

MEMORANDUM

TO: Public Market Advisory Commission

FROM: Sarah DeWitt, Farmers Market Manager

DATE: January 17, 2013

SUBJECT: Vendor Application Yearly Procedures

Currently, the yearly procedures as outlined in section III.1.A states:

Annual Vendors and existing Daily Vendors must have completed a vendor application or application update for the upcoming fiscal year by May 15th. Applications and updates shall include a list of all products that will be offered for sale at the Market, copies of all current licenses and inspections pertaining to the business and operations of the vendor, a signed and notarized affidavit, and other relevant information as determined by the Market Manager. If the application or update is incomplete or received after the application deadline, the Market Manager shall suspend the vendor's attendance at the Market and shall revoke the vendor's Annual Vendor status and seniority. Any vendor who has missed the application or update deadline may reapply at any time as a new Daily Vendor with a new seniority date.

Also in section III.2.A it states:

Annual Vendors shall pay their annual stall and parking fees by June 1st and shall submit payment to the Market Manager along with their vendor application or application update. Annual Vendors whose stall and parking fees are not received by June 1st shall lose their annual seniority and shall be placed in the last position of seniority on the Daily Vendor List.

Since this provides two different dates for when vendors should submit an application or application update we are proposing the following changes to the identified sections:

Section III.1.A:

Annual Vendors and existing Daily Vendors must have completed a vendor application or application update for the upcoming fiscal year by March 1st. Applications and updates shall include a list of all products that will be offered for sale at the Market, copies of all current licenses and inspections pertaining to the business and operations of the vendor, a signed and notarized affidavit, and other relevant information as determined by the Market Manager. Vendors whose application or application update is not received by the Market Manager by March 1st shall forfeit their vendor status effective July 1st of the upcoming fiscal

year. Any vendor who has missed the application or update deadline may reapply at any time as a new Daily Vendor with a new seniority date.

Section III.2.A:

Annual Vendors shall submit payment for annual stalls and parking fees by June 30. Annual Vendors whose stall and parking fees are not received by June 30 shall lose their annual seniority and shall be placed in the last position of seniority on the Daily Vendor List.

These changes will help to provide clearer direction to vendors while also providing staff the necessary time between the application deadline and payment deadline to review and approve vendor applications.

Prepared by:	Sarah DeWitt, Farmer's Market Manager Jeff Straw, Deputy Manager of Parks and Recreation Services
Reviewed by:	Colin Smith, Manager of Parks and Recreation Services Sumedh Bahl, Community Services Area Administrator

RESOLUTION TO RECOMMEND IMPLEMENTATION OF PROPOSED CHANGES TO THE ANN ARBOR FARMERS MARKET YEARLY PROCEDURES

Whereas, City staff have submitted changes and adjustments to be made for the improvement of the yearly procedures outlined in Section III of the Market Operating Rules.

Whereas, the proposed changes to the operating rules have been reviewed by the City attorney's office.

Whereas, the Public Market Advisory Commission reviewed the changes to the operating rules at the January 17, 2013 meeting.

Whereas, the Market Manager will facilitate the yearly procedures with the newly updated operating rules, providing a one-time extension of the new deadline (March 1st annually) for 2013. The application submission deadline for current vendors will be April 15, 2013.

RESOLVED, that the Public Market Advisory Commission recommend that changes to the operating rules be implemented as proposed.

January 17, 2013