Administrative Committee

Regular Meeting
~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208-883-7015

Monday **January 23, 2023**	**3:00 PM**	**Council Chambers** **206 E. Third St.**

The Moscow Mayor, City Council and Staff welcome you to today's meeting. 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. Please note that Committee meetings are televised, videotaped and/or recorded. Links to view the Committee meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

REGULAR AGENDA

1. **Approval of Administrative Committee January 9, 2023 Minutes (ACTION ITEM) - Taylor Riedner**

2. **Approval of Memorandum of Understanding between the City of Moscow and the Idaho Transportation Department to establish a Car Seat Inspection Station (ACTION ITEM) - Capt. Roger Lanier / Officer Eric Warner**

   The City of Moscow is entering into a Memorandum of Understanding (MOU) with the Idaho Transportation Department (ITD), Office of Highway Safety, Car Seat Program. The purpose of this MOU is to establish a car seat inspection station where parents and caregivers can learn how to keep children safe while training in passenger vehicles by using appropriate car seats, booster seats or seat belts correctly. This is accomplished through one-to-one instruction provided by nationally certified Child Passenger Safety technicians.

   PROPOSED ACTIONS: Recommend approval of the Memorandum of Understanding between the City of Moscow and Idaho Transportation Department; or provide staff further direction.

3. **Personal Delivery Devices License Agreement-Starship Technologies (ACTION ITEM) - Cody Riddle**

   Starship Technologies is seeking a non-exclusive license agreement to operate personal delivery devices in the public right-of-way.

   PROPOSED ACTIONS: Recommend approval of the proposed license agreement; or provide staff further direction.

4. **Fee Resolution Amendment to include fees for Personal Delivery Devices (ACTION ITEM) – Cody Riddle**

   On August 1, 2022, the City Council adopted Resolution 2022-23, establishing fees for services to take effect on October 1, 2022 (Fee Resolution). Since that time, staff has developed an agreement for licensing the operation of personal delivery devices in the City right-of-way. As there is staff time to administer this license, a new fee of $250.00 is proposed. Per Idaho Code 63-1311A, amendment of the Fee Resolution to include a new fee requires a public hearing. Staff has noticed the hearing per Idaho Code and the draft resolution is presented to the City Council for review. The new fee is listed as Item J, located on page 17 of the attached resolution. It is identified as "Personal

Delivery Devices Annual License Fee". This is the only change proposed to the existing fee structure.

PROPOSED ACTIONS: Recommend scheduling a public hearing at the regular City Council meeting of February 6, 2023 to consider adoption of the FY2023 Fee Resolution amendments, or provide staff further direction.

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.

Administrative Committee

Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday **January 9, 2023**	**3:00 PM**	**Council Chambers** **206 E. Third St.**

The meeting was called to order at 3:00 p.m.
PRESENT: Maureen Laflin, Gina Taruscio, Hailey Lewis
OTHERS: Mayor Art Bettge, Council Member Sandra Kelly, Council Member Drew Davis
STAFF: Cody Riddle, Mia Bautista, James Fry, David Schott, Amanda Argona, Megan Cherry, Laura Perrigo, Taylor Riedner

REGULAR AGENDA

1. **Selection of Committee Chair and Vice Chair (ACTION ITEM)**

Council member Hailey Lewis was selected as Chair and Maureen Laflin as Vice Chair.

2. **Approval of Administrative Committee July 11, 2022 Minutes (ACTION ITEM) - Taylor Riedner**

The minutes were approved as presented.

3. **Idaho Commission on the Arts Grant Application: Public Programs in the Arts (ACTION ITEM) - Megan Cherry**

   The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Public Programs in the Arts (PPA) grant program is intended to provide general operating support for arts organizations in Idaho. These funds will represent off-setting revenue in the production of Arts Department events including Entertainment in the Park and Artwalk. If the application is successful, funds are typically available at the end of the City of Moscow's FY23, and would be deferred for use in FY24.

   PROPOSED ACTIONS: Recommend approval of the Public Programs in the Arts (PPA) grant application for the current cycle, or provide staff further direction.

Cherry introduced the item as written above. The funds had previously been used to offset the cost of producing events rather than staff salary expenses. The grant does not require expenditure reporting. The Committee recommended approval and that it be placed on the Council consent agenda.

4. **Winterfest Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona**

   The Moscow Chamber of Commerce + Visitor Center is hosting its annual Moscow Winterfest on Saturday, February 4th, from 12 pm to 4 pm on Main Street between 3rd and 6th Streets. The annual event is stylized as an 80s themed apres ski block party. The applicant anticipates 9 (nine) licensed beer and/or wine vendors and ten (10) non-alcoholic and/or food vendors. Proposed activities include corn hole, snowball bullseye toss, snowman building contest, Simon Says with skis, oversized Yahtzee and Connect Four, lip-sync battle, and photo booth.

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Warming fires may be provided at the event at the determination of the Moscow Volunteer Fire Department.

The event has been reviewed and approved as of December 14, 2022. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Moscow Winterfest is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Title 10, Chapter 1, Section 1-12; a draft resolution has been prepared for Council's consideration.

PROPOSED ACTIONS: Recommend approval of the resolution allowing for the temporary suspension of the open container law within the event footprint of the Entertainment District for Moscow Winterfest for the duration of the event; or provide staff with further direction.

Argona introduced the item as written above and provided a few updates to the list of activities for the event.

Dre Arman (Moscow Chamber of Commerce and Visitor's Center) reviewed the events that will be available and explained they are mostly family-friendly activities. There will no longer be pre-sale ticket purchases to attend the event and the only tickets available would be for those consuming alcohol.

Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

5. **Consideration of the Moscow Area Mountain Bike Association License Agreement for the Moscow Mountain Property Trail Proposal (ACTION ITEM) - David Schott**

Moscow Area Mountain Bike Association (MAMBA) has reached out to the City of Moscow with a trail proposal for the City's Moscow Mountain Property, located on top of Moscow Mountain near the intersection of Moscow Mountain Road and Rock Creek Road. The proposal includes the construction of a trail system on the Moscow Mountain Property to connect with other existing trails in the surrounding area. Currently, the property is undeveloped and is not managed for recreational purposes. There are currently no future plans for this property. MAMBA intends to apply for an Idaho Department of Parks and Recreation Mountain Bike License Plate Grant, which is due on January 27, 2023. The preliminary estimate provided by MAMBA for trail construction is $10,000. MAMBA has requested financial participation by the City for matching funds to show community support for the project to the Idaho Department of Parks and Recreation in the amount of $5,000.

PROPOSED ACTIONS: Recommend approval of the License Agreement for the proposed trail system on the Moscow Mountain Property and financially participate in the amount of $5,000 as matching funds for the Idaho Department of Parks and Recreation grant; or provide staff with further direction.

Schott introduced the item by reviewing the proposal from the meeting packet and historical information about the Moscow Mountain property that was donated to the city in 1941 for recreational purposes. MAMBA has committed to the long-term maintenance of the trail once it is constructed. A map of the proposed 2-mile trail outline and features was shared. The timeline for the event includes flagging the trail in the spring of 2023 and a grand opening by May of 2025.

Sandra Townsend (MAMBA) shared her experience with other grant processes and MAMBA's trail maintenance practices. They run primarily off of volunteerism including the construction and maintenance of trails. The lifetime of a trail depends on many factors such as moisture, usage,

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erosion, soil, etc. MAMBA tries to protect the vegetation as much as possible and does not remove anything unless absolutely necessary and will work with the land owners in those situations. The surrounding Bennett property has shown support and has no conflicts with this project. The proposed license agreement has a 5-year term with a year-to-year renewal after that.

The Committee recommended approval and that it be placed on the Council regular agenda.

REPORTS

No report needed.

ADJOURN

The meeting adjourned at 3:27pm.

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COMMITTEE STAFF REPORT

DATE: Monday, January 23, 2023

RESPONSIBLE STAFF

James Fry, Police Chief

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

Approval of Memorandum of Understanding between the City of Moscow and the Idaho Transportation Department to establish a Car Seat Inspection Station (ACTION ITEM) - Capt. Roger Lanier / Officer Eric Warner

DESCRIPTION

The City of Moscow is entering into a Memorandum of Understanding (MOU) with the Idaho Transportation Department (ITD), Office of Highway Safety, Car Seat Program. The purpose of this MOU is to establish a car seat inspection station where parents and caregivers can learn how to keep children safe while training in passenger vehicles by using appropriate car seats, booster seats or seat belts correctly. This is accomplished through one-to-one instruction provided by nationally certified Child Passenger Safety technicians.

STAFF RECOMMENDATION

Recommend approval of the Memorandum of Understanding between the City of Moscow and Idaho Transportation Department.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the Memorandum of Understanding between the City of Moscow and Idaho Transportation Department; or provide staff further direction.

FISCAL IMPACT

In the past, Moscow Police applied for and managed the Car Seat Safety Grant. With this updated partnership, the department will save staff hours by continuing to provide excellent customer service to the citizenry without the laborious management of the grant. In addition, the Moscow Police Department will provide storage and support for car seat partners by hosting training sessions for area technicians in our training room; coordinating Idaho Transportation Department's attendance at the Newbill Safety Fair; and storing, transporting, and/or making the car seat trailer available for partners.

PERSONNEL IMPACT

Please see fiscal impact.

ATTACHMENTS

1. ITD Car Seat MOU 2023

IDAHO TRANSPORTATION DEPARTMENT
P.O. Box 7129 • Boise, ID 83707-1129
(208) 334-8000 • itd.idaho.gov

MEMORANDUM OF UNDERSTANDING
Between
THE IDAHO TRANSPORTATION DEPARTMENT ("ITD")
And
City of Moscow

PURPOSE:

To establish a partnership between the Idaho Transportation Department and the City of Moscow for the purpose of operating as a permanent Car Seat Inspection Station for the Idaho Child Passenger Safety Program.

AUTHORITY:

Per Idaho Code, Sections 67-2326 through 67-2333, ITD and the City of Moscow will cooperate to best serve the citizens of Idaho.

RESPONSIBILITIES AND PROCEDURES:

Per the National Highway Traffic Safety Administration ("NHTSA"), a Child Passenger Safety ("CPS") inspection station is a designated place where parents and caregivers can learn how to keep children safe while traveling in passenger vehicles by using the appropriate car seat, booster seat, or seat belt correctly. This is done through one-on-one instruction provided by nationally certified CPS technicians regarding the proper use and installation of car seats.

A Car Seat Inspection Station may assist parents and caregivers with:

- Selecting and using the correct car seat/booster seat for the age/size of their child;
- Installing the car seat or booster seat correctly in the vehicle;
- Harnessing the child in the car seat or booster seat correctly;
- Understanding when to transition child passengers to the next type of car seat as they grow; and
- Obtaining information and experience through guided instruction that will lead to self-sufficiency and confidence with keeping children safe in the future.

ITD agrees as follows:

- To provide educational resources and support to the City of Moscow for as long as it is a Car Seat Inspection Station;
- To provide the City of Moscow with an iPad (if needed) for use with the National Digital Check Form ("NDCF") on car seat checks;
- To supply the City of Moscow with car seats/booster seats to provide to families on a needs-basis; and
- To assist the City of Moscow in finding technicians to support seat check events hosted by the

City of Moscow;

The City of Moscow agrees as follows:

- To distribute car seats to families on a needs-basis;
- To report back to ITD the following information on a quarterly basis:
  - Number of seats checked;
  - Number/types of car seats distributed; and
  - Educational resources provided to caregivers.
- To use the iPad (if accepted) ONLY for the NDCF and to report to ITD any loss or damage to the device immediately. The City of Moscow may be liable for the replacement cost of the device.
- To promote the program on the City of Moscow's website and/or in other resources and to identify the City of Moscow's technician(s).
- Conduct no less than one community seat check event each year.

LIMITATIONS:

Nothing in this Memorandum of Understanding ("MOU") between ITD and the City of Moscow shall be construed as limiting or expanding the statutory or regulatory responsibilities of any involved individual in performing functions granted to them by law; or as requiring either entity to expend any sum in excess of its respective appropriation. Each and every provision of this MOU is subject to the laws and regulations of the state of Idaho and of the United States.

Nothing in this MOU shall be construed as expanding the liability of either party. In the event of a liability claim, each party shall defend their own interests. Neither party shall be required to provide indemnification of the other party.

EFFECTIVE DATE:

This MOU shall become effective upon signature of the Director of ITD or delegate and the signing authority of the City of Moscow, whichever is most recent.

METHOD OF TERMINATION:

This MOU shall remain in force unless formally terminated by either party after thirty (30) days written notice to the other party or the Car Seat Inspection Station is no longer active.

AMENDMENTS:

Amendments to this MOU shall become effective upon mutual agreement and written approval by the Director of ITD or delegate and the signing authority of the City of Moscow.

SIGNATURES:

IDAHO TRANSPORTATION DEPARTMENT

By: _____ Date: _____

Director or delegate

CITY OF MOSCOW (NAME OF AGENCY)

By: _____ Date: _____

Title: _____

COMMITTEE STAFF REPORT

DATE: Monday, January 23, 2023

RESPONSIBLE STAFF

Cody Riddle, Deputy City Supervisor - Community Development

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

Personal Delivery Devices License Agreement-Starship Technologies (ACTION ITEM) - Cody Riddle

DESCRIPTION

Starship Technologies is seeking approval of a non-exclusive license agreement to operate personal delivery devices in the public right-of-way. These devices (delivery robots) will operate primarily on public sidewalks to deliver food and beverages from various establishments. The devices have been operating for nearly a year on the University of Idaho campus. The company would like to expand their service area to reach additional businesses and residents on the perimeter of campus. If approved, the one-year agreement will allow a maximum of thirty (30) devices to operate within the right-of-way at any given time. The devices will continue to be stored and deployed from the Vandal Store on the University campus.

The City does not have the ability to prohibit the use of personal delivery devices. Idaho State Code 40-2305 authorizes their operation within the public right-of-way. The statute does allow local municipalities to adopt regulations to ensure their safe operation. The attached license agreement includes provisions to protect other uses of the right-of-way. These standards, combined with the provisions of State Law, will ensure a safe environment for all users of the right-of-way. A copy of the State Statute is attached for reference.

STAFF RECOMMENDATION

Recommend approval of the license agreement with Starship Technologies.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the proposed license agreement; or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. PDD License Agreement Draft 1-23-23
2. Section 40-2305 – Idaho State Code
3. Moscow,ID_IncidentManagement

CITY OF MOSCOW
LICENSING AGREEMENT
FOR THE RIGHT OF WAY OCCUPANCY PERMIT
FOR STARSHIP TECHNOLOGIES

THIS LICENSING AGREEMENT FOR THE RIGHT OF WAY OCCUPANCY PERMIT (hereinafter "Agreement") shall become effective _____, 2023, between the City of Moscow, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter "CITY"), and Starship Technologies, Inc. whose business address is 535 Mission Street, Floor 19, San Francisco, California 94105, a U.S. company with headquarters in San Francisco, California (hereinafter "Permit Holder").

Preamble

WHEREAS, the purpose of the Permit is to provide Permit Holder with the non-exclusive authority to operate personal delivery devices (PDDs) on certain public sidewalks in the **City of Moscow** ("CITY") and transitorily on public spaces interconnected to sidewalks; and

WHEREAS, CITY has authority over public sidewalks and public spaces interconnected to sidewalks (individually and collectively, "Right of Way"); and

WHEREAS, Idaho Code §49-117(8) defines a "personal delivery device" (hereinafter "PDD") as "an electrically powered device that is operated on sidewalks, crosswalks, and the sides or berms of highways and is intended primarily to transport property; weighs less than five hundred fifty (550) pounds, excluding cargo; operates at a maximum speed of ten (10) miles per hour when on sidewalks; and is equipped with technology to allow for operation of the device with or without the active control or monitoring of a natural person."; and

WHEREAS, Idaho Code §40-2305(1), authorizes a municipality to adopt regulations for the safe operation of PDD's consistent with Title 40, Chapter 23, Section 40-2305 of the Idaho Code; and

WHEREAS, Idaho Code §40-2305(2), requires all PDD's to "obey all traffic and pedestrian control devices and signs"; and

WHEREAS, Idaho Code §40-2305(3), requires a PDD to not "unreasonably interfere with pedestrians or traffic and shall yield the right-of-way to pedestrians on sidewalks and crosswalks."; and

WHEREAS, Idaho Code §40-2305(4), requires all PDD's to have "a plate or marker that identifies the name and contact information of the operator of the personal delivery device and a unique identifying device number."; and

WHEREAS, Idaho Code §40-2305(5), requires all PDD's to be "equipped with a braking system that, when active or engaged, enables the personal delivery device to come to a controlled stop."; and

WHEREAS, Idaho Code §40-2305(6), prohibits all PDD's from transporting "hazardous materials or hazardous wastes that are regulated pursuant to the hazardous materials transportation act, 49 U.S.C. 5101-5128, and require placarding pursuant to subpart F of 49 CFR 172."; and

WHEREAS, Idaho Code §40-2305(7), prohibits all PDD's from operating on a public highway in the state, except on the side or berm of the road or to the extent necessary to cross a crosswalk."; and

WHEREAS, Idaho Code §40-2305(8), prohibits PDD's from operating "on a sidewalk or crosswalk unless the personal delivery device operator is controlling or monitoring the navigation and operation of the personal delivery device."; and

WHEREAS, Permit Holder seeks a permit to operate PDDs to deliver food, groceries, and packages within the City; and

WHEREAS, CITY is willing to authorize use of PDDs, subject to the Terms and Conditions contained herein, and the PDD Permit issued concurrently herewith;

NOW, THEREFORE, based upon the above recitals, which are incorporated into this Agreement, Permit Holder hereby agrees to the following Terms and Conditions of the Permit as follows:

Article I Responsibilities of Permit Holder.

A. Use of Public Space.

Permit Holder shall pay a non-refundable annual license fee as required by CITY, pursuant to a fee set by City Council through a Resolution, for permission to use CITY'S Right of Way as detailed herein.

Pursuant to the Permit, and subject to these Terms and Conditions, Permit Holder is authorized to operate PDDs on sidewalks (and public spaces interconnected to sidewalks), with the limited exception that PDDs are not permitted within the Downtown area during Special Events. CITY shall provide Permit Holder written notice of the dates and times of the Special Events, and the specific area where the PDD's will be prohibited from operating during the Special Event.

B. Compliance with Laws and Terms of Agreement.

Permit Holder shall comply with all applicable federal, state, and local laws, rules, regulations, and this Agreement, and shall obtain all applicable licenses required

for Permit Holder's business operation in CITY and use of the Right of Way. Violation of any terms of this Agreement or of the law is grounds for immediate termination of this Agreement and require immediate removal of deployed devices.

C. Rules and Requirements of Permitted Operations.

Permit Holder may operate PDDs within city limits so long as its PDDs comply with the speed and weight limitations, as described herein, and meet all of the following requirements:

1. No more than thirty (30) PDDs shall be operated simultaneously on the Right of Way; Permit Holder may request permission from CITY to simultaneously operate additional PDDs, said request shall be made in writing to CITY and CITY will approve the request and modify the permit to reflect the additional approved number of PDDs, as long as Permit Holder is not in violation of this Agreement;

2. Each PDD shall be operated in accordance with all laws, ordinances, resolutions, rules, regulations, and this Agreement governing the Right of Way within which the PDD is operated;

3. Each PDD shall be monitored by one or more PDD operator(s) at all times. A "PDD operator" means an employee or agent of the Permit Holder who has the capability to remotely control or monitor the navigation and operation of the PDD. Permit Holder shall maintain a 24-hour hotline to field complaints and requests for immediate removal of devices;

4. Each PDD shall be operated in a safe and non-hazardous manner so as not to endanger pedestrians, bicyclists, other lawful users of public space, or property. PDDs shall not constitute an impediment to pedestrians with disabilities or mobility restrictions. PDDs shall be maintained, cleaned and repaired to function in a safe manner in accordance with specific manufacturer and customary industry standards. Permit Holder shall exercise its own due diligence in reviewing the safety of CITY's public right of ways to determine its sufficiency for the PDDs;

5. PDDs shall not exceed ten (10) miles per hour;

6. Each PDD must yield the right-of-way to all lawful users of the public space, including pedestrians, bicyclists and vehicles;

7. Each PDD must be equipped with all of the following:

i. A marker that clearly identifies the name of Permit Holder, along with the Permit Holder's address and telephone number, as well as a unique identification number for the device;

ii. A system that alerts the PDD operator if a technology failure or loss of communication occurs, and when such an alert is given that:

a. The operator is to assume direct control of the PDDs; and

b. If the operator is unable to assume control of the device, they must cause the PDD to safely come to an off-roadway stop, and remove the PDD from CITY right of way;

iii. A braking system that enables the PDD to come to a controlled stop; and

iv. If the PDD is being operated between sunset and sunrise, a light on both the front and rear of the device is required to be installed that is visible on all sides of the PDD in clear weather from a distance of at least five hundred (500) feet to the front and rear of the PDD when directly in front of low beams of headlights on a motor vehicle.

8. A PDD on public space shall be maintained in good working order, including the following:

i. Any vandalized or otherwise damaged PDD shall be promptly removed from operations, and shall remain out of service until the underlying vandalism or damage has been corrected;

ii. The exterior of the PDD shall be reasonably clean and free of dents, blemishes, and discoloration; and

iii. In the case of a technology failure or other circumstance that causes the PDD to come to a stop in a location other than property owned by the Permit Holder, the Permit Holder shall remove the PDD within twenty-four (24) hours of notice.

9. PDD's are prohibited from being stored and/or parked in CITY rights of way or on CITY property.

D. Reporting to CITY.

1. Permit Holder shall submit a quarterly report to the CITY, upon commencement date of PDD operations. The quarterly report will include the following Public Benefit Measures:

   i. Total number of miles traveled per day, per PDD, number of PDDs deployed, times of deployment and deliveries made by the PDDs within the boundaries of city limits;

   ii. Total number of partnerships that the Permit Holder has entered into with City of Moscow businesses; and

   iii. Estimated reductions in CO_2 emissions in the CITY: a calculation based on personal trips and deliveries that would have been made by traditional combustion engines but were instead made by Permit Holder's PDDs.

2. Incident Reporting

   i. For any alleged incidents involving injury or damage caused by PDDs to an individual, animal or personal/public property about which the Permit Holder is made aware, Permit Holder will promptly conduct an internal investigation via the Permit Holder's Safety team. Upon the conclusion of such investigation, the Permit Holder will promptly provide to CITY a copy of the investigative report and findings, to include details of the location, date and time of the incident, injuries sustained, damage and approximate cost for repair/reimbursement and other relevant data regarding the incident.

   ii. For any alleged departure from city limits or entering the prohibited designated area during Special Events, Permit Holder shall promptly provide to CITY details including the location, date and time and other relevant data regarding the incident.

E. Customer Service.

Permit Holder shall provide a customer service representative from 8 a.m. to 5 p.m. Pacific Time (business hours), seven (7) days per week, fifty-two (52) weeks per year (excluding Federal and locally recognized holidays), at no cost to CITY, for purposes of CITY to communicate with Permit Holder regarding any PDD issues. During non-business hours, Permit Holder's customer service representatives shall maintain a voicemail system and respond to inquiries from CITY within twenty-four (24) hours of request. Permit Holder's customer service representatives shall be competent and knowledgeable about the program in CITY and able to answer questions and provide information including, but not limited to, PDD operations. Permit Holder shall ensure that CITY has current

information on the phone number for the service. The phone number shall be prominently displayed on the PDD.

F. Indemnification.

The following obligations are in addition to those imposed by applicable provisions of CITY's rules and regulations.

Permit Holder agrees to and shall defend (with independent counsel approved by CITY), indemnify and hold harmless CITY, its officers, officials, employees, agents, and volunteers (collectively, "Indemnified Parties") from and against any and all third party claims, demands, actions, losses, damages, injuries, and liability (including all attorney's fees and other litigation expenses) arising out of Permit Holder's (and its officers, officials, employees, agents, consultants, contractors, subcontractors) performance, non-performance, breach, or default under the terms of the PDD Permit, PDD operations, use of the Right of Way, any release or discharge or threatened release or discharge of any Hazardous Material (defined below) caused or allowed by Permit Holder, or from any activity, work, or thing done, permitted, or suffered by Permit Holder in or about the Service Area, which includes all of city limits (collectively, "Permit Holder Actions"). This indemnification obligation shall not apply to demands, actions, losses, damages, injuries, and liability arising out of CITY's sole or active negligence or willful misconduct.

In addition to Permit Holder's obligation to indemnify CITY, Permit Holder specifically acknowledges and agrees that it has an immediate and independent obligation to defend CITY from any claim that actually falls within this indemnity provision even if such allegation is or may be groundless, fraudulent or false, which obligation arises at the time such claim is tendered to Permit Holder by CITY and continues at all times thereafter.

This indemnification obligation shall include, without limitation, attorneys', experts' and consultants' fees and costs, investigation and remediation costs and all other reasonable costs and expenses incurred by the Indemnified Parties.

"Hazardous Materials" means any material that has been designated as hazardous under 49 U.S.C. Sec. 5103.

G. Insurance.

Permit Holder's insurance carrier is required to maintain an A.M. Best rating of not less than "A:VII". Permit Holder shall, at its own expense, procure and maintain in full force at all times during the term hereof the following insurance:

1. Commercial General Liability Coverage. Permit Holder shall maintain commercial general liability insurance written on an occurrence basis, on a

form that provides coverage at least as broad as form ISO CG 00 01, covering the insured with a duty to defend against claims of bodily injury, personal injury and property damage arising out of Permit Holder's activities, assumed liabilities, or use of any CITY property (including, without limitation, sidewalks, crosswalks, public thoroughfares, and rights-of-way) (the "City Property"), including contractual liability coverage for the performance by Permit Holder of the indemnity agreements set forth herein, and coverage for damage to the City Property (including all improvements in Permit Holder's care, custody, or control), for limits of no less than One Million Dollars ($1,000,000) for each occurrence and Two Million Dollars ($2,000,000) annual aggregate limit for bodily injury, personal injury, and One Million Dollars ($1,000,000) annual aggregate for property damage liability.

2. Automobile Liability Insurance. Permit Holder shall maintain automobile liability insurance covering all vehicles used in the performance hereof providing a One Million Dollar ($1,000,000) combined single limit per occurrence for bodily injury, personal injury, and property damage. Coverage shall be applicable to all owned, hired, or non-owned vehicles on the City Property.

3. Compliance with State Workers' Compensation Requirements. Permit Holder covenants that it will insure itself against liability for Workers' Compensation pursuant to the laws of the Commonwealth of Idaho. Permit Holder shall, at all times, upon demand of the CITY, furnish proof that Workers' Compensation Insurance is being maintained by it in force and effect in accordance with the applicable law. The insurer shall also agree to waive all rights of subrogation against the CITY, its officers, officials, employees, agents, and volunteers for losses arising from work performed by Permit Holder for the CITY. Permit Holder shall increase coverage limits upon written demand of the CITY provided that said increases are reasonable and justifiable by CITY.

4. Damage to Permit Holder Property. Permit Holder hereby waives any recovery of damages against CITY (including its employees, officers, directors, agents, or representatives) for loss or damage to any structures, tenant improvements and betterments, fixtures, equipment, and any other personal property, except to the extent arising out of CITY's sole or active negligence or willful misconduct.

5. Other insurance provisions. The policies are to contain, or be endorsed to contain, the following provisions:

   i. Additional Insured. CITY, its officers, agents, employees, and volunteers are to be covered as an additional insured with respect to liability arising out of activities performed by or on behalf of Permit Holder and operations of Permit Holder, premises owned, occupied, or used by Permit Holder. The coverage shall contain no special limitations on the scope or protection afforded to CITY, its officers, officials, employees, agents, or volunteers. Except for worker's compensation insurance, the policies mentioned in this subsection shall name CITY as an additional insured and provide for thirty (30) days prior notice to the City of any cancellation or change in coverage. Permit Holder shall also provide timely and prompt notice to CITY if Permit Holder receives any notice of cancellation or nonrenewal from its insurer;

   ii. Primary Coverage. Permit Holder's insurance coverage shall be primary insurance with respect to CITY, its officers, officials, employees, agents, and volunteers. Any insurance, risk pooling arrangement, or self-insurance maintained by CITY, its officers, officials, employees, agents, or volunteers shall be in excess of Permit Holder's insurance and shall not contribute with it;

   iii. Reporting Provisions. Any failure to comply with the reporting provisions of the policy shall not affect the coverage provided to CITY, its officers, officials, employees, agents, or volunteers; and

   iv. Verification of Coverage. Prior to the commencement date of the PDD Permit, Permit Holder shall deliver to CITY certificates of insurance and additional insured policy endorsements from insurers in a form satisfactory to CITY, evidencing the coverages required hereunder.

H. Consideration.

Permit Holder agrees to pay the annual permit fee, which said fee is set by a Fee Resolution passed by the City Council every year.

Article II Reservations of Authority by CITY.

A. Termination.

Notwithstanding anything in these Terms and Conditions to the contrary, CITY may at its sole option freely revoke and terminate the PDD Permit at any time without cause or liability, and without any obligation to pay any consideration to

Permit Holder, if CITY determines termination of this Permit is in the best interests of CITY; provided, however, that before any revocation or termination is effective, Permit Holder is given seventy-two (72) hours to cure the basis for the revocation or termination, if possible. Upon any such termination or revocation, these Terms and Conditions shall automatically terminate, the PDD Permit shall automatically be revoked, and Permit Holder shall immediately stop PDD operations on CITY'S Right of Way.

Notwithstanding the above, Permit Holder shall not be relieved of liability to CITY for damages sustained by CITY by virtue of any breach of this Agreement by Permit Holder or for claims filed during the time period where this Agreement was effective. This provision shall survive the termination of this Agreement and shall not relieve Permit Holder of its liability to CITY for damages, indemnification and insurance coverage as detailed in Article I, Sections F and G above.

B. Relocation or Removal.

If the Permit, or any portion thereof, is found to be in conflict with (a) existing or proposed activities or uses, or (b) with facilities or improvements owned, maintained, or operated by CITY (whether any instances under (a) or (b) known or unknown as of the Date of Permit), then, upon written request of CITY, Permit Holder shall remove and/or relocate the PDD operations in such a way as to eliminate the conflict.

An authorized agent of CITY, may relocate or impound a PDD under circumstances where crowd control or public safety is an immediate concern. A fee of twenty-five ($25) dollars per device will be charged for each day of impoundment. PDDs will be disposed of at CITY's discretion after thirty (30) days of storage. If Permit Holder fails to pay the impound fee for the PDDs, CITY may suspend Permit Holder's Permit until the impound fee has been paid in full.

Article III Effective Date, Term of Permit, and Modifications.

The Permit shall be effective from the date specified on the official Permit and shall remain in effect for one (1) year.

Any modification of the Permit or these Terms and Conditions shall be valid only if approved in writing by CITY.

Article IV Notice and Communications.

Permit Holder acknowledges that all communications and notices required hereunder or by the Permit shall be in writing and mailed postage prepaid by certified or registered first class United States mail, return receipt requested, or

by personal delivery to CITY'S address as shown below, or such other places as CITY may, from time to time, designate to Permit Holder in writing.

To City:

City of Moscow
Attention: City Clerk
206 E. Third Street
PO Box 9203
Moscow, ID 83843

To Permit Holder:

Starship Technologies, Inc.
Mr. Ryan Tuohy
Chief Commercial Officer
535 Mission Street, Floor 19
San Francisco, CA 94105
415-637-5304 (cell)
ryan.tuohy@starship.co

Article V General Provisions

A. Independent Contractor

In all matters pertaining to this Agreement, Permit Holder shall be acting as an independent entity, and neither Permit Holder nor any officer, employee or agent of Permit Holder will be deemed an employee of CITY. Permit Holder has no authority or responsibility to exercise any rights or power vested in CITY. The selection and designation of the personnel of CITY in the performance of this Agreement shall be made by CITY.

B. No Joint Venture.

Nothing herein contained shall be in any way construed as expressing or implying that the Parties hereto have joined together in any joint venture or liability company or in a any manner have agreed to or are contemplating the sharing of profits or losses among themselves in relation to any matter relating to this Agreement.

C. Assignment.

It is expressly agreed and understood by the Parties hereto, that Permit Holder shall not have the right to assign, transfer, hypothecate or sell any of its rights under this Agreement except upon the prior express written consent of CITY, provided however that either party may assign this Agreement (i) to any parent, subsidiary or affiliate, or (ii) to a successor to all or substantially all of its business assets or voting securities, whether by sale, merger, or otherwise.

D. Discrimination Prohibited.

In performing the Services appurtenant to a PDD program, Permit Holder shall not unlawfully discriminate in violation of any Federal, State or local law, rule or regulation against any person on the basis of race, color, religion, gender, pregnancy, national origin, ancestry, age, familial status, veteran status, disability, sexual orientation, and/or gender expression/identity, or any other basis prohibited by Federal, State or local law. Permit Holder shall not discriminate against any employee or applicant for employment. Permit Holder's action under this Section shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training. Permit Holder agrees to post in conspicuous places, available to employees and other applicants for employment, notices setting forth the provisions of this non-discrimination Section.

E. Public Information.

Pursuant to Idaho Code Section 74-124, *et seq*., information or documents received from Permit Holder may be open to public inspection and copying unless exempt from disclosure. Permit Holder shall clearly designate individual documents as "exempt" on each page of such documents and shall indicate the basis for such exemption. CITY will not accept the marking of an entire document as exempt. In addition, CITY will not accept a legend or statement on one (1) page that all, or substantially all, of the document is exempt from disclosure. Permit Holder shall indemnify and defend the CITY against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring such a designation or for Permit Holder's failure to designate individual documents as exempt. Permit Holder's failure to designate as exempt any document or portion of a document that is released by CITY, shall constitute a complete waiver of any and all claims for damages caused by any such release.

F. Changes

CITY may from time to time enact changes to the PDD permit requirements and fees. Such changes shall be incorporated in written amendments to this Agreement and shall be approved by both Parties. If Permit Holder does not accept the PDD permit requirements and fee revisions, that may be grounds for termination of the Permit and this Agreement.

G. Construction and Severability

If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.

H. Advice of Attorney

Each Party warrants and represents that in executing this Agreement, it has received independent legal advice from its attorneys or the opportunity to seek such advice.

I. Entire Agreement

This Agreement contains the entire agreement of the Parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.

J. Jurisdiction, Venue, and Non-Waiver

It is agreed that this Agreement shall be construed under and governed by the laws of the State of Idaho. In the event of litigation concerning it, it is agreed that proper venue shall be the District Court of the Second Judicial District of the State of Idaho, in and for the County of Latah. Failure of CITY to not exercise any of its rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach. Should any litigation be commenced between the Parties hereto concerning this Agreement, the prevailing Party shall be entitled, in addition to any other relief as may be granted, to court costs and attorneys' fees as determined by a Court.

K. Approval Required

This Agreement shall not become effective or binding until approved by the City of Moscow.

L. Authority to Execute.

The persons executing this Agreement on behalf of their respective Parties, represent and warrant that they have the authority to do so under law and from their respective Parties.

STARSHIP TECHNOLOGIES, INC.		**CITY OF MOSCOW, IDAHO**
Name:	Ryan Tuohy	Arthur D. Bettge
Signature:	_____	_____
Title:	Chief Commercial Officer	Mayor
Date:	_____	_____

ATTEST:

_____
Laurie M. Hopkins, City Clerk

Approved as to form

_____
Mia Bautista, City Attorney

ACKNOWLEDGMENT

STATE OF)
) ss.
County of _____)

On the _____ day of _____, 2023, before me, the undersigned Notary Public, personally appeared Ryan Tuohy, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have set my hand and seal the day and year as above written.

_____
Notary Public for
Residing at _____
Commission Expires: _____

DRAFT

Idaho Statutes

Idaho Statutes are updated to the web July 1 following the legislative session.

TITLE 40
HIGHWAYS AND BRIDGES
CHAPTER 23
MISCELLANEOUS PROVISIONS

40-2305. PERSONAL DELIVERY DEVICES. (1) Notwithstanding any provision of law to the contrary, a personal delivery device as defined in section 49-117, Idaho Code, is authorized to operate on sidewalks, crosswalks, and the sides or berms of highways; provided, however, that this section does not restrict a county, municipality, or highway district from otherwise adopting regulations for the safe operation of personal delivery devices consistent with this section.

(2) All personal delivery devices shall obey all traffic and pedestrian control devices and signs.

(3) A personal delivery device operating on sidewalks and crosswalks has all the rights and duties applicable to a pedestrian under the same circumstances, except that the personal delivery device shall not unreasonably interfere with pedestrians or traffic and shall yield the right-of-way to pedestrians on sidewalks and crosswalks.

(4) All personal delivery devices shall include a plate or marker that identifies the name and contact information of the operator of the personal delivery device and a unique identifying device number.

(5) All personal delivery devices shall be equipped with a braking system that, when active or engaged, enables the personal delivery device to come to a controlled stop.

(6) No personal delivery device shall transport hazardous materials or hazardous wastes that are regulated pursuant to the hazardous materials transportation act, 49 U.S.C. 5101-5128, and require placarding pursuant to subpart F of 49 CFR 172.

(7) No personal delivery device shall be operated on a public highway in the state, except on the side or berm of the road or to the extent necessary to cross a crosswalk.

(8) No personal delivery device shall operate on a sidewalk or crosswalk unless the personal delivery device operator is controlling or monitoring the navigation and operation of the personal delivery device.

History:

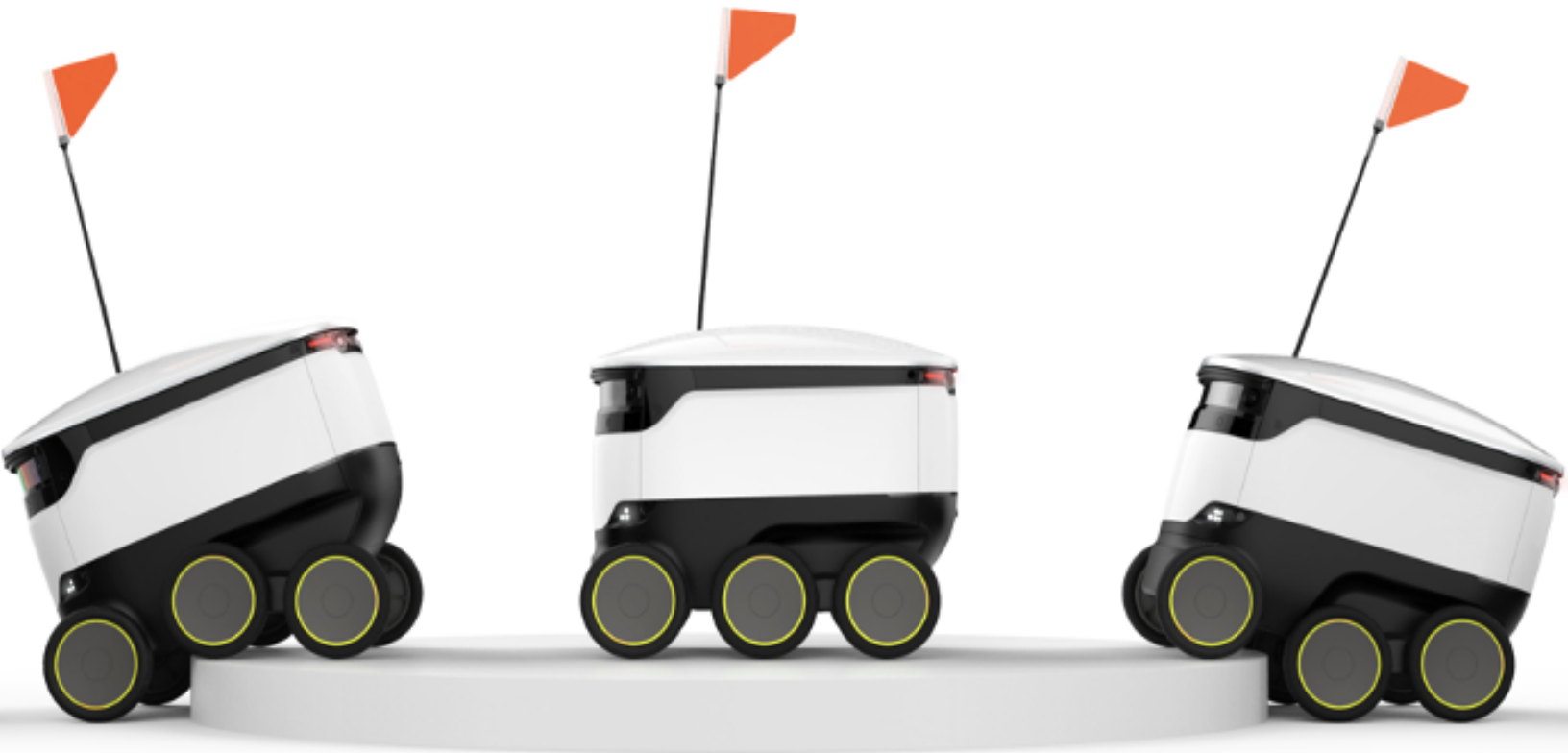
[40-2305, added 2017, ch. 147, sec. 4, p. 364; am. 2022, ch. 98, sec. 1, p. 340.]

How current is this law?

Search the Idaho Statutes and Constitution

STARSHIP

INCIDENT MANAGEMENT



Starship - General Safety Policy

At Starship, we believe that Safety and Risk Management is the foundation of our engineering, operations, and service. We take pride in being the first of its kind autonomous robot delivery service and continue to work hard on our Safety and Risk Management implementation to lead the industry by our high standards.

By embracing safety and risk management principles, we ensure not only our continued business success, but also our progress in realizing our vision of last mile delivery. We are committed to improving our safety performance as a company and building our corporate culture with our mission being safety centric and understanding the risks it presents.

As such, we will operate in accordance with these principles:

- Foster a safety culture throughout Starship and continue to improve our safety standards while incorporating them in our everyday activities and decisions.
- Clearly assign safety and risk management responsibilities to all levels and carefully oversee them to ensure we meet and exceed the standards we set forth.
- Train our people to cultivate safety and risk management within their day-to-day.
- Promote a positive, transparent reporting culture through "no-blame" policies.
- Resource our activities with competent and skilled safety and risk management professionals to execute our strategies.
- Establish a safety and risk management review board with representation from all departments and establish realistic safety and risk management targets.
- Proactively identify hazards in the environments we operate and establish protective and reactive measures to mitigate risks.
- Continue to identify and improve our safety risk indicators and ensure we achieve our safety targets.

We have developed technology and use procedures to ensure redundancy. As we scale up, we look forward to partnering with local authorities, service providers, the international community and other stakeholders to enhance the industry baseline for a higher safety implementation.

Starship's vision is that “through the seamless movement of things we can offer people the future of convenience for their everyday needs, delivered to their homes with a little bit of robot magic”. We will continue to set standards as an international contributor to safety as our industry expands.

This document contains information that is confidential and legally privileged. This information is only for the use of the individual or entity to which it was intended.

Reporting an Incident - Local Law Enforcement (Moscow, Idaho)

1. Law enforcement is called due to an incident with the robot/personal delivery device (PDD).
2. Law enforcement documents incident.
3. Law enforcement reaches out to the following local contacts (in order of availability), if necessary, and emails safety@starship.co, below. Law enforcement can also provide the safety@starship.co email to the claimant for direct contact.
    a. **Option 1**: Andrew Tucker, *Operations Site Lead*: (208)997-1123
    b. **Option 2**: Chip Comery, *Area Operations Lead*: (419)320-0694
    c. **Option 3**: *US Hotline*: (628)400-6200
    d. **Option 4:** Wajahat Beg, *Director of Operational Risk and Safety Management*: (650)695-2058
4. Investigation and Communication with External Parties
    a. Starship will be in communications with the claimant and/or their representative.
    b. The Starship safety and risk management (SORM) team will lead the investigation of the Incident and communication with parties involved.
5. Reporting to insurers
    a. The SORM team, with input from the Legal, Government Affairs and Marketing team, will coordinate any necessary reporting to insurers.

Vandalism of PDDs - Local Law Enforcement or University Enforcement (Moscow, Idaho)

1. Reporting to police: Starship will file an incident report with the relevant campus or municipal police department when we reasonably believe that:
    a. a third party maliciously damaged or stolen a PDD or other Starship property, and
    b. our damages will exceed $200.
    c. any fraud worth mentioning has taken place against Starship Technologies.
2. Starship will provide an estimate of the damage, including labor as well as an estimate of the replacement cost of the robot, if necessary on the incident report.
3. Starship will contact the insurance and have the insurance company also conduct an investigation to settle the matter.

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Frequently Asked Questions:

1. **What do Starship's PDDs deliver?**

   Starship's PDDs are presently engaged in the following applications: (1) restaurant delivery, (2) grocery and retail delivery, (3) parcel delivery, and (4) industrial-campus delivery. The nature of our partner's business will dictate the usage of the PDDs.

2. **How do customers obtain delivery services from a PDD?**

   The process is very simple. Customers use Starship's mobile app to order their items from participating businesses and select the time and destination for the delivery. The customer is then notified through the mobile app when their goods are ready for delivery, and can track the movement of the PDD through the mobile app. Once the PDD arrives at its destination, the customer is notified. The customer can then retrieve their goods by unlocking the lid of the PDD by pressing the unique 'unlock' button on the Starship mobile app.

3. **How do PDDs operate?**

   PDDs are low mass (approx. 75 lbs. without cargo), low speed (4 mph) devices that travel on sidewalks, using proprietary mapping, navigation and sophisticated obstacle avoidance technology. PDDs are equipped with cameras, a sensor suite, radar, time-of-flight capabilities, and are constantly monitored by a remote operator. PDDs are capable of identifying objects in their vicinity and making the necessary course corrections to avoid them. When an object is adjacent to the PDD, but not in front of it, the PDD reduces its speed. When an object is in front of the PDD, the PDD will come to a complete stop.

4. **How does Starship approach governments for authorization to operate?**

   Starship only operates in a jurisdiction once it has obtained permission from the appropriate governmental authorities. As part of this approach, Starship has worked to obtain national legislative or regulatory permissions (Denmark, Finland, Estonia); state level laws or approvals (25 U.S. states, Hamburg); county-level or municipal permits (U.K., U.S.).

5. **How does Starship protect customer information and the privacy of the general public?**

   Starship never shares customer information and does not store such information on its PDDs. For more information, Starship's privacy policy can be found at https://www.starship.xyz/data-privacy/.

6. **How do PDDs safeguard and serve individuals with physical or visual disabilities?**

   Accessibility has been a central focus of Starship's since its founding. The company is committed to accessibility as it relates to both operations and service. If a PDD encounters an individual in a wheelchair, the wheelchair is identified using both sonic sensors and computer imaging. For individuals with visual disabilities, the PDDs are programmed to identify and avoid pedestrians. As previously mentioned, the PDD will stop if an object appears in front of it and slow down if an object is alongside it. Additionally, Starship's app is fully compliant with the Web Content Accessibility Guidelines ("WCAG").

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COMMITTEE STAFF REPORT

DATE: Monday, January 23, 2023

RESPONSIBLE STAFF

Cody Riddle, Deputy City Supervisor - Community Development

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

Fee Resolution Amendment to include fees for Personal Delivery Devices (ACTION ITEM) – Cody Riddle

DESCRIPTION

On August 1, 2022, the City Council adopted Resolution 2022-23, establishing fees for services to take effect on October 1, 2022 (Fee Resolution). Since that time, staff has developed an agreement for licensing the operation of personal delivery devices in the City right-of-way. As there is staff time to administer this license, a new fee of $250.00 is proposed. Per Idaho Code 63-1311A, amendment of the Fee Resolution to include a new fee requires a public hearing. Staff has noticed the hearing per Idaho Code and the draft resolution is presented to the City Council for review. The new fee is listed as Item J, located on page 17 of the attached resolution. It is identified as "Personal Delivery Devices Annual License Fee". This is the only change proposed to the existing fee structure.

STAFF RECOMMENDATION

Recommend scheduling a public hearing at the regular City Council meeting of February 6, 2023 to consider adoption of the FY2023 Fee Resolution amendments.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend scheduling a public hearing at the regular City Council meeting of February 6, 2023 to consider adoption of the FY2023 Fee Resolution amendments, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Resolution 2023-___ Amending FY2023 fee schedule to include personal delivery devices_final

RESOLUTION NO. 2023 – __

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING THE FEE SCHEDULE ATTACHED TO RESOULTION 2022-23 BY ADOPTING A NEW FEE FOR THE LICENSING OF PERSONAL DELIVERY DEVICES WITH ALL OTHER FEES REMAINING THE SAME; PROVIDING FOR THIS RESOLUTION TO REPLACE RESOLUTION 2022-23; AND PROVIDING FOR THE EFFECTIVE DATE OF FEBRUARY 6, 2023 FOR ALL FEES.

WHEREAS, Pursuant to Idaho Code Sections 63-1311 and 63-1311A, the City may impose and cause to be collected fees that are reasonably related to the actual cost of the service being rendered, regarding City fees for services and fee increases; and

WHEREAS, City Council has deemed it appropriate to charge an appropriate fee to cover the cost of licensing personal delivery devices according to the costs incurred by the City; and

WHEREAS, City Council has determined that the new fee included in this Resolution is appropriate and is reasonably related to the purpose for which such fee is charged;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow that all matters stated above are found to be true and correct and are incorporated herein by reference as if copied in their entirety and shall be adopted with the following:

1. That the fees set forth in Exhibit "A" attached hereto and made a part hereof, be in full force and effect in all matters relating to fees from and after the 6th day of February, 2023.
2. That this Resolution replaces Resolution 2022-23.
3. That any Resolution or provision thereof which is inconsistent with this Resolution is hereby repealed.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Drew Davis				
Sandra Kelly				
Maureen Laflin				
Hailey Lewis				
Julia Parker				
Gina Taruscio				

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this ___ day of _____, 2023.

_____
Arthur D. Bettge, Mayor

CERTIFICATION and ATTESTATION. 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 _____, 2023 and attest to the Mayor's signature.

_____
Laurie M. Hopkins, City Clerk

EXHBIT "A"

CITY OF MOSCOW
FY2023 FEE SCHEDULE

RESOLUTION NO. 2023 – __ **EFFECTIVE February 6, 2023**

SUBJECT		FEE
LAND USE AND DEVELOPMENT FEES		
A.	Conditional and Special Use Permits	545.00
B.	Variance	545.00
C.	Zoning or Comprehensive Plan Amendments	1,040.00
D.	Annexation Request (includes Comprehensive Plan and Zoning Review)	1,040.00
E.	Planned Unit Developments and Design Reviews	
	1. Preliminary or Major Amendment	700.00
	2. Final PUD	445.00 plus 28.00 per lot
	3. Minor Amendment or Design Review (where required)	295.00
F.	Subdivision Plat	
	1. Preliminary Plat	955.00
	2. Final plat	460.00 plus 28.00 per lot
G.	Lot Division Request	360.00 plus 16.00 per lot
H.	Lot Line Adjustment Request	215.00 plus 16.00 per lot
I.	Multi Family or Commercial Site Plan Review or Parking Lot Development or Modification Review:	135.00 plus 5.50 per parking space
J.	Fence Permit (fences over six feet in height may require a structural building permit)	31.00
K.	Accessory Structure Permit (One-story detached residential accessory building used as tool and storage sheds with a floor area less than 200 sq. ft. and where no building permit is required)	31.00
L.	Floodplain Development Permit	78.00
M.	Sign Permits (Additional electrical permit required for electrical signs)	
	1. Permanent Signs	78.00
	2. Portable Signs	31.00
	3. Temporary Signs	16.00
N.	Mobile Home Park Fees	
	1. Plan Review of Mobile Home Parks	560.00
	2. Final Plan Review of Mobile Home Parks	262.50
	3. Construction Permits (to be issued by the Administrative Authority upon approval of all final plans by the City Council to start construction)	525.00 plus 6.50 per lot
O.	Recreational Vehicle Parks	
	1. Preliminary Plan Review Fee	480.00
	2. Final Plan Review Fee	273.00
P.	Telecommunications Zoning Review	273.00

Q. Appeals (For an appeal of any decision of City board and/or commission, Zoning Administrator determination, or Building Official Determination)	273.00
GRADING PERMIT FEES	
A. Grading Plan Review Fees	
1. 50 cubic yards or less	no fee
2. 51 to 100 cubic yards	29.40
3. 101 to 1,000 cubic yards	43.00
4. 1,001 to 10,000 cubic yards	58.00
5. 10,001 to 100,000 cubic yards	58.00 for 1st 10,000 cubic yards plus 29.00 for each additional 10,000 cubic yards or fraction thereof
6. 100,001 cubic yards to 200,000 cubic yards	320.00 for 1st 100,000 cubic yards plus 16.25 for each additional 10,000 cubic yards or fraction thereof
7. 200,001 cubic yards or more	483.50 for 1st 200,000 cubic yards plus 8.65 for each additional 10,000 cubic yards or fraction thereof
B. Grading Permit Fees	
1. Permit Issuance Fee	26.50
2. 50 cubic yards or less	29.50
3. 51 to 100 cubic yards	43.00
4. 101 to 1,000 cubic yards	43.00 for 1st 100 cubic yards plus 20.50 for each additional 100 cubic yards or fraction thereof
5. 1,001 to 10,000 cubic yards	228 for 1st 1,000 cubic yards plus 17.25 for each additional 1,000 cubic yards or fraction thereof
6. 10,001 to 100,000 cubic yards	383.00 for 1st 10,000 cubic yards plus 78.25 for each additional 10,000 cubic yards or fraction thereof
7. 100,001 cubic yards or more	1,088.00 for 1st 100,000 cubic yards plus 43.00 for each additional 10,000 cubic yards or fraction thereof
BUILDING PERMIT FEES	
A. Permit Issuance Fee (charged with all permits except flat fee and commercial and institutional permits)	30.00
B. Plan Review Fee (Only for projects over $10,000 in valuation, excluding commercial windows, doors and roofs.)	65% of building permit fee (40% of building permit fee for duplicate plans)
C. Plan Review Deposit (credited toward plan review fee)	500.00
D. Building Permit Fees ***Valuation based on the ICC Building Valuations as published in the February issue of the Building Safety Journal with the following additions:*** *Decks $13.00 sq ft* *Porches $19.00 sq ft* *Pole Buildings $20.00 sq ft* *Unfinished Basement $43.00* ***Foundation Permits for Modular Homes:***	

Crawl Space $21.40 *Unfinished Basement $43.00* *Finished Basement $107.08*	
Total Valuation	Valuation Fee
$1.00 to $500.00	27.50
$501.00 to $2,000	27.00 for first 500.00 plus 3.50 for each additional 100 or fraction thereof to and including 2,000
$2,001 to $25,000	79.50 for the first 2,000 plus 14.50 for each additional 1,000 or fraction thereof, to and including 25,000
$25,000 to $50,000	413.00 for first 25,000 plus 10.50 for each additional 1,000 or fraction thereof, to and including 50,000
$50,001 to $100,000	675.50 for the first 50,000 plus 7.50 for each additional 1,000 or fraction thereof to and including 100,000
$100,000 and up	1050.50 for first 100,000 plus 6.00 for each additional 1,000 or fraction thereof.
E. Other inspections and flat fee permits	
1. Inspections outside normal business hours (per hour; minimum charge – 2 hrs.)	72.00
2. Re-inspection fee	72.00
3. Inspection for which no fee is specifically indicated (per hour; minimum charge - one-half hour)	72.00
4. Special Inspection (when required by the Building Official)	72.00
5. Additional plan review required by changes, additions or revisions to approved plans (per hour; minimum charge – one-half hour)	72.00
6. Structure Moving permit	72.00
7. Inspection of building to be moved	same as Certificate of Compliance inspection
8. No Permit – Failure to obtain a permit before commencing work	fee equal to the building permit fee
9. Certificate of Compliance Inspection	
a. Building Ins. (structural & zoning)	72.00
b. Commercial Roofing	72.00
c. Foundation only	72.00
d. Existing wood stove	72.00
e. Electrical	72.00
f. Plumbing	72.00
g. Heating (mechanical)	72.00
10. Demolition Permit	
a. Simple Demolition (non-structural alterations)	63.00
b. Complex Demolition (structural or complete building demolition)	268.00
11. Re-roofing permits for residential structures up to four units (commercial re-roofs require full building permit).	65.50

12. Residing permit (residential up to four units, commercial requires full building permit)	65.50
13. Residential Window & Exterior and Fire Door Installations (residential up to four units, commercial projects require full building permit)	65.50
14. Installation Permits for Mobile/Manufactured Homes and Prefabricated Storage Buildings 300 square feet or less with Manufacturer's Structural Plans (for installations not involving permanent foundations. Additional fees may apply for foundation permits.)	65.50
15. Certificate of Occupancy – Existing Commercial Buildings (includes life safety inspections)	72.00
16. Installation Permit for Mobile / Manufactured Homes when that installation includes electrical and plumbing. No additional electrical or plumbing permits required.	184.00
Plumbing Permit Fees	
A. Permit issuance fee (charged with all permits except flat fee and commercial and institutional permits)	30.00
B. Plumbing residential permit – per dwelling unit (single family and two family only)	21.50 plus 10.00 per plumbing fixture
C. Plumbing appliance installation (water heaters and boilers)	21.50
D. Commercial (includes multi-family dwellings, fraternities and sororities) Fee based on contract price:	
1. 0 - $2,000 Contract Price	30.00 plus 4% contract price up to 2,000
2. $2,000 - $10,000 Contract Price	110.00 plus 3% of contract price over 2,000
3. $10,000 - $100,000 Contract Price	350.00 plus 2% of contract price over 10,000
4. Over $100,000 Contract Price	2,150 plus 1% of contract price over 100,000
E. Additional fees: in addition to aforementioned permit fee and residential or commercial/industrial fees, the following charges will be made:	
1. Each lawn sprinkler system backflow device	14.25
2. Vacuum breakers or backflow	14.25
3. For each gray water system	72.00
4. Fire sprinkler inspection and plan review	130.00 plus 2.00 per sprinkler head
Electrical Permit Fees	
A. Permit issuance fee (charged with all permits except flat fee and commercial and institutional permits)	30.00
B. Temporary service	21.50
C. New Residential Electrical Permit - per dwelling unit (single family and two family only)	
1. New Dwelling unit electrical service and wiring	0.122 /sq. ft.
2. Electric Furnaces and unit space heaters (per appliance)	6.00
D. Alterations and Others	
1. Electrical Service Change Out	67.00
2. Extension or addition of up to six (6) circuits	44.00

3. Extension or addition of more than six (6) circuits	67.00
4. Electric Furnaces, Heat Pump, Air Conditioners, Unit Space Heaters and Ventilation Fans (per appliance)	8.00
5. Domestic Water Pumps	33.00
E. Commercial (includes multi-family dwellings, fraternities and sororities, and distribution wiring and pedestals for mobile parks). Fee based on contract price:	
1. $0 – $2,000 contract price	30.00 plus 4% of contract price up to 2,000
2. $2,000 - $10,000 contract price	110.00 plus 3% of contract price over 2,000
3. $10,000 - $100,000 contract price	350.00 plus 2% of contract price over 10,000
4. Over $100,000 contract price	2,150 plus 1% of contract price over 100,000
Gas/Mechanical Permit Fees	
A. Gas/Mechanical Permits	
1. Permit Issuance Fee (charged with all permits except flat fee and commercial permits)	30.00
2. Residential install of gas fueled furnace, water heater, boiler, fireplace, unit or space heater, per appliance by the BTU as follows:	
a. 0 – 180 thousand BTU	36.00
b. 181 thousand BTU and above	45.00
3. Gas Piping – Fixture or appliance outlets (per outlet)	9.75
4. Wood/Pellet Stoves	21.50
5. Air handlers, for each air-handling unit, including ducts attached thereto	18.75
6. Commercial (includes multi-family dwellings, fraternities and sororities) Fee based on contract price:	
a. $0 - $2,000 Contract Price	30.00 plus 4% of contract price up to 2,000
b. $2,000 - $10,000 Contract Price	110.00 plus 3% of contract price over 2,001
c. $10,000 - $100,000 Contract Price	350.00 plus 2% of contract price over 10,000
d. Over $100,000 Contract Price	2,150 plus 1% of contract price over 100,000
7. Installation, relocation or replacement of each appliance vent installed and not included in an appliance permit.	12.00
8. Repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, or similar system, including installation of controls regulated by this Code.	24.50
9. For each ventilation fan connected to a single duct	12.00
ENGINEERING SERVICES	
A. Engineering public improvement plan review (2 submittals)	135.00 plus 39.50 per plan sheet
B. Engineering extended plan review (3rd submittal and beyond) for: Multi-Family and Commercial Site Plan Reviews Parking Lot Development or Modification Reviews	63.00 / hour

Public Improvements Plan Reviews Other Miscellaneous Plan Reviews	
C. Engineering grading plan review including erosion control agreement	142.00 each
D. Grading Permit Security Deposit	3% of estimated total cost of grading and excavation
E. Engineering telecommunication review – on City facilities only	1,950.00 each
F. Engineering review of revisions or modification to existing telecommunications facilities on City facility	230.00
G. Engineering development agreements including legal review	285.00
H. Engineering monumentation agreements including legal review	131.25
I. Engineering inspection (subdivision, PUD, commercial, and multi-family residential)	1.25% of public improvements construction cost as verified by City
J. Engineering "as-constructed" plan preparation	285.00 plus 39.00 per plan sheet
K. Engineering easement document review/preparation	80.00
L. Highway right-of-way use permits through Idaho Transportation Department	115.00 each
M. Right of Way encroachment agreements – administrative	78.00 each
N. Right of Way encroachment agreements – council action	141.50 each
O. Engineering variance – Council Action	141.50
P. Right-of-Way Vacation Request (Includes publication and registered mailings)	720.00
Q. Address Change Fee	27.00
R. No Permit – Non-Compliance Review Fee (one-hour minimum)	72.00 / hour
Engineering Publications and Printing	
A. Maps	
1. 8 ½ x 11 City Limit	1.00
2. 11 x 17 City Limit	1.00
3. 22 x 30 City Limit	1.50
4. 22 x 30 Zoning Map	1.50
5. Address, City Limit, Area of City Impact, Comprehensive Plan, Zone, L.I.D., Plat, Street Numbers, Water, Storm, Sanitary, Road, Street and other miscellaneous maps	5.00
6. Digital Contours (per tile)	125.00
B. Printing and Copies	
1. Copier	
a. 8 ½ x 11	0.10
b. 8 ½ x 14	0.25
c. 11 x 17	0.50
d. 18 x 24	1.00
e. 24 x 36	2.00
f. 24" Roll	1.00/foot
g. 36" Roll	1.25/foot
2. Digital Copies	
a. Standard Drawings	5.00/page
b. Construction Drawings	1.00/page

3. Plotter	
a. Prints	
i. 8 ½ x 11	2.00
ii. 11 x 17	2.50
iii. 18 x 24	3.00
iv. 24 x 36	5.00
v. 24” Roll	2.00/foot
vi. 30” Roll	2.50/foot
vii. 36” Roll	3.00/foot
viii. 36” Color	4.00/foot
ix. 42” Roll	4.50/foot
x. 42” Color	5.00/foot
xi. Plot Set up Fee (per additional layer)	5.00
b. Orthophotos	
i. 8 ½ x 11	3.00
ii. 11 x 17	4.00
iii. 18 x 24	5.00
iv. 24 x 36	10.00
v. 24” Roll	5.00/foot
vi. 30” Roll	6.00/foot
vii. 36” Roll	7.50/foot
viii. 42” Color	9.00/foot
ix. Plot Set up Fee (per additional layer)	5.00
C. Documents	
1. Comprehensive Water System Plan (free on website)	35.00
2. Comprehensive Sewer System Plan (free on website)	35.00
3. Multimodal Transportation Plan (free on website)	35.00
4. Standard Drawings (free on website)	5.00
5. Construction Specifications (free on website)	5.00
Sewer Permit Fees and Charges	
A. Permit Fee	40.00
B. No Permit – Noncompliance Review Fee (one-hour minimum)	60.00/hour
C. Sewer Tapping Fee (The customer will provide the excavation required to expose the main, pump out ground water, shore or slope hole as needed, provide traffic control as needed, fill/compact, and make temporary street patch as needed.)	190.00
D. SE Moscow Water and Sewer District Tapping Fee Surcharge (Properties Outside City Limits)	5.00
E. General Facilities Charge - Equivalent Plumbing Fixture Unit (PFU) (25 PFU = Equivalent Residential Unit (ERU))	107.32
F. Orchard Avenue Sewer Connection Surcharge – only for addresses above 1400 and streets north of Ponderosa	1,400.00
G. Sewer Service inspections	75.00
H. Video Inspection of Public Sewer Main Construction	97.50 /hour

I. SE Moscow Water and Sewer District Inspection Fee Surcharge (Properties Outside City Limits)	5.00
J. Sewer Service Disconnection	45.00
K. Commercial Portable Waste Discharge at the Wastewater Treatment Plant	
1. Load up to 300 gallons	22.01
2. Each subsequent gallon	0.30
Monthly Sewer Service Rates	
A. Residential Service	
1. Single family and duplexes or other multiple units served by separate meters.	54.73
2. Trailer homes (per unit) defined as multiple units served by a common meter (like a mobile home park)	40.24
3. Multi-family dwellings including duplexes (per unit) defined as multiple units served by a common water meter.	40.24
B. Commercial Users	
1. Commercial – Low For commercial users with combined Biochemical Oxygen Demand / Total Suspended Solids (BOD/TSS) of 0-200 mg/L	75.19 plus 5.67 per 100 cubic feet metered water
2. Commercial – Medium For commercial users with combined BOD/TSS of 201-400 mg/L	75.19 plus 7.85 per 100 cubic feet metered water
3. Commercial – High For Commercial Users with combined BOD/TSS of 401+ mg/L	75.19 plus 9.63 per 100 cubic feet metered water
** These strength-based categories are based on user type contribution of combined Biochemical Oxygen Demand/Total Suspended Solids (BOD/TSS). Users are placed in the applicable category using California State Water Resource Board standards that correspond with the activities undertaken in each establishment based on their response to a City of Moscow Commercial User Survey.*	
4. Small Commercial Office with Irrigation Limited to Commercial – Low users with exterior irrigation and an average monthly winter water use of less than 700 cubic feet per month.	75.19 plus use rate for 200 cubic feet (11.34)
** For the purpose of determining the monthly sewer rates based on the volume of metered water, metered water will be averaged periodically using meter readings of winter water use period so the irrigation period may be excluded.*	
C. Mixed Use Service – Defined as different sewer customers listed in this section of the fee resolution that are served by a single water meter. For existing mixed-use customers, a weighted model will be used to estimate the contribution based on metered water use. The estimated contribution of each customer served by the meter will be charged as a percentage of the total monthly use at the associated non-residential rate. Future mixed-use accounts will be assessed at the highest contribution rate for all metered water consumption.	75.19
D. University of Idaho (Annual Charge)	1,268,200.00
E. SE Moscow Water and Sewer District Sewer Service Surcharge (outside City limits)	3.00

Water Permit Fees and Charges	
A. Permit Fee	42.00
B. No Permit – Noncompliance Review Fee (one hour minimum)	60.00/hour
C. Water Service Inspection	78.75
D. Installation of service and meters (No existing service line to property line)	
1. 5/8" meter	3,594.00
2. 1" meter	3,986.00
3. 1 1/2" meter	4,597.00
4. 2" meter	4,939.00
5. Other meters	at cost
E. Installation of service and meters (Existing service line to property line).	
1. 5/8” meter	1,630.00
2. 1” meter	1,712.00
3. 1 1/2” meter	2,910.00
4. 2” meter	3,434.00
5. Other meters	at cost
F. Other fees	
1. Tap	
a. Fire line or other (3" and larger diameter); customer provides the street cut, excavation to expose the main, water removal, traffic control, backfill, temporary (cold mix) street patch, tapping sleeve, gate valve and valve box. Includes up to 45 s.f. not mix patch by City. Additional patch at $2.65 per s.f.	1,186.50 min
b. Fire line or other (2" or smaller); Customer provides a corporation elbow and curb stop rather than sleeve and gate valve provided by customer in 'a' above. Customer is to provide all other work as outlined in 'a' above.	735.00 min
2. Relocation of meters – Limited to same property	
a. No new tap of main	
i. 5/8” to 1”	304.50
ii. 1 ½” to 2”	341.30
b. New tap of main	
i. No street cut	
a) 5/8” meter	2,656.50
b) 1” meter	2,672.25
c) 1 ½” meter	2,703.75
d) 2” meter	2,730.00
ii. Street cut	
a) 5/8” meter	3,727.50
b) 1” meter	3,748.50
c) 1 ½” meter	3,780.00
d) 2” meter	3,811.50
3. Meter Box Adjustments	
a. Vertical Adjustment (± 12”)	245.00
b. Horizontal Adjustment	at cost

4. Resetter Installation	
a. 5/8” – 2” meter	at cost
5. Water Service Disconnection (abandonment)	
a. With Street Cut	798.00
b. Without Street Cut	546.00
6. Turn on - turn off after regular working hours	70.29
7. Labor and materials to repair damage to water distribution system.	at cost
8. Labor and materials to repair meter boxes damaged by neglect or careless operation of motor vehicles.	at cost
G. General Facilities Charge	
1. 5/8 x 3/4" meter (20 gal/min; meter equiv – 1.0)	2,732.00
2. 1" meter (50 gal/min; meter equiv – 2.5)	6,830.00
3. 1 1/2" meter (100 gal/min; meter equiv – 5.0)	13,660.00
4. 2" meter (160 gal/min; meter equiv – 8.0)	21,856.00
5. Larger than 2"	by special contract with City
H. Orchard Avenue Water Connection Surcharge – only for addresses above 1400 and streets north of Ponderosa	1400.00
I. Disinfection	
1. First test	511.00
2. Second test (pigging of line may be required)	505.00
3. Third or more test (pigging of line may be required)	656.00
J. Bacterial Testing [at the discretion of the City]	
1. Samples (per each)	50.00
2. Saturday Samples (per each)	145.00
3. After hours and Saturday Sampling Labor	70.29
K. Pressure testing fees	
1. Tests performed by City	
i. First Test	882.00
ii. Second Test	1,102.00
iii. Third or more test	1,323.00 / test
Water Service Rates	
A. Standard Monthly Rates	
1. Fixed charge	
a. Single family residential/Duplex/Tri-plex per meter (Definition is a single meter servicing each dwelling unit)	39.81
b. Multi-family (definition is a meter servicing more than one dwelling unit.) based on meter size	
➢ 5/8 Inch	39.81

➢ 1 Inch	49.79
➢ 1 ½ Inch	99.32
➢ 2 Inch	158.93
➢ 3 Inch	298.04
c. Commercial Accounts based on meter size	
➢ 5/8 Inch	39.81
➢ 1 Inch	49.79
➢ 1 ½ Inch	99.32
➢ 2 Inch	158.93
➢ 3 Inch	298.04
➢ 4 Inch	502.20
d. High fire demand	71.90
2. Consumption Charge for Residential/Duplex or Triplex (Definition serviced by a single meter per dwelling unit)	
a. 0-700 per cubic feet	2.96 /ccf
b. 701-2000 per cubic feet	3.51 /ccf
c. Over 2000 cubic feet	5.95 /ccf
3. All Usage Consumption Charge for Multi-Family or Commercial Accounts (one meter serving multiple units)	3.89 /ccf
4. Rate for Moscow Cemetery	3.31 /ccf
B. Water and Sewer rate charge for water and sewer furnished outside the boundaries of the City.	200% of the minimum service charge and water rate charge
C. Bulk water usage.	
1. Construction or portable bulk water meter with backflow assembly	110.00
2. Construction or portable bulk water equipment rental fee	25.00/month
3. Bulk water rate per 1,000 gallons	7.60
4. Bulk water equipment repairs	at cost
STREET / STORM DEPARTMENT	
A. Stormwater User Fee per Equivalent Service Unit (ESU)	
1. Standard User fee per ESU	7.92
2. Direct Discharger per ESU	1.58
3. MS4 Owner/Operator per ESU	6.34
4. K-12 Educational Activities per ESU	6.34
B. Large banner installation and removal	150.00/banner
C. Small banner installation and removal	45.00/banner
D. Information sign installation	120.00 plus cost of sign

E.	Street Cut Damage Recovery Fee: Fee based on Overall Condition Index (OCI) rating of street in accordance with most recent street condition survey:			
	OCI			
	81-100			800.00
	61-80			600.00
	41-60			400.00
	21-40			200.00
	0-20			0
F.	Right of Way Excavation Permit			35.00 (plus 100.00 Idaho Transportation Department permitting, if applicable)
G.	Right of Way Excavation Security Deposit Rate Schedule			
	Total Valuation of Work in Right of Way			
	$100 to $500			245.00
	$501 to $1,000			367.50
	$1,001 to $1,500			490.00
	$1,501 to $2,000			615.00
	$2,001 to $2,500			735.00
	$2,501 to $3,000			860.00
	$3,001 to $3,500			980.00
	$3,501 to $4,000			1,100.00
	$4,001 to $4,500			1,230.00
	Greater than $4,500			1,850.00
	Multiple Projects (up to four (4) active projects)			3,675.00
H.	Public Lighting Costs – per month – per Utility Service			
	1. Residential Units			3.10
	2. Commercial Units			8.05
I.	City Barricades for Private Projects (applicable only when the City supplies devices on an emergency or prearranged basis for securing construction sites or other traffic revisions – standard traffic control operations shall not be eligible for device rental) (Limited availability) (Maximum 10 devices per project)	Day	Week	Month
	1. Construction Sign	9.60	36.00	108.00
	2. Construction Sign with Tripod	20.40	76.80	152.00
	3. Hi-Level Sign Stand	3.60	10.80	31.00
	4. Type II Barricade	8.40	31.20	92.00
	5. Type III Barricade	32.40	127.20	379.00
	6. Construction Drum	12.00	46.80	132.00
	7. Tubular Markers	4.80	15.60	44.00
	8. 28” Orange Traffic Cones	1.20	4.80	12.00
	9. Type A, B, C Warning Lights	2.40	6.00	16.00

10. Set-up	62.00
11. Removal	62.00
J. Traffic Control (Setup / Devices) for On-Street Events Main Street Closures between A Street and 6th Street	
1. Recommended – 3rd Street to 5th Street	
Daytime	88.00
Nighttime	136.00
2. Full Closure – A Street to 6th Street	
Daytime	192.00
Nighttime	420.00
3. Partial Closures/Number of Blocks	
a. One Block	
Daytime	88.00
Nighttime	136.00
b. Two Blocks	
Daytime	94.00
Nighttime	147.00
c. Three Blocks	
Daytime	99.00
Nighttime	158.00
d. Four Blocks	
Daytime	105.00
Nighttime	169.00
4. Other Street Closures (per block)	
Daytime	88.00
Nighttime	136.00
K. Crowd Control Barriers	
1. Barrier Rental Fee (per barrier, per event)	2.00
2. Replacement Cost (if damaged or lost)	110.00
L. Traffic Control (Setup / Devices) for Parades	
1. Main Street – Minor Route	330.00
2. Other Routes and Locations	time and materials
M. Traffic Control (Setup / Devices) for Block Parties	
One Block Standard Set-up	92.00
FINANCE	
A. Turn off and turn on for non-payment first occurrence.	30.00
B. Turn off and turn on for non-payment repeat occurrences in 12 months.	60.00
C. Accounts Receivable Billing Late Fee Penalty	
1. Notice of delinquency (occurs 46 days after billing)	15.00 or 5% whichever is greater
D. Deposits – Utility	
1. Residential	125.00
2. Commercial	175.00
E. NSF (Non-sufficient funds) Returned Check Charge Fees	25.00/check

F. Convenience Fee	2.5% for credit/debit card (2.00 minimum) 1.00 for electronic ACH
BUSINESS REGULATION FEES	
A. Circuses	
1. Circus or Tent show, First Class (2,000 or more people at one time)	260.00
2. Circus, or Tent show, Second Class (not to exceed 2,000 people at one time)	180.00
3. Merry go-rounds or mechanical rides – per ride	15.00
4. Amusement and other concessions – per exhibition	5.00
B. Peddlers, Solicitors and Canvassers Registration (per applicant)	
1. New Peddlers, Solicitors and Canvassers Registration	60.00
2. Peddlers, Solicitors and Canvassers Registration Renewal (without fingerprints)	35.00
3. Peddlers, Solicitors Registration Renewal (with fingerprints)	60.00
C. Vendor	
1. New Vendor License	60.00
2. Vendor License Renewal (without fingerprints)	35.00
3. Vendor License Renewal (with fingerprints)	60.00
4. New Mobile Vending Unit Inspection	66.50
5. Mobile Vending Unit Renewal Inspection	30.00
6. Sidewalk Vending Unit Inspection (new and renewal)	no fee
D. Second Hand/Pawn Dealers	
1. New Second Hand/Pawn Dealer License	60.00
2. Second Hand/Pawn Dealer Renewal (without fingerprints)	35.00
3. Second Hand/Pawn Dealer Renewal (with fingerprints)	60.00
E. Taxicabs, Pedicab, and Carriage	
1. Taxicab, Pedicab, and Carriage Owner License/Renewal (each vehicle)	15.00
2. New Taxicab, Pedicab, and Carriage Operator License	60.00
3. Taxicab, Pedicab, and Carriage Operator License Renewal (without fingerprints)	35.00
4. Taxicab, Pedicab, and Carriage Operator License Renewal (with fingerprints)	60.00
F. Sidewalk Café License	
1. New Sidewalk Café License	25.00
2. Sidewalk Café License Renewal License	25.00
3. New Sidewalk Café License Inspection	125.00

(if applied for concurrently with new alcohol application, inspection fee may be waived)	
4. Sidewalk Café License Renewal Inspection *(if alcohol is served in café area, inspection fee is included in alcohol license renewal)*	30.00
G. Alcohol Licensing	
1. Beer License *	
a. Draught, bottled and/or canned beer with consumption on premise	200.00
b. Bottled and/or canned beer with no consumption on premise	50.00
c. Transfer fee (not eligible for prorate)	50.00
2. Liquor License *	
a. Annual fee (includes wine on-premise)	562.50
b. Transfer fee (includes wine on-premise)	562.50
3. Wine License *	
a. Wine combined with on and off premise consumption	200.00
b. Wine with on premise consumption only	150.00
c. Wine with off premise consumption only	150.00
d. Transfer fee (not eligible for prorate)	50.00
**With the exception of license transfers, all licenses issued for a portion of a year shall be prorated as of the month of actual issue; provided that no fee shall be less than one half of the total fee herein set forth.*	
4. Inspection fee (not eligible for prorate) *To cover cost of required inspection by Fire Department and Community Planning and Design. This fee must be paid before any inspections are scheduled. If license application is withdrawn the fee will be forfeited to the city. If a building permit is required for any construction or remodeling, the inspection fee will be waived.*	
a. New beer, wine and/or liquor license	125.00
b. Renewal of beer, wine, and/or liquor license	30.00
5. Restaurant Certification (required to permit admittance to individuals under the age of 21)	no fee
6. Alcohol Catering Permit Fee (set by State Code)	20.00
H. Appeal from denial, suspension, or revocation of a business regulation license, permit, waiver, etc. (unless otherwise specifically set out herein)	55.00
I. Shared Mobility Operator Fees (as defined by City Code)	
1. Annual License Fee	2,500.00
2. Annual Device Fee	100.00/device
3. Device Security Deposit (one-time)	20.00/device
4. Impound Fee (per day)	25.00/device
J. Personal Delivery Devices Annual License Fee	250.00
Child Care License	
A. Family Day Care Facility Registration (includes administration, fire inspection and background check for one day care provider)	80.00
B. New Facility Application Fee (includes administration, inspections by Code Enforcement, Fire Department, and Health Dept.)	

1. Family Day Care Facility (1-5 children)	75.00
2. Group Day Care Facility (6-12 children)	100.00
3. Small Day Care Facility (13-20 children)	125.00
4. Large Day Care Facility (21+ children)	150.00
C. New Employee/Provider Application Fee	30.00
D. Facility License Annual Renewal Application Fee	
1. Family Day Care Facility (1-5 children)	50.00
2. Group Day Care Facility (6-12 children)	75.00
3. Small Day Care Facility (13-20 children)	100.00
4. Large Day Care Facility (21+ children)	125.00
E. Employee/Provider License Annual Renewal Application Fee	10.00
See Miscellaneous for Background Check Fees	
F. Code Compliance Enforcement to be Billed to Day Care Facility	
1. First and Second Communication	no charge
2. Third Communication	25.00
3. Fourth Communication	40.00
4. Fifth and each subsequent Communication	60.00
5. Tardy Renewal Applications (Facility and Provider)	10.00
G. Change of Ownership	15.00 plus other inspection fees as deemed appropriate.
H. Change of Premises	15.00 plus other inspection fees as deemed appropriate.
Bicycle License Lifetime Ownership Tag	7.00
Burglary and Robbery Alarms – False Alarms (for each occurrence)	50.00
Dog Licensing and Related Fees	
A. Lifetime registration tag	
1. Unaltered	35.00
2. Altered	25.00
B. Duplicate tag	5.75
C. Adoption (out)	
1. Altered	15.00
2. Unaltered	27.50
D. Adoption (placing own animal in)	20.00
E. Euthanasia	100.00
F. Boarding - per day or part thereof	20.00
G. Impound	

1. First time	20.00
2. Second time	30.00
3. Third time	40.00
4. Fourth and each subsequent time	60.00
H. Surcharge Fee	
1. Unaltered	30.00
2. Altered	20.00
Miscellaneous Fees	
A. Accident Reports (see G. Copies of official records…)	
B. Background Checks	
1. City of Moscow Police Department – Name Check	20.00
2. Idaho State Police – Fingerprints	42.00
3. Idaho State Police - Name Check	20.00
4. Health and Welfare Statewide Child Abuse Registry Check	20.00
C. City Code (Free on website)	
1. Initial cost	260.00
2. Annual charge for updating	52.00
3. Zoning Code	20.00
D. Copies of official records or documents	
1. Police files – per page (no charge for first 100 pages)	0.10
2. Other City documents – per page (no charge for first 100 pages)	0.10
3. Audio or video tape copy	amount allowed by Idaho Code Section 74-102(10)
4. Audio or video CD copy	amount allowed by Idaho Code Section 74-102(10)
5. Where a request for public records of the City of Moscow is for more than one hundred (100) pages of paper records; or the request includes records from which non-public information must be separated, deleted, and/or redacted; or where actual labor associated with responding to a request for public records exceeds two (2) person hours, the requestor shall be charged the copy and/or labor costs allowed by Idaho Code Section 74-102(10) unless the requestor demonstrates an exemption pursuant to Idaho Code Section 74-102(10)(f), as determined by the City Clerk.	amount allowed by Idaho Code Section 74-102(10)
6. The Clerk or designee may require advance payment of the cost authorized pursuant to Idaho Code Section 74-102(12). Any money received by the City shall be credited to the account for which the expense being reimbursed was or will be charged.	
E. Criminal History Letters (letters typed on letterhead stationery indicating the absence of a criminal history in this department. Exclude police records checks requested by federal, state or local government agencies)	30.00
F. Parking Space Permits	
1. Downtown (City Hall, Jackson and Jefferson Street Lots)	
a. Per month	52.00
b. Per quarter	130.00
c. Annual	370.00

2. Magenta (West Park School / Ghormley Lot)	
a. Per month	15.00
3. Construction uses in right-of-way	
a. Per day	42.00
A. E-911 Monthly Service Fee	1.00
B. Escort Services / Special Event Security	
1. Sunday through Saturday (Non-holiday) (per officer) (two hour minimum)	75.00
2. Holiday (per officer) (two hour minimum)	130.00
Escort services, traffic direction and any special event requiring police services including, but not limited to, parades, house moving and other events where advance police assistance or supervision is requested or required.	
C. Fire Nuisance Alarms	
1. 1st Nuisance Alarm within 12 months	no charge
2. 2nd Nuisance Alarm within 12 months	no charge
3. 3rd Nuisance Alarm within 12 months	25.00
4. 4th Nuisance Alarm within 12 months	50.00
5. 5 or More Nuisance Alarms within 12 months	100.00 each occurrence
D. Fingerprinting – Any fingerprinting requested by a person or a company, but excluding fingerprinting related to criminal or other city matters.	20.00
E. General City Code Infraction (unless otherwise specified herein or established by State Code)	72.00
F. Nuisance Abatement	200.00 plus removal at cost
G. Parking Violations	
1. 5 Minute Parking Zone	25.00
2. No Parking 3 a.m. - 6 a.m. (City and campus)	25.00
3. No Parking Residential District	25.00
4. Double Parking	25.00
5. Parking in alley, on sidewalk, blocking driveway	25.00
6. Parking in School Bus Zone	25.00
7. Loading Zone Business & Campus Area	25.00
8. Commercial Zones (3 hr. limitation)	25.00
9. Parking Unattended, Motor Running	25.00
10. Parking in Fire Lane, Street & Off-street	40.00
11. Parking within 15 feet of Fire Hydrant	40.00
12. Parking behind Fire Station	25.00
13. Parking in front of Fire Station	40.00
14. Parking obstructing traffic	25.00
15. Improper Parking, other than listed	25.00
16. Parking citations not paid within fifteen (15) calendar day period	late fee 10.00
17. MCC 11-4-12 Prohibited parking trucks/similar vehicles	25.00
18. MCC 11-4-13 Handicapped parking	100.00
19. Parking Boot Removal (per incidence)	100.00

H. Public Hearing Mailing List	25.00
I. Smoking in Restricted Area Fine	10.00
1. First Offense (if paid within fourteen [14] days of notice of violation)	10.00
2. Second Offense (if paid within fourteen [14] days of notice of violation)	25.00
3. A First or Second Offense not paid within fourteen (14) days of notice of violation or a Third Offense	50.00
Towing and Storage Fees on Illegally Parked Vehicles	
A. Towing charged by the commercial towing service	actual cost
B. Storage of three-quarter (3/4) ton size pickups and smaller vehicles - per day	15.00
C. Storage of vehicles larger than three-quarter (3/4) ton pickups - per day	20.00
D. Vehicle Inventory Fee	11.00
City Programs and Other Services	
A. Van Pool (to cover costs only)	not to exceed 130.00/month
B. Van Pool Conference Commuter Service	Federal mileage reimbursement rate based on miles traveled
C. Information Systems – Fiber Optic Lease Rate Per Month	0.064 strand/ft. 0.066 strand/ft. (effective 1/1/23)
D. Information Systems – Rack Space Lease	42.77 month/1u 44.05 per 1u (effective 1/1/23)
Community Forestry	
Subdivision Development Tree Fee	250.00/tree
Parks and Recreation	
A. City Park Picnic Shelter East City Park Stage Rental Additional Picnic Table Move-In Per Trailer Load of Four (4) Tables	25.00 each shelter 20.00
B. Tree Service Contractor License	25.00
C. Recycling Deposit Fees (attendance of more than fifty [50] participants)	50.00
D. Park Shelter Reservations 4-hour blocks of time	25.00
E. Extra tables brought in for park rentals, per 4 tables	20.00
F. Crop Harvest Fee – West Palouse River Drive Property	70.00/acre
Hamilton Indoor Recreation Center	
A. Rental of Full Gym per Hour – court use only w/no set up required	70.00
B. Rental of Half of Gym per Hour – court use only w/no set up required	43.00
C. Rental of Full gym – requiring set up of tarp.	32.00
D. Rental of Multipurpose Room per Hour – Group I (City business)	no charge
E. Rental of Multipurpose Room – Group II per hour (Non-profit groups, service clubs)	32.00
F. Rental of multipurpose Room – Group III per hour, (Private parties, wedding receptions, commercial, for-profit organizations)	80.00
G. Rental of Multipurpose Room – Group IV per hour (Other Governmental Organizations)	43.00
H. Rental of Sound System per rental	10.00

Hamilton-Lowe Aquatic Center	
A. Pool Passes	
1. Season Adult, Non-Resident	121.00
2. Season Adult, Resident	108.00
3. Season Child (4-17 years old) Non-Resident	108.00
4. Season Child (4-17 years old) Resident	91.00
5. Season Senior (65+ years old) Non-Resident	108.00
6. Season Senior (65+ years old) Resident	91.00
7. Season Household (up to five (5) family members; flat $15.30 each additional member) Non-Resident	211.00 five family members 15.30 each additional member
8. Season Household (up to five (5) family members; flat $ 12.75 each additional member) Resident	176.00 five family members 12.75 each additional member
9. ID Card Replacement Fee	5.00
B. Daily Admission Prices	
1. Children (3 years old and under)	FREE
2. Children (4-17 years old)	5.42
3. Adults (18-64 years old)	7.31
4. Seniors (65 + years old)	5.50
5. Child Coupon Sales	5.50
C. Private Event Rentals	
1. Option 1: Up to 150 patrons	375.00/hour
2. Option 2: 151 to 300 patrons	445.00/hour
3. Option 3: 300 + patrons	600.00
D. Private Event Rentals: Fun Run Inflatable	190.00/rental
E. Aquatic Center Picnic Table Rental, per hour, per table	7.75
F. Swim team rentals	6.35/lane
G. Locker rentals	0.50
H. Bathroom Personals	0.25
I. American Red Cross (ARC) Swim Lessons, All levels	43.50
J. Swim Lessons, Adaptive	43.50
K. ARC Guardstart	58.00
L. ARC Lifeguard Training	136.50
M. ARC Lifeguard Instructor	136.50
N. ARC Water Safety Instructor	136.50
O. Aquacize & Water Class – Season Pass	70.00
P. Aquacize & Water Class – 10-punch Pass	45.00
Q. Aquacize & Water Class – Drop-in	8.00
R. Customized Swim Lessons	
1. 1 student / per hour	45.00
2. 2 students / per hour	54.00
3. 3 students / per hour	60.00
Youth Sports	**Resident (Res) / Non-Resident (Non-Res)**
A. Micro Soccer U5 – U7 Early Bird (Spring and Fall)	Res 36.50 / Non-Res 37.50
B. Micro Soccer U5 – U7 (Spring and Fall)	Res 41.50 / Non-Res 42.50
C. Micro Soccer U8 – U12 Early Bird (Spring and Fall)	Res 42.50 / Non-Res 43.50
D. Micro Soccer U8 – U12 (Spring and Fall)	Res 47.50 / Non-Res 48.50

E. Flag Football Early Bird	Res 45.00 / Non-Res 46.00
F. Flag Football	Res 50.00 / Non-Res 51.00
G. Youth Volleyball Early Bird – Grades 4th – 6th (Fall)	Res 36.00 / Non-Res 37.00
H. Youth Volleyball – Grades 4th – 6th (Fall)	Res 41.00 / Non-Res 42.00
I. Youth Basketball Early Bird – Grades K – 3rd (Winter)	Res 41.00 / Non-Res 42.00
J. Youth Basketball – Grades K – 3rd (Winter)	Res 47.00 / Non-Res 48.00
K. Youth Basketball Early Bird – Grades 4th – 5th (Fall)	Res 41.00 / Non-Res 42.00
L. Youth Basketball – Grades 4th – 5th (Fall)	Res 47.00 / Non-Res 48.00
M. Junior Fast Pitch Early Bird – Grades 3rd – 5th	Res 62.00 / Non-Res 63.00
N. Junior Fast Pitch – Grades 3rd – 5th	Res 67.00 / Non-Res 68.00
O. Senior Fast Pitch Early Bird – Grades 6th – 8th	Res 62.00 / Non-Res 63.00
P. Senior Fast Pitch – Grades 6th – 8th	Res 67.00 / Non-Res 68.00
Q. Youth T-Ball / Coach Pitch Early Bird	Res 38.50 / Non-Res 39.50
R. Youth T-Ball / Coach Pitch	Res 43.50 / Non-Res 44.50
S. Skyhawks Youth Camps	
1. Soccer / Swim	129.00
2. Tennis	115.00
3. Basketball	129.00
4. Tiny Hawk Soccer	65.00
5. Multi-sport	129.00
6. Mini Hawk	115.00
7. Soccer	115.00
8. Flag Football / Swim (Monday – Friday)	119.00
9. Flag Football (Monday, Tuesday, Wednesday)	99.00
T. Mini Junior / Junior Golf Lessons	Res 67.00 / Non-Res 68.00
U. Youth Shirts	17.00
V. Youth Karate	Res 48.00 / Non-Res 49.00
Adult Sports	**Resident (Res) / Non-Resident(Non-Res)**
A. Volleyball Fall & Winter (Co-Rec)	248.00
B. Basketball (Moscow/Pullman League)	525.00
C. Co-Rec Softball, per team	475.00
D. Softball, per team	833.00
E. Horseshoes – Doubles and Singles	Res 6.50 / Non-Res 8.50
F. Adult Soccer, per team	475.00
G. Field Set-Up Fee for Private Use	20.00 per set up
General Recreation Programs	**Resident (Res) / Non-Resident(Non-Res)**
A. Salmon River Trips (two varieties of trips)	
1. Youth	Res 63.25 / Non-Res 64.25
2. Adult	Res 72.00 / Non-Res 74.00
B. Dog Obedience	
1. Kinderpuppy	Res 64.25 / Non-Res 66.25
2. Beginning Obedience	Res 64.25 / Non-Res 66.25
3. Advanced Obedience	Res 64.25 / Non-Res 66.25
4. Rally Obedience	Res 64.25 / Non-Res 66.25
C. Hunters' Education	Res 21.50 / Non-Res 22.50
D. Tone & Stretch	
1. Per Class	Res 3.50 / Non-Res 3.61

2. 10 class punch card 3. Drop In	49.00 6.25
E. Zumba Class	Res 60.00 / Non-Res 62.00
F. Zumba Punch Card	45.00
G. Zumba Walk-in	6.25
H. Open Life Drawing Studio	Res 10.75 / Non-Res 12.75
I. Hunting Spring Mushrooms	Res 42.75 / Non-Res 44.75
J. Hunting Fall Mushrooms	Res 42.75 / Non-Res 44.75
K. Beginning Birding	Res 10.00 / Non-Res 12.00
L. Athletic Performance Training	Res 100.00 / Non-Res 101.00
M. Beginning Sewing	Res 42.00 / Non-Res 43.00
N. Get Moving	Res 96.00 / Non-Res 97.00
O. Fall Tree Pruning	Res 17.00 / Non-Res 18.00
P. Trees of Idaho	Res 10.00 / Non-Res 12.00
Q. Trees in Your Neighborhood	Res 10.00 / Non-Res 12.00
R. Fruit Tree Pruning	Res 17.00 / Non-Res 19.00
S. Choosing and Planting New Street Trees	Res 17.00 / Non-Res 19.00
T. Firewise Principles and Practices	Res 5.00 / Non-Res 7.00
U. What's Wrong With My Tree?	Res 5.00 / Non-Res 7.00
V. Mah Jong Class	Res 35.00 / Non-Res 37.00
W. Green Cleaning	Res 10.00 / Non-Res 12.00
X. Naturally Clean Home	Res 10.00 / Non-Res 12.00
Y. Cornhole Challenge Early Bird	Res 10.00 / Non-Res 12.00
Z. Cornhole Challenge	Res 15.00 / Non-Res 17.00
AA. Mini Drone Challenge Early Bird	Res 10.00 / Non-Res 12.00
BB. Mini Drone Challenge	Res 15.00 / Non-Res 17.00
CC. Moscow Rolling Hills Half Marathon	Res 40.00 / Non-Res 50.00
DD. Community Garden Garden Plot Rental Clean-up Deposit	 53.00 each 25.00 each
Eggan Youth Center Activities	**Resident (Res) / Non-Resident(Non-Res)**
A. Youth Center Rentals, per hour	35.00
B. Kids Kamps, Per Each Activity Day	Res 22.00 / Non-Res 23.00
C. High Adventure Camp - Daily	Zip Line 120.00 Kayak / Horse 85.00
D. Breakfast with Santa and Candy Cane Hunt	Individual 7.50 / Family 26.00
E. Palouse Youth Triathlon / Sponsorships	17.50 / 500.00
F. Snow Ball	Individual 11.50 / Couple 28.00
G. Youth Enrichment Classes	44.75
H. After School Activities	10.00
I. Teen Night Out	Res 9.00 / Non-Res 10.00
J. Super Bowl Bash	Res 5.00 / Non-Res 6.00
K. Undetermined Programs	2,000.00
$1.00 / $2.00 (Child/Adult) non-resident fee is charged for programs in addition to the process listed above.	1.00 / 2.00

New recreational programs that do not appear in this fee resolution are often developed and implemented during the fiscal year.	varies per program
Fire Department	
A. Compressed Gases	30.00
B. Fireworks	30.00
C. Flammable or Combustible Liquids	30.00
D. Covered Malls	30.00
E. Tents, Canopies and Temporary Membrane Structures	30.00
F. Fire Code Inspections	30.00
SOLID WASTE	
Rates for Residential Units	
A. Roll Cart – Variable Size, Variable Rate System (monthly fee per roll cart collected weekly) 35 Gallon 65 Gallon 95 Gallon 35 Gallon On Demand – Base Fee 35 Gallon On Demand – Per Service Roll Cart Size Exchange (after initial 30 day period) Roll Cart Replacement (lost, stolen, damage from abuse)	 22.14 /month 28.43 /month 34.78 /month 16.74 /month 2.10/each 18.50 /each 57.89 /each
B. Penalty - for any garbage exceeding service level	6.60 per can/bag
C. Carry-out service Outside of building - additional per can, per unit, per month	12.17
D. Inside of building - additional per can, per unit, per month	13.80
E. Return service (blocked roll cart, roll cart not set out on time or otherwise not able to be serviced by Franchisee) per calendar year First Occurrence Second Occurrence Third and Following Occurrences	 0.00 13.80 27.57
Residential units utilizing mechanical containers or compactors shall be billed at the business rate for such equipment.	
F. Apartment Single Stream Recycling Fee	5.05/unit, per month
Rates for Business Units and Commercial Cans	
A. Loose yardage on ground	34.07 /cubic yard
B. Extra service for dumpster/mechanical containers with 24-hour notice	36.17 /each dump plus tipping fee
C. Extra service for dumpsters/mechanical containers per yard.	16.70/cubic yard
D. Compactor Service Pick Up	232.61 /each pick up plus tipping fee
E. Small Compactor Yardage	85.17 /cubic yard
F. Commercial Roll Cart – Variable Size, Variable Rate System (monthly fee per roll cart collected weekly) 35 gallon 65 gallon 95 gallon Roll Cart Size Exchange (after initial 60-day period) Roll Cart Replacement (lost, stolen, damage from abuse)	 19.99 /month 30.17 /month 40.26 /month 18.50 /each 57.89 /each
G. Commercial Single Stream Recycling Fee	5.05/unit, per month
H. Additional Commercial Recycling Cart	5.05/unit, per month

Rates for Recycling Mobile Containers per month	(sales tax will be added)
A. Size: 6 Yard	59.16
B. Size: 10 1/2 Yard	90.37
C. Size: 12 Yard	110.68
Types of Services	
A. Franchisee Services/Value of Recycled Materials Retained by Franchisee: RMC hauled, emptied and exchanged by Franchisee.	48.10 /haul
B. Franchisee Services/Value of Recycled Materials retained by customer: RMC hauled, emptied and exchanged by Franchisee.	57.80 /haul
C. Customer Service/Value of Recycled Materials retained by customer: RMC hauled and exchanged by customer	0.00/haul

Rates for Dumpsters/Mechanical Containers per month (Sales taxes will be added)

			Times per week				
Size / yd	Rental	Tax	1	2	3	4	5
1	12.79	0.77	67.74	139.47	210.55	267.50	336.04
2	14.58	0.87	133.99	271.51	412.18	563.04	724.02
3	26.92	1.62	197.59	403.51	616.53	845.77	1091.53
4	29.97	1.80	261.18	535.55	819.43	1119.78	1439.11
6	40.83	2.45	388.38	799.58	1225.24	1666.33	2130.65
8	50.72	3.04	515.62	1063.69	1637.64	2254.49	2894.94

Dumpster Locking Mechanisms	**3.50/month**
Producers who request that their mechanical containers be temporarily removed shall be charged for removal and re-delivery of the container.	45.50 /move
Rates for Solid Waste Processing Facility Access Service	
A. Transfer Station Tipping Fee (MSW)	97.80 /ton
B. Compost Materials	no charge
C. Clean Wood Waste	no charge
D. Inert/Demolition Materials Tipping Fee (NMSW)	39.90 /ton
E. Mixed Materials Tipping Fee (combination MSW/NMSW)	69.00 /ton
F. Minimum Fee – MSW, NMSW or Mixed – includes 200 lbs MSW or 460 lbs NMSW or 280 lbs Mixed	10.00/trip
G. Large Appliances	6.90/each
H. Appliances that do not have the Chlorofluorocarbon removed, and do not have a certified removal sticker	25.55/appliance
I. Vehicle Bodies	43.35/each
J. Tires	213.15 /ton
K. Asbestos	167.50/ton
The foregoing rates are not all-inclusive. The City may establish and/or change rates for unique or special waste.	
Special Hauls	
A. Pickup truck when requested by customer from landfill to City	83.40 plus tipping fee
B. Packer truck when requested by customer	
1. On day of service	71.45 plus tipping fee
2. From landfill to City	147.55 plus tipping fee

C. Roll-off unit

Container Size	Rental Rate One time or Exchange	Per Trip (Plus Tipping Fee)	Rental rate per day after the first five working days
22 yd.	14.50	122.30	19.73
30 yd.	19.73	122.30	19.73

Special haul rates shall be charged for collection and disposal of dead animals.

Rate for hazardous wastes and for infectious and potentially harmful waste shall be the actual cost for such service as billed by the City, plus 10% for administrative costs.

Community Events

A. Moscow Farmers Market 26 Week Season, May through October

1.

	Registration	11' x 15' Daily Space	5.5' x 15' Daily Space	Vehicle Surcharge Daily Parking
Tier 1				
Attend 1-8 markets	16.00	32.00	16.00	26.00
Tier 2				
Attend 9-17 markets	53.00	21.00	13.00	22.00
Tier 3				
Attend 18-26 markets	131.00	16.00	9.00	16.00

2. Youth Vendor (exempt from registration fee) — 6.00/day per group
3. Performance Vendor (exempt from registration fee) — 7.00 for 2.5 hours/day per group
4. Non-neighbor Space — 5.00/day
5. Electricity use — 11.00 day
6. Third penalty policy violation fine — 50.00
7. Miscellaneous merchandise sales — up to 7,000

B. Mayor's Golf Tournament

1. Registration — 105.00 /individual
400.00 /team of four

C. Event Fees

1. Event Permit — 40.00
2. Alcohol Use application fee — 100.00
3. Street Parade Permit — 120.00
4. Idaho Transportation Department Permit — 100.00

Arts Department

A. Artwalk (Season)

1. Business — 450.00
2. Non-Profit — 100.00

B. Artwalk (June)

1. Host Location: Business — 100.00
2. Host Location: Non-Profit — 50.00
3. Arts Listing (available only in combination with host registration) — 25.00
4. Youth Arts Listing (available only in combination with host registration) — no fee
5. Food Vendor — 80.00
6. Youth Food Vendor — no fee
7. Main Street Art Vendor / Demonstrator — 50.00

8. Youth Main Street Art Vendor / Demonstrator	no fee
C. Artwalk (October – May)	
1. Host Location: Business	40.00
2. Host Location: Non-Profit	20.00
3. Arts Listing (available only in combination with host registration)	10.00
4. Youth Arts Listing (available only in combination with host registration)	no fee
D. Palouse Plein Air	
1. Artist Registration	35.00
2. Student Artist Registration (18 years and older)	30.00
3. Plein Air Master Class	200.00
E. Entertainment in the Park	
1. Food Vendor	40.00
2. Outreach Vendor (no sale of merchandise or services)	25.00
F. Third Street Gallery	
1. Art Sales Commission	20%
2. Juried Exhibition Submission Fee	20.00