

MEMORANDUM

TO: Public Market Advisory Commission

FROM: Sarah DeWitt, Farmers Market Manager

DATE: June 27, 2013

SUBJECT: Update to notarization requirements for vendor application updates

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 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.

The current procedure requires all application updates to be notarized. As this requirement is unnecessary for market vendors because each vendor is already required to have the yearly application notarized, we are proposing the following changes to the identified section:

Annual Vendors and existing Daily Vendors must have completed a vendor application for the upcoming fiscal year by March 1st. Applications 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. Any changes or updates to the yearly application must be submitted on a Vendor Application Update Form and approved by the market manager prior to the date on which the changes take effect. Vendors whose application 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 deadline may reapply at any time as a new Daily Vendor with a new seniority date.

These changes will help to eliminate an unnecessary notarization process for vendor application updates, which will be considered a valid addition to the vendor's most recently approved and notarized application on file.

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 Market Manager will facilitate the application update form process by providing the document to vendors as needed throughout each year.

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

June 27, 2013