



FARMERS MARKET ASSOCIATION BOARD REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, March 25, 2021 at 10:00 AM

Agenda

VIDEOCONFERENCE MEETING

This meeting will be held via videoconference and the public is encouraged and welcome to participate. Public comment may be given during the videoconference by joining the meeting using the information below. Public comment for this meeting may also be submitted to the City Secretary at acunningham@cityofdrippingsprings.com, no later than 9:00 a.m., the day of the meeting.

The Farmers Market Association Board respectfully requests that all microphones and webcams be disabled unless you are a member of the Board. City staff, consultants and presenters please enable your microphone and webcam when presenting to the Board.

Join Zoom Meeting

<https://us02web.zoom.us/j/87367840217?pwd=b3h2NlJBTzNoRnF0MkpXZlUvMINzdz09>

Meeting ID: 873 6784 0217

Passcode: 796190

Dial Toll Free:

888 475 4499 US Toll-free

877 853 5257 US Toll-free

Find your local number: <https://us02web.zoom.us/j/kuYXZkUKC>

Join by Skype for Business: <https://us02web.zoom.us/skype/87367840217>

CALL TO ORDER AND ROLL CALL

Board Members

Gouri Johannsen, Chair

Marianne Simmons, Vice Chair

Teresa Strube, Secretary

David Vincent

Nikki Dahlin

Claudia Oney

Janet Musgrove

Staff, Consultants & Appointed/Elected Officials

Parks & Community Services Director Kelly Schmidt

City Attorney Laura Mueller

PRESENTATION OF CITIZENS

A member of the public who desires to address the Board regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Board's consideration of that item. Citizens wishing to discuss matters not contained with in the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Board. It is the request of the Board that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speaker are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens for the City Secretary. By low no action may be taken during Presentation of Citizens.

MINUTES

- 1. Discuss and consider approval of the February 25, 2021 Farmers Market Association Board regular meeting minutes.**

REPORTS

- 2. Parks & Community Services Director General Update - Verbal**
- 3. Farmers Market February 2021 Financial Report**

MARKETING AND PUBLIC RELATIONS

- 4. Discuss and consider possible action regarding the 2021 Farmers Market Vendor social.**

MARKET VENUE

- 5. Discuss and consider approval of a Farmers Market Vendor Application for Dogs Love It. Applicant: Lisa Gay**
 - a) Presentation
 - b) Staff Report
 - c) Vendor Application
- 6. Discuss and consider approval of a Farmers Market Vendor Application for Dripping in Petals. Applicant: Jaiden Aeilts**
 - a) Presentation
 - b) Staff Report
 - c) Vendor Application
- 7. Discuss and consider approval of a Farmers Market Vendor Application for Tejas Hemp. Applicant: Aaron Owens**

- a) Presentation
- b) Staff Report
- c) Vendor Application

8. Discuss and consider approval of a Farmers Market Vendor Application for Rolling Stone Ranch + Studio. *Applicant: Melissa Margolies*

- a) Presentation
- b) Staff Report
- c) Vendor Application

9. Discuss and consider approval of a Farmers Market Vendor application for Jake and Blue's Raw Dog Food. *Applicant: Ray Rangel*

- a) Presentation
- b) Staff Report
- c) Vendor Application

10. Discuss and consider approval of a Farmers Market Vendor Application for 4 Beans LLC. *Applicants: Sara Davila and Isabel Mendez*

- a) Presentation
- b) Staff Report
- c) Vendor Application

SPONSORSHIPS AND GRANTS SUBCOMMITTEE

11. Discuss and consider possible action regarding promotion of the Friends of the Dripping Springs Farmers Market.

RULES AND REGULATIONS SUBCOMMITTEE

12. Discuss and consider possible action regarding booth tent rules.

- a) Canopy Restrictions
- b) Pole Weight Requirements

OTHER BUSINESS

13. Discuss and consider possible action regarding the Farmers Market Fiscal Year 2021-2022 Budget request.

14. Update and discussion regarding the Market Manager position.

EXECUTIVE SESSION

The Farmers Market Association Board for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Farmers

Market Association Board for the City of Drippings Springs may act upon any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

15. Consultation with City Attorney regarding legal issues related to Farmers Market Positions. 551.071, Consultation with City Attorney

UPCOMING MEETINGS

Farmers Market Board Meetings

April 15, 2021 at 10:00 a.m.

May 20, 2021 at 10:00 a.m.

June 17, 2021 at 10:00 a.m.

City Council Meetings

April 13, 2020 at 6:00 p.m.

April 20, 2020 at 6:00 p.m.

ADJOURN

TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION & POSTING OF MEETING

All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. This notice of meeting is posted in accordance with Chapter 551, Government Code, Vernon's Texas Codes. Annotated. In addition, the Commission may consider a vote to excuse the absence of any Commissioner for absence from this meeting.

Due to the current Public Health Emergency and guidance from the Texas Governor including the current Disaster Declarations by the Governor and the City of Dripping Springs, and Center for Disease Control guidelines related to COVID-19, the City will continue with meetings conducted through videoconferencing. Texas Government Code Sections 551.045; 551.125; and 551.127.

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, www.cityofdrippingsprings.com, on **March 19, 2021 at 1:00 p.m.***

City Secretary

This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.



FARMERS MARKET ASSOCIATION BOARD REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, February 25, 2021 at 10:00 AM

MINUTES

VIDEOCONFERENCE MEETING

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<https://us02web.zoom.us/j/88016022414?pwd=SWhnSnZQdlVjWk43NmhyQW51N2R0Zz09>

Meeting ID: 880 1602 2414

Passcode: 990871

Dial Toll Free:

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Find your local number: <https://us02web.zoom.us/j/88016022414>

Join by Skype for Business: <https://us02web.zoom.us/j/88016022414>

CALL TO ORDER AND ROLL CALL

Board Member present were:

Gouri Johannsen, Chair

Marianne Simmons, Vice Chair

Teresa Strube, Secretary

Nikki Dahlin

Claudia Oney

Janet Musgrove

Board Member absent was:

David Vincent

Staff, Consultants & Appointed/Elected Officials present were:

Parks & Community Services Director Kelly Schmidt
 Farmers Market Manager Laurel Robertson
 Events & Programs Coordinator Maggie Peterson
 Mayor Pro Tem Taline Manassian

With a quorum of the Board present, Chair Johannsen called the meeting to order at 10:09 a.m.

PRESENTATION OF CITIZENS

A member of the public who desires to address the Board regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Board's consideration of that item. Citizens wishing to discuss matters not contained with in the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Board. It is the request of the Board that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speaker are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens for the City Secretary. By law no action may be taken during Presentation of Citizens.

No one spoke during Presentation of Citizens.

MINUTES

1. **Discuss and consider approval of the January 21, 2021 Farmers Market Association Board regular meeting minutes.**

A motion was made by Board Member Musgrove to approve the January 21, 2021 Farmers Market Association Board regular meeting minutes. Vice Chair Simmons seconded the motion which carried unanimously 6 to 0.

MARKETING AND PUBLIC RELATIONS

2. **Discuss and consider possible action regarding the publication of articles related to the Dripping Springs Farmers Market in the Outlook magazine.**

Chair Johannsen presented the item and noted the deadline for payment for space in Outlook, and directed staff to report back to the Board in March on the Comprehensive Marketing Plan.

No action was taken.

MARKET VENUE

3. **Discuss and consider approval of Farmers Market Vendor Applications.**

a) 4Beans, LLC

A motion was made by Vice Chair Simmons to approve the application for 4Beans, LLC. Board Member Dahlin seconded the motion which carried unanimously 6 to 0.

b) Mother Shipton

A motion was made by Board Member Musgrove to approve the application for Mother Shipton with the condition that the applicant provide sales tax permit documentation and check the appropriate box on the application. Board Member Dahlin seconded the motion which carried unanimously 6 to 0.

c) Steinhardt Pottery

A motion was made by Secretary Strube to approve the application for Steinhardt Potter with the condition the applicant provide sales tax permit documentation and check the appropriate box on the application. Board Member Dahlin seconded the motion which carried unanimously 6 to 0.

OTHER BUSINESS

4. Discuss and consider recommendation regarding a budget amendment to fund Part-time Farmers Market Specialist/Assistant position.

Chair Johannsen presented the item, and the staff report is on file.

A motion was made by Board Member Oney to recommend City Council approval of a budget amendment to fund Part-time Farmers Market Specialist/Assistant position. Board Member Musgrove seconded the motion which carried unanimously 6 to 0.

5. Presentation and discussion regarding the Farmers Market Association Board of Directors budget recommendation for Fiscal Year 2022.

Kelly Schmidt presented the staff report and budget calendar which are on file. The Board discussed the creation of a contingency fund rules governing the use of funds, and address further at the March 25th meeting.

EXECUTIVE SESSION

The Farmers Market Association Board for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Farmers Market Association Board for the City of Dripping Springs may act upon any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

The Board did not meet in Executive Session.

UPCOMING MEETINGS

Farmers Market Board Meetings

March 25, 2021 at 10:00 a.m.

April 15, 2021 at 10:00 a.m.

May 20, 2021 at 10:00 a.m.

City Council Meetings

March 9, 2021 at 6:00 p.m.

March 16, 2021 at 6:00 p.m.

ADJOURN

A motion was made by Vice Chair Simmons to adjourn the meeting. Board Member Dahlin seconded the motion which carried unanimously 6 to 0.

This regular meeting adjourned at 11:37 a.m.

Teresa Strube

Teresa Strube, Secretary
Farmers Market Association Board

City of Dripping Springs Farmers Market
Income Statement
For the Five Months Ending February 28, 2021

Item 3.

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Revenues				
Market Events	\$ 0.00	\$ 25.00	\$ 0.00	\$ 125.00
FM Sponsor	0.00	83.33	50.00	416.65
Grant Income	0.00	83.33	0.00	416.65
FM Booth	2,973.00	2,058.17	17,264.00	10,290.85
FM App Fee	150.00	123.50	990.00	617.50
Interest Income	38.34	37.44	199.74	187.20
FM Donations	0.00	0.00	20.00	0.00
	<u>3,161.34</u>	<u>2,410.77</u>	<u>18,523.74</u>	<u>12,053.85</u>
Total Revenues				
Expenses				
Advertising Expense	0.00	416.67	806.00	2,083.35
FM Manager	2,252.16	0.00	10,977.79	0.00
Bank Charges	22.80	0.00	117.21	0.00
Market Events	0.00	41.67	0.00	208.35
Entertainment and Activities	0.00	83.33	250.00	416.65
Training	0.00	16.67	0.00	83.35
Payroll Tax Expense	172.30	200.15	1,009.66	1,000.75
Retirement Expense	135.12	0.00	721.47	0.00
Dues Fees and Subscriptions	0.00	16.67	0.00	83.35
Office Expense	0.00	16.67	25.00	83.35
Supplies Expense	0.00	33.33	117.90	166.65
Other Expense	0.00	8.33	0.00	41.65
	<u>2,582.38</u>	<u>833.49</u>	<u>14,025.03</u>	<u>4,167.45</u>
Total Expenses				
Net Income	\$ <u>578.96</u>	\$ <u>1,577.28</u>	\$ <u>4,498.71</u>	\$ <u>7,886.40</u>



The mission of the Dripping Springs Farmers Market is to provide a community gathering place where...

Local agricultural and value-added product producers sell a variety of fresh agricultural and related products directly to the consumer.

Consumers may learn the uses and benefits of quality, locally grown or prepared food products and access local services and hand-made crafts as provided in the market's rules.

The City of Dripping Springs believes that local agriculture is essential to the region's economy and is committed to making economic and educational connections between residents and local agricultural producers through the Dripping Springs Farmers Market.

The market is a Texas Department of Agriculture certified farmers' market and operates in accordance with all city, county, state and federal laws, for the benefit of vendors and customers alike. Support local sustainable agriculture.

Dripping Springs Farmers Market



The American Farmland Trust named Dripping Springs Farmers Market ass the #1 Farmers Market in Texas and the #1 Farmers Market in the Southwest. Spring, Summer, Fall, Winter... there's something for everyone all year round.



Locally grown and organic produce



Grass-fed meats, pasture-raised eggs, and honey



Breads, pastries, and artisan dairy products



Delicious ready-to-eat meals & treats
Seltzers, teas, juices, wines, and coffee



Original, local, handmade gifts for home and yard



Some of the best live music in town



Dripping Springs Farmers Market
farmersmarket@cityofdrippingsprings.com
512-858-4725



Item 11.

Friends of the Dripping Springs **FARMERS MARKET**



Get Involved With Your Friends!

When you join the Friends of Dripping Springs Farmers Market, you support:

- Local food security
- Sustainable and organic farming
- Local small businesses
- Independent artisans
- Local musicians
- A healthier, stronger community

By joining us you help guarantee the success of this popular essential community service and help build its future.



Plus, you help support education with the interactive components of the Farmers Market:

- Cooking demonstrations
- Tastings
- Kids activities
- Nutrition
- And so much more!

Friends of the
Dripping Springs
**FARMERS
MARKET**
Benefits

- Member Volunteer Opportunities
- Discounts on Farmers Market gear
- Car window sticker – promote the Farmers Market!
- Button to wear at the Market to be recognized as a Friend by vendors and shoppers
- Market bucks drawing
- Opportunity to provide first input for future Market and parking design



To register for the Friends of Dripping Springs Farmers Market Program, please visit the Farmers Market section of the Drippings Springs website: cityofdrippingsprings.com.

Sign up online today for your
2021 membership!

Annual Individual Membership
\$30 | Program #5140

Annual Family Membership
\$55 | Program #5141

Annual Corporate Membership
\$250 | Program #5142

Dripping Springs Farmers Market and Special Events Canopy/Tent Anchor Weight Requirements

Each 10'X10' canopy leg must have no less than 25 lbs (pounds) anchoring each leg, each 12'X12' canopy leg must have no less than 30 lbs (pounds) anchoring each leg, each 10'X20' canopy must have no less than 50 lbs (pounds) anchoring each leg and market umbrellas must have no less than 50 lbs attached to the center pole. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the Farmers Market or Special Event on that day, unless that vendor chooses to take down and stow their canopy and sell without it. Canopy weights should be safely secured -- "safely," meaning that the method used to secure the canopy does not create its own safety hazards.

Setting up & taking down canopy/tent weights

- Set-up and secure the canopy with weights at the same time. Set-up times often prove to be the most vulnerable to the wind. Stay focused and don't get distracted.
- Always attach canopy weights to the canopy.
- Secure weights in a way that do not create additional safety hazards.
 - Weights shall not cause a tripping hazard.
 - Weights shall be tethered with a line that is visible or use a weight designed to effectively capture the leg bracket. Avoid stretched out lines or cords.
 - Weights shall have soft edges to prevent scrapes and cuts.
 - Weights shall be on the ground.
- If canopies need to be taken down in the middle of market or special event due to inclement weather, vendors should direct customers to move out of the way so they are not injured.
- Canopy weights shall have at least 25 pounds per leg for a 10'X10' canopy, 30 pounds per leg of a 12'X12' canopy and 50 pounds per leg for a 10'X20' canopy.
- Take-down the canopy and weights at the same time. Take-down times are equally vulnerable to the wind. Stay focused and don't get distracted at the end of the day.

Examples of Acceptable Canopy Weights

- Pre-Filled Cement Canopy Weights – Pre-filled cement weights with pre-cut leg openings generally range from 5-10 pounds and are stackable.
- Cast Iron Weights – Cast iron weights are convenient and offer the most density. They generally range from 5-20 pounds per piece.
- 2.5 Gallon+ Cement-Filled Buckets - Filling an empty bucket (2.5 gallon works great) with cement and tying this to each corner of the canopy with a rope. It is not sufficient to place the bucket on the feet of the canopy.
- PVC Cement-Filled Pipe - These homemade canopy weights are often capped and filled with cement and can be hung on the inside of canopy poles as long as it is secured to the leg of the canopy.
- Sandbag Weights – Sandbag weights that are specially made for securing canopies and weigh at least 25 pounds filled with sand. These sandbag weights are vertical and can be strapped to the legs of the canopy.

Examples of Unacceptable Canopy Weights

- One Gallon Water Jugs – One Gallon Jugs are just not heavy enough for large gusts of wind. One gallon of water weighs only 8 pounds.
- Stakes – A strong wind will easily uproot stakes. They will also create serious tripping hazards since they are often barely visible.
- Tying - Tying tents, canopies or umbrellas to tables, coolers or vehicles provides tripping hazards and frequently does not provide adequate weight.
- Sandbags – Sandbags that cannot be placed upright and securely tied to the tent or canopy should not be used.
- Cinder Blocks – Cinder blocks are a tripping hazard and not heavy enough. Cinder blocks weigh 22 pounds each.

Dripping Springs Farmer's Market FY21 Budget Worksheet

	Current	Proposed	Change
Balance Forward^	34,519.84	35,926.28	1,406.44
Revenues			
FM Sponsor	1,000.00		
Grant & Donations Income	1,000.00		
FM Booth	24,698.00	26,500.00	1,802.00
FM App Fee	1,482.00		
Interest Income	449.22		
Market Events	300.00		
Total Revenues	63,449.06	66,657.50	3,208.44
Expenses			
Advertising Expense	5,000.00	2,600.00	-2,400.00
FM Manager	29,278.08		
FM Specialist		4,050.00	4,050.00
Payroll Tax Expense	2,401.77	2,837.61	435.84
TMRS Contribution	1,762.54		
Entertainment and Activities	1,000.00		
Dues and Subscriptions Exp	200.00		
Market Events	500.00		
Training	200.00		
Office Expense	200.00		
Supplies Expense	400.00		
Other Expense	100.00		
Capital Fund	22,406.67		
Total Expenses	63,449.06	65,534.90	2,085.84
Total Bal Fwd		1,122.60	



FARMERS MARKET ASSISTANT

Part-Time

A. GENERAL PURPOSE

The Farmers Market Assistant's general purpose is to assist the Farmers Market Manager and cover Farmers Market duties when the Farmers Market Manager is unavailable. This position is also charged with providing administrative assistance to the Farmers Market Manager and work at the Farmers Market each Wednesday afternoon.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides administrative assistance to the Farmers Market Manager.
2. Assists with setting up Farmers Market including setting out signs, checking needed equipment, maintaining inventory of printed materials.
3. Staffs Farmers Market including greeting shoppers, answering questions, monitoring parking lot, and assisting vendors.
4. Closes Farmers Market including clearing area, collecting rented items, loading market supplies, and monitoring vendors.
5. Attends and assists at Farmers Market Board meetings.
6. Assists with creation of marketing materials, social media, and website content.
7. Other duties as assigned.

C. SUPERVISION RECEIVED

Under the supervision of the Farmers Market Manager and Parks and Community Services Director.

D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

1. Strong organization, communication, and public relations required.
2. Ability to establish and maintain effective working relationships with City employees, City officials, vendors, and general public.
3. Ability to handle and maintain confidential and sensitive information while maintaining confidentiality.
4. Ability to communicate effectively orally and in writing.
5. Ability to work independently and exercise good judgment.
6. Experience in customer service.
7. Proficient in marketing via social media platform channels, in various software systems (Microsoft Office) to promote the Farmers Market.
- 8.

E. TOOLS AND EQUIPMENT USED

Point of Sale and Recreation Program Registration computer software system (Activenet), Microsoft Office, water safety equipment, calculator, tents, basic cleaning equipment, and farmers market equipment.

F. SPECIAL REQUIREMENTS

1. A valid state driver's license.
2. While performing the duties of this job, the employee is frequently required to sit, communicate, use hands; and reach with hands and arms.
3. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of office supplies, files, equipment and furniture.
4. Must have reliable transportation.

G. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed. The employee regularly works in outside weather conditions; works in both indoor and outdoor environments; and has exposure to extreme weather conditions.

H. WORK HOURS

The Farmers Market Assistant position will have hours primarily on Wednesdays and Thursdays to assist with the Farmers Market but may also be assigned additional hours based on the needs of the Farmers Market. This position is also expected to attend Farmers Market Board meetings. This position is part-time, non-exempt and eligible for overtime pursuant to the needs of the City, if the employee works more than forty (40) hours in a seven (7) day work period, and at the direction of the Farmers Market Manager and Parks and Community Services Director. Any overtime hours performed must be preapproved by the Farmers Market Manager or Parks and Community Services.

I. SALARY

Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

J. BENEFITS

Benefits shall be in accordance with those outlined in the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL", as may be modified by the employee's offer letter and subsequent revisions to the Manual.

K. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or

because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Michelle Fischer at (512) 858-4725.

Please note: *This Position Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*



FARMERS MARKET MANAGER JOB DESCRIPTION

Approved 01/09/2018

A. GENERAL PURPOSE

The Dripping Springs Farmers Market Manager's general purpose is to oversee the administration, operations, and management of the Dripping Springs Farmers Market.

B. SUPERVISION RECEIVED

Works under the general direction of the Farmers Market Association Board of Directors and the Parks and Community Services Director.

C. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Recruiting and retaining vendors, processing, and approving vendor applications and coordinating farm inspections.
2. Assigning vendor booth space, collecting vendor booth fees, setting up the market area, and maintaining order at the Market.
3. Enforcing the rules and regulations of the Market, including issuing warnings, and taking action against violators.
4. Preparing marketing materials and promoting the Market consistently and professionally via website, weekly email, e-newsletter, social media, print advertising, fliers, and other appropriate avenues, including updating all listings.
5. Maintaining market memberships and affiliations and communicating with other market managers.
6. Recruiting and coordinating Market volunteers.
7. Receiving and responding to vendor and customer concerns and complaints.

8. Coordinating educational, informational, and entertainment activities associated with the Market, including appropriate informational speakers and demonstrations, educational children's activities, and entertainment.
9. Assessing the state of the market through surveys, traffic counts on sales days, and other appropriate mechanisms.
10. Attending all Dripping Springs Farmers Market Association Board meetings. Aid in agenda and meeting packet preparation.
11. Purchasing supplies and equipment for the Market in accordance with the City's Purchasing Policy.
12. Participating in the development and administration of the annual Market budget.
13. Writing a monthly report to the City Council on the Market.
14. Assisting in the preparation and administration of grants.
15. Maintaining Market files.

D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

Education: High School Diploma or Equivalent. Preferred one year experience in marketing, public relations, sales, or managing a farmers market or similar market.

1. Ability to establish and maintain effective working relationships with City employees, City officials, vendors, and general public.
2. Possess an understanding and strong interest in issues related to local food, sustainability, farmers markets, and related issues.
3. Ability to handle and maintain confidential and sensitive information while maintaining confidentiality.
4. Ability to communicate effectively orally and in writing.
5. Ability to work independently and exercise good judgment.

E. TOOLS AND EQUIPMENT USED

Personal computer, including various computer programs such as Microsoft Office applications, public address system, 10-key calculator; phone, email; copy machine; tape recorder; and fax machine.

F. SPECIAL REQUIREMENTS

1. A valid state driver's license.
2. While performing the duties of this job, the employee is frequently required to sit, communicate, use hands; and reach with hands and arms. The employee is required to move about City Hall, move about the Farmers Market, and travel to other locations.
3. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds office supplies, files, equipment and furniture.

G. WORK HOURS

The Market Manager position is part-time.

The position requires approximately 20 to 25 hours per week, which includes approximately six hours on the day of the market.

Hours will vary based on the season and events or projects assigned throughout the year.

H. SALARY

Compensation is paid every other Friday as outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

I. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the specific employee's offer letter.

J. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Michelle Fischer at (512) 858-4725.

Please note: This Position Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in

harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.