



Administrative Committee

Regular Meeting
~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
February 26, 2018

3:00 PM

Council Chambers
206 E. Third St.

1. Approval of Administrative Committee February 12, 2018 Minutes – Laurie M. Hopkins

2. Idaho Unified Certification Program – Alisa Anderson

The City of Moscow, as a direct recipient and/or sub recipient of United States Department of Transportation (USDOT) funding, is required to execute a Resolution and a Statement of Agreement for the Idaho Unified Certification Program (IUPC) recognizing the Idaho Transportation Department (ITD) Office of Civil Rights as the agency authorized to manage the Disadvantaged Business Enterprise (DBE) Program for the State of Idaho. As required by 49 Code of the Federal Regulation, Part 26, the attached Agreement executed by ITD establishes the required one-stop-shop in the administration of a DBE organization and a Unified Certification Program (UCP) for Idaho in managing the certification, renewal and decertification of DBE's. Attached to this report is the letter from the ITD Office of Civil Rights requesting this action with the Agreement Establishing the IUPC for the DBE Program for the State of Idaho, the State of Agreement to be completed by the City, and a corresponding Resolution authorizing the requirements described.

PROPOSED ACTIONS: Recommend approval of the Statement of Agreement, Idaho Unified Certification Program and corresponding Resolution or provide staff further direction.

3. Resolution Appointing New City ADA Coordinator – Gary J. Riedner

In order to remain compliant and to update ADA documents, the City is required to appoint an ADA Coordinator to replace former City Clerk Stephanie Kalasz who was previously appointed as ADA Coordinator. The City Supervisor is recommending the appointment of Alisa J. Anderson as the new ADA Coordinator. A new Resolution is attached amending Resolution No. 2013-10 in the section regarding the designation of an ADA Coordinator and maintaining all other sections of the prior Resolution.

PROPOSED ACTIONS: Recommend approval of Resolution appointing Alisa J. Anderson as the City ADA Coordinator or provide staff further direction.

4. Moscow Farmers Market Handbook – Daniel Stewart

The vendor policy document for upcoming Farmers Market season is reviewed annually and updated as needed. Per the adopted Moscow Farmers Market Strategic Plan, updates to the 2018 season policies has included more robust changes in order to enhance transparency and understanding and to provide vendors with additional information for the reasoning behind policies. Specifically, the goal of the update was to increase the clarity, quality, consensus on and consistency of policies.

PROPOSED ACTIONS: Recommend approval of the Moscow Farmers Market 2018 Vendor Handbook or provide staff further direction.

Adjourn

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



Administrative Committee

Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
February 12, 2018

3:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 3:00 PM

PRESENT: Gina Taruscio Chair, Anne Zabala Councilmember

ABSENT: Art Bettge Councilmember

OTHERS: Mayor Bill Lambert

STAFF: Gary J. Riedner, Dwight Curtis, David Schott, Alisa Anderson, Tim Davis, Bill Belknap, Laurie M. Hopkins

1. Approval of Administrative Committee January 22, 2018 Minutes – Laurie M. Hopkins

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Gina Taruscio, Anne Zabala
ABSENT:	Art Bettge

2. Idaho Community Development Block Grant Award Requirements - Fire Truck – Alisa Anderson

On November 17, 2017, City Staff submitted a grant application for purchase of a fire engine to the Idaho Department of Commerce (IDOC) under the Idaho Community Development Block Grant (ICDBG) Public Facilities funding category. On January 27, 2018, the City received a letter stating the IDOC Economic Advisory Council (EAC) approved the advancement of the request to the addendum stage which requires additional information and requirements to be met in order to move forward to the final round for funding approval. A copy of the letter is attached to this report.

The letter from IDOC requested the City provide an updated bid for the purchase of the fire engine, a recently adopted Fair Housing Resolution, and a Limited English Proficiency (LEP) Four Factor Analysis. Staff has obtained a new bid from the purchasing consortium for the fire engine, prepared a new Fair Housing Resolution for approval, and completed the LEP Four Factor Analysis for the City. The documentation for the requested information is attached to this report. This was reviewed and recommended for approval by the Administrative Committee on February 12, 2018.

ACTION: Approve updated Fair Housing Resolution to replace Resolution 2001-16 and approve the Limited English Proficiency Four Factor Analysis and determination that a Language Assistance Plan is not required to be developed at this time based upon current statistical information.

Anderson reported staff received a letter saying the grant is being moved forward along with 25 other projects. Because the funds are federal, there are ADA requirements which include updating the City's Fair Housing Resolution, updated bid for purchase and a Limited English Proficiency Four Factor Analysis (LEP). Population statistics are checked on an annual basis. Riedner suggested changing the LEP to say "update as needed". The Committee recommended approval and that it be placed on the consent agenda with the suggested change to the LEP.

Minutes Acceptance: Minutes of Feb 12, 2018 3:00 PM (Regular Items)

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Gina Taruscio, Anne Zabala
ABSENT:	Art Bettge

3. Request Authorization for Beer Garden for 2018 Moscow Renaissance Fair – Dwight Curtis

Moscow Renaissance Fair 2018 is requesting authorization to have a beer garden at their annual event in East City Park. The event is open to the public and is scheduled to take place from May 5 - May 6, 2018. This will be the event's third year requesting a beer garden and there have been no issues related to the request in the past two years. A resolution is attached for Council approval per City policy. This item was reviewed by the Administrative Committee on February 12, 2018 and recommended for approval.

ACTION: Approve beer garden request for 2018 Moscow Renaissance Fair per the attached Resolution.

Curtis introduced the item as written above adding Ren Fair is proposing Bitterroot Security for the two required security officers, which Chief Fry has approved. He passed out an updated letter clarifying the vendor for the beer garden and that will be updated in the City Council packet. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Gina Taruscio, Anne Zabala
ABSENT:	Art Bettge

4. Request Hamilton Funds for Purchase and Installation of Wheelchair Swing in East City Park – Dwight Curtis

Staff is requesting authorization to utilize funds from the Hamilton Fund for the purchase and installation of a specialized wheelchair swing in East City Park. There are presently no swings in any playground in the City of Moscow that are wheelchair accessible. The purchase cost, shipping and installation is \$34,000, and was not anticipated in the FY18 adopted budget. Moscow City Council Resolution 2017-07 authorizes Hamilton Funds to be utilized for the purchase and installation of playgrounds in Moscow's parks. As the purchase of the wheelchair swing was not authorized in the FY2018 budget, if approved, the funding could be appropriated by City Council in the open budget process in August, 2018. The budgetary line item for expenses will be Capital Projects 350-165-30-770-76.

This request was considered by the Parks and Recreation Commission at its January 25, 2018 meeting and recommended to forward to City Council for its consideration and approval. This item was reviewed by the Administrative Committee on February 12, 2018 and recommended for approval.

PROPOSED ACTIONS: Approve purchase and installation of the wheelchair accessible “iSwing” in East City Park, using an estimated \$3,000 funds donation from the Moscow High School Buddy Club and the remaining funds from the Hamilton Fund for a total of \$34,000, or take other such action deemed appropriate.

Curtis introduced the item as written above and showed a news excerpt regarding a wheelchair swing. Swing options were shown of which staff is recommending the iSwing. The proposal includes a concrete pad with safety tiles. The Moscow High School Buddy Club received a \$1,500 grant to go towards this project and are also fundraising. They estimate a total of \$3,000 to support this swing project. Riedner explained this was not included in the FY2018 budget. Because of that, Council would be preauthorizing the use of funds and it would be including in the open budget process. The Committee recommended

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

RESULT:	RECOMMENDED TO COUNCIL REGULAR [UNANIMOUS]
AYES:	Gina Taruscio, Anne Zabala
ABSENT:	Art Bettge

5. Authorization to Purchase Playground Equipment for Morgan's Orchard Park - Dwight Curtis

Staff is requesting authorization to purchase tot lot playground equipment and safety tiles from Buell Recreation LLC, slated for Morgan's Orchard Park in the amount of \$36,400. The funding source is the Hamilton Fund, and was approved through the FY18 budget. The budgetary line item for expenses will be Capital Projects 350-165-30-770-76. Per City Council Resolution 2017-07, individual projects will be authorized through the annual budget authorization. This item was reviewed by the Administrative Committee on February 12, 2018 and recommended for approval.

ACTION: Authorize staff to purchase playground equipment for Morgan's Orchard Park in the amount of \$36,400 from Buell Recreation LLC; funding source from the Hamilton Fund.

Curtis introduced the item as written above. The request for funds for the concrete pad will be brought forward another time. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Gina Taruscio, Anne Zabala
ABSENT:	Art Bettge

6. Salary Survey - Gary J. Riedner

In order to remain competitive in attracting and retaining quality employees, the City has committed to conducting a total compensation study (salary and all benefits) at least every four years. The most recent studies were conducted in 2006 and 2014. The cost of the survey is dependent upon the number of entities surveyed for comparison, the number of benchmarked positions and types of benefits to be surveyed. Jan Mason Rauk conducted the 2006 salary survey and is proposed to conduct the proposed survey. Staff proposes to utilize Administration Professional Services 101-030-10-520-26 in an amount not to exceed \$15,000. This was reviewed and recommended for approval by the Administrative Committee on February 12, 2018.

ACTION: Approve Jan Mason Rauk to conduct a salary survey at a cost not to exceed \$15,000.

Riedner explained the item as written above adding Latah County will be included in the labor market surveyed. Longevity for employees is approximately 7.7 years. The ideal longevity is 9 to 9.5. Staff is also looking at options for providing benefits to be as sustainable as possible. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Gina Taruscio, Anne Zabala
ABSENT:	Art Bettge

Reports

Sanitation Strategic Plan Agreement Report - Tim Davis

Davis provided a brief reminder of the request for qualifications for the Comprehensive Sanitation System Master Plan. A draft scope was submitted by Great West Engineering and had more labor hours and cost than anticipated. Staff met and reviewed expectations and were able to cut back labor hours from 1749 to

714 labor hours, minimized the amount of trips to Moscow and also changed the emphasis and level of effort on tasks while maintaining the quality of the plan. Staff followed up with Great West and they are working on updating their scope with the hopes of receiving to present to Council on Tuesday. If it is not received in time, it will be brought to the next committee meeting and council meeting. The original amount budgeted was \$35,000 and there is an additional Sanitation line item called Development Projects that could be used for the balance should City Council approve the negotiated contract.

Adjourn

The meeting was closed at 3:36 PM

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 02/26/2018**Title:** Idaho Unified Certification Program**Responsible Staff:** Alisa Anderson

Information

DESCRIPTION: The City of Moscow, as a direct recipient and/or sub recipient of United States Department of Transportation (USDOT) funding, is required to execute a Resolution and a Statement of Agreement for the Idaho Unified Certification Program (IUPC) recognizing the Idaho Transportation Department (ITD) Office of Civil Rights as the agency authorized to manage the Disadvantaged Business Enterprise (DBE) Program for the State of Idaho. As required by 49 Code of the Federal Regulation, Part 26, the attached Agreement executed by ITD establishes the required one-stop-shop in the administration of a DBE organization and a Unified Certification Program (UCP) for Idaho in managing the certification, renewal and decertification of DBE's. Attached to this report is the letter from the ITD Office of Civil Rights requesting this action with the Agreement Establishing the IUPC for the DBE Program for the State of Idaho, the State of Agreement to be completed by the City, and a corresponding Resolution authorizing the requirements described.

STAFF RECOMMENDATION: Authorization to execute the Statement of Agreement, Idaho Unified Certification Program and corresponding Resolution.

PROPOSED ACTIONS: Recommend approval of the Statement of Agreement, Idaho Unified Certification Program and corresponding Resolution or provide staff further direction.

Necessary Resources/Impacts:

N/A

Attachments

USDOT UPC ITD DBE
RESOLUTION IUCP



**Your Safety • Your Mobility
Your Economic Opportunity**

IDAHO TRANSPORTATION DEPARTMENT

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

January 25, 2018

Laurie Hopkins
PO Box 9203
Moscow, ID 83843-1703

RE: Idaho Unified Certification Program

Dear City Clerk Hopkins:

All United State Department of Transportation Recipients in the State of Idaho

Attached for your information is an updated copy of the agreement which established the Idaho Unified Certification Program (UCP). This agreement was originally established by the Idaho Transportation Department (ITD) and approved by the United States Department of Transportation (USDOT) in November of 2002.

As required by 49 Code of Federal Regulation, Part 26 the agreement established the required one-stop-shop in the administration of and standards regarding companies in the Idaho Disadvantaged Business Enterprise (DBE) Program. Each recipient of USDOT funding is required to sign the attached Statement of Agreement recognizing ITD as the agency authorized to manage the Disadvantage Enterprise Program for the State of Idaho. Please email the signed acknowledgement to civilrights@itd.idaho.gov.

Information regarding ITD's DBE Program is available at:

<http://apps.itd.idaho.gov/apps/ocr/ocrDBEPROGRAM.aspx>.

If you have any question or concerns regarding the changes on the enclosed agreement please contact ITD's Office of Civil Rights at: civilrights@itd.idaho.gov.

Sincerely,

Diane Cole
Office of Civil Rights Manager

DC:lh

enclosures

Attachment: USDOT UPC ITD DBE (1670 : Idaho Unified Certification Program)

Agreement Establishing The Idaho Unified Certification Program For the Disadvantaged Business Enterprise Program in the State of Idaho

THIS AGREEMENT is made and entered into by and between the attached listed Recipients and the Idaho Transportation Department (ITD), each a recipient as that term is defined by 49 CFR §26.81 and in accordance with the ITD approved Disadvantaged Business Enterprise (DBE) Program.

WHEREAS, 49 CFR §26.81 requires federal transportation fund recipients of a state to create a Unified Certification Program (UCP) as part of each recipient's DBE program; and

WHEREAS, the parties require certification, renewal, and decertification of firms as a DBE; and

WHEREAS, all recipients of federal transportation funds in this state are covered by the requirements of 49 CFR §26.81, and are also required to participate in a Unified Certification Program; and

WHEREAS, the parties desire to join together for cooperative action pursuant to carrying out the requirements of 49 CFR §26 and to establish an Idaho Unified Certification Program (IUCP); and

WHEREAS, the governing board of each party has by resolution authorized the entering into of the Agreement and the establishment of the IUCP; and

WHEREAS, by that agreement each current recipient and/or future recipients identified by the ITD are bound by the requirements of the IUCP and agree to abide by the requirements of the IUCP which is a continuation of the ITD current and previous process.

NOW, THEREFORE, in consideration of the mutual promises and benefits that each party shall derive therefrom, the parties agree as follows:

ARTICLE I: PURPOSES

The parties have entered into this Agreement for the purposes of creating an Idaho Unified Certification Program (IUCP) to be administered by the Idaho Transportation Department Office of Civil Rights (OCR). The ITD OCR will oversee the process for designation of a Certification Committee as stated in the approved ITD DBE Program under section III DBE Certification Process, A. Certification Committee. This Certification Committee will perform DBE certification, renewal, and decertification for Idaho recipients.

ARTICLE II: SERVICES

Section 2.1. Idaho Unified Certification Program

The IUCP is hereby created and implemented in accordance with 49 CFR §26.81, as amended.

- a. The IUCP will follow all certification, renewal, and decertification procedures in accordance with the certification standards of CFR 49, Subpart D of §26, the certification procedures of Subpart E of §26 and Subpart C of §23 as applied by the ITD in its DBE Program. This is addressed in the DBE Program Plan in Subpart E – DBE Certification Procedures. The Application Procedure for Certification as follows:
 - i. Applications are conducted online at: <https://itd.dbesystem.com>
 - ii. The ITD DBE Program Coordinator reviews the application and documentation to verify that the information is complete and then requests that the appropriate district Safety Compliance Officer (SCO) perform an on-site review.
 - iii. The Certification Committee will meet every thirty (30) days or sooner if necessary. The Certification Committee will make eligibility decisions within 90 days of receipt of all required information.
 - iv. Out of state firms applying for certification must be certified within their home state to qualify for the Idaho program. On-site-reviews from the out-of-state applicant will be accepted from the home state certification entity. See Subpart E.4, "Interstate Certification", in the DBE Program Plan.
 - v. A firm that believes that they have been wrongly denied certification may appeal in writing to the United States Department of Transportation, Departmental Office of Civil Rights, External Civil Rights Program Division, 1200 New Jersey Avenue SE, Washington, D.C. 20590. Appeals must be submitted within ninety (90) days after certification has been denied.
 - vi. A firm that receives a Notice of Intent to Decertify may request an informal hearing by the selected Hearing Officer. Requests for an oral hearing must be submitted within 10 days of the notification and will be conducted within 30 days of receipt of the request. A hearing request for written arguments must be submitted within 30 days and then the selected Hearing Officer will make a decision within 30 days from receipt of the request. Any request for a hearing must be directed to Office of Civil Rights Manager (OCRM) at the Idaho Transportation Department, 3311 West State Street, Boise, Idaho 83703-1129.
 - vii. The Idaho electronic DBE Directory located on the ITD website will be updated with additions, deletions, and other changes as they occur. In addition to this update, upon request interested members of the IUCP will be notified of changes as they occur.
- b. The IUCP will cooperate fully with oversight, review and monitoring activities of the United States Department of Transportation (USDOT) and its operating administrations.

- c. The IUCP will implement USDOT directives and guidance concerning certification, renewal, and decertification procedures in accordance with the certification standards of CFR 49, Subpart D of §26, the certification procedures of Subpart E of §26 and Subpart C of §23 as applied by the approved ITD DBE Program Plan.
- d. Each recipient party to this Agreement shall ensure that the IUCP has sufficient resources and expertise to carry out the requirements of 49 CFR §26 and §23. The ITD Office of Civil Rights is currently receiving appropriate resources to provide the needed actions to meet the requirements of 49 CFR §26 in the establishment and implementation of the IUCP.
- e. The IUCP will be fully implemented within 120 days of the Secretary's approval of the IUCP on the following schedule:
 - i. Within 90 days of the Secretary's approval of the IUCP, each party to this agreement will begin to utilize the unified procedures set forth in the IUCP Agreement.
 - ii. Within 120 days after the Secretary's approval of the IUCP, the Committee will begin to meet on a regular basis as required to certify DBE applicants.
 - iii. Within 60 days after the Secretary's approval the IUCP will post the unified DBE Directory on its website.

Section 2.2. Idaho Unified Certification Committee

The ITD/OCRM is identified as the administrator of the IUCP and responsible for the process for designation of the Certification Committee (Committee) which is established to administer the IUCP certifications as required by the approved ITD DBE Program Plan and CFR 49 §26, Subpart D and Subpart E and §23, Subpart C.

Section 2.3. DBE Directory

An online DBE Directory will be maintained by the ITD/OCR at <https://itd.dbesystem.com>.

Section 2.4. Classification of Business and Financial Information

Each recipient under this Agreement shall safeguard from disclosure to unauthorized person information that may reasonably be considered confidential business information consistent with Federal, State and local law.

ARTICLE III: TERM AND SCOPE OF AGREEMENT

Section 3.1. Term

This agreement shall be effective immediately upon its execution by all the parties hereto and the approval of the IUCP by the Secretary of the USDOT. This Agreement

and the IUCP shall continue in force as long as required by federal laws and regulations, unless terminated pursuant to Section 3.2. of the Agreement.

Section 3.2. Early Termination

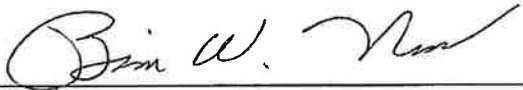
Any party to this Agreement may terminate its relationship to the IUCP upon a showing of non-recipient status, provided approval is given by USDOT for such termination.

Section 3.3. Limited Agreement

This Agreement is limited in scope and nothing contained in this Agreement shall imply any relationship between any of the signing parties beyond the creation and implementation of the IUCP.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below and attached:

IDAHO TRANSPORTATION DEPARTMENT

BY: 
BRIAN W. NESS, Director

DATE: 10/12/2017

Attachment: USDOT UPC ITD DBE (1670 : Idaho Unified Certification Program)

STATEMENT OF AGREEMENT
Idaho Unified Certification Program
Attachment to IUPC Agreement

The Unified Certification Program process developed and implemented by the Idaho Transportation Department for the State of Idaho has been reviewed by the agency listed below. We acknowledge the IUPC Agreement is made and entered into by and between the participating agency noted below and the Idaho Transportation Department.

We recognize this program as the authorizing process for certification, recertification and decertification of firms in the Disadvantaged Business Enterprise Program for the State of Idaho as required by 49 CFR §26.81.

BY: _____

DATE: _____

AGENCY: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

SIGNATURE: _____

RETURN STATEMENT OF AGREEMENT TO:

civilrights@itd.idaho.gov

Office of Civil Rights
Idaho Transportation Department
P.O. Box 7129
Boise, Idaho 83703-1129

Attachment: USDOT UPC ITD DBE (1670 : Idaho Unified Certification Program)

RESOLUTION NO. 2018-__

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, RECOGNIZING THE IDAHO TRANSPORTATION DEPARTMENT (ITD) OFFICE OF CIVIL RIGHTS AS THE AGENCY AUTHORIZED TO MANAGE THE DISADVANTAGED BUSINESS ENTERPRISE PROGRAM (DBE) FOR THE STATE OF IDAHO AS DEFINED BY 49 CFR § 26.81 REQUIRING FEDERAL TRANSPORTATION FUND RECIPIENTS TO PARTICIPATE IN AND ABIDE BY THE IDAHO UNIFIED CERTIFICATION PROGRAM (IUCP), BY EXECUTING A STATEMENT OF AGREEMENT AS A RECIPIENT AND PARTICIPATING AGENCY; AND PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS EFFECTIVE DATE ACCORDING TO LAW.

WHEREAS, 49 CFR § 26.81 requires federal transportation fund recipients of a state to create a Unified Certification Program (UPC) as part of each recipient's Disadvantaged Business Enterprise (DBE) program; and

WHEREAS, all recipients of federal transportation funds in this state are covered by the requirements of 49 CFR § 26.81, and are also required to participate in a Unified Certification Program; and

WHEREAS, the parties desire to join together for cooperative action pursuant to carrying out the requirements of 49 CFR § 26 and to establishing an IUCP, and the governing board of each party has, by resolution, authorized the entering into of the Agreement and the establishment of the IUCP;

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

1. Gary J. Riedner, City Supervisor / Acting City Attorney or designee is authorized to execute the Statement of Agreement, Idaho Unified Certification Program, Attachment to the UPC Agreement; and
2. The City Supervisor / Acting City Attorney or designee is authorized to direct the City Grants Manager to oversee compliance of the City's participation under the IUCP in the Idaho DBE Program.

That this Resolution shall become effective as of the _____ day of March, 2018.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this _____ day of March, 2018.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 02/26/2018**Title:** Resolution Appointing New City ADA Coordinator**Responsible Staff:** Gary J. Riedner

Information

DESCRIPTION: In 1990 the Federal government enacted the Americans with Disabilities Act (ADA) of 1990 to prevent the discrimination of individuals who are disabled with physical or mental impairments relating to employment and access to public facilities. The ADA has five titles and Title II prohibits discrimination against people with disabilities by public entities. There are two main protections under Title II in that it guarantees people with disabilities have equal access to services, program and activities offered by public entities, and that guarantee includes employment. Public entities include any state or local government and any of its departments, agencies, or other instrumentalities.

In 2013, in order to meet the requirements of the ADA and to apply for federal and state grant funding programs, staff developed and drafted the documents needed for City Council review and approval to implement the compliance requirements of Title II of the ADA. The first step taken in the process was to designate an ADA Coordinator for the City.

On July 15, 2013, in compliance with Title II the City Council approved Resolution No. 2013-10 (attached to this report) naming a City ADA Coordinator; adopting a complaint/grievance procedure, publishing notification, and posting of information on the City website.

In order to remain compliant and to update ADA documents, the City is required to appoint an ADA Coordinator to replace former City Clerk Stephanie Kalasz who was previously appointed as ADA Coordinator. The City Supervisor is recommending the appointment of Alisa J. Anderson as the ADA Coordinator. A new Resolution is attached amending Resolution No. 2013-10 in the section regarding the designation of an ADA Coordinator and maintaining all other sections of the prior Resolution.

STAFF RECOMMENDATION: Recommend approval of Resolution appointing Alisa J. Anderson as the City ADA Coordinator.

PROPOSED ACTIONS: Recommend approval of Resolution appointing Alisa J. Anderson as the City ADA Coordinator or provide staff further direction.

Necessary Resources/Impacts:

N/A

Attachments

Res 2013-10 Naming ADA Coordinator
 RESOLUTION NO 2018- Naming ADA Coordinator
 ADA Transition Plan

RESOLUTION NO. 2013-10

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, DESIGNATING AN AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR; IMPLEMENTING ADA COMPLAINT / GRIEVANCE PROCEDURES; FACILITATING THE PUBLICATION OF NOTICE UNDER THE ADA; AND PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS EFFECTIVE DATE ACCORDING TO LAW.

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

WHEREAS, in compliance with Title II of the ADA, the City shall name a City ADA Coordinator; and

WHEREAS, in compliance with Title II of the ADA, the City shall adopt a complaint / grievance procedure for resolving complaints alleging violation of Title II of the ADA; and

WHEREAS, in compliance with Title II of the ADA, the City shall publish notice to the public regarding the ADA; and

WHEREAS, in compliance with Title II of the ADA, the City shall post the ADA Coordinator's name, office address, and telephone number along with the ADA Notice and ADA complaint / grievance procedure on its City website;

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

1. City Clerk Stephanie Kalasz, or her designee, is designated as the ADA Coordinator for the City; and
2. The Notice under the Americans with Disabilities Act, a copy of which is attached hereto, and as revised from time to time, is adopted as the City's Notice under the Americans with Disabilities Act; and
3. The City ADA Complaint / Grievance Procedure, a copy of which is attached hereto and as revised from time to time, is adopted as the Complaint / Grievance procedure for addressing issues alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Moscow, Idaho, (other than for City employees, who may file complaints under the City Personnel Guidelines Complaint / Grievance procedures); and
4. In compliance with Federal and State laws as set forth above, the Mayor and Council of the City resolve that the City post the required information regarding the City ADA Coordinator; Notice under the Americans with Disabilities Act; and City of Moscow, Idaho, Complaint / Grievance Procedure under the Americans with Disabilities Act on its City website and at such other locations as may be determined from time to time to meet the requirements of the ADA.

That this Resolution shall become effective as of 15th day of July, 2013.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this 15th day of July, 2013.

Nancy Chaney, Mayor

ATTEST:

Stephanie Kalasz, City Clerk

Attachment: Res 2013-10 Naming ADA Coordinator (1666 : Resolution Appointing City ADA Coordinator)

RESOLUTION NO. 2018-__

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING RESOLUTION NO. 2013-10 IN THE SECTION REGARDING THE DESIGNATION OF AN AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR; AND MAINTAINING ALL OTHER SECTIONS OF SAID RESOLUTION NO. 2013-10 IMPLEMENTING ADA COMPLAINT/GRIEVANCE PROCEDURES; FACILITATING THE PUBLICATION OF NOTICE UNDER THE ADA; AND PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS EFFECTIVE DATE ACCORDING TO LAW.

WHEREAS, the Federal government enacted the Americans with Disabilities Act (ADA) of 1990 to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

WHEREAS, in compliance with Title II of the ADA, the City shall name a City ADA Coordinator; and

WHEREAS, in compliance with Title II of the ADA, the City shall post the ADA Coordinator's name, office address, and telephone number, along with the ADA Notice and ADA Complaint/Grievance Procedure on its City website;

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

1. Grants Manager Alisa J. Anderson, or her designee, is designated as the ADA Coordinator for the City; and
2. In compliance with Federal and State laws as set forth above, the Mayor and Council of the City resolve that the City post the required information regarding the City ADA Coordinator; Notice under the Americans with Disabilities Act; and City of Moscow, Idaho, Complaint/Grievance Procedure under the Americans with Disabilities Act on its City website and at such other locations as may be determined from time to time to meet the requirements of the ADA.

That this Resolution shall become effective as of the 5th day of March, 2018

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this 5th day of March, 2018.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

Attachment: RESOLUTION NO 2018- Naming ADA Coordinator (1666 : Resolution Appointing City ADA Coordinator)



Americans with Disabilities Act (ADA) Transition Plan for Pedestrian Facilities in the Public Right-of-Way

Attachment: ADA Transition Plan (1666 : Resolution Appointing City ADA Coordinator)

May 2014

Packet Pg. 18

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CITY OF MOSCOW, IDAHO
AMERICANS WITH DISABILITIES ACT (ADA)
TRANSITION PLAN
FOR
PEDESTRIAN FACILITIES IN THE PUBLIC RIGHT-OF-WAY

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INTRODUCTION

The purpose of this Americans with Disabilities Act (ADA) Transition Plan for Pedestrian Facilities in the Public Right-of-Way (Transition Plan) is to ensure that the City creates reasonable, accessible paths of travel in the public right-of-way for everyone, including the elderly and persons with disabilities. The City of Moscow (City) has made a significant and long-term commitment to improving the accessibility of its pedestrian facilities. This Transition Plan identifies physical barriers and prioritizes improvements that should be made throughout the City. This Transition Plan describes new and existing policies and programs to enhance overall pedestrian accessibility.

TRANSITION PLAN HISTORY AND OVERVIEW

The City has pursued the installation of ADA-compliant sidewalks and curb drops for the last decade. This work has included renovation of existing non-compliant facilities and the installation of new facilities. The projects have taken on many forms including street and sidewalk improvements, curb ramp installations, and transit-related improvements. The City also oversees the construction of public facilities as part of land development activities such as residential subdivisions. All installations have been in compliance with the ADA guidelines in effect at the time of construction.

The City also assists the Idaho Transportation Department (ITD) on projects located on State and U.S. Highways as they pass through the City limits (i.e., State Highway 8 and U.S. Highway 95). These highways are not part of the City system and, therefore, fall under the ITD Transition Plan. The City coordinates with ITD on these projects to ensure they are compatible with the City's street network, pedestrian corridor priorities, and other interactions between the two (2) systems.

Exhibit E of the Transition Plan includes lists and maps of all of the pedestrian facility improvements completed by the City and ITD within City limits from 2002 through 2012. These improvements have included in excess of eighty four thousand (84,000) lineal feet of sidewalk and four thousand one hundred (4,100) lineal feet of pathways. Over four hundred (400) new curb drops have also been installed during the same time frame. Exhibit E also includes a list of upcoming grant funded projects and a list of project funds requested but not yet approved

The development of the Transition Plan has been underway for several years. The initial work included the establishment of an inventory of sidewalk conditions based on preliminary field evaluations. The inventory is approximately seventy percent (70%) complete with the remaining evaluations to be performed in the next three (3) years. The City has also made progress toward establishing a prioritization methodology by involving members of the community in assessments of preferred ADA-compliant routes and necessary improvements to remove obstacles and complete corridors. The City's Transportation Commission has developed proposed new street standards including wider sidewalks that will provide continuous passing options.

These efforts all demonstrate the commitment of the City to obtain compliance with the requirements of the ADA and provide obstacle-free public facilities throughout the community.

INTERNAL TRANSITION PLAN COMMITTEE

An internal Transition Plan Committee was created in 2013 and is comprised of various professionals employed by the City. The Committee includes the ADA Coordinator / City Clerk, City Supervisor, Public Works Director, Community Development Director, City Engineer, Streets Manager, Parks and Recreation Director, and Grants Manager.

LEGAL REQUIREMENTS

The federal legislation, known as the Americans with Disabilities Act, enacted on July 26, 1990, provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, and access to public accommodations, transportation, and telecommunications. Title II of the ADA specifically applies to state and local governments, referred to as “public entities” and their programs and services. Title II, Article 8, requires public entities to take several steps designed to achieve compliance. The Transition Plan used to implement compliance must include the following:

1. A list of the physical obstacles in a public entity’s facilities that limit the accessibility of its services, activities, or programs to individuals with disabilities.
2. A detailed outline of the methods used to prioritize the obstacles removal and make the facilities accessible.
3. The schedule for taking the necessary steps to achieve compliance with Title II of the ADA.
4. The name of the City official responsible for the oversight and implementation of the Transition Plan is the ADA Coordinator.

This Transition Plan provides a method for the City to schedule and implement ADA-required improvements to existing curb ramps, sidewalks / pathways, and signalized intersections.

As part of the development of the Transition Plan, an inventory of the existing curb ramps, sidewalks / pathways, and signalized intersections will be developed.

POLICIES

PUBLIC ACCOMMODATION AND COMPLAINT / GRIEVANCE PROCESS

The public request for accommodation or complaint / grievance process is an integral part of the Transition Plan. Public requests for accommodation or grievances / complaints often drive the prioritization of improvements. To make a request for accommodation or to file a complaint / grievance regarding accessibility of pedestrian facilities in the public right-of-way (i.e. curb ramps, sidewalk / pathways), the ADA Coordinator should be contacted in writing in a way that describes the issue in detail and includes the location. If the person needs help in completing the required forms for the ADA Coordinator, assistance can be provided upon request. The ADA

Coordinator will then route this information to the appropriate City department for review and possible action.

That City department will then respond to the ADA Coordinator with its findings. The ADA Coordinator will then record the City's formal response and will reply to the requestor or complainant / grievant, as required by the City's adopted Complaint / Grievance Procedure. All accommodation requests and complaints / grievances and responses will be kept on file pursuant to the City's and State's records retention policies. Exhibit C contains a copy of the City's Complaint / Grievance Procedure under the Americans with Disabilities Act including the City of Moscow, Idaho, ADA Request for Reasonable Accommodation Form; and City of Moscow, Idaho, ADA Complaint / Grievance Form.

PROGRESS REPORTING

Moscow is using two (2) methods to keep the public and City officials up to date with the progress that has been made in removing obstacles in the public right-of-way.

First Method: The Administration and Public Works departments will submit an annual report to City Council. The report will summarize accomplishments from the previous year and will include plans for the current year and any anticipated challenges that should be addressed.

Second Method: Under the City Government, Administration Department page of the City website is a separate section devoted to ADA rules, plans, contact information, policies, resolutions, and reports. The Annual Report to the City Council will also be posted on the City's website for public review.

NEW CONSTRUCTION AND ALTERATIONS

To ensure that the correct design of curb ramps, sidewalks / pathways, and signalized intersections are applied in new construction and alterations, the City has adopted the July 26, 2011, *Draft* of Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way as referenced in Resolution No. 2014-09 in Exhibit C. Existing facility improvement projects and new construction projects that affect curb ramps, sidewalks / pathways, and signalized intersections will be built to these ADA design guidelines, where feasible and reasonable.

IDENTIFYING OBSTACLES

The City has developed a two-tiered system to identify and assess obstacles in the public right-of-way:

1. A Preliminary Evaluation of curb ramps, sidewalks / pathways, and signalized intersections (referred to in this Transition Plan as "Public Facilities"); and
2. A Detailed Evaluation of potentially compliant Public Facilities.

The potential obstacles identified in the evaluations are also based on the July 26, 2011, *Draft of Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (ADA Guidelines)* from the U.S. Architectural and Transportation Barriers Compliance Board (Access Board), the Federal Agency responsible for Accessible Design.

EVALUATIONS AND INVENTORY

PRELIMINARY EVALUATION

The purpose of the Preliminary Evaluation is to determine which Public Facilities are clearly non-compliant with the ADA Guidelines, to identify the highest priority obstacles, to begin modifications as soon as practical, and to create a comprehensive overview of the complete pedestrian network. The Preliminary Evaluation uses three (3) criteria for curb ramps, two (2) criteria for sidewalks / pathways, and three (3) criteria for signalized intersections:

Curb Ramps

1. Is there a curb ramp?
2. Does the curb ramp have a contrasting color detectable warning device?
3. Does the curb ramp have an unobstructed landing at the top of the ramp?

Sidewalks / Pathways

1. Is there a continuous unobstructed sidewalk / pathway?
2. Does the sidewalk / pathway appear to provide adequate passing zones?

Signalized Intersections

1. Is there a pedestrian signal head?
2. Is there an audible signal system?
3. Are there accessible pedestrian signal buttons?

The Preliminary Evaluation utilizes aerial and street level photography, cursory field reconnaissance, and other means to assess the Public Facilities. The criteria used to determine compliance are key design components of the ADA Guidelines. If the Public Facilities do not meet the criteria, then no further evaluation is necessary because they are automatically deemed non-compliant. If the criteria are met, the Public Facilities are considered “potentially compliant” and will be subject to further Detailed Evaluation, as later described, to determine if they fully comply with the ADA Guidelines.

The Preliminary Evaluation of Public Facilities is currently underway and is anticipated to be completed by January 2017 with the following benchmarks:

June 2014	Approximately fifty percent (50%) complete
January 2015	Approximately sixty five percent (65%) complete
January 2016	Approximately eight five percent (85%) complete
January 2017	Approximately one hundred percent (100%) complete

DETAILED EVALUATION

The second tier of the evaluation process is a Detailed Evaluation of all Public Facilities identified as “potentially compliant” during the Preliminary Evaluation. The Detailed Evaluation requires fieldwork at each Public Facility. This includes measuring specific physical attributes (such as width, slopes, and vertical displacements of the curb ramp or sidewalk) and evaluating existing mechanical elements for signalized intersections (such as pedestrian signal timing). Exhibit A of this Transition Plan includes a summary of the Detailed Evaluation criteria.

The Detailed Evaluation of identified potentially compliant Public Facilities will begin in January 2018 and is anticipated to be completed by January 2022 with the following benchmarks:

January 2018	Approximately twenty percent (20%) complete
January 2019	Approximately forty percent (40%) complete
January 2020	Approximately sixty percent (60%) complete
January 2021	Approximately eighty percent (80%) complete
January 2022	Approximately one hundred percent (100%) complete

INVENTORY

When data is gathered through the Preliminary and Detailed Evaluations, it is recorded in the City’s Geographic Information Systems (GIS) database. This recordation will provide a detailed inventory of existing obstacles and Public Facilities that are not currently compliant with the ADA Guidelines and will also include the existing Public Facilities that are compliant.

REMOVING OBSTACLES FROM THE PUBLIC RIGHT-OF-WAY

OBSTACLE REMOVAL

The City uses several methods to remove obstacles to accessibility in the public right-of-way, including proactively identifying and eliminating the obstacle, responding to public requests for accommodation or complaints / grievances, and ensuring the appropriate design and construction of new Public Facilities following the most recent design guidelines.

PLANNING LEVEL — ESTIMATED CONSTRUCTION COSTS

The planning level cost for implementing this Transition Plan is estimated at **\$24,305,000**.

The City used the Preliminary Evaluation information and criteria to estimate the cost for implementation in 2013 dollars. The quantities for the estimate will be refined as the Detailed Evaluation is completed. Actual costs may be reduced or adjusted if the schedule allows the Street Division to perform a significant amount of the construction and modification work in-house.

The estimated costs were based on three (3) major areas of work as follows:

- | | |
|--|--------------|
| a. Curb ramps upgrade planning level cost estimate | \$ 9,384,000 |
| b. Sidewalks / pathways upgrade planning level cost estimate | \$14,813,000 |
| c. Signalized intersections upgrade planning level cost estimate | \$ 108,000 |

The detailed measurements, quantities, and calculations for the above cost estimates are shown in Exhibit A. These estimates do not include any costs for training, data acquisition, or data management.

FUNDING PROCESS

The City will make reasonable efforts to improve the accessibility of Pedestrian Facilities in the public right-of-way. Annual priorities will be based on project need and funding availability. As stated in the July 26, 2011, *Draft of Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way*, "Compliance is required to the extent practicable within the scope of the project." There will be times when it is technically infeasible to provide compliance. For example, if clear space at the top of the ramp is obstructed by a building or the slope of a hill is so extreme as to prevent a reasonable slope for a ramp in both directions, an improvement in accessibility may not be possible. The inventory process may not account for such situations and could show a high-priority rating when all feasible actions have been taken. The City normally will choose areas with high priority and solvability where feasible before moving on to lower priorities.

Additionally, the City will follow the concept of Program Access under Title II of the ADA. Program Access does not necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities, as long as the program as a whole is accessible. Under this concept, the City may choose not to install a sidewalk at some locations (or to install them as a lower priority later), as long as a reasonable path of travel is available even without a sidewalk.

SCORING MATRIX

The City assigns a Priority Ranking Group (High, Medium, and Low) for obstacle removal based on the Scoring Matrix shown in Exhibit B. The scoring criteria include proximity to public facilities, transit, and snow routes; level of pedestrian use; cost effectiveness; and distance to feasible alternate routes. Bonus points in the scoring are available for removal of targeted obstacles (poles, signs, etc.), completion of a continuous sidewalk corridor, citizen requests, and improvements at signalized intersections. Descriptions of the criteria used in the Scoring Matrix are provided in Exhibit B.

PUBLIC INPUT

PUBLIC INPUT PROCESS

In order to facilitate the receipt of public input in developing this Transition Plan, the City public involvement process will include early and continuous public involvement opportunities that provide timely information about accessibility issues and decision-making processes to citizens, affected public agencies, providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled community, and other interested parties. Individuals and groups specifically identified as those having potential interest in public input and involvement opportunities include:

1. Chamber of Commerce and other business groups;
2. Groups representing travel modes — transit, bicycle, pedestrian, freight;
3. Social Service groups;
4. Moscow School District;
4. Advocacy groups for low-income, disadvantaged, and/or minority groups;
5. Various media sources;
6. Governmental agencies; and
7. University of Idaho and Associated Students of the University of Idaho.

The City will provide reasonable public access to technical and policy information used in the development of the Transition Plan and will provide adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed Transition Plan.

To the extent practicable, the City will ensure that the relevant public meetings are held at convenient and accessible locations. Additionally, the City will use visualization techniques to describe the proposed Transition Plan and supporting materials and resources.

The City will make public information available in electronically accessible format and means, such as the City website, to afford reasonable opportunity for consideration of public information. The process will include seeking out and considering the needs of those traditionally underserved by currently existing handicap-accessible facilities within the City.

City staff, including the City's designated ADA Coordinator, will provide for the periodic and/or annual review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all interested parties, and the City will revise the process, as appropriate.

At a minimum, the City will allow one hundred twenty (120) calendar days for public review and written comment before the Transition Plan or any major revisions are adopted. The City can provide copies of public comments to the public upon request.

TRANSITION PLAN PUBLIC INPUT HISTORY

The City has provided opportunities for individuals to comment on this Transition Plan, which included the following:

1. Making documents available to and sending notices to local public libraries;
2. Making documents available on the City's website;
3. Sponsoring an open house and presenting the Transition Plan at a public meeting on September 16, 2013; December 18, 2013; and February 4, 2014.
4. Documents were available for review at the City of Moscow Administration, Public Works, and Community Development departments.

The City published a prominent advertisement in the Moscow-Pullman Daily News on September 11, 2013 and on September 14, 2013. A copy of that advertisement is available upon request. Invitations were sent to all City Boards, Commissions and the Council, along with a number of special interest groups. The advertisement also provided instructions on how to contact the ADA Coordinator for more information or to request a copy of the Transition Plan.

The Public Comment and Response Form is available in Exhibit D. Public comments were accepted for a period of no less than one hundred twenty (120) days, beginning September 16, 2013 and ending February 28, 2014.

Formal adoption of the Transition Plan by Moscow City Council Resolution is scheduled to take place on May 5, 2014. Drafts of the Resolutions are available on the City's website www.ci.moscow.id.us, under the City Government, Administration Department page and by written formal request to the ADA Coordinator.

RESPONSIBLE INDIVIDUAL

The City official responsible for the implementation of the City's ADA Transition Plan for the Pedestrian Facilities in the Public Right-of-Way is the ADA Coordinator:

Stephanie Kalasz
City Clerk/ADA Coordinator
Moscow City Hall
206 East Third Street
P O Box 9203
Moscow, ID 83843

Email: ADAcoordinator@ci.moscow.id.us
Phone: (208) 883-7015
Fax: (208) 883-7018
TDD: (208) 883-7019

EXHIBIT A

ADA GUIDELINES USED IN DETAILED EVALUATION

The following is a summary of the key elements used to determine compliance. It does not represent a complete list.

Curb Ramps

In evaluating the accessibility of existing curb ramps, the following factors are considered:

1. Is there a curb ramp?
2. Is the curb ramp correctly located?
3. What type of curb ramp?
 - a. Perpendicular curb ramp (double? single?)
 - b. Parallel curb ramp
 - c. Blended transitions
4. Is the curb ramp at least 4 feet wide (excluding flares)?
5. Are there detectable warning devices of a contrasting color, and are they properly oriented and installed?
6. Is the running slope 8.33% or less?
7. Is the cross slope of the ramp, and any landing 2.0% or less?
8. Are the dimensions of the landing a minimum of 4 feet x 4 feet?
9. Is the surface of the curb ramp or blended transition firm, stable, slip resistant and clear of gratings, access covers, and other appurtenances?
10. Are there any grade breaks within the span of the ramp?
11. Are there any vertical lips in excess of .25 inch in height?
12. Is the counter slope of the gutter or street at the foot of the curb ramp 5% or less?
13. Is the clear space beyond the curb face at least 4 feet x 4 feet?
14. If the curb ramp is perpendicular to the street, is the slope of the flared sides 10% or less where a pedestrian path crosses onto the curb ramp?

Sidewalks / Pathways

In evaluating the accessibility of existing sidewalks, the following factors are considered:

1. Is there a sidewalk / pathway leading from each pedestrian ramp?
2. Is the sidewalk / pathway at least 4 feet wide (excluding the curb), continuous and unobstructed?
3. Is there a lip greater than .25 inch?
4. If the continuous width is less than 5 feet, are there passing zones along the sidewalk / pathway that are at least 5 feet wide and 5 feet long, at a minimum of every 200 feet?
5. Is the cross slope of the sidewalk / pathway 2% or less along its entire length?
6. Where the sidewalk / pathway is adjacent to the street, is the grade of the sidewalk / pathway no steeper than the general grade of the street?
7. Is the surface of the sidewalk / pathway uniform, stable, and slip resistant?
8. Are any gaps in the surface greater than .5 inch in length?

9. Are grates oriented such that any elongated gaps are perpendicular to the direction of travel?
10. If grates or utility vaults are present, are they compliant in all aspects?
11. Is the sidewalk / pathway clear of protruding objects? If there is a protruding object, is
 - a. the leading edge of that object less than 27 inches or more than 80 inches above the ground, or
 - b. the protrusion less than 4 inches into the travel path of the sidewalk / pathway, or
 - c. a barrier provided no more than 27 inches from the ground where the vertical clearance to the object is less than 80 inches?

Crosswalks

In evaluating the accessibility of existing crosswalks, the following factors are considered:

1. Is there a marked crosswalk that connects two sidewalks / pathways across a street?
2. Is the width of the marked crosswalk at least 6 feet?
3. Does the cross slope of the crosswalk meet the following guidelines?
 - a. If the crosswalk is crossing a street with a stop control, is the cross slope 2% or less?
 - b. If the crosswalk is crossing a street without a stop control, is the cross slope 5% or less?
4. Is the running slope of the crosswalk 5% or less?
5. If the crosswalk crosses a median, is the length across the median at least 6 feet and does it contain detectable warnings located at each curb line or each edge of the roadway?
6. If the intersection is signalized, does it have a pedestrian signal?

Signalized Intersections

In evaluating the accessibility of signalized intersections, the following factors are to be considered:

1. Is there a marked crosswalk that connects two sidewalks across a street?
2. Status of Pedestrian Signals:
 - a. Does one exist?
 - b. Does it have a count-down warning?
 - c. Does it have an audible indication of the walk interval?
 - d. Does it have a vibrotactile indication of the walk interval?
 - e. Is it button-activated?
 - f. Do the buttons meet ADA requirements for orientation, location, visual contrast, and mounting dimensions?
 - g. Does the pedestrian signal phase allow enough time to complete the crossing at a walking speed of 3.5 feet/second?

PLANNING LEVEL (ONLY) COST ESTIMATING

The City used the Preliminary Evaluation information and criteria to estimate the cost for implementation in 2013 dollars. The quantities for the following estimates will be refined as the Detailed Evaluation is completed.

Curb Ramp Upgrade Planning Level Cost Estimate

1. Total number of sidewalk ramps in the City: 631 intersections; potential for 2,524 ramps
2. Number of ramps needing upgrades:
 - a. Assume 15% currently not needed or already meet the ADA requirements
 - b. $2524 \times 0.85 = 2,145$ needed upgrades
3. Cost per ramp including all incidentals = \$3,500
 $(2145 \text{ ramps}) \times (\$3,500) =$ \$ 7,507,000
4. Add 10% Contingency 751,000
5. Add 15% Engineering and Administration 1,126,000

Total Ramp Upgrade Cost

\$ 9,384,000

Sidewalks / Pathways Upgrade Planning Level Cost Estimate

Total length of sidewalks / pathways (City-wide) is 500,000 feet, or 94 miles. Total length of roadways missing sidewalks / pathways both sides is 78,300 feet, or 15 miles

1. Preliminary Estimation of the percentage of non-compliant sidewalks / pathways due to faulting, cracking, spalling, excessive cross slope, passing zones, obstructions, or substandard width = 30%.
2. Estimated length in linear feet (l.f.) of sidewalks / pathways needed to be installed or replaced citywide:

Sidewalks: $(500,000) \times (.30) + 78,300 =$	228,300 linear feet
Pathways: $(29,000) \times (.30) =$	8,700 linear feet
Total =	237,000 linear feet
3. Estimated area in square yards (s.y.) of sidewalks / pathways to be installed or replaced citywide:

Sidewalks: $(228,300 \text{ l.f.}) \times (5 \text{ ft}^2/\text{l.f.}) \times (1\text{yd}^2/9 \text{ ft}^2) =$	126,800 yd ²
Pathways: $(8,700 \text{ l.f.}) \times (10 \text{ ft}^2/\text{l.f.}) \times (1\text{yd}^2/9 \text{ ft}^2) =$	9,700 yd ²

4. Cost of Concrete Walk (Only) based on bids received in 2012:

$$126,800 \text{ yd}^2 \times \$40 = \$ 5,040,000$$

Cost of Asphalt Pathway (Only) based on bids received in 2012:

$$9,700 \text{ yd}^2 \times \$23.25 = \$ 226,000$$

$$\text{Total} = \$ 5,266,000$$

5. Added cost of incidentals (walk/path removals, curb removals and replacements, pavement patching, reinforced vehicular approaches, construction traffic control, landscape repair, retaining walls, compaction testing (2.25 multiplier)

$$(\$5,266,000) \times (2.25) = \$11,850,000$$

$$6. \text{ Add 10\% Contingency} \quad 1,185,000$$

$$7. \text{ Add 15\% Engineering and Administration} \quad \underline{1,778,000}$$

Total Sidewalk Upgrade Cost **\$14,813,000**

Signalized Intersections Upgrade Planning Level Cost Estimate

1. 16 intersections need upgrades to audible and vibrotactile systems

a. \$6,700 per intersection (including wiring)

b. Cost \$107,200

2. One intersection needs count-down pedestrian heads (8 heads per intersection)

a. \$160 per head average cost

b. Cost \$1,280

Total Intersection Signal Upgrade Cost **\$ 108,000**

Curb Ramps, Sidewalks / Pathways, and Signalized Intersections Upgrade — Planning Level Cost Estimate to ADA Achieve Compliance

Grand Total \$9,384,000 + \$14,813,000 + \$108,000 = **\$24,305,000***

*2013 Estimations — add 3% to 5% per year for inflation

EXHIBIT B

SCORING MATRIX CRITERIA DESCRIPTIONS

Descriptions of the criteria used in the Scoring Matrix are as follows:

1. Distance from a City-operated facility, park, or building: The distance from the location to a site operated by the City on behalf of the public. Distance is measured along public streets, sidewalks, or pathways providing the most direct route and is established as either on the frontage of the site (adjoining) or a specific distance in miles away from the site.
2. Distance from a non-city-owned public site (Hospital, School, County Courthouse, Church, Cemetery, etc.): The distance from the facility to a site operated by an entity other than the City that is open to the public. Distance is measured along public streets, sidewalks, or pathways providing the most direct route and is established as either on the frontage of the site (adjoining) or a specific distance in miles away from the site.
3. Distance from a City bus stop: The distance from the facility to an established and in-service fixed-route Sustainable Moscow Area Regional Transit (SMART) bus stop owned by the City. Distance is measured along public streets, sidewalks, or pathways providing the most direct route and is established as either within the same block frontage of the site or a specific distance in miles away from the site.
4. Distance from an establishment primarily serving clients with disabilities: The distance from the facility to an established nursing home / assisted living, social service, or other community outreach enterprise whose primary function is to provide services to individuals with disabilities. Distance is measured along public streets, sidewalks, or pathways providing the most direct route and is established as either within the same block frontage of the site or a specific distance in miles away from the site.
5. Average daily pedestrian traffic at location: A measure of the average number of pedestrians using the facility in a twenty-four (24) hour period. The route of travel of the pedestrians must pass through the facility. Examples: Across a curb from the sidewalk to the street using a non-compliant or missing curb ramp; along a sidewalk impacted by the obstacle (i.e. pole, sign, etc.); traversing a street at a signalized intersection in the direction served by the pedestrian signal in question. Two- to four-bedroom houses
6. Distance from a Snow Route: Snow Routes in the City are established by Resolution of the City Council and are streets and sidewalks that receive priority in snow removal operations with the intention of providing an identified route that citizens can use during major snow events to reach schools, community services, commercial centers and high activity sites. These routes are established such that most areas of the City are located within .5 mile of a route thus reducing the distance required to travel to a plowed corridor. Distance is measured along public streets and sidewalks providing the most

direct route and is established as either on a Snow Route or within one (1) block or two (2) blocks of the Snow Route.

7. Cost of improvement: The planning level cost estimate to design and construct / implement the correction selected to address an identified obstacle.
8. Distance to feasible alternate routes: The distance from the location or facility to an ADA-compliant route that will deliver the pedestrian to the intended destination. Distance is measured along public streets, sidewalks, or pathways providing the most direct route and is established as either greater than two (2) blocks from the compliant route, within two (2) blocks of the compliant route, or within one (1) block of the compliant route.

PRIORITY RANKING

Once a score is established for a specific Public Facility, it will be assigned a Priority Ranking based upon the following schedule:

PRIORITY RANKING GROUPS		SCORE
High		>26
Medium		14–26
Low		0–13

After a priority rank has been assigned to the Public Facility, it will be grouped with other Public Facilities that have the same rank. Those with a rank of “High” will be considered first in the programming for and implementation of ADA improvements funding. No further ranking of Public Facilities within a Group (i.e. High, Medium, or Low) will be established within this Transition Plan. The order in which projects are undertaken within a Group will be based on available resources, potential for combining with other projects, or other factors to be determined on an annual basis.

A listing of projects by Priority Ranking Group and a map showing the locations of the identified obstacles will be developed during the evaluation process.

**PEDESTRIAN FACILITIES IN THE PUBLIC RIGHT-OF-WAY
PRIORITY RANKING GROUPS — SCORING MATRIX**

CRITERIA	UNITS	AVAILABLE POINTS			
		4	3	2	1
Distance from a City-operated site, park, or building	Miles	Adjoining	< 1/4	1/4–1/2	> 1/2
Distance from a non-City-owned public site (hospital, school, county courthouse, church, cemetery, etc.)	Miles	Adjoining	< 1/4	1/4–1/2	> 1/2
Distance from a City bus stop	Miles	Same Block	< 1/4	1/4–1/2	> 1/2
Distance from locations primarily serving clients with disabilities	Miles	Same Block	--	< 1/4	--
Level of pedestrian use	--	High	Medium	Low	Very Low
Distance from a Snow Route	--	On	Within 1 Block	--	Within 2 Blocks
Cost of improvement	Dollars	0–2,000	2,001–4,000	4,001–6,000	> 6,000
Distance to feasible alternate routes	--	> 2 Blocks	Within 2 Blocks	--	Within 1 Block
MAXIMUM POINTS		32	21	12	7
BONUS POINTS					
Request made by citizen and reviewed by the ADA Coordinator		4 Points			
Completes continuous sidewalk corridor at least one (1) block in length		3 Points			
Targeted barrier removal		3 Points			
Located at signalized intersection		3 Points			

Attachment: ADA Transition Plan (1666 : Resolution Appointing City ADA Coordinator)

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EXHIBIT C

The documents listed below and referenced throughout the Transition Plan are attached in the following order:

1. RESOLUTION NO. 2013-10 NAMING AN ADA COORDINATOR AND ADOPTING A COMPLAINT / GRIEVANCE PROCEDURE
2. CITY OF MOSCOW, IDAHO, COMPLAINT / GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)
3. NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT
4. CITY OF MOSCOW, IDAHO, ADA REQUEST FOR REASONABLE ACCOMMODATION FORM
5. CITY OF MOSCOW, IDAHO, ADA COMPLAINT / GRIEVANCE FORM
6. RESOLUTION NO. 2014-09 ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA) 2010 STANDARDS FOR ACCESSIBLE DESIGN AND THE JULY 26, 2011 *DRAFT* OF THE ADA PROPOSED ACCESSIBILITY GUIDELINES FOR PEDESTRIAN FACILITIES IN THE PUBLIC RIGHT-OF-WAY
7. RESOLUTION NO. 2014-10 ADOPTING AN AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN FOR THE CITY OF MOSCOW, IDAHO
8. PUBLIC COMMENT AND LEGAL NOTICE PUBLICATIONS – AVAILABLE UPON REQUEST

Attachment: ADA Transition Plan (1666 : Resolution Appointing City ADA Coordinator)

RESOLUTION NO. 2013-10

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, DESIGNATING AN AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR; IMPLEMENTING ADA COMPLAINT / GRIEVANCE PROCEDURES; FACILITATING THE PUBLICATION OF NOTICE UNDER THE ADA; AND PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS EFFECTIVE DATE ACCORDING TO LAW.

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

WHEREAS, in compliance with Title II of the ADA, the City shall name a City ADA Coordinator; and

WHEREAS, in compliance with Title II of the ADA, the City shall adopt a complaint / grievance procedure for resolving complaints alleging violation of Title II of the ADA; and

WHEREAS, in compliance with Title II of the ADA, the City shall publish notice to the public regarding the ADA; and

WHEREAS, in compliance with Title II of the ADA, the City shall post the ADA Coordinator's name, office address, and telephone number along with the ADA Notice and ADA complaint / grievance procedure on its City website;

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

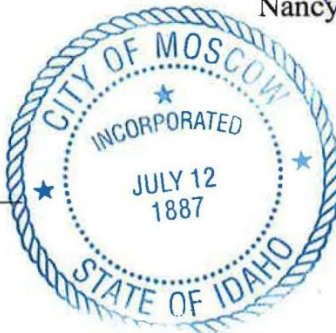
1. City Clerk Stephanie Kalasz, or her designee, is designated as the ADA Coordinator for the City; and
2. The Notice under the Americans with Disabilities Act, a copy of which is attached hereto, and as revised from time to time, is adopted as the City's Notice under the Americans with Disabilities Act; and
3. The City ADA Complaint / Grievance Procedure, a copy of which is attached hereto and as revised from time to time, is adopted as the Complaint / Grievance procedure for addressing issues alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Moscow, Idaho, (other than for City employees, who may file complaints under the City Personnel Guidelines Complaint / Grievance procedures); and
4. In compliance with Federal and State laws as set forth above, the Mayor and Council of the City resolve that the City post the required information regarding the City ADA Coordinator; Notice under the Americans with Disabilities Act; and City of Moscow, Idaho, Complaint / Grievance Procedure under the Americans with Disabilities Act on its City website and at such other locations as may be determined from time to time to meet the requirements of the ADA.

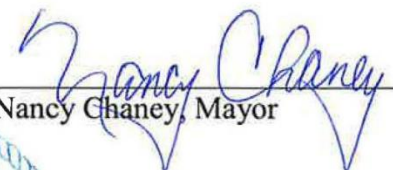
That this Resolution shall become effective as of 15th day of July, 2013.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this 15th day of July, 2013.

ATTEST:


Stephanie Kalasz, City Clerk




Nancy Chaney, Mayor

Attachment: ADA Transition Plan (1666 : Resolution Appointing City ADA Coordinator)

**CITY OF MOSCOW, IDAHO
COMPLAINT / GRIEVANCE PROCEDURE
UNDER THE AMERICANS WITH DISABILITY ACT (ADA)**

This Complaint / Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA) and supersedes all such previously adopted ADA Complaint / Grievance Procedures. It may be used to file a complaint / grievance alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Moscow, Idaho. The City's Personnel Guidelines shall govern employment-related complaints of disability discrimination by City employees.

The complaint or grievance should be in writing (including, but not limited to, email) and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints / grievances, such as personal interviews or a tape recording of the complaint / grievance will be made available for persons with disabilities, upon request.

The complaint should be submitted by the complainant / grievant and / or his / her designee as soon as possible but not more than one hundred eighty (180) calendar days from the date of the alleged discrimination to:

Stephanie Kalasz
City Clerk/ADA Coordinator
Moscow City Hall
206 East Third Street
P O Box 9203
Moscow, ID 83843

Email: ADAACoordinator@ci.moscow.id.us
Phone: (208) 883-7015
Fax: (208) 883-7018
TDD: (208) 883-7019

Within fifteen (15) calendar days after receipt of the complaint, Stephanie Kalasz or her designee, will meet or otherwise communicate with the complainant / grievant to discuss the complaint / grievance and possible resolutions. Within thirty (30) calendar days of the initial meeting, Stephanie Kalasz or her designee, will respond in writing (including, but not limited to, email), and where appropriate, in a format accessible to the complainant / grievant (such as large print, Braille, or audio tape). The response will explain the position of the City of Moscow regarding the complaint / grievance, and will offer options for substantive resolution of the complaint / grievance.

If the response by Stephanie Kalasz or her designee does not satisfactorily resolve the issue, the complainant/grievant and/or his/her designee may appeal the decision within thirty (30) calendar days after receipt of the response to the City ADA Board of Appeals (consisting of the City Supervisor, the Council member liaison to the Moscow Human Rights Commission, and the Chair of the Moscow Transportation Commission).

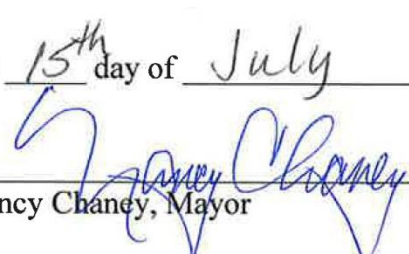
Within thirty (30) days after receipt of the appeal, the City ADA Board of Appeals or its designee, will meet or otherwise communicate with the complainant to discuss the complaint / grievance and possible resolutions. Within thirty (30) calendar days after its initial communication, the City ADA Board of Appeals or its designee will respond in writing

(including, but not limited to, email), and, where appropriate, in a format accessible to the complainant / grievant, with a final resolution of the complaint / grievance.

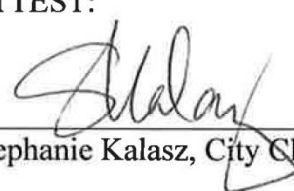
All written complaints received by Stephanie Kalasz or her designee, appeals to the City ADA Board of Appeals or its designee, and responses from these two (2) offices will be retained by the City of Moscow, Idaho, for at least three (3) years.

No person who files a complaint shall be subjected to retaliation for filing a complaint. The City shall take reasonable steps to protect the complainant / grievant from retaliatory actions.

PASSED, APPROVED AND ADOPTED this 15th day of July, 2013.


Nancy Chaney, Mayor

ATTEST:


Stephanie Kalasz, City Clerk



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Moscow, Idaho (hereinafter "City"), will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so that each can participate equally in City services, programs, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, and/or vision impairments.

Modifications to Policies and Procedures: City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its services, programs, and activities. For example, individuals with a service animal are welcomed in City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the City, should contact the office of the ADA Coordinator, Stephanie Kalasz, (208) 883-7015, ADAACoordinator@ci.moscow.id.us, as soon as possible but no later than one (1) week before the scheduled event.

The ADA does not require the City to take any action that would fundamentally alter the nature of its services, programs, or activities or would impose an undue financial or administrative burden upon it.

Complaints / Grievance that a program, service, or activity of the City is not accessible to persons with disabilities should be directed to the ADA Coordinator, Stephanie Kalasz, (208) 883-7015, ADAACoordinator@ci.moscow.id.us.

The City will not place a surcharge on a particular individual with a disability or on any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

**CITY OF MOSCOW, IDAHO
AMERICANS WITH DISABILITIES ACT (ADA)
REQUEST FOR REASONABLE ACCOMMODATION**

(This form is to be used to request ADA Reasonable Accommodation in the provision of services, programs, activities, or benefits provided by the City of Moscow, Idaho.)

Instructions:

If you are the person we should contact, please submit your information and your preferred method of contact.

If you are completing this form for another individual, please submit their contact information and their preferred method of contact.

If you would like to include additional information, please provide that information and attach it to this form.

Your Name: _____ **Today's Date:** _____

I am the Requestor ☐

I am representing the Requestor ☐

Requestor's contact information

Name: _____

Complete street address and zip code: _____

Telephone number: _____

Email address: _____

Preferred method of contact: Mail ☐ Telephone ☐ Email ☐

Representative's information

Name: _____

Complete street address and zip code: _____

Telephone number: _____

Email address: _____

Preferred method of contact: Mail ☐ Telephone ☐ Email ☐

REQUEST FOR REASONABLE ACCOMMODATION

1. I am requesting a reasonable accommodation because (fill in the blank that applies):

a. I need a reasonable accommodation that will allow me to participate in a City of Moscow service, program, or activity.

Service, program, or activity's name and date: _____

b. I am applying for City employment. The reasonable accommodation requested will allow me to participate in the City employment process for the following position:

Position title: _____

Attachment: ADA Transition Plan (1666 : Resolution Appointing City ADA Coordinator)

- c. I am currently employed by the City and request a reasonable accommodation that will allow me to _____

My current position title is _____

2. My specific functional limitation is _____

3. The reasonable accommodation requested is _____

4. Have you made a request for a reasonable accommodation previously? Yes ☐ No ☐

If yes, when was it requested and what was the outcome? _____

Note: If you would like to include additional information, please attach it to this form.

Signature: _____ Date: _____

Please submit this form not more than 180 days from the date of the alleged discrimination.

Stephanie Kalasz
 City Clerk/ADA Coordinator
 Moscow City Hall
 206 East Third Street
 P O Box 9203
 Moscow, ID 83843

Email: ADAAccordinator@ci.moscow.id.us
 Phone: (208) 883-7015
 Fax: (208) 883-7018
 TDD: (208) 883-7019

The City's ADA Coordinator or her designee will contact you to discuss your request within fifteen (15) days of the receipt of this form and any accompanying information.

The City's ADA Complaint / Grievance Procedure and its ADA Transition Plan are available on the City of Moscow's website, www.ci.moscow.id.us.

The City of Moscow does not discriminate on the basis of disability in its employment practices or in the admission to, access to, or operations of its services, programs, or activities. Stephanie Kalasz, ADA Coordinator, has been designated to coordinate compliance with the ADA non-discrimination requirements.

**CITY OF MOSCOW, IDAHO
AMERICANS WITH DISABILITIES ACT (ADA)
COMPLAINT / GRIEVANCE FORM**

(This form is to be used to file a complaint / grievance alleging discrimination on the basis of disability in the provision of services, programs, activities, or benefits provided by the City of Moscow, Idaho.)

Instructions:

If you are the person we should contact, please submit your information and your preferred method of contact.

If you are completing this form for another individual, please submit their contact information and their preferred method of contact.

If you would like to include additional information, please provide that information and attach it to this form.

Your Name: _____ **Today's Date:** _____

I am the Complainant ☐

I am representing the Complainant ☐

Complainant's contact information

Name: _____

Complete street address and zip code: _____

Telephone number: _____

Email address: _____

Preferred method of contact: Mail ☐ Telephone ☐ Email ☐

Representative's information

Name: _____

Complete street address and zip code: _____

Telephone number: _____

Email address: _____

Preferred method of contact: Mail ☐ Telephone ☐ Email ☐

COMPLAINT OR GRIEVANCE

1. Please provide a complete description of the specific complaint / grievance: _____

Attachment: ADA Transition Plan (1666 : Resolution Appointing City ADA Coordinator)

2. Please specify any location(s) related to the complaint / grievance (if applicable): _____

3. Please state what you think should be done to resolve the complaint / grievance: _____

Note: If you would like to include additional information, please attach it to this form.

Signature: _____ Date: _____

Please submit this form not more than 180 days from the date of the alleged discrimination.

Stephanie Kalasz
City Clerk/ADA Coordinator
Moscow City Hall
206 East Third Street
P O Box 9203
Moscow, ID 83843

Email: ADAACoordinator@ci.moscow.id.us
Phone: (208) 883-7015
Fax: (208) 883-7018
TDD: (208) 883-7019

The City's ADA Coordinator or her designee will contact you to discuss your request within fifteen (15) days of the receipt of this form and any accompanying information.

The City's ADA Complaint / Grievance Procedure and its ADA Transition Plan are available on the City of Moscow's website, www.ci.moscow.id.us.

The City of Moscow does not discriminate on the basis of disability in its employment practices or in the admission to, access to, or operations of its services, programs, or activities. Stephanie Kalasz, ADA Coordinator, has been designated to coordinate compliance with the ADA non-discrimination requirements.

RESOLUTION NO. 2014-09

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA) 2010 STANDARDS FOR ACCESSIBLE DESIGN AND THE JULY 26, 2011, *DRAFT* OF THE ADA PROPOSED ACCESSIBILITY GUIDELINES FOR PEDESTRIAN FACILITIES IN THE PUBLIC RIGHT-OF-WAY; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

WHEREAS, Title II of the ADA requires that municipalities adopt the Americans with Disabilities Standards for Accessible Design that promote and provide accessibility, through structural modifications to assist in removing accessibility barriers where possible; and

WHEREAS, Title II of the ADA recommends that municipalities adopt an ADA Accessibility Guideline for Pedestrian Facilities in the Public Right-of-Way that provides accessibility, through structural modifications to remove accessibility barriers; and

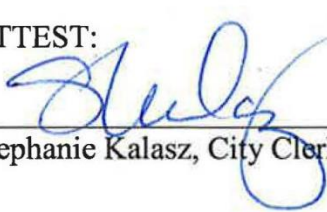
WHEREAS, the City remains committed to the ADA and the elimination of barriers to public facilities;

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

The City adopts the Americans with Disabilities Act (ADA) 2010 Standards for Accessible Design and the July 26, 2011 Draft of the ADA Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way, copies of which shall be filed with and maintained by the City Clerk.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this 5th day of May, 2014.

ATTEST:


Stephanie Kalasz, City Clerk




Bill Lambert, Mayor

Attachment: ADA Transition Plan (1666 : Resolution Appointing City ADA Coordinator)

RESOLUTION NO. 2014-10

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING AN AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN FOR THE CITY OF MOSCOW; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public services, activities, programs, and facilities; and

WHEREAS, Title II of the ADA requires that municipalities develop and adopt Transition Plans which document physical barriers to accessibility, propose modifications to remove those barriers, and a schedule to complete the modifications; and

WHEREAS, the City of Moscow adopted Resolution No. 2014-09 pertaining to ADA Standards for Accessible Design and Guidelines for Pedestrian Facilities in the Public Right-of-Way; and

WHEREAS, the United States Department of Justice recently modified the ADA Standards for Accessible Design and the Guidelines for Pedestrian Facilities in the Public Right-of-Way; and

WHEREAS, the City remains committed to the ADA and the elimination of barriers to public services, activities, programs, and facilities; and

WHEREAS, a Transition Plan for facilities in the public right-of-way have been prepared that reflect current municipality infrastructure and ADA design standards, referred to as the “ADA Transition Plan for Pedestrian Facilities in the Public Right-of-Way;” and

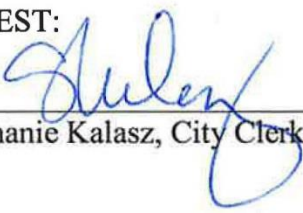
NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow as follows:

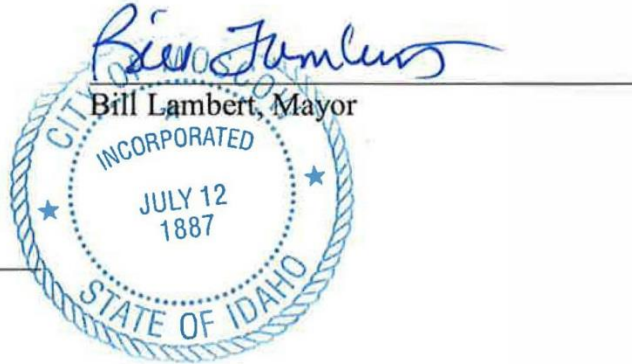
1. The City adopts the ADA Transition Plan for Pedestrian Facilities in the Public Right-of-Way a copy of which shall be filed with and maintained by the City Clerk.
2. The ADA Transition Plan adopted herein shall supersede and replace any of the City’s current ADA planning documents related to the Public Right-of-Way.

Attachment: ADA Transition Plan (1666 : Resolution Appointing City ADA Coordinator)

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this 5th day of May, 2014.

ATTEST:


Stephanie Kalasz, City Clerk



PUBLIC MEETING NOTIFICATION AND PUBLIC COMMENT ACCEPTED

1. ADVERTISEMENT PUBLISHED IN MOSCOW-PULLMAN NEWS ON SEPTEMBER 11 AND 14, 2013, HOLDING PUBLIC MEETING ON OCTOBER 16, 2013.
2. ADDITIONAL PUBLIC MEETINGS HELD ON DECEMBER 18, 2013 AND FEBRUARY 4, 2014.
3. THE DRAFT TRANSITION PLAN WAS AVAILABLE FOR REVIEW AND PUBLIC COMMENT ON THE CITY WEBSITE FROM OCTOBER 2013 THROUGH FEBRUARY 2014.

Attachment: ADA Transition Plan (1666 : Resolution Appointing City ADA Coordinator)

EXHIBIT D**PUBLIC COMMENT AND REPLY FORM
FOR THE
CITY OF MOSCOW, IDAHO****AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN FOR
PEDESTRIAL FACILITIES IN THE PUBLIC RIGHT-OF-WAY
AND ALL DOCUMENTS REFERENCED WITHIN THE PLAN**

Date of Comment: _____

Optional

Name of Person: _____

Address and Phone Number: _____

Email Address: _____

Comment/Suggestion:

Reply:

Additional information or pages may be attached.

Attachment: ADA Transition Plan (1666 : Resolution Appointing City ADA Coordinator)

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EXHIBIT E

The documents listed below and referenced throughout the Transition Plan are attached in the following order:

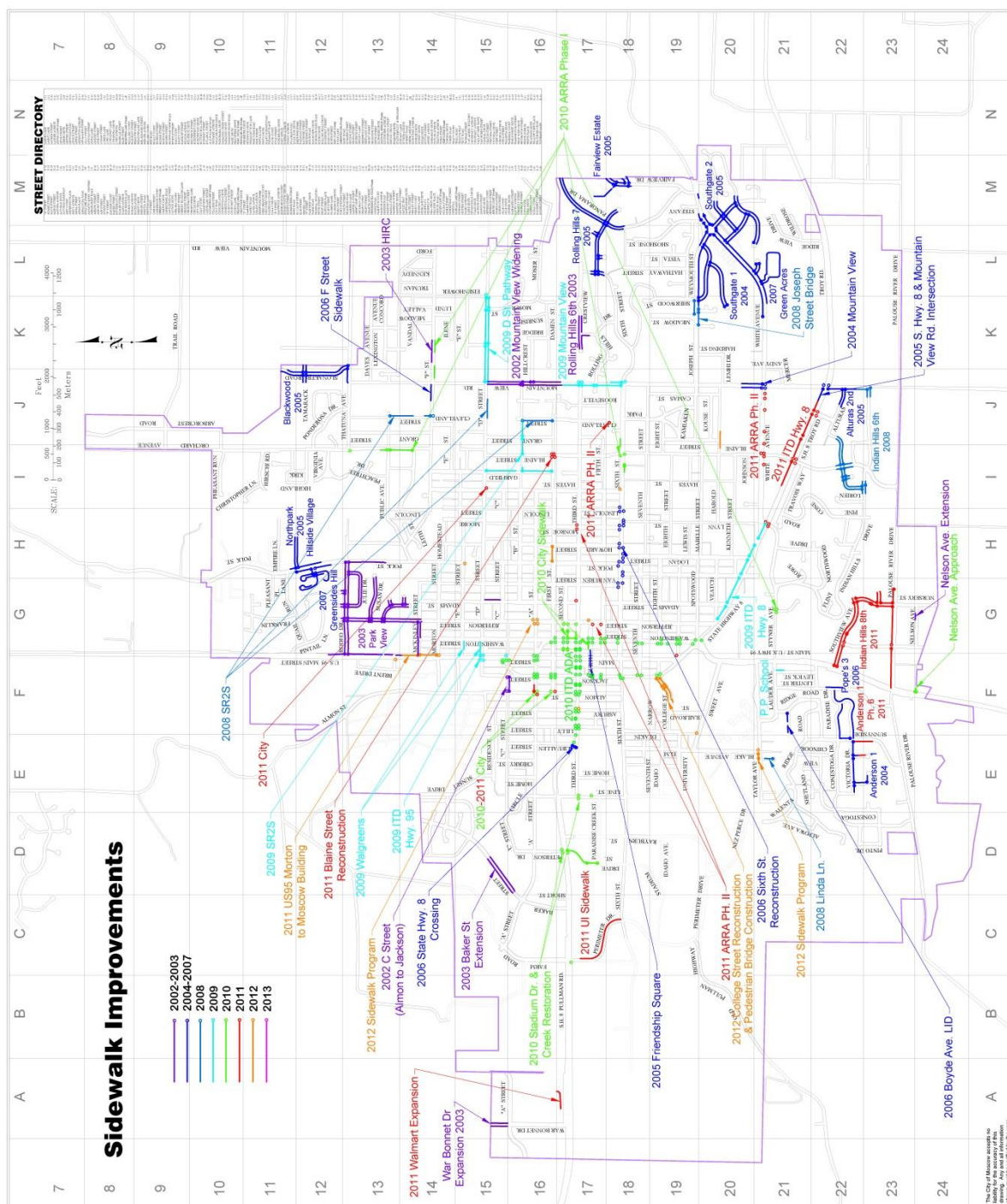
1. Sidewalks, Pathways, and ADA Pedestrian Drops — Projects Completed 2002–2012
2. Sidewalks and Pathways — Improvement Map – Projects Completed 2002–2012
3. Pedestrian Curb Drops Inventory — Completed 2002–2012
4. Pedestrian Curb Drops Map — Completed 2002–2012
5. Sidewalks, Pathways, and ADA Pedestrian Drops — Upcoming Projects — Secured Grant Funding
6. Sidewalks, Pathways, and ADA Pedestrian Drops — Upcoming Projects — Budgeted City Funding
7. Sidewalks, Pathways, and ADA Pedestrian Drops — Applications Submitted for Grant Funding

SIDEWALKS, PATHWAYS, AND ADA PEDESTRIAN DROPS PROJECTS COMPLETED 2002–2012

Project Location	Project Number	Construction Year	Project Description	Sidewalks Lft.	Pathways Lft.	# of Ped Drops
C Street	109-01	2002	Almon to Jackson	265		
Mountain View Road Widening	118-00	2002	D Street to Paradise Creek	2,725		
Rolling Hills 6th Addition		2003	Subdivision	1,343		
Nelson Avenue Extension		2003	West of Nursery St.	133		
Adams Street		2003		315		
Hamilton Indoor Recreation Center		2003	F Street	230		
Baker Street Extension		2003		1,628		
War Bonnet Drive Extension		2003	North of A Street	637		
Park View Estates		2003	Subdivision	14,401		
Anderson 1st Addition		2004	Subdivision	1,530		
Mountain View Road		2004	North of White Ave	771		
Southgate 1st Addition		2004	Subdivision	8,013		
Northpark		2005	Subdivision	1,351		
Mountain View Road and State Hwy. 8		2005	Idaho Transportation Department	260		
Alturas Business Park - Phase 2		2005	Urban Renewal District	1,159		
Southgate 2nd Addition		2005	Subdivision	8,213		
Fairview Estates		2005	Subdivision	1,087		
Rolling Hills 7th Addition		2005	Subdivision	6,275		
F Street		2006	West of Mountain View Road	315		
Blackwood		2006	Subdivision	3,251		
Pope's 3 Addition Phase		2006	Subdivision	2,274		
Boyd LID	102-004	2006	LID	289		
Greensides Hill		2007	Subdivision	2,770		
Joseph Street Bridge	102-003	2008	Bridge Replacement	805		
Linda Lane LID	104-007	2008	LID	130		
Safe Routes to School - Sidewalk Improvements	102-007	2008	Cleveland & D Streets	1,337		
Indian Hills 6th Addition		2008	Subdivision	3,975		
D Street Pathway	109-002	2009	Mt. View to McDonald	3,328		
Heron's Hideout Pathway	111-009	2009	North Phase (MSD Ball Fields)	200	1,375	
Mountain View Road Improvements	105-008	2009	Sixth Street North to Bridge	1,384		
Nelson Approach	106-006	2009	Fountain Approach	65		
State Hwy. 8, Idaho Transportation Department	103-007	2009	Veatch to White	1,105		
Safe Routes to School - Sidewalk Improvements	102-009	2009	Garfield & B Streets	1,588		
Sweet Avenue to Blaine Street Pathway	102-005	2009	Path (S. Couplet to Ghormley Park)		1,438	
ARRA Improvements to Public Transit Routes	104-009	2010	Sixth/Blaine, Orchard, F, and Styner	924		
Heron's Hideout Pathway	105-010	2010	South Phase (Park Pathway)		1,217	
Stadium Drive and Pathway Extension	110-010	2010	University of Idaho	610		
State Hwy. 8 - Idaho Transportation Department	108-011	2011	State Hwy. 8 to White Place	1,466		
Walmart Expansion	113-011	2011	Private (Connection to Parking Lot)	375		
City Sidewalk Improvement Program 2011		2011	A Street East of Almon Street	125		
Indian Hills 8th Addition		2011		6,214		
US Hwy. 95 - Morton Street to MBS	110-011	2012	Sidewalk on east side of Highway	650		
College Street Reconstruction	116-011	2012	College/Eighth Street	260		
College Street Bridge	107-012	2012			85	
City Sidewalk Improvement Program 2012	106-012	2012	var. locations (i.e. Taylor & Harold)	859		
Total Lft. of Sidewalks and Pathways				84,635	4,115	

Attachment: ADA Transition Plan (1666 : Resolution Appointing City ADA Coordinator)

SIDEWALKS AND PATHWAYS — IMPROVEMENT MAP



Attachment: ADA Transition Plan (1666 : Resolution Appointing City ADA Coordinator)

PEDESTRIAN CURB DROPS INVENTORY — COMPLETED 2002–2012

Drop No.	Compliant	Project Name/Location	Const. Year	Owner	Project Description	Eval. Date	Fix Date	Contractor	2006 Survey
1763	TBD	Mountain View Widening	2002	City			8-8-2002		
1764	TBD	Mountain View Widening	2002	City			8-8-2002		
1765	TBD	Mountain View Widening	2002	City			8-8-2002		
1766	TBD	Mountain View Widening	2002	City			8-8-2002		
1767	TBD	Mountain View Widening	2002	City			8-8-2002		
1759	TBD	C Street 2012	2002	City			9-9-2002		
1760	TBD	C Street 2012	2002	City			9-9-2002		
1761	TBD	C Street 2012	2002	City			9-9-2002		
1762	TBD	C Street 2012	2002	City			9-9-2002		
1768	TBD	Park View Estates	2003	City			9-9-2003		
1769	TBD	Park View Estates	2003	City			9-9-2003		
1770	TBD	Park View Estates	2003	City			9-9-2003		
1771	TBD	Park View Estates	2003	City			9-9-2003		
1772	TBD	Park View Estates	2003	City			9-9-2003		
1773	TBD	Park View Estates	2003	City			9-9-2003		
1774	TBD	Park View Estates	2003	City			9-9-2003		
1775	TBD	Park View Estates	2003	City			9-9-2003		
1776	TBD	Park View Estates	2003	City			9-9-2003		
1777	TBD	Park View Estates	2003	City			9-9-2003		
1778	TBD	Park View Estates	2003	City			9-9-2003		
1779	TBD	Park View Estates	2003	City			9-9-2003		
1780	TBD	Park View Estates	2003	City			9-9-2003		
1781	TBD	Park View Estates	2003	City			9-9-2003		
1782	TBD	Park View Estates	2003	City			9-9-2003		
1783	TBD	Park View Estates	2003	City			9-9-2003		
1784	TBD	Park View Estates	2003	City			9-9-2003		
1785	TBD	Park View Estates	2003	City			9-9-2003		
1786	TBD	Park View Estates	2003	City			9-9-2003		
1787	TBD	Park View Estates	2003	City			9-9-2003		
1788	TBD	Park View Estates	2003	City			9-9-2003		
1789	TBD	Park View Estates	2003	City			9-9-2003		
1790	TBD	Park View Estates	2003	City			9-9-2003		
1791	TBD	Park View Estates	2003	City			9-9-2003		
1792	TBD	Park View Estates	2003	City			9-9-2003		
1793	TBD	Park View Estates	2003	City			9-9-2003		
1794	TBD	Park View Estates	2003	City			9-9-2003		
1795	TBD	Park View Estates	2003	City			9-9-2003		
1796	TBD	Park View Estates	2003	City			9-9-2003		
1468	TBD	Southgate 9	2004	City			6/6/2005		
1467	TBD	Southgate 8	2004	City			6/6/2005		
1466	TBD	Southgate 7	2004	City			6/6/2005		
1465	TBD	Southgate 6	2004	City			6/6/2005		
1464	TBD	Southgate 5	2004	City			6/6/2005		
1463	TBD	Southgate 4	2004	City			6/6/2005		
1462	TBD	Southgate 3	2004	City			6/6/2005		
1461	TBD	Southgate 2	2004	City			6/6/2005		
1495	TBD	Southgate 12	2004	City			6/6/2005		
1494	TBD	Southgate 11	2004	City			6/6/2005		
1493	TBD	Southgate 10	2004	City			6/6/2005		
1460	TBD	Southgate 1	2004	City			6/6/2005		
1401	TBD	Anderson 7	2004	City			9/9/2004		
1400	TBD	Anderson 6	2004	City			9/9/2004		
1399	TBD	Anderson 5	2004	City			9/9/2004		
1398	TBD	Anderson 4	2004	City			9/9/2004		
1397	TBD	Anderson 3	2004	City			9/9/2004		
1396	TBD	Anderson 2	2004	City			9/9/2004		
1395	TBD	Anderson 1	2004	City			9/9/2004		
1412	TBD	2004 Mountain View Road	2004	City			9/9/2004		
1413	TBD	2004 Mountain View Road	2004	City			9/9/2004		
1414	TBD	2004 Mountain View Road	2004	City			9/9/2004		
1415	TBD	2004 Mountain View Road	2004	City			9/9/2004		
1458	TBD	Southgate 2	2005	City			9/9/2005		
1459	TBD	Southgate 2	2005	City			9/9/2005		
1469	TBD	Southgate 2	2005	City			9/9/2005		

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Drop No.	Compliant	Project Name/Location	Const. Year	Owner	Project Description	Eval. Date	Fix Date	Contractor	2006 Survey
1470	TBD	Southgate 2	2005	City			9/9/2005		
1471	TBD	Southgate 2	2005	City			9/9/2005		
1472	TBD	Southgate 2	2005	City			9/9/2005		
1473	TBD	Southgate 2	2005	City			9/9/2005		
1474	TBD	Southgate 2	2005	City			9/9/2005		
1475	TBD	Southgate 2	2005	City			9/9/2005		
1476	TBD	Southgate 2	2005	City			9/9/2005		
1477	TBD	Southgate 2	2005	City			9/9/2005		
1478	TBD	Southgate 2	2005	City			9/9/2005		
1479	TBD	Southgate 2	2005	City			9/9/2005		
1480	TBD	Southgate 2	2005	City			9/9/2005		
1481	TBD	Southgate 2	2005	City			9/9/2005		
1482	TBD	Southgate 2	2005	City			9/9/2005		
1483	TBD	Southgate 2	2005	City			9/9/2005		
1484	TBD	Southgate 2	2005	City			9/9/2005		
1485	TBD	Southgate 2	2005	City			9/9/2005		
1486	TBD	Southgate 2	2005	City			9/9/2005		
1487	TBD	Southgate 2	2005	City			9/9/2005		
1488	TBD	Southgate 2	2005	City			9/9/2005		
1489	TBD	Southgate 2	2005	City			9/9/2005		
1490	TBD	Southgate 2	2005	City			9/9/2005		
1491	TBD	Southgate 2	2005	City			9/9/2005		
1492	TBD	Southgate 2	2005	City			9/9/2005		
1496	TBD	Southgate 2	2005	City			11/11/2005		
1497	TBD	Rolling Hills 7	2005	City			11/11/2005		
1498	TBD	Rolling Hills 7	2005	City			11/11/2005		
1499	TBD	Rolling Hills 7	2005	City			11/11/2005		
1500	TBD	Rolling Hills 7	2005	City			11/11/2005		
1501	TBD	Rolling Hills 7	2005	City			11/11/2005		
1502	TBD	Rolling Hills 7	2005	City			11/11/2005		
1503	TBD	Rolling Hills 7	2005	City			11/11/2005		
1504	TBD	Rolling Hills 7	2005	City			11/11/2005		
1505	TBD	Rolling Hills 7	2005	City			11/11/2005		
1506	TBD	Rolling Hills 7	2005	City			11/11/2005		
1507	TBD	Rolling Hills 7	2005	City			11/11/2005		
1508	TBD	Rolling Hills 7	2005	City			11/11/2005		
1509	TBD	Northpark	2005	City			10/10/2005		
1510	TBD	Northpark	2005	City			10/10/2005		
1613	TBD	Mountain View Road & Hwy 8	2005	ITD			9/9/2005		
1614	TBD	Mountain View Road & Hwy 8	2005	ITD			9/9/2005		
1615	TBD	Mountain View Road & Hwy 8	2005	ITD			9/9/2005		
1616	TBD	Mountain View Road & Hwy 8	2005	ITD			9/9/2005		
1511	TBD	Fairview Estates	2005	City			10/10/2005		
1512	TBD	Fairview Estates	2005	City			10/10/2005		
1513	TBD	Fairview Estates	2005	City			10/10/2005		
1514	TBD	Fairview Estates	2005	City			10/10/2005		
1515	TBD	Fairview Estates	2005	City			10/10/2005		
1516	TBD	Fairview Estates	2005	City			10/10/2005		
1517	TBD	Blackwood	2005	City			9/9/2005		
1518	TBD	Blackwood	2005	City			9/9/2005		
1519	TBD	Blackwood	2005	City			9/9/2005		
1520	TBD	Blackwood	2005	City			9/9/2005		
1521	TBD	Blackwood	2005	City			9/9/2005		
1522	TBD	Blackwood	2005	City			9/9/2005		
1541	TBD	Alturas Business Park 2nd	2005	City			8/8/2006		
1542	TBD	Alturas Business Park 2nd	2005	City			8/8/2006		
1641	TBD	State Hwy 8 Crossing	2006	ITD			9/9/2006		
1642	TBD	State Hwy 8 Crossing	2006	ITD			9/9/2006		
1643	TBD	State Hwy 8 Crossing	2006	ITD			9/9/2006		
1617	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1618	TBD	Sixth St. Reconstruction	2006	City		8/1/2006	10/10/2006		340
1619	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1620	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1621	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		

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Drop No.	Compliant	Project Name/Location	Const. Year	Owner	Project Description	Eval. Date	Fix Date	Contractor	2006 Survey
1622	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1623	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1624	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1625	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1626	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1627	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1628	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1629	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1630	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1631	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1632	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1633	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1634	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1635	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1636	TBD	Sixth St. Reconstruction	2006	City		8/1/2006	10/10/2006		342
1637	TBD	Sixth St. Reconstruction	2006	City			10/10/2006		
1639	TBD	Boyd Ave LID	2006	City			9/9/2006		
1523	TBD	Greensides Hill	2007	Private			9/9/2007		
1524	TBD	Greensides Hill	2007	Private			9/9/2007		
1525	TBD	Greensides Hill	2007	Private			9/9/2007		
1526	TBD	Greensides Hill	2007	Private			9/9/2007		
1527	TBD	Greensides Hill	2007	City			9/9/2007		
1528	TBD	Greensides Hill	2007	City			9/9/2007		
1529	TBD	Greensides Hill	2007	City			9/9/2007		
1640	TBD	Linda Lane LID	2008	City			9/9/2008		
1453	TBD	Joseph Street Bridge Reconstruction	2008	City			9/9/2008		
1454	TBD	Joseph Street Bridge Reconstruction	2008	City		8/1/2006	9/9/2008		341
1455	TBD	Joseph Street Bridge Reconstruction	2008	City			9/9/2008		
1456	TBD	Joseph Street Bridge Reconstruction	2008	City			9/9/2008		
1457	TBD	Joseph Street Bridge Reconstruction	2008	City			9/9/2008		
1530	TBD	Indian Hills 6	2008	City			10/10/2008		
1531	TBD	Indian Hills 6	2008	City			10/10/2008		
1532	TBD	Indian Hills 6	2008	City			10/10/2008		
1533	TBD	Indian Hills 6	2008	City			10/10/2008		
1534	TBD	Indian Hills 6	2008	City			10/10/2008		
1535	TBD	Indian Hills 6	2008	City			10/10/2008		
1536	TBD	Indian Hills 6	2008	City			10/10/2008		
1537	TBD	Indian Hills 6	2008	City			10/10/2008		
1538	TBD	Indian Hills 6	2008	City			10/10/2008		
1539	TBD	Indian Hills 6	2008	City			10/10/2008		
1540	TBD	Indian Hills 6	2008	City			10/10/2008		
1543	TBD	Indian Hills 6	2008	City			10/10/2008		
1544	TBD	Indian Hills 6	2008	City			10/10/2008		
1430	TBD	2008 SR2S	2008	City	Safe Routes To School		9/9/2008		
1431	TBD	2008 SR2S	2008	City	Safe Routes To School		9/9/2008		
1432	TBD	2008 SR2S	2008	City	Safe Routes To School		9/9/2008		
1433	TBD	2008 SR2S	2008	City	Safe Routes To School		9/9/2008		
1651	TBD	2008 SR2S	2008	City	Safe Routes To School		9/9/2008		
1545	TBD	Indian Hills 8	2009	City			11/11/2009		
1546	TBD	Indian Hills 8	2009	City			11/11/2009		
1547	TBD	Indian Hills 8	2009	City			11/11/2009		
1548	TBD	Indian Hills 8	2009	City			11/11/2009		
1549	TBD	Indian Hills 8	2009	City			11/11/2009		
1550	TBD	Indian Hills 8	2009	City			11/11/2009		
1551	TBD	Indian Hills 8	2009	City			11/11/2009		
1552	TBD	Indian Hills 8	2009	City			11/11/2009		
1553	TBD	Indian Hills 8	2009	City			11/11/2009		
1555	TBD	Indian Hills 8	2009	City			11/11/2009		
1556	TBD	Indian Hills 8	2009	City			11/11/2009		
1557	TBD	Indian Hills 8	2009	City			11/11/2009		
1558	TBD	Indian Hills 8	2009	City			11/11/2009		
1559	TBD	Indian Hills 8	2009	City			11/11/2009		
1560	TBD	Indian Hills 8	2009	City			11/11/2009		
1561	TBD	Indian Hills 8	2009	City			11/11/2009		

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Drop No.	Compliant	Project Name/Location	Const. Year	Owner	Project Description	Eval. Date	Fix Date	Contractor	2006 Survey
1562	TBD	Indian Hills 8	2009	ITD			11/11/2009		
1563	TBD	Indian Hills 8	2009	ITD			11/11/2009		
1416	TBD	D Street (Pathway) Project	2009	City			9/9/2009		
1417	TBD	D Street (Pathway) Project	2009	City			9/9/2009		
1418	TBD	D Street (Pathway) Project	2009	City			9/9/2009		
1419	TBD	D Street (Pathway) Project	2009	City			9/9/2009		
1420	TBD	D Street (Pathway) Project	2009	City			9/9/2009		
1421	TBD	D Street (Pathway) Project	2009	City			9/9/2009		
1422	TBD	D Street (Pathway) Project	2009	City			9/9/2009		
1423	TBD	D Street (Pathway) Project	2009	City			9/9/2009		
1424	TBD	D Street (Pathway) Project	2009	City			9/9/2009		
1425	TBD	D Street (Pathway) Project	2009	City			9/9/2009		
1650	TBD	D Street (Pathway) Project	2009	City			9/9/2009		
1434	TBD	2009 SR2S	2009	City	Safe Routes To School		9/9/2009		
1435	TBD	2009 SR2S	2009	City	Safe Routes To School		9/9/2009		
1436	TBD	2009 SR2S	2009	City	Safe Routes To School		9/9/2009		
1437	TBD	2009 SR2S	2009	City	Safe Routes To School	8/1/2006	9/9/2009		373
1438	TBD	2009 SR2S	2009	City	Safe Routes To School		9/9/2009		
1439	TBD	2009 SR2S	2009	City	Safe Routes To School		9/9/2009		
1402	TBD	2009 Mountain View Road	2009	City			9/9/2009		
1403	TBD	2009 Mountain View Road	2009	City			9/9/2009		
1404	TBD	2009 Mountain View Road	2009	City			9/9/2009		
1405	TBD	2009 Mountain View Road	2009	City			9/9/2009		
1406	TBD	2009 Mountain View Road	2009	City			9/9/2009		
1407	TBD	2009 Mountain View Road	2009	City			9/9/2009		
1408	TBD	2009 Mountain View Road	2009	City			9/9/2009		
1409	TBD	2009 Mountain View Road	2009	City			9/9/2009		
1410	TBD	2009 Mountain View Road	2009	City			9/9/2009		
1443	Yes	2009 ITD State Hwy 8 Improvements	2009	ITD	Troy Road Improvements		9/9/2009		
1444	Yes	2009 ITD State Hwy 8 Improvements	2009	ITD	Troy Road Improvements		9/9/2009		
1445	TBD	2009 ITD State Hwy 8 Improvements	2009	ITD	Troy Road Improvements		9/9/2009		
1446	TBD	2009 ITD State Hwy 8 Improvements	2009	ITD	Troy Road Improvements		9/9/2009		
1447	TBD	2009 ITD State Hwy 8 Improvements	2009	ITD	Troy Road Improvements		9/9/2009		
1448	TBD	2009 ITD State Hwy 8 Improvements	2009	ITD	Troy Road Improvements		9/9/2009		
1449	TBD	2009 ITD State Hwy 8 Improvements	2009	ITD	Troy Road Improvements		9/9/2009		
1450	TBD	2009 ITD State Hwy 8 Improvements	2009	ITD	Troy Road Improvements		9/9/2009		
1451	TBD	2009 ITD State Hwy 8 Improvements	2009	ITD	Troy Road Improvements		9/9/2009		
1452	TBD	2009 ITD State Hwy 8 Improvements	2009	ITD	Troy Road Improvements		9/9/2009		
1655	TBD	2009 ITD Hwy 95	2009	ITD			9/9/2009		
1656	TBD	2009 ITD Hwy 95	2009	ITD			9/9/2009		
1657	TBD	2009 ITD Hwy 95	2009	ITD			9/9/2009		
1658	TBD	2009 ITD Hwy 95	2009	ITD			9/9/2009		
1666	TBD	2009 ITD Hwy 95	2009	ITD			9/9/2009		
1393	TBD	Stadium Drive Extension	2010	University	University's Stadium Drive Ext.		9/9/2010		
1394	TBD	Stadium Drive Extension	2010	University	University's Stadium Drive Ext.		9/9/2010		
1606	TBD	Stadium Drive Extension	2010	University	University's Stadium Drive Ext.		9/9/2010		
1607	TBD	Stadium Drive Extension	2010	University	University's Stadium Drive Ext.		9/9/2010		
1644	TBD	Stadium Drive Extension	2010	ITD	University's Stadium Drive Ext.		9/9/2010		
1645	TBD	Stadium Drive Extension	2010	ITD	University's Stadium Drive Ext.		9/9/2010		
1603	TBD	Paradise Creek Restoration	2010	University	University's Creek Reconstruction		9/9/2010		
1604	TBD	Paradise Creek Restoration	2010	University	University's Creek Reconstruction		9/9/2010		
1605	TBD	Paradise Creek Restoration	2010	University	University's Creek Reconstruction		9/9/2010		
1608	TBD	Nelson Ave Approach	2010	ITD			9/9/2010		
1609	TBD	Nelson Ave Approach	2010	ITD			9/9/2010		
1380	Yes	2010 State ADA	2010	ITD			9/9/2010		
1381	Yes	2010 State ADA	2010	ITD			9/9/2010		
1382	Yes	2010 State ADA	2010	ITD			9/9/2010		
1383	Yes	2010 State ADA	2010	ITD			9/9/2010		
1384	Yes	2010 State ADA	2010	ITD			9/9/2010		
1385	Yes	2010 State ADA	2010	ITD			9/9/2010		
1386	Yes	2010 State ADA	2010	ITD			9/9/2010		
1387	Yes	2010 State ADA	2010	ITD		8/1/2006	9/9/2010		351
1388	Yes	2010 State ADA	2010	ITD			9/9/2010		
1389	Yes	2010 State ADA	2010	ITD			9/9/2010		

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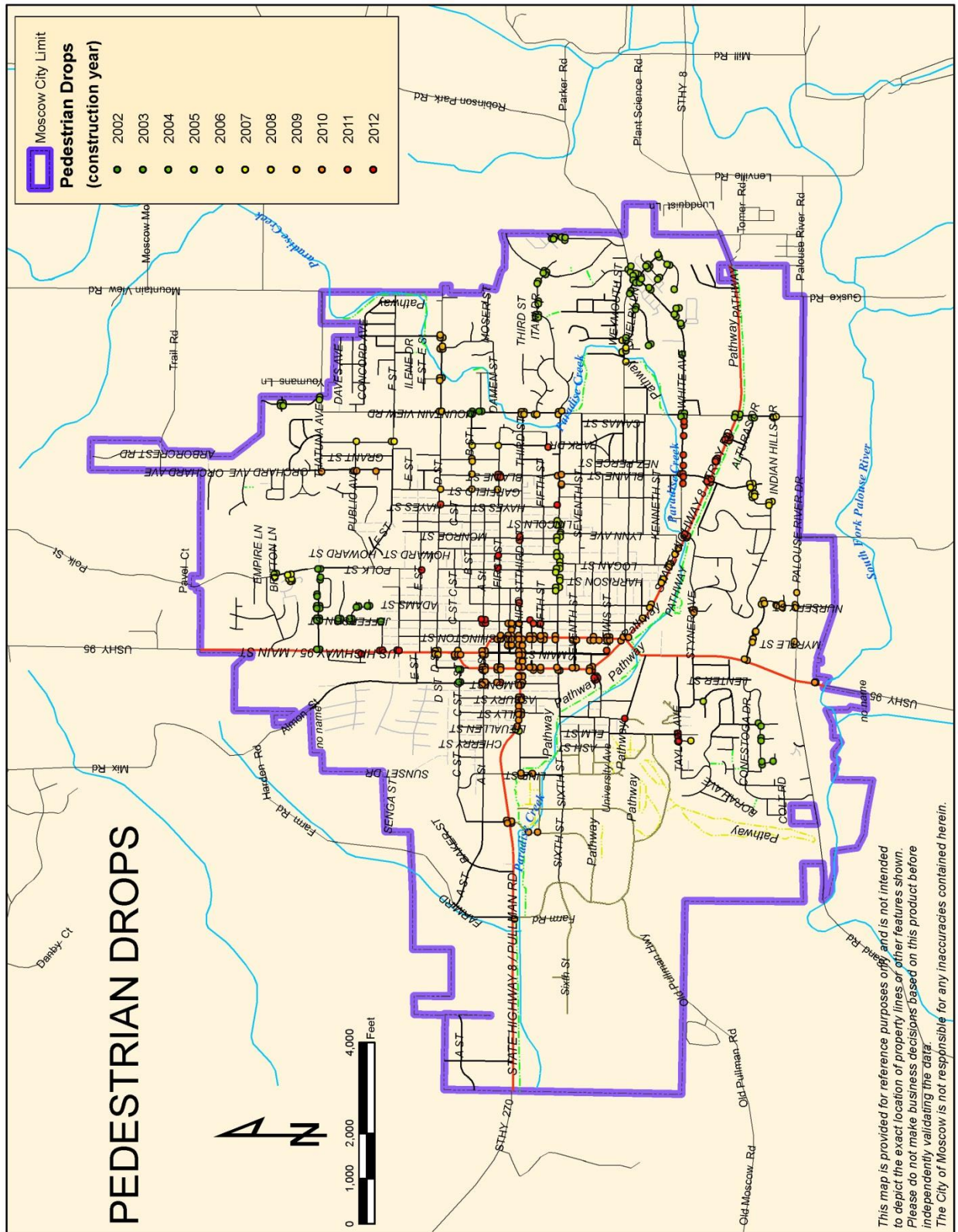
Drop No.	Compliant	Project Name/Location	Const. Year	Owner	Project Description	Eval. Date	Fix Date	Contractor	2006 Survey
1390	Yes	2010 State ADA	2010	ITD			9/9/2010		
1391	Yes	2010 State ADA	2010	ITD			9/9/2010		
1392	Yes	2010 State ADA	2010	ITD		8/1/2006	9/9/2010		337
1664	TBD	2010 State ADA	2010	ITD			9/9/2010		
1665	TBD	2010 State ADA	2010	ITD			9/9/2010		
1667	TBD	2010 State ADA	2010	ITD			9/9/2010		
1668	TBD	2010 State ADA	2010	ITD			9/9/2010		
1669	Yes	2010 State ADA	2010	ITD			9/9/2010		
1670	Yes	2010 State ADA	2010	ITD			9/9/2010		
1671	Yes	2010 State ADA	2010	ITD			9/9/2010		
1672	Yes	2010 State ADA	2010	ITD			9/9/2010		
1673	Yes	2010 State ADA	2010	ITD			9/9/2010		
1674	No	2010 State ADA	2010	ITD			9/9/2010		
1675	Yes	2010 State ADA	2010	ITD			9/9/2010		
1676	Yes	2010 State ADA	2010	ITD			9/9/2010		
1677	Yes	2010 State ADA	2010	ITD			9/9/2010		
1678	Yes	2010 State ADA	2010	ITD			9/9/2010		
1679	Yes	2010 State ADA	2010	ITD			9/9/2010		
1680	Yes	2010 State ADA	2010	ITD			9/9/2010		
1681	Yes	2010 State ADA	2010	ITD			9/9/2010		
1682	Yes	2010 State ADA	2010	ITD			9/9/2010		
1683	No	2010 State ADA	2010	ITD			9/9/2010		
1684	Yes	2010 State ADA	2010	ITD		8/1/2006	9/9/2010		369
1685	No	2010 State ADA	2010	ITD			9/9/2010		
1686	Yes	2010 State ADA	2010	ITD			9/9/2010		
1687	Yes	2010 State ADA	2010	ITD			9/9/2010		
1688	No	2010 State ADA	2010	ITD			9/9/2010		
1689	Yes	2010 State ADA	2010	ITD			9/9/2010		
1690	Yes	2010 State ADA	2010	ITD			9/9/2010		
1691	Yes	2010 State ADA	2010	ITD			9/9/2010		
1692	Yes	2010 State ADA	2010	ITD			9/9/2010		
1693	Yes	2010 State ADA	2010	ITD			9/9/2010		
1694	Yes	2010 State ADA	2010	ITD			9/9/2010		
1695	Yes	2010 State ADA	2010	ITD			9/9/2010		
1696	Yes	2010 State ADA	2010	ITD			9/9/2010		
1697	Yes	2010 State ADA	2010	ITD			9/9/2010		
1698	Yes	2010 State ADA	2010	ITD			9/9/2010		
1699	Yes	2010 State ADA	2010	ITD			9/9/2010		
1700	Yes	2010 State ADA	2010	ITD			9/9/2010		
1701	Yes	2010 State ADA	2010	ITD			9/9/2010		
1702	Yes	2010 State ADA	2010	ITD			9/9/2010		
1703	Yes	2010 State ADA	2010	ITD			9/9/2010		
1704	Yes	2010 State ADA	2010	ITD			9/9/2010		
1705	Yes	2010 State ADA	2010	ITD			9/9/2010		
1706	Yes	2010 State ADA	2010	ITD			9/9/2010		
1707	Yes	2010 State ADA	2010	ITD		8/1/2006	9/9/2010		365
1708	Yes	2010 State ADA	2010	ITD			9/9/2010		
1709	Yes	2010 State ADA	2010	ITD			9/9/2010		
1710	No	2010 State ADA	2010	ITD			9/9/2010		
1711	Yes	2010 State ADA	2010	ITD		8/1/2006	9/9/2010		305
1712	No	2010 State ADA	2010	ITD			9/9/2010		
1713	Yes	2010 State ADA	2010	ITD			9/9/2010		
1714	Yes	2010 State ADA	2010	ITD			9/9/2010		
1715	Yes	2010 State ADA	2010	ITD			9/9/2010		
1716	Yes	2010 State ADA	2010	ITD			9/9/2010		
1717	No	2010 State ADA	2010	ITD			9/9/2010		
1718	Yes	2010 State ADA	2010	ITD		8/1/2006			333
1719	Yes	2010 State ADA	2010	ITD			9/9/2010		
1720	Yes	2010 State ADA	2010	ITD			9/9/2010		
1721	Yes	2010 State ADA	2010	ITD			9/9/2010		
1722	Yes	2010 State ADA	2010	ITD			9/9/2010		
1723	Yes	2010 State ADA	2010	ITD			9/9/2010		

Drop No.	Compliant	Project Name/Location	Const. Year	Owner	Project Description	Eval. Date	Fix Date	Contractor	2006 Survey
1724	Yes	2010 State ADA	2010	ITD			9/9/2010		
1725	No	2010 State ADA	2010	ITD			9/9/2010		
1726	No	2010 State ADA	2010	ITD			9/9/2010		
1727	Yes	2010 State ADA	2010	ITD			9/9/2010		
1728	Yes	2010 State ADA	2010	ITD			9/9/2010		
1729	Yes	2010 State ADA	2010	ITD			9/9/2010		
1730	Yes	2010 State ADA	2010	ITD			9/9/2010		
1731	Yes	2010 State ADA	2010	ITD			9/9/2010		
1732	Yes	2010 State ADA	2010	ITD			9/9/2010		
1733	Yes	2010 State ADA	2010	ITD			9/9/2010		
1734	Yes	2010 State ADA	2010	ITD			9/9/2010		
1735	Yes	2010 State ADA	2010	ITD			9/9/2010		
1736	Yes	2010 State ADA	2010	ITD			9/9/2010		
1737	Yes	2010 State ADA	2010	ITD			9/9/2010		
1738	Yes	2010 State ADA	2010	ITD			9/9/2010		
1739	Yes	2010 State ADA	2010	ITD			9/9/2010		
1740	Yes	2010 State ADA	2010	ITD			9/9/2010		
1741	Yes	2010 State ADA	2010	ITD			9/9/2010		
1742	Yes	2010 State ADA	2010	ITD			9/9/2010		
1743	Yes	2010 State ADA	2010	ITD			9/9/2010		
1744	Yes	2010 State ADA	2010	ITD			9/9/2010		
1745	TBD	2010 State ADA	2010	ITD			9/9/2001		
1440	TBD	2010 City Sidewalk Program	2010	City			9/9/2010		
1441	TBD	2010 City Sidewalk Program	2010	City			9/9/2010		
1442	TBD	2010 City Sidewalk Program	2010	ITD			9/9/2010	City	
1565	TBD	2010 City Sidewalk Program	2010	City			9/9/2010		
1566	TBD	2010 City Sidewalk Program	2010	City			9/9/2010		
1610	TBD	2010 City Sidewalk Program	2010	City			9/9/2010		
1611	TBD	2010 City Sidewalk Program	2010	City		8/1/2006	9/9/2010		301
1612	TBD	2010 City Sidewalk Program	2010	City			9/9/2010		
1646	TBD	2010 City Sidewalk Program	2010	City			9/9/2010		
1659	TBD	2010 City Sidewalk Program	2010	City		8/1/2006	9/9/2010		294
1660	TBD	2010 City Sidewalk Program	2010	City			9/9/2010		
1661	TBD	2010 City Sidewalk Program	2010	City			9/9/2010		
1662	TBD	2010 City Sidewalk Program	2010	City			9/9/2010		
1663	Yes	2010 City Sidewalk Program	2010	ITD			9/9/2010		
1411	TBD	2010 ARRA Phase 1	2010	City	ARRA Ph. I		9/9/2010		
1426	TBD	2010 ARRA Phase 1	2010	City	ARRA Ph. I		9/9/2010		
1427	TBD	2010 ARRA Phase 1	2010	City	ARRA Ph. I		9/9/2010		
1428	TBD	2010 ARRA Phase 1	2010	City	ARRA Ph. I		9/9/2010		
1429	TBD	2010 ARRA Phase 1	2010	City	ARRA Ph. I		9/9/2010		
1647	TBD	2010 ARRA Phase 1	2010	City	ARRA Ph. I		9/9/2010		
1648	TBD	2010 ARRA Phase 1	2010	City	ARRA Ph. I		9/9/2010		
1649	TBD	2010 ARRA Phase 1	2010	City	ARRA Ph. I		9/9/2010		
1652	TBD	2010 ARRA Phase 1	2010	City	ARRA Ph. I	8/1/2006	9/9/2010		293
1653	TBD	2010 ARRA Phase 1	2010	City	ARRA Ph. I		9/9/2010		
1654	TBD	2010 ARRA Phase 1	2010	City	ARRA Ph. I		9/9/2010		
1599	TBD	Blaine Street Reconstruction	2011	City	Blaine Street Reconstruction		9/9/2011		
1600	TBD	Blaine Street Reconstruction	2011	City	Blaine Street Reconstruction		9/9/2011		
1601	TBD	Blaine Street Reconstruction	2011	City	Blaine Street Reconstruction	8/1/2006	9/9/2011		320
1602	TBD	Blaine Street Reconstruction	2011	City	Blaine Street Reconstruction		9/9/2011		
1756	TBD	Blaine Street Reconstruction	2011	City	Blaine Street Reconstruction		9/9/2011		0
1757	TBD	Blaine Street Reconstruction	2011	City	Blaine Street Reconstruction		9/9/2011		0
1758	TBD	Blaine Street Reconstruction	2011	City	Blaine Street Reconstruction		9/9/2011		0
1570	Yes	2011 ITD SH8	2011	ITD			9/9/2011		
1571	No	2011 ITD SH8	2011	ITD			9/9/2011		
1572	Yes	2011 ITD SH8	2011	ITD			9/9/2011		
1573	Yes	2011 ITD SH8	2011	ITD			9/9/2011		
1574	No	2011 ITD SH8	2011	ITD			9/9/2011		
1575	No	2011 ITD SH8	2011	ITD			9/9/2011		
1576	No	2011 ITD SH8	2011	ITD			9/9/2011		
1577	No	2011 ITD SH8	2011	ITD			9/9/2011		
1578	No	2011 ITD SH8	2011	ITD			9/9/2011		
1579	No	2011 ITD SH8	2011	ITD			9/9/2011		

Attachment: ADA Transition Plan (1666 : Resolution Appointing City ADA Coordinator)

Drop No.	Compliant	Project Name/Location	Const. Year	Owner	Project Description	Eval. Date	Fix Date	Contractor	2006 Survey
1580	Yes	2011 ITD SH8	2011	ITD			9/9/2011		
1581	No	2011 ITD SH8	2011	ITD			9/9/2011		
1582	No	2011 ITD SH8	2011	ITD			9/9/2011		
1638	No	2011 ITD SH8	2011	ITD			9/9/2011		
1564	TBD	2011 City Sidewalk Program	2011	City			9/9/2011		
1567	TBD	2011 City Sidewalk Program	2011	City			9/9/2011		
1568	TBD	2011 City Sidewalk Program	2011	City		8/1/2006	9/9/2011		
1569	TBD	2011 City Sidewalk Program	2011	City		8/1/2006	9/9/2011		357
1583	TBD	2011 ARRA Phase II	2011	City		8/1/2006	9/9/2011		346
1584	TBD	2011 ARRA Phase II	2011	City			9/9/2011		
1585	TBD	2011 ARRA Phase II	2011	City	ARRA Ph. II		9/9/2011		
1586	TBD	2011 ARRA Phase II	2011	City		8/1/2006	9/9/2011		323
1587	TBD	2011 ARRA Phase II	2011	City			9/9/2011		
1588	TBD	2011 ARRA Phase II	2011	City			9/9/2011		
1589	TBD	2011 ARRA Phase II	2011	City		8/1/2006	9/9/2011		350
1590	TBD	2011 ARRA Phase II	2011	City			9/9/2011		
1591	TBD	2011 ARRA Phase II	2011	City			9/9/2011		
1592	TBD	2011 ARRA Phase II	2011	City			9/9/2011		
1593	TBD	2011 ARRA Phase II	2011	City			9/9/2011		
1594	TBD	2011 ARRA Phase II	2011	City			9/9/2011		
1595	TBD	2011 ARRA Phase II	2011	City			9/9/2011		
1596	TBD	2011 ARRA Phase II	2011	City			9/9/2011		
1597	TBD	2011 ARRA Phase II	2011	City			9/9/2011		
1598	TBD	2011 ARRA Phase II	2011	City			9/9/2011		
1376	TBD	US 95, Morton to MBS Project	2012	ITD	City Project		9/9/2012	McCalls	
1377	TBD	US 95, Morton to MBS Project	2012	ITD	City Project		9/9/2012	McCalls	
1378	TBD	US 95, Morton to MBS Project	2012	ITD	City Project		9/9/2012	McCalls	
1379	TBD	US 95, Morton to MBS Project	2012	ITD	City Project		9/9/2012	McCalls	
1370	TBD	College Street Reconstruction	2012	City	College Street Reconstruction		9/9/2012	Germer	
1371	TBD	College Street Reconstruction	2012	City	College Street Reconstruction		9/9/2012	Germer	
1372	TBD	College Street Reconstruction	2012	City	College Street Reconstruction		9/9/2012	Germer	
1373	TBD	College Street Reconstruction	2012	City	College Street Reconstruction		9/9/2012	Germer	
1374	TBD	College Street Reconstruction	2012	ITD	College Street Reconstruction		9/9/2012	Germer	
1375	TBD	College Street Reconstruction	2012	ITD	College Street Reconstruction		9/9/2012	Germer	
1368	TBD	Church Property Improvements	2012	City	Private Project	8/1/2006	9/9/2012	Rauch	321
1369	TBD	Church Property Improvements	2012	City	Private Project	8/1/2006	9/9/2012	Rauch	379
1025	TBD	2012 Sidewalk Program	2012	City	2012 Sidewalk Program	8/1/2006	9-9-2012	Knox	345
1132	TBD	2012 Sidewalk Program	2012	City	2012 Sidewalk Program		9/9/2012	Knox	
1133	TBD	2012 Sidewalk Program	2012	City	2012 Sidewalk Program		9/9/2012	Knox	
1134	TBD	2012 Sidewalk Program	2012	ITD	2012 Sidewalk Program		9/9/2012	Knox	
1135	TBD	2012 Sidewalk Program	2012	ITD	2012 Sidewalk Program		9/9/2012	Knox	
1136	TBD	2012 Sidewalk Program	2012	City	2012 Sidewalk Program	8/1/2006	9/9/2012	Knox	326
1137	TBD	2012 Sidewalk Program	2012	City	2012 Sidewalk Program		9/9/2012	Knox	
1138	TBD	2012 Sidewalk Program	2012	City	2012 Sidewalk Program		9/9/2012	Knox	
1139	TBD	2012 Sidewalk Program	2012	City	2012 Sidewalk Program		9/9/2012	Knox	
1140	TBD	2012 Sidewalk Program	2012	City	2012 Sidewalk Program	8/1/2006	9/9/2012	Knox	335
1141	Yes	2012 Sidewalk Program	2012	City	2012 Sidewalk Program		9/9/2012	Knox	
1746	TBD	2012 Sidewalk Program	2012	City	2012 Sidewalk Program		9/9/2012	Knox	
1747	TBD	2012 Sidewalk Program	2012	ITD			9-9-2012	Knox	
1748	TBD	2012 Sidewalk Program	2012	ITD			9-9-2012	Knox	
1749	TBD	2012 Sidewalk Program	2012	City			9-9-2012	Knox	
1750	TBD	2012 Sidewalk Program	2012	City			9-9-2012	Knox	
1751	TBD	2012 Sidewalk Program	2012	City			9-9-2012	Knox	
1752	TBD	2012 Sidewalk Program	2012	City	SAE House		9-9-2012	Knox	
1753	TBD	2012 Sidewalk Program	2012	City			9-9-2012	Knox	
1754	TBD	2012 Sidewalk Program	2012	City			9-9-2012	Knox	
1755	TBD	2012 Sidewalk Program	2012	City			9/9/2012	Knox	

PEDESTRIAN CURB DROPS MAP — COMPLETED 2002–2012



SIDEWALKS, PATHWAYS, AND ADA PEDESTRIAN DROPS UPCOMING PROJECTS — SECURED GRANT FUNDING

Project Location	Project Number	Projected Construction Year	Project Description	Sidewalks Lft.	Pathways Lft.	# of Ped Drops
FY 12/13 ITD - State Highways Pedestrian Ramps		2014	Various Locations	217		11
FY 2014 LHSIP Polk Street (LHTAC)		2015	Rodeo to E, Public to F Streets	1,655		11
FY 13/14 ITD - State Highways Pedestrian Ramps		2014	Various Locations			9
FY 2015 LHSIP 6th Street (LHTAC)		2015	6th Street, Jefferson to Asbury	50		13
A Street		Undetermined	Line Street to Pederson Street	4,222		10
Mountain View Road, Design Funded		2019	Fairgrounds to 6th Street	1,102		4
Moscow Middle School - Safe Routes to School - ITD Community Choices Program		2015-2016	Channelization, Sidewalks, Crosswalks, Roadway Markings	1,100		6
Total Lft. of Sidewalk and # of Ped Drops				8,346		64

Attachment: ADA Transition Plan (1666 : Resolution Appointing City ADA Coordinator)

**SIDEWALKS, PATHWAYS, AND ADA PEDESTRIAN DROPS
UPCOMING PROJECTS — BUDGETED CITY FUNDING**

Project Location	Project Number	Construction Year	Project Description	Sidewalks Lft.	Pathways Lft.	# of Ped Drops
Hatley Way Sidewalk		2014	Planned Construction	256		4

**SIDEWALKS, PATHWAYS, AND ADA PEDESTRIAN DROPS
APPLICATIONS SUBMITTED FOR GRANT FUNDING**

Project Location	Project Number	Construction Year	Project Description	Sidewalks Lft.	Pathways Lft.	# of Ped Drops
FY14-15 ITD State Highways Pedestrian Ramps		2015-2016	Various Locations			9

EXHIBIT F

TRAINING

The City is planning a training program to ensure that City staff is prepared for implementation of the ADA Transition Plan. Consideration will be given to different types of training based upon the level and type of involvement of each City staff member with the ADA Transition Plan implementation. After the initial training, follow-up training will be provided on at least an annual basis.

Training Schedules — To Be Determined

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MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 02/26/2018**Title:** Moscow Farmers Market Handbook**Responsible Staff:** Daniel Stewart

Information

DESCRIPTION: The vendor policy document for upcoming Farmers Market season is reviewed annually and updated as needed. Per the adopted Moscow Farmers Market Strategic Plan, updates to the 2018 season policies has included more robust changes in order to enhance transparency and understanding and to provide vendors with additional information for the reasoning behind policies. Specifically, the goal of the update was to increase the clarity, quality, consensus on and consistency of policies.

The document as presented looks significantly different than documents from previous years due to the addition of information including the mission statement of the Market, core values and philosophies as well as more technical information including definition of terms and updated vending categories.

Notable changes to the document include:

- Development of comprehensive handbook
 - o Grammatical and mechanical edits
- Vendor definitions re-written to be more in-line with industry standards
 - o Vending categories developed, definitions separated from specific requirements and best practices
 - o Best practices moved to introduction of Vending Categories
 - o Specific requirements moved to Appendix 6
- Vendor Fee schedule and payment process updated
- Youth Vending age limit increased from 11 years old to 16 years old

Specific Policy Additions not included in previous versions:

- Prohibition of generators during market operational hours
- Contact information for reference to impending FSMA changes, Appendix 5
- Appendix 6 Jury Process, Site Visits & Specific Requirements

The Moscow Farmers Market Commission has reviewed the updated policy document and recommends approval.

STAFF RECOMMENDATION: Recommend approval of the Moscow Farmers Market 2018 Vendor Handbook.

PROPOSED ACTIONS: Recommend approval of the Moscow Farmers Market 2018 Vendor Handbook or provide staff further direction.

Necessary Resources/Impacts

<Type your fiscal/personnel/miscellaneous impacts here or N/A>

Attachments

Market Policies 2018 Final

MOSCOW FARMERS MARKET

2018 VENDOR HANDBOOK



Attachment: Market Policies 2018 Final (1669 : Moscow Farmers Market Handbook)

City of Moscow
 206 E THIRD STREET | MOSCOW, IDAHO
WWW.CI.MOSCOW.ID.US | 208.883.7132 | FARMERSMARKET@CI.MOSCOW.ID.US



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Moscow Farmers Market Overview

The Moscow Farmers Market has been a treasured and vibrant part of the community since its inception as a small, grassroots gathering over 40-years-ago. It serves to provide locally grown produce and quality wares, as well as bring the community together in ways no other event or service does. Whether Market goes visit to purchase their weekly groceries or simply to enjoy the music and socialize, the experience of the Market promotes a sense of place and helps citizens feel tied to the community. The Moscow Farmers Market is unique in its ability to stay rooted to the original purpose and charm of a local market, while growing and progressing with trends and needs. The variety of stakeholders invested in the Moscow Farmers Market means that each decision can have great impact on our residents, vendors, local business, city staff, and more.

Market Leadership is formed by a collaboration of City of Moscow Staff and The Moscow Farmers Market Commission. City staff manages the operational and regulatory aspects of the Market while the Commission guides the vision and values of the market.

It is the duty of the Commission to suggest ways to promote and improve the Farmers Market, propose and/or review Market policies, keep abreast of trends and opportunities for advancing Market interests, products, standards, and offerings, and to otherwise act in an advisory role to

Moscow Farmers Market Commission Members

Vendor Representatives

Adam Reed, Commission Chair
Produce Vendor Representative

Jeremy Ritter
Specialty Food Vendor Representative

Linda Heath
Crafts Vendor Representative

Community Representatives

Erin Carroll
At-Large Representative

Jamie Hill, Commission Vice-Chair
At-Large Representative

Joann Muneta
At-Large Representative

David Pierce
At-Large Representative

Specialty Representatives

Colette DePhelps
University of Idaho Extension Representative

Jenny Ford
Chamber of Commerce Representative

the Moscow City Council. Commission members are also charged with representing the various constituencies their position represents.

The Commission meets regularly to discuss Market concerns; review and/or propose Market policies; report annually to the City Council; work with City staff to suggest ways to promote and improve the Market; advise City staff as needed; keep abreast of trends and opportunities for advancing Market interests, products, standards, and offerings; and create increased awareness of Market needs and opportunities to insure sustainability and responsible management and growth.

This work is summarized in the Commission's mission statement and core values statements as noted below:

Mission Statement

The Moscow Farmers Market celebrates life on the Palouse by providing the community with the opportunity to buy and sell locally farmed and/or created agricultural products (e.g., crops, meat, cheese, wine, etc.), distinctive handmade goods, artisan pieces and original-recipe cuisine. This venue is meant to encourage and support sustainable economic, social and environmental practices.

Core Values

Access: Providing access to locally grown produce, foods, unique hand-made goods and their producers.

Economic Opportunity: Contributing to the greater Moscow economy with emphasis on assisting local, small, independently owned, and start-up enterprises.

Community: Building community by welcoming all residents and visitors, and providing a safe space and opportunity for community engagement, interaction, entertainment, and cultural enrichment.

Information: Increasing awareness of and providing education about and in support of health and wellness practices, regional agriculture, sustainability, and sound environmental practices.

Moscow Farmers Market Staff

Jen Pfiffner
Assistant City Supervisor

Daniel Stewart
Community Events Manager

Zack Ellis
Videographer/ Sound Technician

Jenine Estlick, AmeriCorps
Volunteer/ Program Coordinator

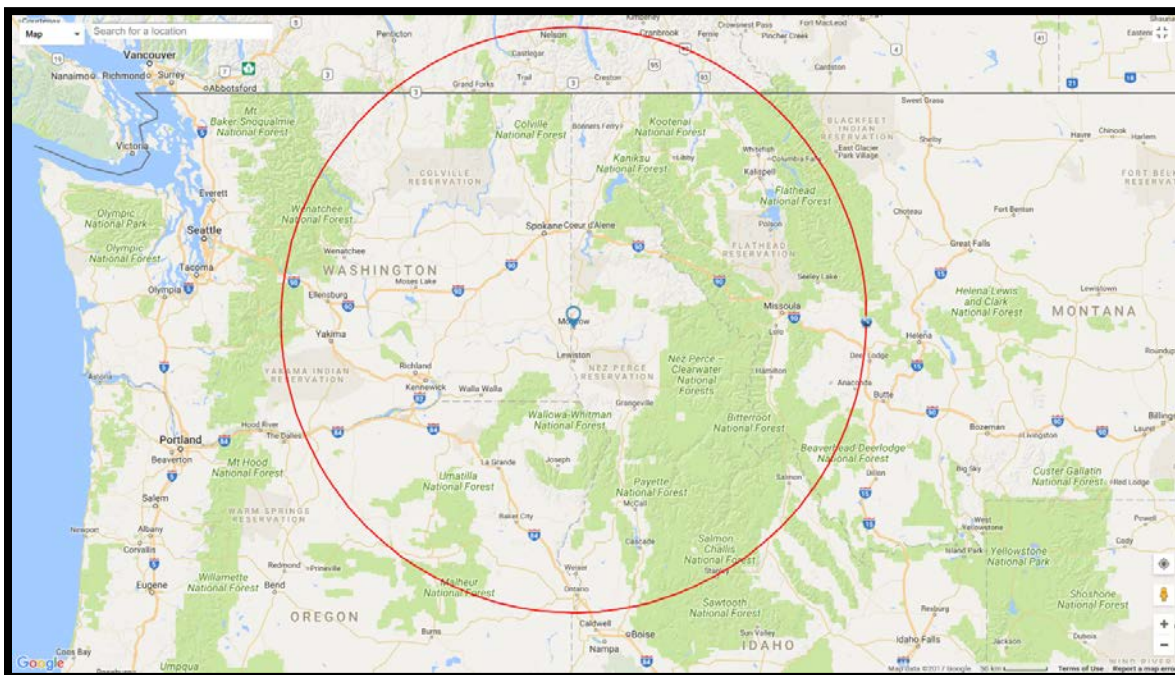
DJ Scallorn
Administrative Assistant

Philosophies

In addition to the mission and core values of the market, there are several important philosophies that have been adopted in order to maintain the integrity of the Market. These concepts have provided operational guidelines for the Market for many years. Each of these items are noted more specifically in the policy section of this Handbook that follow and are highlighted here as well given their importance.

Local Production

All Vendors shall be the grower/ producer and conduct their operation in a location not more than two hundred (200) air miles from City of Moscow, Idaho.



200 AIR MILES FROM THE CITY OF MOSCOW, IDAHO

Product Mix

It is the goal of the Moscow Farmers Market to have fifty percent (50%) of all approved Vendors selling agricultural products.

Vending

Those who participate in selling at the Market must qualify in at least one vending category as defined within this Handbook. All Vendors are approved through either the jury process or site visit as defined in this Handbook (see Appendix 6 – Jury Process & Site Visits) to ensure compliance with Market Policy and Philosophies.

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Definition of Terms

These definitions are included to provide a background for terms used throughout this document.

Agriculture: The science, art, or practice of cultivating the soil, producing crops, and raising livestock and in varying degrees the preparation and marketing of the resulting products.

Approved Vendor: An individual or a group that qualify to participate in selling at the Market in at least one of the listed vending categories, as defined in this Handbook. Agricultural Vendors are approved through an interview and trial period, followed by a site visit. All other Vendors are approved through a jury process as outlined in Appendix 6. These vetting processes are in place to ensure compliance with Market Policy and Philosophies. All Vendors are subject to site visit.



Local: The Moscow Farmers Market recognizes the many possible definitions of this term, for the purposes of Market operation and regulation “local” is defined as follows: *No more than two hundred (200) air miles from the City of Moscow, Idaho.* Please see the visual aid on page iii.

Local Sourcing: The purchase of goods directly from local growers/ producers for use in creating a product for sale at the Moscow Farmers Market.

Product Mix: A range of associated products, strategically collected, that when marketed together, yields larger sales revenue than if they were marketed individually or in isolation from others.

Sustainable Practices: An integrated system of plant and animal production practices that are capable of maintaining their productivity and usefulness to society indefinitely. These systems incorporate the most efficient use of nonrenewable resources and on-farm resources, and where appropriate, natural biological cycles and controls, maintain agricultural productivity, promote economic viability in both the short and long term, and maintain stable rural communities and quality of life.

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Vending Categories

Specific Requirements for each of these categories can be found in more depth in Appendix 6.

In efforts to support regional agriculture and small business, The Moscow Farmers Market encourages all Vendors to utilize local sourcing that is direct from producer, whenever possible. The Market strongly encourages hygienic and sustainable practices in the planting, growing, cultivating, harvesting, transporting, and offering of such items for sale. All processed foods must be made in accordance with relevant State of Idaho regulations. Commercial kitchens must be used to prepare certain foods, as required by relevant State Codes. Copies of all relevant 3rd party, city, state, and/ or federal licenses, certifications and/ or permits required are to be submitted prior to vending. It is the responsibility of the Vendor to know and understand what regulations may apply to their operation.

Agriculture Vendors

Fresh Produce and Nursery Vendors: Market Vendors who grow or produce the fresh produce, herbs, grains, fruits, vegetables, cut flowers, potted plants, and other plants, seeds, shrubs, raw nuts, tree and vine starts they bring to the Market.

Meat / Poultry Vendors: Market Vendors with the majority of products sold being Meat / Poultry products such as cuts of meat and “off the hoof” sales and byproducts such as milk, eggs, etc.

Apiarist Vendors: Market Vendors who are bee keepers and the majority of products sold are the honey, honeycomb, and wax from their hives.

Value-Added: Market Vendors who produce the majority of supplies or ingredients for their processed goods and/or foods including fibers, wood products, preserves, jams, jellies, ciders, beer, wine, syrups, salsas, smoked meats, cheeses, dried fruits and herbs, flours, oils, etc. The significant constituents of the product must be grown or raised on the producer’s farm, ranch or market garden and subsequently processed by the grower.

Forager Vendors: Market Vendors who sell qualified items harvested from the wild.

Non-Agriculture Vendors

Prepared Food

Processed Foods Market Vendors who process foods including preserves, jams, jellies, ciders, beer, wine, syrups, salsas, smoked meats, cheeses, dried fruits and herbs, flours, oils, roasted nuts etc. with all such ingredients *not* grown or raised by the producer. These products are not intended for immediate consumption.

Ready to Eat Foods. The majority of products sold at the Market are ready-to-eat foods that are made on-site Market day or prepared in advance and served on Market day with the intent of immediate consumption.

Craft and/or Artisan

Craft/Artisan products must be hand-crafted/ designed by the Vendor. Craft/Artisan Vendors are not allowed to carry items made by others unless it is a part of the product design as a whole i.e. *a ceramic honey pot and wooden honey dipper, pendant and chain, etc.*

Craft/Artisan items must be the product of a home or cottage-type industry using an intermediate type technology rather than industrial-type production.

To be considered “hand-crafted,” the item must show evidence of manual skills obtainable only through a significant period of experience and dedication of one’s own design and making – this includes but is not limited to:

Fine Arts such as painting, drawings, sculpture, pottery, ceramics, etc.

Heritage Arts such as basket-making, soap-making (known as cosmetics see below), candle-making, woodworking, blacksmithing, knitting, crocheting, etc.

Cosmetics are considered crafts and include creams, lotions, shampoos, and some soap products. Cosmetics must be in compliance with the Federal Food, Drug, and Cosmetic Act, the Fair Packaging and Labeling Act, and must follow rules set by the FDA. Soap products consisting primarily of alkali salts and of fatty acids and which make no label claim (other than the cleansing of the human body) are not considered cosmetics for purposes of these Market policies, but can still be available for sale as craft.

Decorative Arts for self, home and garden, such as jewelry, birdhouses, furniture from recycled materials, mosaics, stained-glass items, lawn sculpture, photography etc.

Examples of unacceptable items would be, but not limited to tracings, paint by number, wood or metal product using duplicating machines, kits in any form, and any other items which clearly do not reflect originality of design as determined by the jury process or Farmers Market Manager.

Youth Vendors

The Market encourages and supports early entrepreneurial interest of farming, gardening, crafts, and food preparation. The general rules of the Market apply to the Youth Market (e.g., complete registration forms, pay appropriate fee(s) as determined by City Council; produce must be grown, cultivated, and harvested by the youth; crafts must be made by the youth; and all items must be pre-approved by the Market Manager).

- Youth must be younger than seventeen (17) years of age to participate in the Market as a Youth Vendor.
- Youth under the age of 14 must be supervised by an adult at all times during the Market.
- Youth Vendors will be limited to groups of no more than three (3) youth participants per group.
- Youth Vendors need to request Market space by the Friday prior to Market day.

Performance Vendors (Busker)

Any person or group of persons who plays musical instruments, sings, dances, speaks, offers face painting, balloon tying, or otherwise provides entertainment in the Market, other than in designated Vendor spaces. Performance Vendors may seek tips or donations for such performances. Commercial vending of products is not considered a “performance” and, as such, does not qualify as “performers” under Market Policy. The Market reserves the right to designate locations for these activities.

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Table of Policies

Market Policies shall apply to the Moscow Farmers Market and its Vendors. These Policies have been developed by the Farmers Market Commission, with City Staff and community input and have been reviewed and approved by the City Council.

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Market Operating Policies

1. **Market Location.** The Market is located generally on Main Street south of Third Street and north of Sixth Street in downtown Moscow, and east of Main Street on the 4th Street right-of-way (west) of the cul-de-sac, east on 5th Street from Main Street to the alley, and Friendship Square, unless temporarily located or extended elsewhere when found to be in the best interest of the City. *Most generally, the market moves off Main Street for University of Idaho's Homecoming Parade.* See Appendix I (Moscow Farmers Market Map & Boundaries).
2. **Vendor Production and Location Rule.** All Vendors shall be the grower/ producer and conduct their operation in a location not more than two hundred (200) air miles from the City of Moscow, Idaho.
3. **Market Schedule**
 - a. Market Season is every Saturday in the months of May through October, annually.
 - b. Market sales occur between the hours of 8:00 a.m. and 1:00 p.m.
 - c. Main Street will be closed by City of Moscow Staff beginning at 5:00 a.m. and re-opened by 2:00p.m. by City of Moscow Staff.
 - d. The City of Moscow Police Department will have any non-market related vehicles removed from Main Street by 5:00 a.m.
4. **Becoming a Market Vendor**
 - a. Vending at the Moscow Farmers Market for new participants or those who have been absent from market for two or more consecutive seasons requires an approval process followed by registration. These processes are specific for different vending categories. To become an approved Vendor at the Moscow Farmers Market please follow the steps outlined in Appendix 6.
 - b. Returning Vendors will need to register for the upcoming season and submit relevant required documents as indicated in Appendix 6.
5. **Market Vendor Space**
 - a. Most Market Vendor spaces will be marked as an eleven foot by fifteen foot (11' x 15') space. A Market Vendor's business must be conducted within Market Vendor's assigned space. Market Vendors may not extend beyond the limits of the assigned space or into the pedestrian area at the entrance of the Market Vendor space unless specifically authorized by Market Management. Canopies and umbrellas cannot extend outside a Market Vendor space. Requests for additional adjacent Market Vendor space will be granted at the discretion of Market Manager, where possible. The Moscow Fire Department conducts unscheduled inspections for compliance with relevant safety regulations throughout the Market Season to assure public safety and emergency vehicle accessibility. Market Vendors who use tents must comply with Fire Department safety regulations. See Appendix 3.
 - b. The Market recognizes the value of Vendors maintaining a consistent location for the development of a healthy customer base. Without compromising quality, preference will be given to the most local grower / producer when space becomes available.

Vending space allocation is decided at the discretion of the Market Manager and based on the level of commitment chosen by the Vendor as defined in the fee schedule (see Appendix 2), historical occupation and availability as it pertains to Market Product Mix. Vendors that have consistently occupied a specific space(s) in Market during the previous Market Season and purchase the Tier 3 vending package for the upcoming market season will be given the opportunity to remain in that same location for the duration of that market season. Agricultural based Vendors whose product readiness is determined by the growing seasons will be given special consideration by Market Management on a case by case basis.

- c. Use of a Market Vendor space for purposes other than those outlined in this Handbook is prohibited, unless specifically authorized.
 - d. Any proposal by Market Vendors to share a Vendor space must be approved by the Market Manager.
 - e. The City reserves the right to make the final decision on vending space and Tier package allocation based upon Overall Market and Market Product Mix needs.
6. **Market Fee Packages.** Vendor fees for the Moscow Farmers Market are adopted annually by the City Council by resolution. Fees for the current season include an annual registration fee, a daily per booth fee, and any additional optional fees as outlined in Appendix 2 – Moscow Farmers Market Fees.
- a. Three different Tiers allow for Vendors to self-select their level of participation in the Market. Each Tier offers different benefits and levels of flexibility (listed below). The Vendor chooses the preferred Tier based on the number of Markets they plan to attend during a Market Season. Packages are non-transferrable and non-refundable. *Please note - peak season occurs late June through the end of September, space for Tier 1 & 2 remains available on a limited basis and may be located on 5th Street.*
 - Tier-3/Season Vendor
 - Vendor chooses to attend between 18 to 26 consecutive Market days
 - Highest registration fee
 - Lowest daily per booth fee
 - Provides full season option
 - Guaranteed same location at each Market
 - Tier-2
 - Vendor chooses to attend between 9 to 17 Markets
 - Mid-Range registration & daily fees
 - Same location as available
 - Tier-1
 - Vendor chooses to attend between 1 to 8 Markets
 - Lowest registration fee
 - Highest daily per booth fee
 - No guaranteed same location at each Market

- b. Registration will open annually in March with notice sent to all Vendors.
 - c. Additional Market days may be added throughout the season by contacting the Market Manager by the Tuesday 5 p.m. prior to the Market day to be added.
 - d. Vendors may request additional Market days or cancel planned Market attendance resulting in more or fewer days than their selected Tier. Tiers cannot be changed during the months which Market occurs.
 - Tier 1 & 2 packages are required to pay the registration fee at the time of registration. Daily fees need to be paid in full by 5p.m. the Thursday prior to the requested market day. Accepted forms of payment are cash, credit/debit card, or check. Failure to submit payment will result in cancelation of the Vendor's Market Space request for that week.
 - All Tier 3 package Fees are due at the time of registration and include the applicable annual registration fee and the combined daily booth space fees for the minimum number of consecutive days the Vendor plans to attend Market in addition to any requested amenities.
 - e. Any Vendor scheduled for a Market that will not be able to attend is required to notify the Market Manager in person, by phone, or email on or before the Friday before the Market day that will be missed. Market Vendors who do not notify the Market Manager of their absence will be in violation of policy and subject to penalties as provided in the Policy Violations section of these policies. Refunds are not provided for days canceled or missed.
7. **Regulation of Certain Activities during Market Operations.** Because it is important for the continuing success of the Market to preserve its character and appearance and because the Market was established and remains primarily a local growers Market, certain activities that otherwise occur during non-Market hours are regulated in the public right-of-way during the Market hours as follows:
- a. **"Cart" Vendors.** Vendors who are licensed pursuant to Moscow City Code Title 9, Chapter 11 shall not be allowed in the Market Location during Market hours unless they qualify as a current authorized Farmers Market Vendor, independently of their Vending license. See M.C.C. § 9-11-13.
 - b. **Licensed Sidewalk Cafes.** The possessor of a current, valid sidewalk café license from the City may operate a sidewalk café in the Market during Market hours pursuant to regulations contained within Moscow City Code Title 9, Chapter 12. Council recognizes and reaffirms that the purpose of the sidewalk café license is to allow the contiguous storefront restaurant to extend its typical and customary service into the portion of the public right-of-way shown in the license. Independent contractors, sub-contractors, sub-lessees, agents, or others who are not part of the day-to-day business of the contiguous restaurant owner shall not be allowed to sell or promote in the Market, unless they otherwise qualify as a Farmers Market Vendor

and meet all of the Farmers Market Vendor's requirements in this Policy. See, M.C.C. § 9-12-6(B).

- c. **Downtown Businesses Other Than Sidewalk Cafes.** Downtown businesses may continue their operations during Market hours. The areas in the Market that are contiguous with non-retail business(es) or business(es) that are closed during Market hours are not to be used for the display or sale or promotion of produce, products, goods or services by such business(es) or by any person or group other than as specifically authorized by the Council or by this Policy. Sales, promotions tables, and displays placed contiguous with the front of downtown business(es) are allowed as long as those sales or displays are an extension of what is available for sale or promotion by and within the contiguous business and such sales or promotions are carried out by the owners or their employees. No activity which directly interferes with or competes with Market and/or its Vendors shall be allowed within the public right-of-way during Market hours unless that activity occurs by and within the contiguous business on a day-to-day basis as an integral part of such business. Independent contractors, sub-contractors, sub-lessees, agents, or others who are not part of the day-to-day business of the contiguous owner shall not be allowed to sell or promote in the Market unless they otherwise qualify as a Farmers Market Vendor and meet all of the Farmers Market Vendor's requirements in this Policy. Sales tables, clothes racks, free-standing displays, etc., shall be placed contiguous with the storefront in a manner that allows the preservation of an unobstructed pedestrian access on the sidewalk of not less than four contiguous feet (4') and as approved by the City Fire Marshall.
- d. **Universities, Colleges or Other Educational Institutions Participation in Farmers Market.** Universities, colleges, or other educational institutional departments and retail outlets are not allowed to apply as Market Vendors. Student organizations, if qualified, may participate as Vendors.
- e. **First Amendment Activities.** Because of the importance the City places on First Amendment rights and activities, the Council has adopted specific regulations relative to downtown First Amendment activities during Farmers Market hours. The City has established reasonable time, place, and manner restrictions and has designated Friendship Square as the location for such activities in the downtown area during Farmers Market hours. See Resolution No. 2012-12. No separate, additional, or expanded First Amendment activities shall be allowed within the Market during Market hours, unless specifically authorized by Council or required by the United States or Idaho Constitutions.
- f. **Smoking.** Smoking is prohibited within the boundaries of the Farmers Market during the hours of operation and through the duration of the Farmers Market season, the first Saturday in May through and including the last Saturday in October. Resolution No. 2015-16, .
- g. **Animals Prohibited in the Market.** Only ADA Service Animals, as defined in the Americans with Disabilities Act 2014 final regulations, main thoroughfare of the Moscow Farmers Market (as shown in Appendix 1). Resolution No. 2015-02.

Vendor Operating Policies

1. **Market Vendor Requirements.** Those who participate in selling at the Market must be an approved Vendor of at least one vending category as defined within this Handbook and as approved through a jury process or site visit as outlined in Appendix 6.
2. **Hawking.** Hawking (to offer for sale by calling aloud in public) is prohibited.
3. **Sale and Distribution of Non-Approved Items.** The sale of non-approved items (such as canned or bottled water and soda etc.) is prohibited. The Market Manager has the authority to stop the sale of any non-approved item(s). Distribution by Vendors of literature, information or signage not related to Vendor's products or services is prohibited.
4. **Cleanliness & Waste Management.** All Vendors must minimize container waste. Market Vendors are responsible for the set-up, clean-up and safe operation of their Market booth space. State and local health and safety requirements, particularly those in the food area of the Market, will be enforced by the Market Manager and/or the Health Department. Market Vendors should have their own receptacles/bags to manage waste, then must take with them at the end of the Market day. Failure by a Market Vendor to remove waste will result in violation of Market policies and subject to penalties as stated in Appendix 4. The waste receptacles in the Market are for use by Market customers and should not be used by Market Vendors for waste at the end of the Market day. The dumpsters in the Jackson Lot are privately owned and are not for Market use. Vendors are required, when applicable, by Idaho State law to deposit grey water waste in the receptacle provided at the Market. No grey water or other waste water, fat, grease, oil, or other liquid shall be placed in the gutter or in a City storm-water catch basin or other City water collection system. Note: the City will provide grey water dump stations for use by Vendors. Vendors must take with them their non grey water waste at the end of Market day.
5. **Generators.** In efforts to minimize noise and exhaust pollution, generators may not be in use during Market operational hours (5:00 a.m. – 2:00 p.m.)
6. **Decorum / Etiquette.** The Market requires and expects considerate, polite, common sense and friendly cooperation among all Market Vendors and towards other Market participants, and patrons. Market Vendors shall respect the authority of the Market Manager and Staff. Vendors shall respect the rights of the other Vendors, participants, and patrons. If a Market Vendor feels that he or she is being treated unfairly or in an unprofessional manner by the Market Manager, such a complaint shall be made only to the Assistant City Supervisor.
7. **Participation in Market Promotion.** All Vendors give permission to the City to release the Market Vendor's contact information (name, business name, address, and phone numbers) to requesting patrons and other organizations. This is intended for resource to the public in need of contacting a Vendor, promotional purposes and for publication by print

media, video, or motion picture. Participation in the Market acts as a grant of permission to the City to use photographs and other images of Market Vendors for promotional purposes without compensation.

8. **Signage.** All Market Vendors must post clear signage identifying Vendor's business and City/State of operation during sales period of the Market (8a.m. - 1p.m.). Vendors subject to signage requirements as listed under any Federal, State or City regulation, must comply.
9. **Pricing.** Market Vendors shall post clearly visible pricing for each item.
10. **Packaging and Labeling.** The Market encourages the use of recyclable packaging, Styrofoam packaging is not permitted. All packaged food products (e.g., jams, jellies, salsa, nuts, etc.) must be labeled. Labels must include the Market Vendor's name; Market Vendor's address; ingredients listed in order of volume (most to least); and potential allergenic ingredients. Market Vendor's phone number on the label is recommended.
11. **Annual Gross Sales Reporting.** All Market Vendors are required to report their Annual Gross Sales by November 15th, immediately following the current Farmers Market Season, utilizing the online management software they register with. Failure of Market Vendors to report Annual Gross Sales, as required under this Policy, will result in said Vendor being disqualified to participate in the following Market Season. This information will kept confidential and be used for future grant proposals and economic impact data collection.
12. **Idaho Sales Tax Reporting.** Market Vendors must complete an Idaho Sales Tax Form ST-124 as required by the Idaho State Tax Commission. If you have questions, contact the Department of Revenue and Taxation, Idaho State Tax Commission (208) 799 3491. The State Tax Commission reserves the right to perform unscheduled inspections for tax compliance throughout the Market Season. All Market Vendors are required by law to have a copy of Form ST-124 in their Vendor space at all times.
13. **Agreement to Hold Harmless, Defend, and Indemnify.** In order to participate in the Market, all Vendor shall sign agreement that holds the City harmless for any and all actions or inactions of every Market Vendor or person associated with such Market Vendor and that agrees to defend and indemnify the City for any claim filed against the City related to any and all activities which are associated with the Market Vendor, the Market, or the Market Vendor's business.
14. **Permits and Licenses.** All Vendors shall provide, at the time of application, current copies of any permits and licenses applicable and necessary for the sale of their products. Specific requirements related to the Fire Department, sampling, and other common permits, can be found in Appendix 3 – Fire Inspection Requirements and Appendix 5 – Permits, Resources & Contacts.
15. **Certifications.** All Market Vendors presenting products as 3rd party certified, such as organic or certified naturally grown, etc. shall include the authorized certification form with their Market Vendor application, unless otherwise exempt under Idaho Code. Certification will be checked for compliance by the State that granted certification. Certification shall be posted in the Market Vendor's space at all times. Vendors not in compliance may

constitute a violation of policy. They will be required to remove signage stating the certification(s) and may be subject to the terms of policy violation. The See Appendix 5 – Resources & Contacts for contact information to learn more about organic certification.

16. **Annual Vendor Orientation.** Vendors are required to attend the mandatory annual Market orientation meeting prior to start of Market Season, at date and time set by the Market Manager.
17. **Approved Market Vendor Substitution.** Only Tier 3 Market Vendors will be allowed to have a substitute of their choice operate their business for up to two (2) Market days per Market Season with the approval of the Market Manager. Notification of Vendors absence and contact information for the substitute must be provided prior to the market to be missed.
18. **Non-Attendance.** Market Vendors are required to call or email the Market Manager on or before the Friday before the Market day that will be missed. If illness or emergency forces non-attendance, the Market Vendor must contact the Market Manager as soon as they are able (see appendix 5). Market Vendors who do not notify the Market Manager of their imminent absence will be in violation of policy and subject to penalties as provided in the Policy Violations section of these policies.
19. **Setup.** Vendors are to utilize 5th Street as the entrance, pull into their space, unload their items to the sidewalk, exit via 3rd street or 6th street, park their vehicle a minimum 2 city blocks away from the Market (parking is available at Moscow City Hall). Vendors can then return to their space to begin setting up for the Market. Large vehicles and trailers should arrive early to allow sufficient time for unloading during setup. Vendors must allow for traffic flow and may not block the main thoroughfare. 5th Street will be closed to all vehicles at 7:15 a.m. Market Vendors must be in their assigned Market Vendor space and be unloaded by 7:30 a.m. on Market day. If not in compliance, the assigned Market Vendor space may be forfeited. All vehicles must be off Main Street by 7:30 a.m., unless otherwise specifically allowed by the Market Manager. Vendor parking is available in the City Hall lot and the adjacent Jefferson lot. All tents must be placed as close to the adjacent curb as is physically possible, unless specifically authorized by the Market Manager. Reference appendix 3 for setup safety requirements.
20. **Take-Down.** Market Vendors may stay in their Market Vendor's space until 1:00 p.m. The City requires that the Market Location be completely vacated by the Market and its Market Vendors by 2:00 p.m., ensuring that the Market Location and parking can be available to the public. Market Vendors should use extreme caution when exiting. Market Vendors requiring early departure must inform the Market Manager of plans for early departure and must carry goods, supplies and equipment out of the Market Location without using a vehicle. No vehicle may enter or leave the Market Location until after 1:00 p.m. unless directed to do so by the Market Manager, a peace officer, or an emergency services provider in the course of their employment. Vendors must begin disassembling their booth to the sidewalk by no later than 1:00 p.m. once readied for loading, Vendors may then retrieve their vehicle. Vendors must allow for traffic flow and may not block the main

thoroughfare. Vendors with large vehicles and trailers are encouraged to allow their neighbors to vacate prior to loading their vehicle in order to keep traffic flow as open as possible. Vendors may continue loading their items from the sidewalk after 2:00 p.m. if their vehicle is off Main Street, in the parking stall, and facing the direction of traffic flow.

21. **Vendor Space Walk-Through.** All Vendors are subject to a Market space walk-through by the Market Manager and/or members of the Farmers Market Commission. The purpose of the on-site walk-through is to ensure all Vendors are current on required permits and licenses and also to inspect the Vendor's goods and operations. Vendors will be notified of any policy and/or procedure violations and will be required to correct any violation as directed by the Market Manager. Failure to allow an on-site walk-through is grounds to revoke Vendor's ability to participate in Moscow Farmers Market.

22. **Resale Produce.**

- a. No wholesale or resale products of any kind are allowed except for the following: if approved in advance by the Market Manager, Produce Vendors may resell blueberries and/or asparagus grown within two hundred (200) air miles from the City of Moscow, Idaho. The Market Manager has discretion for Vendors to provide for resale of blueberries and/or asparagus grown outside two hundred (200) air miles from the City of Moscow, Idaho. Such Vendors must display a sign which will be provided by the City stating they are authorized to resell these items and the name and location of the farm where the items are obtained. Farms supplying blueberries and asparagus will be held to the same site visits, standards, and guidelines as current Produce Vendors.
- b. With some exceptions, the sale, sampling, tasting or give-away of resale items at the Market is prohibited. This includes bulbs, plants, and produce not specifically grown at the time and expense of the Market Vendor.

Policy Violations

The purpose of penalties imposed upon those who do not conform to Market Policies is to encourage communication between Market Vendor(s) and Market Management to correct the action so that the Market Vendor, where possible, can continue to sell goods within the Market. Penalties are cumulative whether the same policy has been violated multiple times or multiple policies violated multiple times. Nothing related to Farmers Market penalties shall affect, in any way, other laws and/or regulations with which Market Vendors must comply (e.g., health, tax, police, fire, etc.). Upon receipt of any penalty, the Market Vendor shall be required to communicate with the Market Management in order to discuss the action which made the basis of the penalty and consider ways to change that complies with the Market Policies.

Note: No Market Vendor will be allowed to participate in the Market after receiving any penalty until after the Market Vendor communicates with the Market Management. Where the Market Vendor believes the penalty imposed is based upon inaccurate or incomplete information or would constitute an unfair action if imposed, the Vendor may use the appeals process listed on the following page.

- A written explanation of any discipline of a Market Vendor for failure to abide by Market rules shall be given to the Market Vendor by the Market Manager within a reasonable timeframe of the action or report of the action. (Appendix 4 – Moscow Farmers Market Notice of Policy Violation).
- Upon receipt of the written explanation, the Market Vendor will be provided an opportunity to be heard by the Farmers Market Commission orally or in writing before any expulsion or termination from the Market

Consequences of the Penalty

- **First Penalty.** A verbal and written warning shall be given to the Market Vendor and Market Vendor shall meet with the Market Manager to review the deviation from Market Policies and to discuss a change in behavior to avoid further deviations
- **Second Penalty.** Prohibition of the Market Vendor from selling goods for at least one (1) Market day (commonly the Market day immediately following receipt of the Second Penalty).
- **Third Penalty.** Prohibition from participating in the Market for the remainder of the Market Season. The Market Vendor must discuss actions and correction plan with The Moscow Farmers Market Commission for approval to return to any future season.

Appeals Process

If Vendor has been found in violation of Farmers Market Policies by the Market Manager, said Vendor may appeal the Market Manager's decision to the Assistant City Supervisor by filing a written contest containing a detailed statement of the alleged violation and a detailed reasoned statement as to why the subject of the violation did not violate the Farmers Market Policies.

Any aggrieved Vendor who has been penalized for an alleged violation of the Farmers Market Policies by Market Manager and/or Assistant City Supervisor may appeal the decision within five (5) business days of violation as follows:

Any decision on the appeal will be rendered within five (5) business days. Vendor can only appeal the alleged violation one (1) time, and the decision rendered by the Market Manager or Assistant City Supervisor shall be final.

Effective Date & Enforcement

These policies shall be effective upon approval by the Moscow City Council.

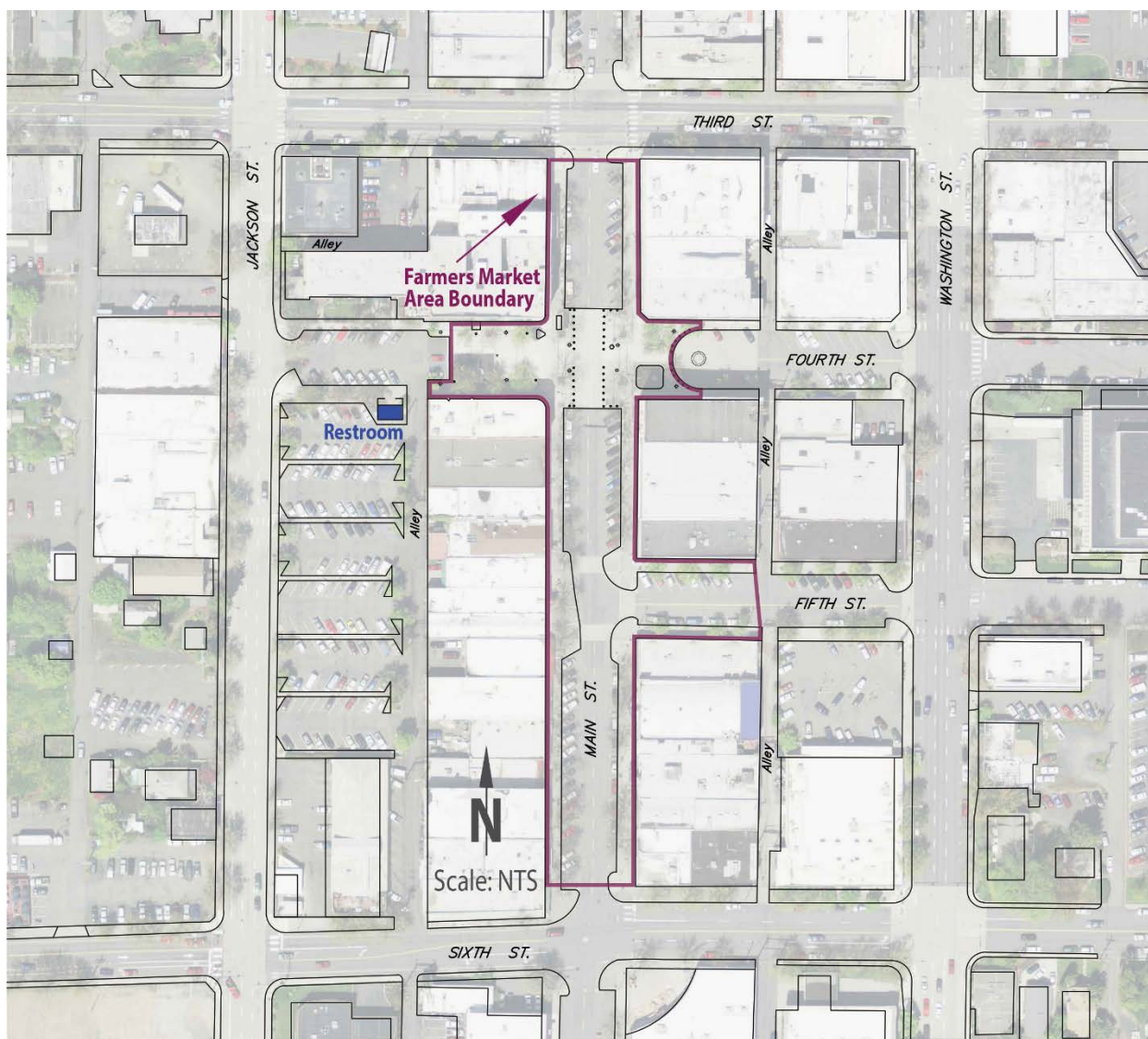
The City of Moscow Farmers Market (“Market”) Policies will be enforced by the on-site Market Manager and/or in consultation with the Assistant City Supervisor, depending on circumstances. Market Vendors are expected to be selling their own wares (produce and products) and to be in attendance at all times, except in emergency situations. All Market Vendors agree to abide by Market Policies upon signing the Market application form. All Market Vendors will be evaluated for compliance with Market Policies. Failure of Market Vendors to follow Market Policies will result in actions set out in Appendix 4.

Because the Market is located entirely on public right-of-way or City controlled property, the City reserves its right to regulate activities which occur within such public property.

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Appendices

Appendix 1 – Moscow Farmers Market Map & Boundaries



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Appendix 2 – Moscow Farmers Market Vendor Fees

Fees	Tier – 1 (1 – 8 Market Days)	Tier – 2 (9 – 17 Market Days)	Tier – 3/Season (18 – 26 days)
Annual Registration Fee	\$15	\$50	\$125
Daily Full Booth Space Fee 11' x 15'	\$30	\$20	\$15
Daily Shared Booth Space 5' x 15'	\$15	\$12	\$9
Daily Table Space 3' x 3'	\$10	\$8	\$6
Daily Electricity <i>Limited outlets, 16 amp max</i>	\$10	\$10	\$10
Daily Truck Parking	\$25	\$20	\$15
Daily Corner Space	\$5	\$5	\$5
Daily Youth Vendor	\$6	\$6	\$6
Daily Performance Art	\$7	\$7	\$7

Fee Schedule Worksheet

Fee Applied	\$ Dollar Amount	Number of times applied	Subtotal
Annual Registration		X 1	=
Daily Booth Fee		X	=
Additional Amenities		X	=

Season Total _____

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Appendix 3 – Fire Inspection Requirements

MOSCOW VOLUNTEER FIRE DEPARTMENT INSPECTION REQUIREMENTS

The following items will be inspected by the Moscow Fire Department on an irregular basis. Each Market Vendor must follow all requirements at all times.

1. Fire Extinguishers
 - a. A minimum of one (1) five pound (5 lb.) ABC type portable fire extinguisher is required for each Vendor with any type of cooking device or warming plate.
 - b. A class K rated portable extinguisher is required for deep-vat fry cooking equipment involving vegetable or animal oils and fats.
2. Portable Cooking devices
 - a. Each Vendor with a cooking device under a canopy or tent shall provide the Moscow Fire Department with a certificate executed by an approved testing laboratory certifying that the canopy or tent is composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701.
 - b. No combustible material shall be within five feet (5') of any cooking device.
 - c. If the portable cooking device has a smoke stack the stack shall be a minimum of five feet (5') from any combustible material.
 - d. All compressed gas cylinders shall be secured by an approved method, including chained to a stable structure or item, to prevent tipping-over and damaging its stem and/or regulator.
3. Electrical cords.
 - a. All electrical cords shall be U/L Approved.
 - b. All electrical cords shall be covered to prevent a tripping hazard.
4. Fire Lanes
A minimum fire lane of twenty five feet (25') shall be maintained at all times
5. Vendor Tents.
 - a. All tents, umbrellas or coverings are required to be weighted to prevent blow down. Each canopy leg must have no less than twenty four pounds (24 lbs.) anchoring. Weights should be secured in a manner that does not create its own safety hazard or cause a tripping hazard. The weights should: be tethered with lines that are clearly visible, have soft edges (to avoid causing cuts and scrapes), be securely attached, and be on the ground (and not above people's heads).
 - b. Tent poles in walkways shall have red or florescent tape applied in order to prevent tripping hazards.

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Appendix 4 – Moscow Farmers Market Notice of Penalty

CITY OF MOSCOW, IDAHO FARMERS MARKET NOTICE OF PENALTY			
☐ 1 st Penalty	☐ 2 nd Penalty	☐ 3 rd Penalty	Date of Penalty: _____
Vendor: _____		Date of Notice to Vendor: _____	
Explanation of Infraction (reference to specific Farmers Market Policy): _____ _____ _____ _____ _____ _____			
Vendor's response/explanation (optional): _____ _____ _____ _____ _____ _____ _____			
USE REVERSE OR OTHER PAPER IF NECESSARY			

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Appendix 5 – Permits, Resources, & Contacts

CONTACT INFORMATION – PERMITS AND LICENSING RESOURCES

Food & Drug Administration (FDA) Food Safety Modernization Act (FMSA) Preventative Controls in Human Food Rule – Value-added projects and processed products made on-farm and in licensed commercial kitchens

<https://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/ucm525201.htm>

Public Health – Idaho North Central District

333 East Palouse River Drive
Moscow, ID 83843
(208) 882-7506 OR (208) 799-3100
<https://www.latah.id.us/ncdhd/>

Idaho State Seed Lab (ISDA) Seeds

2240 Kellogg Lane
Boise, ID 83712
(208) 332-8630
www.agri.idaho.gov

Idaho State Tax Commission

800 Park Blvd, Plaza IV
Boise, ID 83701
(800) 972-7660 OR (208) 334-7660
www.tax.idaho.gov

Moscow Fire Department

229 Pintail Lane
603 South Main
Moscow, ID 83843
(208) 882-2831
jwilliams@ci.moscow.id.us

Self-guided tool to determine if FMSA Produce Safety Rule applies to your farm

https://uidaho.col.qualtrics.com/jfe/form/SV_8D1ucSlEeq749AF

**State of Idaho Alcohol Beverage Control
Idaho State Police**

700 S. Stratford Dr. STE. 115
Meridian, ID 83642
(208) 884-7060
<https://www.isp.idaho.gov/abc/>

**State of Idaho – Department of Agriculture (ISDA)
Bedding plants, landscape plants, fresh or cut flowers**

2270 Old Penitentiary Road
PO Box 790
Boise, ID 83701-0790
(208) 332-8620
www.idahoag.us

State of Idaho – Department of Agriculture – Dairy Bureau – Mary Patten

2270 Old Penitentiary Road
PO Box 790
Boise, ID 83701
(208) 332-8550

**State of Idaho – Department of Agriculture (ISDA)
Egg handler/dealer**

2270 Old Penitentiary Road
PO Box 790
Boise, ID 83701-0790
(208) 332-8500
www.agri.idaho.gov
<https://adminrules.idaho.gov/>

**State of Idaho – Department of Agriculture (ISDA)
Food Safety Modernization Act (FMSA) Produce Safety Rule – Fresh produce (fruits, vegetables, herbs, and other food crops)**

2270 Old Penitentiary Road
PO Box 790
Boise, ID 83701
(208) 332-8698
<https://agri.idaho.gov/main/inspections/fmsa-main/>

State of Idaho – Department of Agriculture (ISDA)**Organic**

2270 Old Penitentiary Road

PO Box 790

Boise, ID 83701-0790

(208) 332-8673

www.idahoag.us

State of Idaho – Nursery

Plant Industries Division

PO Box 790

Boise, ID 83701

(208) 332-8620

www.agri.idaho.gov

State of Idaho Weights and Measures

2270 Old Penitentiary Road

PO Box 790

Boise, ID 83701-0790

(208) 332-8620

www.idahoag.us

University of Idaho Community Food Systems

Educator Colette DePhelps

Ag Science 333

875 Perimeter Dr.

MS2338

Moscow, ID 83843

(208) 883-4003

cdephelps@uidaho.edu

**University of Idaho Extension FMSA Food Safety
for Produce Growers**

322 E Front Street Suite 190

Boise, ID 83702

(435) 287-8773

<http://www.uidaho.edu/extension/food-safety-for-produce-growers>

University of Idaho Latah County Extension**Small Farmers Educator, Iris Mayes**

200 S. Almon St. Suite 201

Moscow, ID 83843

(208) 883-2267

latah@uidaho.edu

www.uidaho.edu/extension

Permits and licensing information for different Vendor categories.
The following is not an exhaustive list, and is provided for user education purposes.

Bees (Apiary). Idaho Bee Inspection Program. All beekeepers are required to register their bees with the Idaho State Department of Agriculture (ISDA) and pay a registration fee as well as a honey advertising tax on each colony of bees. <https://agri.idaho.gov/main/plants/bees-apiary-inspection/>

Dairy. Selling raw milk; information on small herd exemptions and selling shares of raw milk Idaho State Department of Agriculture, Dairy Bureau (208) 332-8550
<https://agri.idaho.gov/main/animals/dairy-bureau/>

Eggs. It is a requirement under [Title 37, Chapter 15](#), Idaho Code, "Egg and Egg Products" and [IDAPA 02.02.11](#) "Rules Governing Egg and Egg Products" to comply with the laws and rules if you are a distributor of egg and/or egg products or if you have three hundred (300) or more birds. If an individual **has less than three hundred (300) birds**, the eggs can be sold without complying with the requirements; however, the eggs must be clean and the container must be labeled with the individual's name, address, phone number, and the words "UNGRADED EGGS"
<https://agri.idaho.gov/main/animals/avian-species/eggs/>

Fresh Produce. The Food Safety Modernization Act (FSMA) Produce Safety Rule was made final on January 26, 2016, and establishes science-based minimum standards for the safe growing, harvesting, packing and holding of fruits and vegetables grown for human consumption. Many, if not all farms will be impacted by at least part of the FSMA Produce Safety Rule, even those that are very small. Compliance dates for some parts of the rule are already underway, with full compliance for many farms starting in January 2018. The FDA has a brief summary of the key requirements for the final Produce Safety Rule (pdf) available on their website. <https://www.fda.gov/downloads/Food/GuidanceRegulation/FSMA/UCM472887.pdf>. The University of Idaho has developed a self-guided tool to determine if FSMA Produce Safety Rule applies to your farm https://uidaho.co1.qualtrics.com/jfe/form/SV_8D1ucSlEeq749AF. For regulatory compliance in Idaho, visit: <https://agri.idaho.gov/main/inspections/fsma-main/>. For regulatory compliance in Washington, visit: https://agr.wa.gov/FoodAnimal/FSMA/FSMA_food.aspx

Meat. Idaho does not have any State inspected meat processing facilities so all meat sold by the cut at the Farmers Market needs to be processed in a USDA approved facility. Contact your local Health Department at (208) 882-7506 for any food license requirements and additional information on best practices for selling meat in the Market.
<https://agri.idaho.gov/main/animals/>

Nursery, Florists, and Landscaping. Anyone who engages in, conducts, or carries on the business of propagating, growing, selling, dealing in, or importing into Idaho, for sale or distribution, any nursery or florist stock, or engages in the installation of landscape plants, or acts as an agent, salesman, or solicitor for any nurseryman, florist, landscape contractor, or dealer in nursery or florist stock, must first obtain a license to do so from the Idaho State Department of Agriculture.

Pursuant to Idaho Code § 2305(2), sellers with less than \$500 gross annual sales are exempt from licensing. <https://agri.idaho.gov/main/plants/nurseries-florists-and-landscaping/>

Organic. The Idaho State Department of Agriculture's Organic Certification Program is an accredited certifying agent of the USDA's National Organic Program. We provide certification services for crops, wild crops, livestock, and handlers/processors. We also provide material registration for manufacturers who produce inputs used in organic production. <https://www.usda.gov/topics/organic>

Poultry. Poultry sales and processing regulations fall under Idaho Health and Welfare, but your local Health Department (Idaho North Central Health District) is your contact for making sure you are in compliance at (208) 882-7506 or (208) 799-3100. <http://idahopublichealth.com/79-environmental-health/92-food-protection>.

Processed and Value-Added Foods. The Food Safety Modernization Act (FSMA) Preventative Controls for Human Food Rule was finalized in 2016. Compliance dates for some businesses began in September 2016 and additional compliance dates for farms and very small businesses will begin in September 2018. It is important to understand how the PCHF Rule applies to your business. FDA website on the FSMA Final Rule for Preventive Controls for Human Food <https://www.fda.gov/Food/GuidanceRegulation/FSMA/ucm334115.htm>. See pages 7 and 20 of the FDA PCHF Compliance Guide to determine if you have to comply with the rule <https://www.fda.gov/downloads/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/UCM526507.pdf>. Please note, all facilities are required to notify FDA about their compliance status. To learn more about notifying FDA, see page 18 of the Compliance Guide.

Soil and Plant Amendments. Registration with ISDA is required in order to distribute soil or plant amendments in the State of Idaho. <https://agri.idaho.gov/main/plants/>

Weights and Measures. ISDA W&M requires any weighing or measuring instrument or device used for commercial purposes in the State of Idaho to be licensed annually. This includes scales to measure produce at the Market. <https://agri.idaho.gov/main/weights-and-measures/>

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Appendix 6 – Jury Process, Site Visits & Specific Requirements

Congratulations on taking the first step to joining the Moscow Farmers Market! Whether this is your first time with a new venture, you have an established business to introduce or you're simply seeking a unique, social opportunity to engage with the community, we are here for you every step of the way. This guide to the Craft and Food Jury is intended to walk you through the first steps of the application process for Vending at the Moscow Farmers Market. Our most basic requirements are that you are the grower / producer and your operation is within 200 air miles of the City of Moscow, Idaho. Any items that are **not** produce, meat, milk or eggs, must be submitted to the Jury for review by our evaluation panel. Please take the time necessary to review our Vendor Handbook and Policies prior to completing the Jury Reservation Form.

Please Note: Unfortunately, not all Vendors who apply will be approved, however, Vendors may resubmit applications. If approved, spaced is not always guaranteed.

Additional Specific Requirements

- Those qualifying as Agricultural Vendors (produce, nursery, meat/poultry products, dairy, honey and value added) need to begin by contacting the market manager for a brief interview.
- Forager Vendors are required to disclose where product was harvested (disclose area to within a five [5] square mile description), provide all required State or Federally issued permits. The Market reserves the right to require a signed disclosure that no laws were violated in harvesting or selling of wild mushrooms, plants, or berries, under penalty of perjury.
- Those specializing in arts, crafts and prepared foods (including processed foods and food ready-to-eat at market), must submit products to the Moscow Farmers Market Jury.
- **ALL FOOD VENDORS:** For those without a permit issued by Idaho Public Health, a Food Risk Assessment must be completed by an inspector. Contact information can be found in Appendix 5. *There is a turnaround period of 4 business days, this **must** be completed the week prior to jury.*

Site Visits

- All Vendors are subject to site visits
- A site visit is the vetting process in which the Moscow Farmers Market conducts and on-site visit to the operation. Most generally site visits are conducted with Agricultural Vendors. Site visits are scheduled in advance and accompanied by City staff, Agriculture / Ag-Science Professional(s), and Moscow Farmers Market Commission Members.
- Market Staff works with the Commission and members of the scientific / agricultural community to develop questionnaires to guide site visits. Topics range from policy specific to more general operational inquiries.

Jury Process

Three jury dates are set at the beginning of the year, a pre-season, mid-season and late season. Jury dates, times and locations are announced through Press Release and online at the City of Moscow website and social media.

Before you Jury:

- 1) Review the Vendor Handbook.
- 2) Submit completed reservation form- available at the Moscow Farmers Market office in City Hall or on the City of Moscow website (enter hyperlink here).
- 3) **ALL FOOD VENDORS:** With your reservation form, submit a copy of your current permit or the Food Risk Assessment completed by an inspector with the Idaho Public Health. Contact information can be found in Appendix 5. There is a turnaround period of 4 business days, this **must** be completed the week prior to jury.

Day of Jury:

The Moscow Farmers Market will host Juries three times for each season. Participants are provided with space and one 6ft table for set up. There is a one hour set-up period prior to the Jury and a one hour take-down period after. All supplies must be collected by the participants or they will be discarded.

All Participants will need to provide the following:

- a. Your products!! We need to see all you plan to sell and if it's a food product, we want to taste it!
- b. An Itemized price list of your products.
- c. An information sheet for each product. Include a description of where the supplies came from, how the item is made, and where the item is produced.
- d. An 8X10 photo showing how your booth will look at the Moscow Famers Market. (Practice setting up your display in the yard or living room and snap a pic!)
- e. All food Vendors must submit examples of packaging to be used (Styrofoam is prohibited) and include your name, business name, physical address and phone number. All ingredients **must** be listed by volume (most to least) and clearly indicate potentially allergenic items.

Evaluation Process:

The Moscow Farmers Market Jury invites a variety of local community members to participate on the evaluation panel. The Market's goal is to have an evaluation panel of approximately 20 participants. The Farmers Market Manager facilitates the Jury, but does not participate as an evaluator. Each evaluator will rotate from table to table, thoroughly examining products, completing a Moscow Farmers Market Jury Score Card (example provided on the next page). After all submitted products are reviewed, the Market Manager will tally the score cards. A minimum score of 60% is required to be considered an approved Vendor. Due to the limiting factor of the market vending spaces, the Farmers Market reserves the right to select fewer approved candidates based on availability of space and current market product mix needs. The Farmers Market will notify all participants and provide results within 48 hours of the Jury. Newly approved Vendors will need to complete the online registration and submit payments prior to vending. The market day directly following Jury will not be open to new Vendors.

Jury Score Card

Note to evaluators:

All scores should be given based on the entire entry. To provide feedback on individual product(s) use the comment section on the back of this form.

Space # _____

0 (Poor) 5 (Below Average) 10 (Average) 15 (Good) 20 (Excellent)

Booth Layout in the 8x10 Photo (*Neatness, Organization, Item Presentation*)

0 5 10 15 20

Appearance of display (*Ready to Use/Eat? Composition, Attractive?*)

0 5 10 15 20

Structure / Workmanship (*Technique, Complexity of Design, Originality*)

0 5 10 15 20

Local, Direct Sourcing of Supplies (*from the farm or nature vs. a store*)

0 5 10 15 20

Final Product (*Appealing, Unique, Appetizing- if food*)

0 5 10 15 20

Comments:

If in the event you do not pass the evaluation process, you will be provided with the evaluation panel's feedback and may reapply.