

## MARIN COMMUNITY FARMERS MARKET ASSOCIATION

149 Ignacio Valley Circle, Novato, CA 94949 (415) 382-7846 Cell (415) 577-2539 [OWN OF FAIRFAX

MAR 0 1 2013

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## FAIRFAX CERTIFIED FARMERS MARKET



## A PROPOSAL BY MARIN COMMUNITY FARMERS MARKET ASSOCIATION

March 1 2013





## MARIN COMMUNITY FARMERS MARKET ASSOCIATION

149 Ignacio Valley Circle, Novato, CA 94949 (415) 382-7846 Cell (415) 577-2539

February 28, 2013

Garrett Toy Town Manager Town of Fairfax 142 Bolinas Road Fairfax, CA 94930

Dear Mr. Toy,

Enclosed is our proposal for the operation of the Fairfax Certified Farmers Market. We are enthusiastic about your special market and look forward to working with your Town.

Should you have any questions, you can reach me on my cell phone 415. 577.2539.

Thank you for your consideration.

Very truly yours,

Lynn Law Bagley

Director



## **EXECUTIVE SUMMARY**

The Marin Community Farmers Market Association proposes to further enhance, highlight and deepen the shopping experience of the patronage of the Fairfax Farmers Market, which will in turn attract and strengthen the participation of local, organic farmers and producers, by implementing a specialized marketing, education and promotion plan

The marketing and development of the Market will focus on Fairfax's culture and the clientele that appreciate quality, local, organic foods and a green marketplace. Promotions and activities will be educational and thematic as well as entertaining.

We will also boost interest in the Fairfax Market by bringing in more organic and sustainable farmers and producers from our five other markets. Targeted and joint advertising and mailings with our other markets will increase exposure.

Downtown merchant sales as a result should increase on market days, per daily sales reports at our other sites. Therefore, joint promotion and advertising with merchants and restaurants would be mutually beneficial, as would the potential use of a pre-existing Town newsletter, mailing or other Town or utility sponsored communication to promote the Market.

With teamwork and the director's 30 years experience managing 20 Bay Area certified farmers' markets (including her 15 years experience founding and managing the Marin County Farmers Market and its Association) and her extensive background serving on the boards and committees of many key sustainable agriculture and environmental organizations locally and statewide, we are confident that the above stated goals will be met or exceeded.

## BACKGROUND AND OUALIFICATIONS

Lynn Bagley, the principal operator of the Marin Community Farmers Market Association, a California mutual benefit non-profit organization (11-172733), has been known as a pioneering force behind the Bay Area's love affair with farmers' markets. Her achievements have given her Markets national acclaim and recognition. She has provided leadership by using the marketplace to educate the public on sustainable agriculture, since the founding year of the Marin County Farmers Market in 1983. (A sampling of articles, achievements, references and her promotions are displayed in the appendix of this proposal. A larger portfolio and several TV appearances are available upon request.).

Besides appearing on Good Morning America and CNN's Nutrition News and every major Bay Area TV and radio station, Bagley has spoken at most statewide Small Farm Conferences and several national and international conferences on farmers' market development, promotion, enforcement, education programs, collaborations, environmental benefits, and the latest developments in food, farming and green movements. As a result of her networking Markets she lead were rated in the top ten in the nation by the NY Times, Bon Appetit, Good Housekeeping and Sunset (best in the West ) magazines.

As early as 1984, the year after she founded the Marin County Farmers Market, she initiated and collaborated with several agricultural, educational and environmental organizations and founded the first Marin Farm Day which attracts up to 2000 elementary children and their teachers as part of a program to teach where our food comes from. The Marin Community Farmers

Market Associations' Markets co-sponsor this major countywide event.

Because of her leadership skills, she was chosen by Gus Schumacher, USDA Undersecretary for Farm and Foreign Agriculture Services, to start the first Farmers' Market Nutrition Program in California. Marin's farmers' Markets now benefit from this program with full state and federal funding.

Lynn Bagley also founded one of the first food councils, the Marin Food Policy Council, in California, again by seeking collaborations with organizations interested in fostering a local food system. Federal grants are now available for related food security programs.

She has developed and/or managed 20 certified farmers' markets. She helped co-found the Pacific Coast Farmers Market Association, serving as their consultant to the Board and its former President Narsai David. They now oversee over 60 markets in the Bay Area. Markets throughout the state and nation have replicated her management, promotion and enforcement strategies.

Beginning in the late 1980's, our director was approached by several cities looking to achieve downtown renewal and gentrification. While still at the Marin Farmers Market she developed, on their behalf, markets in downtown Vallejo, Hayward, Sunnyvale, Fremont (Niles) and Vacaville. At that time, redevelopment funds were mostly used to initiate these Markets.

The second wave of requests came from downtown merchant association, developers and shopping malls, such as downtown Novato, Old Oakland, the Corte Madera Village, which she also developed.

The Golden Gate Farmers Market Association, formed 15 years ago, now, newly named the Marin Community Farmers Market Association (MCFMA), operates certified farmers' markets at the Corte Madera Town Center, the Mill Valley Alto Shopping Center, the Tam Valley Shoreline Shopping Center, Downtown Ross and in Sausalito's Dunphy Park. We worked with city and county entities to develop all but the Corte Madera Market. The contracts vary as widely as the Markets themselves. In some cases it's a handshake and in others they can be more than 15 pages. Most contracts are developed by the host using their established contracts, agreements or process as a guide.

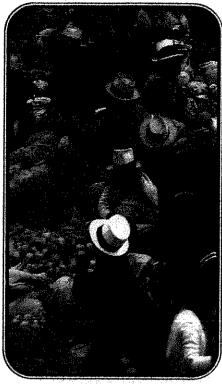
Each Market tends to reflect the culture and lifestyle of its neighborhood. Their size reflects their location, visibility, parking, population and day of the week availability. Our Markets range in size from 20 spaces to 45 depending on the location and time of year.

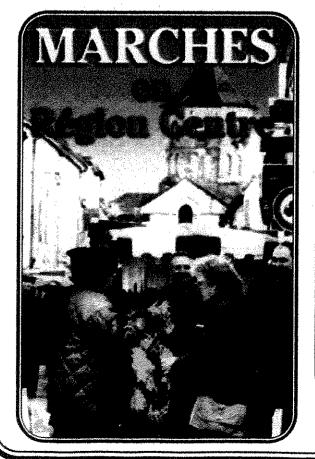
As part of her duties as Director of both organizations, Lynn Bagley has served on committees that created Sustainable San Francisco, Sustainable Marin, the Farmers' Market 5-A-Day Program, the statewide California Farmers' Market web-site, and recent legislative and regulatory changes to improve the integrity at farmers' markets throughout California. (A list of her former Board affiliations, such as Greenbelt Alliance, the Committee for Sustainable Agriculture and the State Organic Food Advisory Board can be found in the appendix.)

MARKETS AROUND THE WOLRD

## International Markets









MARKET SPACES: Farmer & Producer Mix and Locations

We propose to replicate the Fairfax Market of prior years as much as possible to achieve proposal requirements but also to create a seamless transition for the producers and patrons who have set expectations. Therefore the Market would be held on Wednesdays from 4 to 8pm, May thru September, at Bolinas Park using the same producer and farmer mix with some primarily organic and/ or local additions. We have identified most of the participants from last year and are currently working with them in our other markets or have worked with them in the past. We hope to hold their location in last year's Market for each of them. Moving a vendor disrupts and hurts their sales.

The attached color-coded map should be self-explanatory. The certified part of the Market is in green. The green circles along the lower end of the map represent single and double stands (overlapping) that are interspersed among the trees at least 2' from the grass, as required. The food producers and other booths are located opposite (facing each other) the farmer booths on the City Hall side of the park.

Local producers are given priority in three ways: placed first on the waiting list if there isn't room, lower fees and prime locations once vacated. It would be helpful of this policy were contractual.

## ON SITE MANAGEMENT

Lynn Bagley and her market manager (resume can be found in the appendix) will be on-site managers. State and local health and agricultural regulations and guidelines, market rules ( a copy of pertinent state and local laws and market rules are available upon request) and City codes and policies will be enforced.

Market rules will be updated to include local green waste policies and provisions, location restrictions, parking, safety provisions, respect for City property, emergency access, noise annoyance. Plastic bags and styrophome will be strictly forbidden for any sales at the Market. Marin Sanitary Service products and information will help identify and instruct the public.

The Market assistant will be hired from the Fairfax community. Duties include posting no parking signs and A-frame placement, placing recycling and garbage containers as shown on map, plastic bag, styrofoam and garbage patrol, clean-up, information booth setup and take down (which has recycling information, product info, recipes, children's food games) and provide a carry-out service to market shoppers. The market assistant will help with the producer count, start an hourly customer count and survey customers. S/He will also assist with special events and is available to help with chef demonstrations.

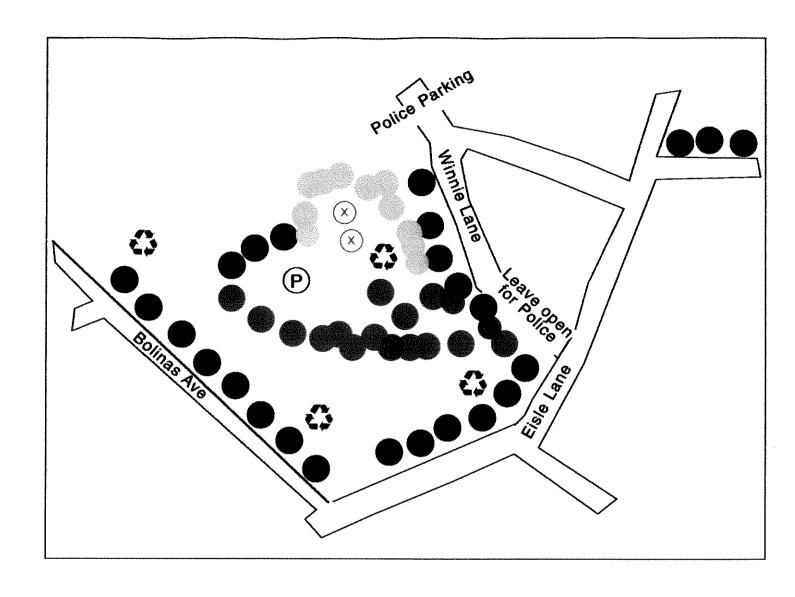
The manager and assistant will be friendly, helpful and courteous at all times. The managers will also oversee all aspects of market operations. and help the Market asst. when needed.

the market, when necessary.

MARKET AMBIANCE, HEALTH PROMOTION, SUSTAINABLE AGRICLULTURE AND ENVIRONMENTAL EDUCATION

A lively synergy takes place between neighbors, friends, families and our region's food producers who display their colorful agricultural bounty and culinary creations at our farmers' markets. The slow food style of the smaller, community marketplaces keeps the experience more intimate, the way food should be honored. A strong sense of community and well being

## FAIRFAX FARMERS MARKET MAP



No Parking signs

Agriculture Producers (2' frontage before grass) / Certified Section

Food Purveyors (2' frontage before grass)

Non-profits, Artists, Entertainment (2' frontage before grass)

Tables

Recycle

P Portapotties

## Through the Seasons









is evident. Markets enhance quality of life by encouraging healthy eating habits and by supporting farmers who maintain much of the region's greenbelt. Farmers Markets help link farm and city for their mutual cultural, social and economic enrichment, 10 times more social contacts are made at farmers' markets than at supermarkets, for example. And Markets are a constant source of never ending education about food and agriculture. All this takes place by simply operating a true farmers' market. To highlight and enhance the experience, hands on educational programs and thematic entertainment can be included without veering off into too much of a carnival scene as this can prove to be counterproductive to sales and threaten the market's ability to attract the best producers.

Therefore we propose to offer children and adult tasting and cooking experiences thematic with the seasons as a means of promoting the market and farmer and food producer sales. Green cooking, food as medicine and food art are popular subjects, we would like to introduce along with basic gardening and cooking tips. We believe these additions will make the experience of the market more meaningful and fulfilling without taking away the from the festive atmosphere that has equal importance.

## MARKETING AND ADVERTISING

In accordance with the attached budget, we have set aside \$10,000 for promotion, advertising, signs and banners. Targeted and joint (with our other markets) advertising and mailings will allow the market to its expand its reach. Every household and business in Fairfax and western San Anselmo will receive a postcard. Directional signs will be placed for market day and our banner will hopefully be placed above Sir Francis Drake before opening day. Our website will be developed to include Fairfax.

We would appreciate any help the City can provide to notify the citizens before opening day that the market is continuing, lest there be any doubt. A link from the Town web site to our web site would be gladly accepted.

## **BUDGET**

The proposed attached budget includes a 2 million dollar insurance policy and is based on 30 farmers and producers and 20 market days.

## REFERENCES

Stacy Carlsen, Marin Agricultural Commissioner

415.499.6700

Carol Buchholtz, Director of Parks & Recreation

415.388.6393 Tamalpais Communiy Service District

Former Director of Parks & Recreation

City of Sausalito

Carol Misseldyne, Green City Coordinator

415.388.4033 City of Mill Valley

## FAIRFAX FARMERS MARKET 2013 (PROPOSED BUDGET)

## REVENUE

STALL FEES (Avg. 30 X \$ 40)	\$24,000
TOTAL	24,000
	EXPENSES
ADVERTISING (Inc. mail outs)	7.000
SIGNS/BANNERS	2,000
PROMOTION	1,000
INS/FEES/PERMITS	5,000
EOUIPMENT (portapotty/recycling)	3,000
MARKET ASSTS	2,000
ADMIN/rent	4,000
TOTAL	41,000

## **APPENDIX**

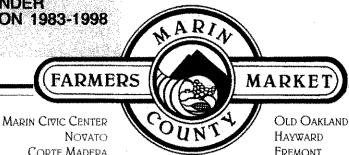
ACHIEVEMENTS

CONSULTING SERVICES

MARKET MANAGER RESUME

PROMOTIONAL MATERIALS

ACHIEVMENTS UNDER LYNN BAGLEYS DIRECTION 1983-1998



CORTE MADERA VACAVILLE

**FREMONT** SUNNYVALE

Top Ten in the Nation

NEW YORK TIMES & BON APPETIT MAGAZINE

## ACHIEVEMENTS

"Outstanding"

Chosen one of the seven "most outstanding" Public Markets in the nation (out of approximately 2000) - New York Times

"Best Farmers Market"

Chosen one of the ten "best" Farmers Markets in the nation BON APPETIT MAGAZINE

"Farmers Favorite" Farmers Market"

- SUNSET MAGAZINE

"Bay Area's Best Farmers Market"

- SF BAY GUARDIAN, BEST OF THE BAY ISSUE

"Statewide Farmers Market Role Model and Trendsetter"

CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE

"Largest Organic Farmers Market in the Nation"

- FARMERS MARKET COOKBOOK

### FEATURED IN INTERNATIONAL, NATIONAL AND LOCAL MEDIA, MAGAZINES AND NEWSPAPERS:

CNN, ABC'S "GOOD MORNING AMERICA"; NEW YORK TIMES, TIME MAGAZINE, USA TODAY, BON APPETIT MAGAZINE, FANCY FOOD MAGAZINE, WASHINGTON POST, ASSOCIATED PRESS, SUNSET MAGAZINE, CALIFORNIA MAGAZINE, MOTORLAND, NORTHERN CALIFORNIA HOME AND GARDEN, SACRAMENTO BEE, L.A., DAILY NEWS, CALIFORNIA FARMER MAGAZINE, CALIFORNIA AGRICULTURE MAGAZINE, NEW WOMAN MAGAZINE, SF BAY AREA MEDIA NEWS, KRON-TV "BAY AREA BACKROADS", : ABC-TV, NBC-TV, CBS-TV, KFTY-TV; SF BAY AREA RADIO: KCBS, KGO, KQED, AND K101; SF EXAMINER, SAN JOSE MERCURY News, Oakland Tribune, Pacific Sun, Marin I], Vallejo Times Herald, The Daily Republic, Contra Costa Times, HAYWARD DAILY REVIEW AND NUMEROUS WEEKLY AND MONTHLY PUBLICATIONS.

One of seven recipients (nationwide) of a HUD-sponsored technical assistance grant from the Public Market Collaborative to develop a public market.

Developed California's first Farmers Market/WIC Coupon Program for participants in the federal Women, Infants and Children (WIC) nutrition program.

Board Member:

CALIFORNIA FEDERATION OF CERTIFIED FARMERS MARKETS

AMERICAN INSTITUTE OF WINE & FOOD, Northern California Chapter, 1989 to Present

12th Annual California Farm Conference

LES DAMES D'ESCOFFIER INTERNATIONAL, SF Bay Area Chapter

Advisory Member:

STARS, Single Parent Transition Apartment Resources Services UC CO-OP EXTENSION, Small Farm Program Advisory Committee

Speaker:

CALIFORNIA FARM CONFERENCE

NATIONAL DIRECT MARKETING CONFERENCE COMMONWEALTH CLUB OF SAN FRANCISCO DENMARK CONFERENCE ON GREEN CONSUMER INTERNATIONAL PUBLIC MARKET CONFERENCE

Founder & Sponsor:

CALIFORNIA FARMERS MARKET WEEK

Co-founder & Sponsor: FARM DAY 1984 - 1994

1114 Irwin Street, San Rafael, CA 94901-3322 (415) 456-FARM FAX (415) 453-7502





## About Lynn Bagley

Ligolden Gate Farmers Market Association, a California non-profit community service, has founded, developed and managed 15 Certified Farmers Markets such as the highly regarded Marin County Farmers Market and consulted on many more nationally and internationally over the last 20 years.

Lynn Bagley has pioneered, since 1983, creative development strategies that have often been replicated throughout the nation.

She has been a frequent featured speaker and panelist on marketing, events, management, fundraising and the environment at local forums, statewide, national and international conferences.

She serves on several boards including the

She serves on several boards, including the California Farm Conference, California Department of Food and Agriculture's Organic Food Advisory Board, California Department of Food and Agriculture's Certified Farmers Market Advisory Committee, California Federation of Certified Farmers' Markets, Greenbelt Alliance and the Small Farm Program Advisory Committee.

Former Board memberships include:
American Institute of Wine and Food (Northern California Chapter), Committee for Sustainable Agriculture, Sustainable Agriculture Working Group (California Chapter), Community Alliance with Family Farmers, California Dept. of Education School Garden Advisory Committee.

Lynn is a former Congressional Aide to Congressman John Burton and graduate of San Francisco State University. Her studies included her junior year at Gonzaga University/University of Santa Clara extension in Florence, Italy.



## HOW TO GROW YOUR FARMERS' MARKET



# GOLDEN GATE FARMERS MARKET ASSOCIATION

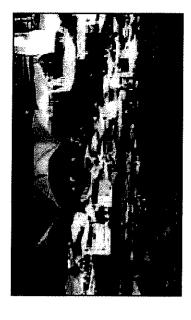
# CONSULTING SERVICES



A California Non-Profit Corporation

## **Mission Statement**

To provide Farmers' Markets around the community marketplaces at the cutting world with development strategies to edge of innovation and popularity. create bigb quality and vibrant



Marin County Farmers Market, San Rafael, California This nationally renowned, award-winning market was founded and developed by its longitime Executive Director, Lynn Bagley



# Scope of Services

- How to Start and Grow your Market
- Farmers' Market Events/Programs
- Farmers' Market Revitalization Strategies
- Marketing and Public Relations: Local and National Exposure
- Special Events and Edutainment: Representatives Food and Agricultural Working with Chefs, Health,



Chez Panisse Alice Waters

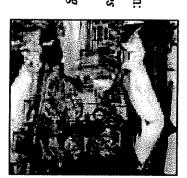
) Childrens' Programs: Farm to School Programs, Cooking and **Gardening Events** 

- Creative Business Development: Fundraising and Grants, Sponsorships
- High Quality Producer Recruitment Strategies
- Sustainable Agriculture Education Programs
- Non-profit Management: Board and Regulations Leadership Training, Bylaws, Rules and
- Market Development: Quality Control, Display and Merchandising, Enforcement Strategies, "Keeping Your Market Real"
- Working With Your Community: Collaborations, Partnerships, Government and Corporate

## Testimonials

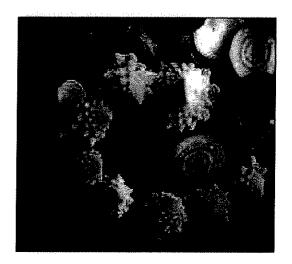
Lynn Bagley's have been praised in: farmers' markets

and more as among The New York Times the top ten in the Good Housekeeping Bon Appetit nation.



and newspaper. Francisco Bay Area TV and radio station News, New York Times and every major San She has been featured nationally and international ly on Good Morning America, CNN's Nutrition

The San Francisco Chronicle named Lynn Bagley Ms. Farmers Market of the San Francisco Bay Area



julianbaqley@comcast.net

## Highlights:

- Event coordinating: broad background in coordinating and planning farmers markets, home shows and related events
- Marketing professional: more than a decade of experience in marketing, sales and management as well as working with the public and meeting vendor needs
- Personal characteristics: exceptional social skills, positive work ethic, particularly able to remain calm and highly productive in high-stress situations and fast-paced environment

## Experience:

## Golden Gate Farmers Market; Marin County, CA

Market Manager June 1999 – Present

- Managing and promoting five Farmers Markets throughout Marin County June thru October
- Create and maintain websites on a monthly basis
- Recruit Farmers and food purveyors
- Assist with advertising and promotion during the market season

## Marin Home Show; San Rafael, CA

Associate Producer Dec 2000 - Jan 2011

- Event coordinating: site management, registration, booth placement, and resolving all client needs
- Assist producer with show production, advertising materials, decision-making, performing various administrative duties
- Manage sales and provide excellent customer service to exhibitors participating in the Home Show
- Build client relationships, respond to and resolve all customer inquiries regarding events
- Create strategies to connect with and pursue a variety of businesses regarding participation in the event while ensuring the highest level of customer service
- Manage and enter client information in database for all booth sales including customer info, booth numbers, pricing and generating customer invoices using QuickBooks Pro. A/P, A/R, payroll and general ledger work
- Train new employees for all duties including QuickBooks Pro, File maker Databases, and all sales activities

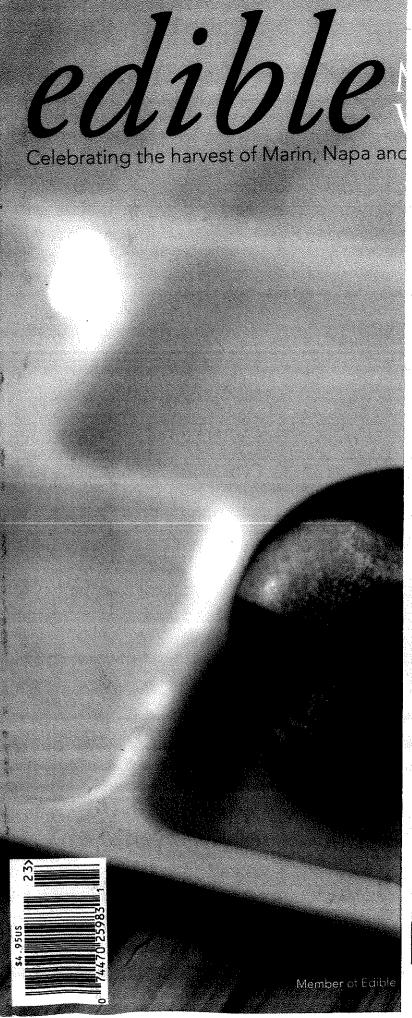
### Education:

College of Marin; Kentfield, CA

A.A. Business Administration

San Francisco State University; San Francisco, CA

B.S. Business Management, Minor Marketing 2010-Present



## MARIN COMMUNITY FARMERS' MARKETS





## SAUSALITO FARMERS MARKET

Sundays 10-2pm Year-Round Dunphy Park, 1600 Bridgeway @Napa, Sausalito

Free Parking



## TAM VALLEY FARMERS MARKET

Tuesdays 3-7pm until Nov.

SHORELINE SHOPPING CENTER, TAM JUNCTION 219 SHORELINE HWY. (Hwy 1)
NEAR WALGREENS, MILL VALLEY

Site



## MILL VALLEY FARMERS MARKET

Fridays 9:30-2:30pm Year-Round

759 E. BLITHEDALE, CVS PARKING LOT @ ALTO SHOPPING CENTER (NEAR POST OFFICE)



## CORTE MADERA FARMERS MARKET

Wednesdays 12-5pm YEAR-ROUND

Town Center Courtyard (Hwy 101 @ Tamalpais)



## ROSS VALLEY FARMERS MARKET

Thursdays 3-7pm until Oct.

DOWNTOWN ROSS POST OFFICE ROSS COMMON @ LAGUNITAS (OFF SIR FRANCIS DRAKE BLVD.)

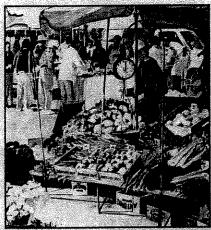
New Site

Info: 415.382.7846



## MILL VALLEY FARMERS MARKET

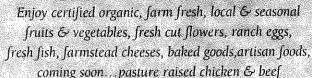
Fridays 9:30 - 2:30pm YEAR-ROUND



CVS Parking Lot

759 E. Blithdale
@ Alto Shopping Center
(NEAR POST OFFICE)

Info: 415.382,7846







## MARIN COMMUNITY FARMERS MARKETS

TAM VALLEY FARMERS MARKET Tuesdays 3-7pm until November

SHORELINE SHOPPING CENTER, 219 SHORELINE HWY. (@ HWY 1) NEAR WALGREENS, MILL VALLEY

MILL VALLEY FARMERS MARKET Fridays 9:30-2:30pm Year-Round 759 E. Blithedale, CVS Parking Lot @ Alto Shopping Center (near post office)

SAUSALITO FARMERS MARKET Free Sundays 10-2pm Year-Round Parking!
DUNPHY PARK, 1600 BRIDGEWAY @NAPA, SAUSALITO

CORTE MADERA FARMERS MARKET Wednesdays 12-5pm Year-Round Town Center Courtyard (Hwy 101 @ Tamalpais)

ROSS VALLEY FARMERS MARKET Thursdays 3-7pm May 31-Sept Downtown Ross Post Office, Ross Common @ Lagunitas, (Off Sir Francis Drake Blvd.)

Golden Gate Farmers Market Association 149 Ignacio Valley Cit. Novato, CA 94949 (415) 382-7846

You're linvited!







It's only natural to pick up all of your fruits, vegetables and healthy goodies at our farmers market.

**FARMERS MARKET CORTE MADERA** 

WEDNESDAYS
NOON - 5 PM YEAR ROUND

town center

CREATED WITH LIFE IN MIND.

We are located off the Tamalpais Drive exit. For more information, call 415-924-2961. Visit our 65 unique shops and restaurants including REI, The Container Store, Pacific Catch, west aim and more

## LIFESTYLES

Kids Can Cook



W photos/Frankie Front

in Washington, D.C., had a tough

CAN COOK:
Chef Alice Waters, who was a
judge in the "Kids
Can Cook" recipe
contest at the Ma
rin Farmers Market, congratulates
wilmer Cellms
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THE KIP
CAN COOK:
Chef Alice Waters, who was a
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Can Cook" recipe
contest at the Marin Farmers Market, congratulates
winner Cefina
Tousignant, 8,

iJ photos/Frankla Frost

## OPENING DAY!

Meet Author and Chel Bradley Orden of back Crest lim and One Market.

Shop the farmers market with Brad and then observe as he property and uses the fresh market produce

Chef's Market Tour with Bradley Ogden Chef Demonstruttor with Bradley Ogden

Comparative Berry Desting

Derry Demonstration, Gilbert Verena of Verena F
Kuts Can Cook, Fun counting with herries for hid
Horal Design by C Police.

Children's activities, music and other of will take place throughout the thir at the feature to win disease for two is one of finest restaurant by stopping at d



kir ing itugaran

The Village of Concissories Karakan da karakan kara

## RKET

Wednesdays 1 p.m. 'til 6 p.m. YEAR-ROUND



A project of The Golden Gate Farmers Market Association @1999.