not intended to amend or expand the Moscow City Code or any other applicable law or regulation beyond the scope of the particulars of this Resolution or beyond the hours of the Permitted Event. Other than as specifically provided herein, sanitary, health, litter, police, fire, sidewalk café, alcohol vending, and other laws and regulations shall be unaffected by this Resolution. This Resolution shall not establish precedent nor shall it apply to any event other than the Permitted Event held on the 14<sup>th</sup> day of August, 2021 from 6:30 p.m. to 9:30 p.m. Set-up may begin at 4:30 p.m.; tear-down and clean-up may continue until 10:30 p.m.

**Liability, Insurance and Safety:**

1. No less than five (5) days prior to the Permitted Event at which the licensed vendor will sell beer and/or wine, Permitted Event Sponsor shall deliver to the City Clerk one (1) copy of written proof that the licensed vendor has current, paid up, off-premise liquor liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits.
2. City shall be named as an additional insured on the insurance policy of the licensed vendor.
3. No less than five (5) days prior to the Permitted Event, the Permitted Event Sponsor shall deliver to the City Clerk one (1) copy of written proof that the Permitted Event has obtained current, paid up, general liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits. Such general liability insurance or special event insurance policy shall be primary to any other insurance related to these events and to that of any potential party subject to a claim related to the Permitted Event.
4. The Moscow Police Chief or designee is hereby empowered to order the immediate cessation of a Beer and/or Wine Garden Sponsor's activities allowed under this Resolution at any time

he/she reasonably determines that it is in the best interest of City to do so. There shall be no appeal from a determination by the Moscow Police Chief or his designee to terminate all or part of any Beer and/or Wine Garden permitted for the Permitted Event.

**Vendor:**

1. There shall be only one (1) licensed vendor of beer and/or wine at the Permitted Event, in the Beer and/or Wine Garden Sponsor's permitted area;
2. All beer and/or wine shall be sold only by a licensed vendor;
3. Every licensed vendor shall comply with all alcohol related laws and regulations, including, but not limited to, the City requirement of a catering permit;
4. The name, address, telephone number, alcohol license permit number of every licensed vendor, and proof of insurance covering the vendor's activities (as required herein) shall be provided to the City Clerk no less than five (5) days prior to the Permitted Event at which such licensed vendor shall sell beer and/or wine;
5. The City shall play no role in determining which vendor shall be selected to sell beer and/or wine in the Permitted Area during the Permitted Event described herein;
6. The vendor shall provide at least two (2) persons to check proper identification for those who shall be sold beer and/or wine during the Permitted Event. These persons shall be clearly identified and shall be stationed within ten feet (10') of the sales and/or dispensing counter between 6:30 p.m. and 9:30 p.m. while alcoholic beverages are being sold and/or consumed;
7. There shall be at least two (2) Moscow City police officers providing security, clearly identified as such, on duty at all times whenever alcohol is being served. Additional police officers shall be required as determined by the Moscow Chief of Police. All police officers required for the Permitted Event shall be paid for by the Permitted Event Sponsor at sixty-five dollars (\$65) per hour. This shall be considered a Permitted Event fee and in no way creates an employee/employer relationship between the officer(s) assigned to the event and the Permitted Event Sponsor.

**Sales and Consumption:**

1. No less than five (5) days prior to the Permitted Event at which the licensed vendor will sell beer and/or wine, the Beer and/or Wine Garden Sponsor shall deliver to the City Clerk one (1) copy of a site map which shall be drawn to show the locations, dimensions of, and relative distances between the following: (a) the beer and/or wine garden within the Street; (b) the barricade, sales and/or dispensing area, consumption area, entry and exit points; (c) identification checking station; and, if any, (d) food sales and service areas. Said site design and any subsequent alterations shall be approved in writing by the Moscow City Supervisor or designee, and by the Moscow Chief of Police or designee prior to the Permitted Event;
2. All beer and/or wine sales and consumption shall take place within the area designated by the Beer and/or Wine Garden Sponsor and as shown on the site map required by this Resolution;
3. The designated sales and service area(s) shall be physically separated from the rest of the Permitted Event Location by a barricade which is no less than forty-four inches (44") tall and which is constructed so no person can pass under, over, or through it except at established entry and exit points located, as shown, on the site map required by this Resolution. All sales, dispensing, service, and consumption shall take place inside the approved barricade area;
4. All food sales and service shall be located outside the approved barricade and have a space of no less than ten feet (10') between the approved barricade and food sales or service area;

5. No person shall be allowed to transport, purchase, consume or possess alcohol in the Permitted Area other than within the area designated for alcohol sales and consumption as shown on the map required by this Resolution;
6. There shall be no more than one (1) entrance and one (1) exit to the area designated for alcohol consumption, as shown on the map required by this Resolution;
7. All beer and/or wine shall be dispensed in and consumed from its original container or a readily identifiable container not more than sixteen ounces (16 oz.) in size which shall not bear a logo for a non-alcoholic beverage;
8. Every occupant within the area(s) designated for beer and/or wine consumption shall provide identification to law enforcement officers or City employees who request it;
9. A sign shall be prominently posted at or near all entrances and exits to any area designated for beer and/or wine sales and/or consumption stating to the effect that no alcohol can be consumed within the Permitted Area unless it is purchased within such Permitted Area and that no person under twenty one (21) years of age may purchase, carry, or consume alcohol within the Permitted Area;
10. Beer and/or wine shall be sold only within the designated Beer and/or Wine Garden Sponsor's Permitted Area only between the hours of 6:30 p.m. and 9:30 p.m. on the 14<sup>th</sup> day of August, 2021;
11. Beer and/or wine shall be consumed only within the designated Beer and/or Wine Garden Sponsor's Permitted Area only between the hours of 6:30 p.m. and 9:30 p.m. on the 14<sup>th</sup> day of August, 2021, during the Permitted Event;
12. No person shall carry or consume an alcoholic beverage within the Beer and/or Wine Garden Sponsor's Permitted Area which is not purchased or dispensed from a licensed vendor at the Permitted Event and consumed within the approved consumption area. Consumption of alcohol not purchased within the Beer and/or Wine Garden Sponsor's Permitted Area and outside of the approved consumption area shall be considered a violation of the City's open container ordinance.

### **Fee**

The Beer and/or Wine Garden Sponsor shall submit to the City Clerk, within five (5) days of the Permitted Event, the required fee established by Council that is associated with this Resolution.

### **Failure To Comply:**

Failure to comply with this Resolution shall expose any such person to all relevant civil and criminal consequences and may result in denial of subsequent applications for alcohol permits within Moscow for a period of no less than five (5) years.

**PASSED AND APPROVED** by the Mayor of the City of Moscow, Idaho, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

---

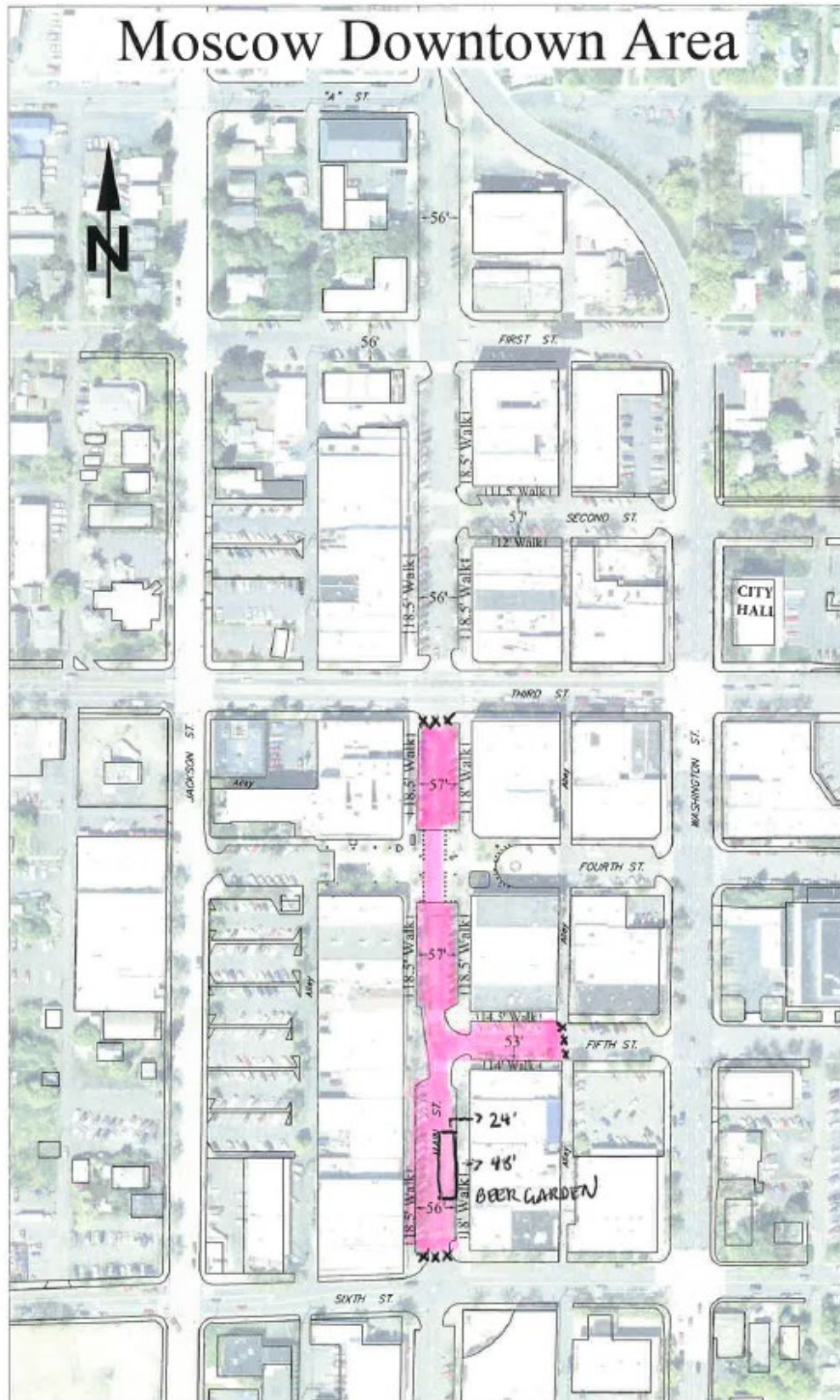
Bill Lambert, Mayor

**CERTIFICATION.** I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on \_\_\_\_\_, 2021.

ATTEST:

\_\_\_\_\_  
Laurie M. Hopkins, City Clerk

Exhibit A





**CITY OF MOSCOW**

206 E. THIRD  
MOSCOW, ID 83843  
208-883-7000

PERMIT NUMBER: CE2021-08

EVENT DATE: 8/14/2021

EVENT TIME: 6:30-9:30 p.m.

THIS IS TO CERTIFY THAT  
Grace Agenda Block Party  
Ben Zornes  
516 S Main St.  
Moscow, ID 83843

IS HEREBY GRANTED A CITY OF MOSCOW COMMUNITY EVENT PERMIT FOR THE LOCATION  
NAMED BELOW WITHIN THE CORPORATE LIMITS OF THE CITY OF MOSCOW, IN CONFORMITY  
WITH THE PROVISIONS OF CHAPTER 17, TITLE 10 OF THE MOSCOW CITY CODE.

PERMIT TYPE: Community Event

PERMIT LOCATION: Main Street spanning 3<sup>rd</sup> to 6<sup>th</sup> St

I, \_\_\_\_\_, CERTIFY UNDER PENALTY OF PERJURY PURSUANT TO THE LAWS  
OF THE STATE OF IDAHO, THAT THE FOREGOING IS TRUE AND CORRECT. I AGREE TO ALL THE TERMS AND  
CONDITIONS OF MOSCOW CITY CODE TITLE 10, CHAPTER 17 PARADE; PUBLIC ASSEMBLY AND  
RESOLUTION 2015-05 POLICY AND PROCEDURES FOR RIGHT-OF-WAY PERMITS. DAMAGE TO ANY  
PUBLIC IMPROVEMENTS ARE THE RESPONSIBILITY OF THE PERMIT HOLDER.

ISSUED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021

7/22/2021

\_\_\_\_\_  
(SIGNATURE OF LICENSEE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(SIGNATURE OF STAFF)

\_\_\_\_\_  
DATE

If you intend to serve alcohol at your event, please do not use this form. Instead use the "Downtown Community Event Closure Requesting Temporary Alcohol Use" Application.

## CITY OF MOSCOW APPLICATION

FOR

☒ COMMUNITY EVENT CLOSURE / NEIGHBORHOOD BLOCK PARTY

☐ PUBLIC ASSEMBLY

☐ PARADE PERMIT and ITD FEE (if necessary)

☐ SIDEWALK WALKING PARADE - NO FEE

See Attached Fee Schedule

Date App Rec'd: 13 July 2021 Fees Due: \$184.50 Fees Paid: \_\_\_\_\_

This completed form must be submitted to the City Clerk/Deputy City Clerk:

Title 10 Section 17-4: At least sixty (60) days and not more than one hundred eighty (180) days before parades or public assemblies held on a regular or recurring basis.

Single, non-recurring parades or public assemblies shall file the application at least ten (10) days and not more than one hundred eighty (180) days before the proposed date of the event.

Permits are issued on a first-come, first-served basis.

THE CITY RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION REASONABLY NECESSARY TO A FAIR DETERMINATION AS TO ISSUANCE OF A PERMIT.

1. Name of Event: Grace Agenda Block Party
2. Event / Street Closure Location: Main Street A St. to 6th St. (to include 1st, 2nd, 3rd, 4th, 5th, 6th St. including 5th St. to alley)  
☐ Check if a recurring event
3. Event Date(s): 8/14/21 Event Starting time: 6:30 Event Ending time: 9:30
4. Road Closure Setup/Event Setup/Staging time: Set-up: 4:30 pm Streets open: 10:30 pm
5. Will you Require Parking Restrictions for the Street Closure: Yes ☒ No ☐

If 'Yes' please give details (i.e., no parking on day of event, parking restricted to a particular area, etc.)

Parking should be unavailable on Main St. 2 hrs before event start. During event parking should be restricted to side streets.

6. Group Name Sponsoring Event: Grace Agenda  
Organization Address: 516 S. Main St.  
Organization Officers/Authorized Representatives: Ben Zornes, Bel Merkle
7. Individual Responsible for Event Organization: Ben Zornes  
Individual's Address: 516 S. Main St.  
Individual's Day, Message or Cell Phone: 308-902-2013  
Individual's E-mail: bzornes@christkirk.com
8. Are you planning on having Food Vendors? Yes ☒ No ☐
9. Are you planning on having a Band or Music? Yes ☒ No ☐

10. Will there be a Stage?

Yes ☐

No ☒

11. Street Closure/ Site Map Required: Blank downtown map attached for your use or you can provide your own. Provide details on the site map showing any road closure(s), parade route, public assembly points and location of any food vendors, booths, and stage or service areas. For the Parade Route, include the start and termination points. APPLICATIONS WILL NOT BE PROCESSED WITHOUT A MAP, SITE PLAN, OR TRAFFIC CONTROL PLAN. USE ADDITIONAL PAGE(S), IF NECESSARY:

12. Approximate number of persons, animals, and/or vehicles constituting parade, public assembly, or street closure, approximate number of participants and spectators and the type of animals and description of vehicles:

1600 persons.

13. Describe any recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices to be used in connection with the parade, public assembly, or street closure, and list any designated public facilities or equipment to be utilized for the parade, public assembly, or street closure:

Sound System for music, megaphone for announcements, booths for vendors & games for kids

14. Are you requesting City Police services such as escort services, traffic direction and/or crowd control?

Yes ☐

No ☒

If YES, please contact City of Moscow Police Department at 208-883-7059 to discuss (see attached Fee Schedule)

15. Please describe your waste and recycling plan. Attach a separate sheet if necessary.

We will remove all waste, and endeavor to leave it "better than we found it."

16. Other: If there is additional information about your event that we should know, please use this area to include more detail or attach additional pages.

17. Will you agree to alter your route if the City determines the proposed route will require significant City services and/or severely limit transit opportunities in high traffic areas?

Yes ☒

No ☐

18. Block Parties: Provide Proof of Insurance (Optional at Discretion of City)

19. Parades & Community Events: Provide Proof of Insurance (Required)

## HOLD HARMLESS AGREEMENT:

The applicant/group/organization (hereinafter "SPONSOR"), through its duly and specifically authorized agents, hereby releases City of Moscow, Idaho (hereinafter "CITY") and agrees, contracts and covenants not to bring suit and agrees to defend, hold harmless, and indemnify CITY, its officers, employees, agents and representatives from any and all claims, costs, judgments, awards, or liability to any person, including claims by SPONSOR's own agents, officers, employees and representatives, to which SPONSOR might otherwise be immune, arising from the Community Event, Block Party, Public Assembly, Parade or Sidewalk Walking Parade scheduled to occur as indicated on this application (hereinafter "Event"), including any Street Closure permitted under the terms of CITY's Policy on Street Closure. No SPONSOR shall be required to indemnify or hold harmless CITY for claims, actions and demands that arise out of CITY's sole negligence. Inspection, review and/or acceptance by CITY of any activity performed by or during the Event, or any activity or non-activity by CITY Police officers or other officers, employees, agents or representatives of CITY, shall not be grounds for avoidance of any of the covenants of defense, indemnification or hold harmless by SPONSOR on behalf of CITY.

SPONSOR acknowledges that he/she has read and understands the current Idaho Governor's Idaho Rebounds Plan which includes any existing Stay Healthy Order and/or Guidelines and has read the protocols for social/physical distancing, use of face masks/face coverings, and sanitation requirements and guidelines. SPONSOR agrees to comply with the Governor's Order and/or Guidelines and ensure that all participants will comply with the Order and/or Guidelines. SPONSOR acknowledges any and all City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event. SPONSOR agrees to comply with any and all City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event and ensure that all participants comply with the City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event. SPONSOR agrees that if CITY determines she/he and/or any participant is not in compliance with the Governor's Orders and Guidelines and/or is not in compliance with City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event, CITY reserves the right to revoke the Event permit.

Further, I, SPONSOR, certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct and that I have the authority to bind the group or organization, if applicable, to this Agreement.

EVENT SPONSOR:

  
(Signature)

NAME:

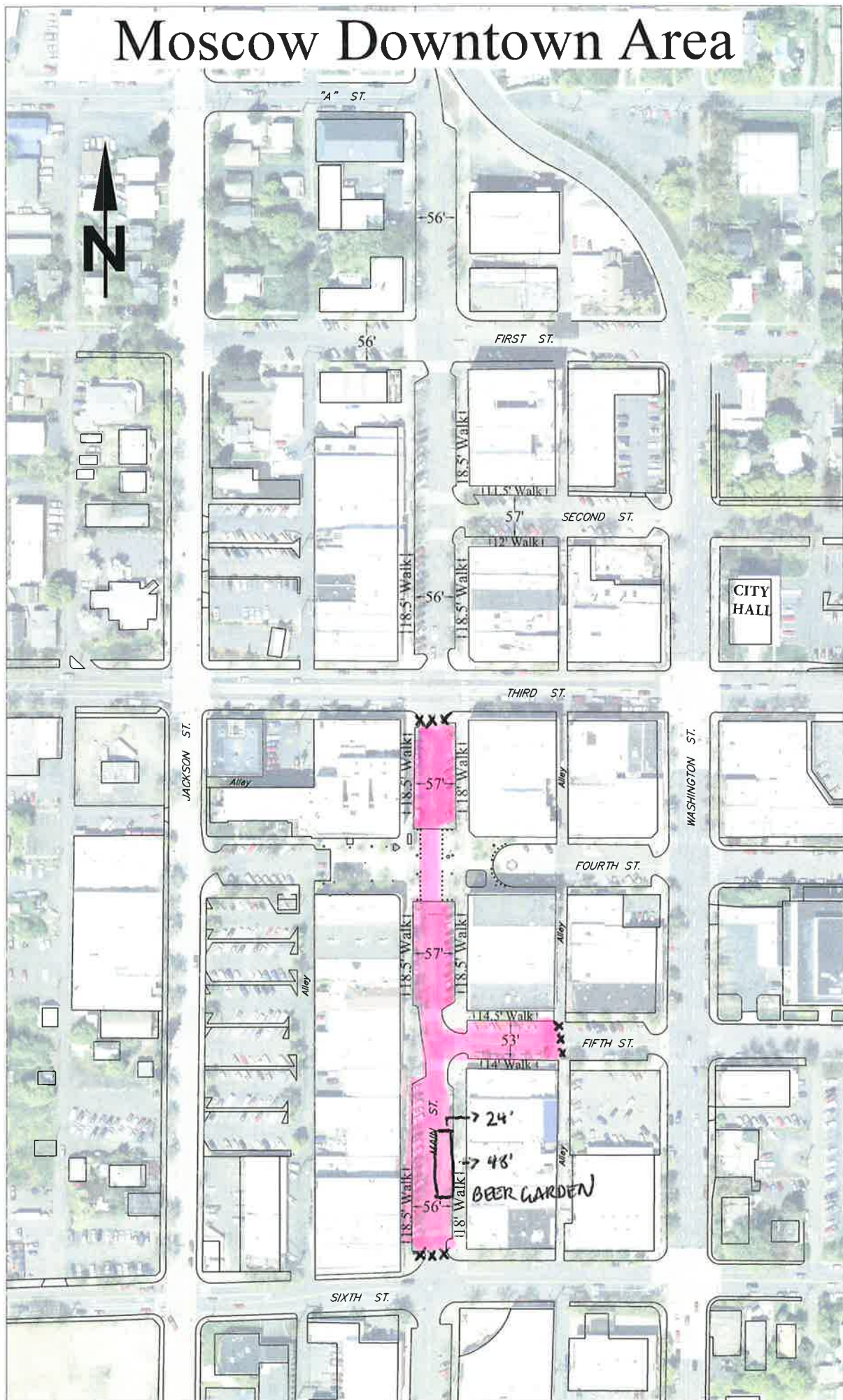
Ben Zornes  
(Please Print)

DATE: 7/12/21

☒ By checking this box as an electronic signature, I agree to all the terms and conditions that apply to the Community Event Closure / Neighborhood Block Party / Public Assembly / Parade / Sidewalk Walking Parade, Permitting Process, and Hold Harmless Agreement. I certify under penalty of perjury pursuant to the law of the State of Idaho that everything in the application is true and correct and that I have authority to bind the group or organization, if applicable, to this Agreement.

The information on this form is Public Record and may be posted to a public website. Moscow City Code Title 10, Chapter 17 is available from the City Clerk at P O Box 9203, Moscow, ID, 83843, or on the City's web page at <https://www.ci.moscow.id.us/393/City-Code>.

# Moscow Downtown Area



**NOISE EXEMPTION PERMIT REQUEST**  
(Moscow City Code 10-11-2)

Requested Event Date(s): 08/14/21 Begin time: 6:30 End time: 9:30

Event Location: Main St. (From A St. 6th St) 3<sup>rd</sup> to 6<sup>th</sup> St.

Amplified Music (DJ, party, etc.) ☐ No ☒ Yes

Alcoholic Beverages Available ☐ No ☒ Yes - Purchaser: Tapped  
(Marking this box does not mean your request will be denied) (If hosted or catered, name of serving organization)

Live Band Performing ☐ No ☒ Yes - Group: TBD

Describe the event: We would like to host a family friendly block party in  
conjunction with our annual conference (GraceAgenda); facepainting, jump-castles, cornhole, music, food, etc.

(use back of this form if more space is needed)

Name of requesting person/Group/Organization: Christ Church

Person responsible for Group or Organization: Ben Zornes, Bel Merkle

Requesting Person's Address: 516 S. Main St.

Home phone: 208882203 Work phone: \_\_\_\_\_ Cell phone: 3039022013 Pager: \_\_\_\_\_  
Daytime phone number is required

Responsible person available AT AND DURING this event: Ben Zornes

Cell- or contact-phone during event: 303-902-2013

**Your signature is unconditional acceptance of all terms and conditions. This permit may be modified or revoked by City at any time if permit conditions are violated. Read the following carefully:**

**The applicant/group/organization hereby agrees to indemnify and hold harmless City of Moscow, Idaho from all claims, actions and demands of any kind whatsoever related to and/or arising out of the activity(ies) specified in this application and does hereby accept all risk and responsibility for any damage(s) stemming from such activity. Every Applicant requesting a noise Exemption Permit shall cooperate with law enforcement by adjusting the noise level in the event of any citizen complaint(s). In the event of non-compliance, law enforcement may revoke this permit. No applicant/group/organization shall be required to indemnify or hold harmless City of Moscow, Idaho for claims, actions and demands that arise out of City's sole negligence.**

Date: 08/14/2021 7/12/21 Requesting Person's Signature: 

☒ APPROVED ☐ DENIED

**Conditions:**

Date permit valid: 08/14/2021 Hours permit valid: 1830 hours to 2100 hours

Noise level (dBA) shall not exceed 80 dBA at ☒ source at ☐ property line

Other Conditions: \_\_\_\_\_

Capt. Tyson Berrett

Chief of Police (208) 883-7054



CHRICHU-18

DMUNYAKA

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/19/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                         |                                                              |                     |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------|
| PRODUCER<br>Hub International Northwest LLC<br>375 S. Grand Avenue<br>Pullman, WA 99163 | CONTACT NAME: <b>Andrew Flabetich</b>                        |                     |
|                                                                                         | PHONE (A/C, No, Ext):                                        | FAX (A/C, No):      |
|                                                                                         | E-MAIL ADDRESS: <b>andrew.flabetich@hubinternational.com</b> |                     |
|                                                                                         | INSURER(S) AFFORDING COVERAGE                                |                     |
|                                                                                         | INSURER A : <b>GuideOne Mutual Insurance Company</b>         | NAIC # <b>15032</b> |
| INSURED<br><br>Christ Church dba Christ Kirk<br>516 S Main St<br>Moscow, ID 83843       | INSURER B :                                                  |                     |
|                                                                                         | INSURER C :                                                  |                     |
|                                                                                         | INSURER D :                                                  |                     |
|                                                                                         | INSURER E :                                                  |                     |
|                                                                                         | INSURER F :                                                  |                     |

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                             | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                               |
|----------|-----------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|----------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY                              |           |          | 10018422      | 5/22/2021               | 5/22/2022               | EACH OCCURRENCE \$ <b>2,000,000</b>                                  |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                |           |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b>          |
|          |                                                                                               |           |          |               |                         |                         | MED EXP (Any one person) \$ <b>10,000</b>                            |
|          |                                                                                               |           |          |               |                         |                         | PERSONAL & ADV INJURY \$ <b>2,000,000</b>                            |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:                                                            |           |          |               |                         |                         | GENERAL AGGREGATE \$ <b>4,000,000</b>                                |
|          | <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC |           |          |               |                         |                         | PRODUCTS - COMP/OP AGG \$ <b>4,000,000</b>                           |
|          | OTHER:                                                                                        |           |          |               |                         |                         | \$                                                                   |
|          | <b>AUTOMOBILE LIABILITY</b>                                                                   |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$                               |
|          | <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS   |           |          |               |                         |                         | BODILY INJURY (Per person) \$                                        |
|          | <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY       |           |          |               |                         |                         | BODILY INJURY (Per accident) \$                                      |
|          |                                                                                               |           |          |               |                         |                         | PROPERTY DAMAGE (Per accident) \$                                    |
|          |                                                                                               |           |          |               |                         |                         | \$                                                                   |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR                                           |           |          |               |                         |                         | EACH OCCURRENCE \$                                                   |
|          | <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE                                       |           |          |               |                         |                         | AGGREGATE \$                                                         |
|          | DED <input type="checkbox"/> RETENTION \$                                                     |           |          |               |                         |                         | \$                                                                   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Y/N <input type="checkbox"/> N/A         |           |          |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                   |           |          |               |                         |                         | E.L. EACH ACCIDENT \$                                                |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below                                        |           |          |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$                                        |
|          |                                                                                               |           |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$                                       |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Block party for Christ Church, August 14th, 2021

City of Moscow is an additional insured as regards general liability if required in written contract

## CERTIFICATE HOLDER

## CANCELLATION

|                                                      |                                                                                                                                                                |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City of Moscow<br>206 E Third St<br>Moscow, ID 83843 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|                                                      | AUTHORIZED REPRESENTATIVE<br>                                                                                                                                  |

# Community Events Division Event Application Review

Grace Agenda Block Party 8/14/21 6:30 p.m. - 9:30 p.m.  
**Event Name** **Date(s)/Time(s)**

**DEPARTMENT/DIVISION DESIGNEE** **EVENT(S) APPROVED/DENIED** **DATE REVIEWED**

Captain Tyson Berrett (email)

x

—

07/22/21

Moscow Police Department

Approve

Deny

**Officer presence required?**

x

—

—

**Officers available?**

—

—

—

Yes

No

N/A

Yes

No

N/A

*Dan Ellinwood*

x

—

07/20/2021

Moscow Volunteer Fire Department

Approve

Deny

*David R. Schott*

x

—

07/15/21

Parks and Recreation Department

Approve

Deny

*[Signature]*

x

—

07/22/21

Community Development-Engineering Division

Approve

Deny

*[Signature]*

X

—

07/15/21

Public Works-Environmental Services Division

Approve

Deny

*[Signature]*

x

—

07/22/21

Public Works-Streets Department

Approve

Deny

**Street closure required?**

x

—

—

**ITD permit required?**

—

—

x

Yes

No

N/A

Yes\*

No

N/A

\*Application will remain pending until ITD grants applicant a permit

**Time of street closure?**

2:30 p.m.

10:30 p.m.

Start

End

*Kelsey Manning*

7/22/2021

City Clerk/Deputy City Clerk

Date