



Agenda

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**Parks and Open Space Advisory Commission
The Barn at Frenchy's Field • Osage and Agua Fria Streets
Tuesday December 16, 2014 3:00 – 5:00**

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Review and Approval of Minutes: November 18, 2014
5. Citizen Communication from the Floor
6. Old Business
 - a. Parks Department Update (R. Thompson)
 - b. 2012 Parks and Trails Bond Implementation status: Overall plan, Report on Water History Park, SWAN and Miles Skate park Implementation (M. Gabaldon)
 - c. Skate Feature Site Selection and Next Steps (R. Thompson/M. Gabaldon)
 - a. Strategic Planning Next Steps: Recommendations for the Mayor
 - b. 2008 Audit RFP Update
 - c. Community Garden Evaluation and Lessons Learned
 - d. Memorials in Parks
 - e. Mayor's Committee on Disability Request for a Maintenance Policy
7. Reports from Commissioners
8. New Business
9. Items for the January agenda
10. Confirm date, time and location for the next meeting
11. Adjournment

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CITY OF SANTA FE
PARKS AND OPEN SPACE ADVISORY COMMISSION

December 16, 2014

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**MEETING MINUTES
FOR THE
PARKS AND OPEN SPACE ADVISORY COMMISSION**

Tuesday, December 16, 2014

1. CALL TO ORDER

A regular meeting of the City of Santa Fe Parks and Open Space Advisory Commission was called to order by Bette Booth, Chair, on this date at approximately 3:00 p.m. at Frenchy's Barn, Osage and Agua Fria, Santa Fe, New Mexico.

2. ROLL CALL

Roll call indicated a lack of quorum, but quorum was established later as follows:

Members Present

Bette Booth, Chair
Oralynn Guerrerortiz (arrived later)
Daniel Coriz
Melissa McDonald
Sandra Taylor

Members Absent

Joe Lehm (excused)
Anna Hansen (excused)
Patrick Torres (excused)

One vacancy (Nic Smith)

Staff Present

Richard Thompson, Division Director

Others Present

James Stodgel, POSAC member pending Mayoral appointment
Mary Schruben, Rancho Siringo Neighborhood Association
Charmaine Clair, Stenographer

5. CITIZEN COMMUNICATION FROM THE FLOOR (Revised Agenda Order)

Ms. Schruben said regarding the Municipal Tree Board, she spoke with the Head Learner at Mandela International Baccalaureate School. The school is interested in the tree inventory as their science project and is equipped with lap tops; they just need software.

She explained the school curriculum is different and has only seventh and eighth grade with all of the students participating in all curriculums. Each grade would do a different part of the project depending on the level of science and math. The school is looking for ongoing projects such as the inventory.

Ms. Schruben said she has not heard anything yet from St. Michael's High School about their science/nature climate change extracurricular activities.

Chair Booth introduced James Stodgel. She said he has not yet been appointed by the Mayor. She asked Mr. Stodgel to tell the group about himself.

Mr. Stodgel said he grew up in Santa Fe and went to St. Michaels High School. He has been involved in the community as much as possible and has a nonprofit called Only Green Design. He said he puts tools into the hands of youth to build things out of reclaimed materials. He is also interested in getting involved with politics on some level and contributing to POSAC.

Introductions of POSAC members and guests were made.

6. OLD BUSINESS

a. Parks Department Update

Mr. Thompson said Bryan Snyder requested a different approach to the budget and the Parks Department will now have deadlines and deliverables. Annual planning will involve goal setting and strength/weakness, opportunity and threat analysis, performance measures and zero-based budgeting.

He said the first step of goal setting is to develop a vision for the organization and from that a mission statement. Parks will then try to define product: special events, including the downtown Plaza; the Railyard and the Sports Complex; renting space at parks and open spaces and street closures.

Ms. Guerrerortiz entered at this time.

Mr. Thompson said the next most important product is horticulture: turf, trees, landscape and the Community Garden Program followed by mechanical systems, irrigation, lighting, structures and playgrounds and integrated pest management (IPM).

He reviewed process and personnel. He said everyone agrees that the demand for service from citizens and the Governing Body is increasing annually without an accompanying increase in budget.

Mr. Thompson said the department has identified a lack of positions for promotions. He said the only way to get promoted is if someone retires or resigns. He explained the future positions and grades and that he wants to have specialized and certified staff for irrigation, tree trimming and the IPM spray crew.

He reviewed the process of a metric performance measurement. He explained that the idea is to compare product to the previous year and show the percentage of change by month to justify their budget.

Mr. Thompson provided status updates on the *Items going to the Governing Body*: the PSA with IRide New Mexico is close to going to committee and would be before the Governing Body by the second meeting in January. He added that the ENN was passed unanimously.

Having established quorum the chair returned to the order of the agenda.

3. APPROVAL OF AGENDA

Ms. McDonald moved to approve the agenda as presented. Ms. Taylor seconded the motion, which passed by unanimous voice vote.

4. APPROVAL OF MINUTES- November 18, 2014

Ms. McDonald to approve the minutes of November 18, 2014 as presented. Mr. Coriz seconded the motion, which passed by unanimous voice vote.

6. OLD BUSINESS

a. Parks Department Update (continued)

Ms. McDonald said on the monthly report, she likes keeping percentages to show increased performance. She asked Mr. Thompson how Parks will communicate if there is an outstanding problem that decreases productivity. She said it is important that be inserted in a way that people understand.

Mr. Thompson said he meets weekly with his director who in turn meets with the City Manager. He said the general chain of communication is through the chain of command.

He said the City Manager asked that he develop performance measures and his thought is a form online that could be filled out every month. Key indicators could be pulled from that to record changes and improvements, cost reductions and water conservation. He said this is for the community.

Chair Booth said the Commission could help in a couple of ways. She said if Mr. Thompson wants something on record, he could bring a hard copy to the meeting and that becomes an exhibit to the minutes. She said secondly, the Commissioners can go to the media; write letters to the editor and *My Views*, etc.

Ms. Guerrerortiz asked whether Mr. Thompson has heard if there will be a flat budget.

Mr. Thompson said the last document he showed was a zero-based budget with product and the input is itemized in dollars, man hours, etc. He said Parks can utilize the current budget to reach 100 percent. He wants to transfer money into specialized positions and identify opportunities for promotions within the classified positions within the current budget.

He said the key to success is to identify savings and apply that. He added that water is the biggest commodity and the cost needs to be brought down from \$2.2 million a year. He thought Parks could get the cost below a million dollars a year and still have green grass, etc.

Chair Booth asked the status on the Parks and Recreation Director. She was told that 32 applications were screened and seven people were interviewed. The top four were offered the job, but declined.

b. 2012 Parks and Trails Bond Implementation Status: Overall plan, Report on Water History Park, SWAN and Miles Skate park Implementation (M. Gabaldon)

Mr. Thompson said the second bond sale exceeded expectations and all of the projects are fully funded. Completed projects have been identified and all of the projects were in the black except one.

Adam Armijo is being finished; Patrick Smith is on hold because of archaeological concerns. The Franklin Miles Park/Martha Ramirez Skate Center changes are mostly to replace or retrofit surfaces like rails and grind edges and to remove an obstacle. The project designer asked to wait until warm

weather for the concrete work. This winter the slab on top will be done and the picnic unit and water fountain will be executed. The work can be done without closing the skate park.

Ms. Taylor explained that Martha Ramirez was a city employee who passed away. She was an avid skateboarder and Ms. Ramirez's coworkers asked for something to be named in Ms. Ramirez's honor. She asked if the park would have a plaque for that.

Mr. Thompson said he didn't see anything regarding a plaque, but that could be done.

Mr. Thompson said the 2014 portion of SWAN (South West Activity Node) has wrapped up. The playground passed the audit with two minor changes that were added to the punch list. The final walk-through is this Friday and Gary Varela will attend.

Mr. Thompson said the park will not be open to the public and Phase I is not completed. He explained that a glitch between the developer of the subdivision, PNM electric and the city project manager caused the electrical not to be run to the facility. He anticipates that will be done in March.

Chair Booth asked that Mary McDonald attend the next meeting to tell the whole story.

Mr. Thompson said the Water History Museum design is 90% completed. The construction documents should be ready by the first of the year with completion by the end of March.

The relationship of the Santa Fe Conservation Trust and the Watershed Association was discussed. Chair Booth suggested POSAC consider inviting them to a meeting.

Mr. Thompson said the process has been developed that will "memo" every project to the committees and make them aware of material changes or neighborhood concerns. Some projects will automatically be executed and some will go to the committee and that would be determined by the neighborhood reaction to the proposed improvements.

Chair Booth asked for more details at the next meeting on Cross of the Martyrs, Thomas Maccione fountain, etc. She asked to go project by project with the date to be implemented, whether an ENN is required; if so when, etc.

Mr. Thompson said he would send a copy of the document with the General Obligation Bond information to everyone.

Ms. Guerrerortiz asked Mr. Coriz if he had an opportunity to look at the changes to the skate park. Mr. Coriz replied he did, but more changes were made.

Mr. Thompson said there is a letter of determination asking the City Council for consolidation of excess money \$535k (thousand) from West DeVargas, Franklin Miles and Ragle and to move the facility to the lower level of GCC (Genoveva Chavez Community Center). The letter will allow Parks to hire a local design/build firm. He offered to send the plans for Franklin Miles to Mr. Coriz.

Chair Booth asked about a sidewalk closing at Patrick Smith Park. She was told it was misquoted and actually Adam Armijo Park.

c. Skate Feature Site Selection and Next Steps

Chair Booth said Mr. Lehm asked her to report to the Commission that he met with Councilor Trujillo and Liza Suzanne. He indicated he is happy with the site location at GCC that now allows room for the senior center in the future.

Mr. Thompson said if Ms. Suzanne is happy with the placement of the parking lot, facility development would have no objections.

The group discussed the ENN required. Ms. Guerrerortiz thought there would be one ENN and "noticing" sent to people around the three parks. Ms. Taylor agreed. Chair Booth said the only ENN needed will be at GCC.

Mr. Thompson said the bond language indicates that people voted to put money into the parks. He said as he reads the specifics, people should be told why what they voted on is being changed.

Chair Booth explained there are two resolutions. One is that any material deviation from the Bond Implementation Plan has to go through City Council and a public meeting is required. The other is that an ENN is required if there is a change of more than \$250,000 in a park. She asked Mr. Thompson to check with legal.

Ms. Guerrerortiz said she agrees people at Ragle should be told that the city will not be building in their community. She said a cover letter could explain the change and that the skate park will be elsewhere.

Mr. Thompson added that it will be important to tell the neighborhood how other features were expanded at Ragle.

Mr. Thompson asked if a workshop is needed to review project by project.

Ms. Guerrerortiz said she wanted more about the project status: budgets, ENNs, schedules for design development, etc.

Chair Booth added that Commissioners want a short description of the projects and that can be covered in a regular meeting.

d. Strategic Planning Next Steps: Recommendations for the Mayor

Chair Booth said the meeting has been postponed until Monday, January 5th, 2015.

e. 2008 Audit RFP Update – Not Discussed

f. Community Garden Evaluation and Lessons Learned (Exhibit 1)

Chair Booth said the goal is to inventory and analyze the current community garden parks in coordination with the majordomos and parciantes; in relation to the resolution that formed it. The resolution was to create two parks; evaluate those and then expand. Recommendations were to be made based on the findings and what POSAC's role could be in the city's urban agricultural policy.

Chair Booth reviewed the online survey results: 67% of the participants (at least 50% from each garden) completed the survey. There is potential for 60 plots and currently there are 34 participants. Eleven objectives covered questions such as the kind of food grown; the perceived water usage and an assessment of the new process for the payment of water.

"Who are we serving" was a big question; none of the gardens are full (57% of plots are taken) and some people have more than one plot. Participants are 96% Anglo; 70% female; 80% over 50 (no one under age 30); and affluent-50% have an income of over \$60,000.

Chair Booth said the original model *that every garden should evolve in its own way*, is not working. The things that will be more important if the program is expanded is: more involvement from the city, etc. in the communication with participants and enforcing rules/procedures; helping with infrastructure and supporting events that help people to grow more food.

Three big lessons learned are: 1) the existing community garden program should be strengthened before opening a new garden. Policies and procedures should be refined and an annual review conducted. 2) To create an urban agricultural policy that combines programs such as leasing public lands to those want to farm; school programs and backyard gardens, etc. 3) There should be consultation with constituents/stakeholders about the type of programs they want.

Mr. Stodgel said people with low income might not have the time or interest to participate in a community garden.

Ms. McDonald said this should be diversified and people should be consulted about what they want. She suggested La Familia community garden that services a lot of lower income people, be used as a model.

She said it is a huge success that the majority of people are in close proximity to their garden. She emphasized that good things have come from the community gardens. She said being specific about the direction they propose the city go in, is important.

Mr. Thompson summed up things from the Parks Department discussions: 1) the city has a large investment in infrastructure, fencing, plumbing, etc. and does not want to abandon that. 2) The city wants a greater return on the investment for the ongoing contribution of assets and resources. 3) Scale is important. There are 3 to 5 people that benefit from the resources. Parks would like to see a larger scale with a greater investment and return.

Chair Booth asked how the Commission would like to communicate the information in her presentation at the Santa Fe Food Policy Council. She noted that Mr. Thompson said he looks forward to working with the Commission and the Garden Council to refine procedures/regulations and define the role of the majordomo and participants and the process to select a majordomo and communication of information.

Mr. Stodgel said he is excited about the project. He lives next door to La Familia and knows nothing about the garden. He said there are many in his network who would love to hear more about the program and how to get involved. He said he is interested in doing a demonstration plot and thought there would be local businesses and nonprofits also interested.

Chair Booth said one recommendation was better promotion of the community gardens.

Ms. Taylor asked who will make the decision to expand the existing plots or go into a new park.

Chair Booth said the resolution states the Garden Council. She said it does not state who forms the Garden Council. She said she chaired the Council and they met at least once a year, but the last Parks Director did not allow that and now the Council is defunct. She noted that she and Mr. Thompson discussed bringing the Garden Council back.

Ms. McDonald said an important question is whether this has to go to City Council. She said the Climate Task Force has made the community gardens a huge aspect of what they want to work on. She added there is also interest from POSAC, the Parks Department and Water Conservation.

She said before the item is presented to City Council they need a year of data and to develop recommendations. She said nothing stops someone from doing another community garden and it is important to let them know about the process.

Chair Booth said the resolution states there should be a stakeholder meeting.

Ms. Guerrerortiz said she agrees with the recommendation to market the community gardens. She would like the gardens to be at 100% with a waiting list; that would make sense to expand the gardens.

Chair Booth said there could be more discussion after her presentation at the Food Policy Council. Ms. McDonald added that she would like to do a presentation to the Water Conservation.

g. Memorials in Parks

Chair Booth said she was asked a couple of years ago to look at what other cities were doing on memorials. She said the Tree Board used her draft and added to it, but Mr. Thompson thought there was too much detail.

Mr. Thompson said recommendations from the MTB and online examples were used. Parks incorporated everything suggested by the Tree Board regarding trees and/or landscape elements and that is one segment of three possible donations.

Chair Booth said there are no changes, but the document has less detail and allows leeway and some of the specificity was omitted that might change over time. Mr. Thompson provided an example about irrigation. He said that gives staff flexibility to determine the right planting location for donations.

Ms. McDonald said they need to be sensitive to the concern about trees that had not been irrigated.

Mr. Thompson said his approach to trees is appropriate landscaping, soil and source of water. He said the Parks Department will identify crews that will only transplant horticultural stock. The crews will visit the plantings often to maintain aesthetics and the mechanical and cultural habits needed to grow.

Chair Booth said she would send the document to everyone. She asked that they read the document and be ready to vote on the policy at the next meeting.

Ms. Taylor asked members to keep in mind that there has never been a donation to the Parks Department that fits under this. She and Chair Booth discussed benches.

Chair Booth pointed out there are three requests currently for benches. Mr. Thompson added there is also a bike rack and request for bricks and a dedication of a bench for the Santa Fe River Park.

Ms. Taylor left the meeting and quorum was lost at this time.

The Commissioners read the document and suggested grammatical changes. Memorials and donations were discussed as being different from one another.

h. Mayor's Committee on Disability (MCD) Request for a Maintenance Policy

Chair Booth explained she was asked to write a response to the letter POSAC received from MCD asking the Commission to develop a policy on park maintenance for ADA (Americans with Disabilities Act). She said she has not heard anything further.

She said David Chapman indicated that Dave McQuarie requested to talk with her on the phone, but she preferred to meet formally for discussion.

7. REPORTS FROM COMMISSIONERS

Mr. Coriz thanked Mr. Thompson for the work on the project at the MX track. He said the Santa Fe Trail Jam is on May 16th and is teaming up with the Bike and Brew Festival running from the 13-17 of May. He explained that the Festival will have a series of bicycle events and the Trail Jam will be in the mix and there would be promotional money.

Chair Booth said the Municipal Tree Board had two applicants for their board positions. The members accepted Katherine O'Brien and will interview Tim Michael.

Chair Booth noted that there would be a tour at 4 p.m. tomorrow for Awesome Harvest. They make reusable plastic bags for growing.

8. NEW BUSINESS – There was none.

9. ITEMS FOR THE JANUARY AGENDA and

10. DATE AND TIME FOR NEXT MEETING: January 20, 2015

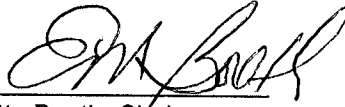
The Commission discussed preferences for meeting days, times and location and decided to continue to meet the third Tuesday of the month at Frenchy's. Ms. McDonald will chair the January and February meetings due to Chair Booth being out of town.

Agenda ideas were discussed: the MPO Pedestrian Plan; the missing equipment for the Railyard swing set; the resolution for reallocation and the need to get skaters at the hearing; follow ups on meeting with the Mayor; IRide; and the memorials in parks.

ADJOURN

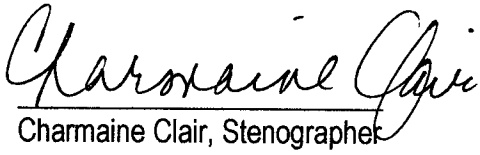
Having no further business to discuss, the meeting adjourned at 4:55 p.m.

Approved by:



Bette Booth, Chair

Submitted by:



Charmaine Clair, Stenographer

POSAC Summary

Parks Community Garden Program Assessment and Lessons Learned

Goals:

- ❖ Inventory and analyze, in coordination with mayordomos and parciantes, current community gardens in parks in relation to “Resolution 2009-53, A Resolution Establishing A Community Garden Program for City Parks and Adopting Related Policies” and the “City of Santa Fe Community Garden Policies and Procedures”.
- ❖ Based on these findings, make recommendations to improve the community garden program and the role parks and open spaces should have in our urban agriculture policy.

On-line Survey: 67% of the parciantes completed the survey; at least 50% from each garden.

Name of Garden	Size of Garden	Total # of Plots	# of Parciantes 2014	% of parciantes in relation to the total # of available plots	Number of Respondents to the Survey	% of parciantes who filled out the survey
Alto	App. 100' X 20' (There is no fence) 2,000 sq. ft. 1 spigot	15	9	60%	5	55%
Cielo Vista	50' x 40' 2,000 sq. ft. 3 spigots	5	4	80%	2	50%
Frenchy's	App. 95' x 50' 4,750 sq. ft. 1 spigot	16	7	44%	5	71%
Maclovia	43 x 31 1,333 sq. ft. 1 spigot	5	3	60%	2	67%
Sunnyslope	54' x 68' 3,672 sq. ft. 1 spigot	17	11	64%	9	82%
Total	13,755 sq. ft.	60	34	57%	23	67%

Specific Objectives: Identify and analyze:

1. Whom are we serving?
2. What kind and how much food are we growing?
3. How much water are we using? How could we reduce the amount of water that the garden is using or use it more efficiently? Perceived water use and actual water use.
4. Assess the new process for paying for water. How is it working? Are there ways that the process could be improved?
5. What role do the Community Gardens have in terms of creating community, shared learning and park safety as proposed in Resolution 2009-53?
6. What has been the role of Parks staff in the community gardens? How responsive have they been to requests? What is working and what needs to be improved?
7. How well is the Garden Organization functioning? What is working and what needs to be improved?
8. In general, what is working well at our community gardens?
9. In general, what needs to be improved?

10. Should the community garden program be expanded?
11. What other roles should our parks and open spaces have for urban agriculture besides community gardens?

WHO ARE WE SERVING: None of the gardens are full. The percentage of number of parcientes in comparison to the total number of plots available in the garden averages only 57%. Although Resolution 2009-53 says that only one garden plot may be assigned for each family, when the garden isn't full, parcientes have taken on additional plots. One third of the parcientes have two plots. One person has five or more.

Current parcientes are: Anglo (96%), female (70%), older (78% over 50. No one is under thirty.) and affluent (Fifty percent have a household income of more than \$60,000. 64% have a household income of more than 40,000.00.) However, a quarter make under \$30,000.00 and 17% make less than \$20,000.00. Two plots at Alto are gardened by the La Familia staff as part of their REACH /CENA projects. Clinic staff identifies overweight children and offer the family a range of healthy-eating services including monthly meetings at the garden to work and sample the produce.

The majority (65%) lives within ¼ miles of their garden. Most (70%) walk or ride their bikes to get there; however one third drive to the garden.

LESSONS LEARNED

The original model behind the resolution that created the community garden program was that once the City had created the garden, the Garden Organization would be responsible for managing it, with limited input from the City. This assessment indicates that this model is not working and that the City (or a sub-contracted NGO) needs to be more involved in communicating with the parcientes, enforcing the rules and procedures, helping with infrastructure (locks that work, mulch in bulk, manure, prairie dog removal, a steady source of water, etc.) and supporting educational activities and other events that will help people grow more food. This will be even more important if the City decides to expand the program specifically targeting low-income families.

In summary, the lessons learned from the Community Garden program indicate the need to:

1. Before opening any new community garden in parks, strengthen the existing community garden program and refine the policy and procedures for greater success. Conduct an annual review of the program to continue to refine it and respond to changing needs.
2. Create an Urban Agriculture Policy that is a *combination of programs* - larger urban agriculture sites in parks or on public land, demonstration plots, youth programs through the schools and backyard gardening programs that help working families by keeping the production close to home before expanding the community garden program.
3. Consult with constituents/stakeholders about what type of programs they want *before* starting the program.

Specific recommendations for *strengthening the existing community garden program* include:

- ❖ Improve/increase communication about the garden process, roles and responsibilities, gardening activities, etc. between City staff (or sub-contracted NGO) and the parcientes: The current policy

whereby staff communicates only with the Mayordomo who is then to communicate that information to the parciantes is not working. Parciantes need to receive information directly from the City about:

- Resolution 2007-53 and other City policies that affect the garden,
- The process for signing up,
- Contact information for City staff,
- Contact information of the Mayordomos and other parciantes,
- The process for selecting the Mayordomo,
- Roles and responsibilities of the City, the Mayordomo and the parciantes, and
- An annual financial report that could be shared and discussed at the annual meeting.
- Water efficiency methods and billing

This information, except parciantes contact information, should also be available on the City web site. We should consider making registration on-line.

Staff should not use community garden water for other purposes unless there is an agreement with the Garden Organization, the meter is read and the appropriate person/organization is charged for the water. Staff should maintain the area around the outside of the garden.

Mayordomos also need support from the City to enforce rules and procedures. Staff should visit the gardens monthly to ensure that the basic rules are being enforced, particularly that the garden is free of weeds and trash. Citations should be sent to parciantes who don't comply with these regulations. These are public spaces that need to be maintained both for their aesthetic and for public safety.

Staff needs to be trained in how to read water meters correctly, calculate accurately the water rates and submit a correct invoice to the gardens.

- ❖ ***Strengthen/formalize/codify the Mayordomo Selection Process, Role and Responsibilities:*** The City, in coordination with the Garden Council, should develop a policy on the role and responsibilities of the Mayordomo. This could include:
 - The City signs a contract with the Mayordomo that outlines his/her responsibilities.
 - The Mayordomo will organize an annual meeting to elect officers and make decisions about how the garden will function.
 - The Mayordomo will provide contact information (email and phone) of all parciantes to the City and to other parciantes.
 - The Mayordomo will organize the annual workday and at least two other events that bring parciantes together at the garden.
 - For taking on this responsibility, the parciantes fees will be calculated to pay for the Mayordomo's plot and water.
- ❖ ***Reinstate a one-time fee that covers the cost of water up-front:*** Calculate the fee based on the previous year average water per plot plus a contingency and charge that up-front. The fee could also include enough funds for new locks each year, bales of straw for mulch and manure that the City would provide.
- ❖ ***Meet with the Gardens:*** There is so much confusion and lack of information about the Community Garden program and roles and responsibilities, it would be best to hold a meeting with each garden (or a combination of the gardens) to discuss the new recommendations and procedures and to develop better relationships between staff and the garden parciantes. This would be a good time to also distribute and discuss water conservation, soil preparation, mulching, etc. materials.

- ❖ **Consider closing Frenchy's Field Garden** if significant changes aren't going to be made in 2015.
- ❖ **Modify the Rules and Procedures as follows:**
 - *I will pay an initial fee of _____ towards the water expenses: Increase the fee/pay the full price for water up front calculated on the previous year's use plus a contingency and incorporating the cost of the Mayordomo's plot and water.*
 - *I will not give out the water spigot lock combination except to someone who is taking care of my plot for me.*
 - *If I must abandon my plot for any reason, I will notify the Mayordomo.*
 - *I will keep weeds at a minimum and maintain the areas surrounding my plot.*
 - *If my plot becomes full of weeds and/or trash. I understand that I can be fined \$25.00 if my plot is not kept clean.*
 - *I will participate in at least two organized events of the garden.*
 - *I will pick only my own crops unless given permission by another plot user:*
 - *I will use only organic insecticides.*
 - *I will not bring pets into the garden.*
 - *I will return the garden plot in as good or better condition than when it was assigned. This might need to be defined more clearly, for example, it should be cleaned of plants and debris and mulched for over-wintering.*
 - *I will not sell or put to any commercial use the produce I grow in the garden. (Note: This is in Resolution 2007-53 and should be changed.)*
 - *How to manage the compost – to be developed.*
 - *I understand that the City may require return of the garden plot, by giving 30 days notice, if the garden area is required for another use.*
- ❖ **Advertise/promote the gardens:** We need to fill the gardens we currently have. City staff should actively advertise and promote signing up for the community gardens in March-May via the City PR department and signs that are posted at the gardens. This could include having a table at the Farmer's Market.
- ❖ **Create Appropriate Signage:** The community gardens need appropriate signage that explains the program, specifically that the plots are leased and the produce belongs to the gardeners with contact information on how to lease a plot.
- ❖ **Revive the Garden Council:** Define and codify how the Garden Council should function. Per Resolution 2007-53, the Garden Council is "a group of volunteers (including one member of the Parks and Open Space Advisory Commission and other interested individuals or representatives of interested organizations) organized to oversee the City's Community Garden Program and provide advice and resources to the City and the Garden Organizations." Per the resolution, the Garden

Council is to “oversee the City’s Community Garden Program and provide advice and resources to the Division and the Garden Organizations”.

When the Garden Program started, the Parks Director asked the POSAC Chair to also chair the Council and organize annual meetings. From 2007 – 2013, these annual and sometimes semi-annual meetings allowed gardeners from both the community garden program and other urban gardens (Gaia, San Isidro, Milagro) to exchange information and brainstorm solutions to common problems. However, in 2014 Parks staff did not support the Garden Council Meeting and instead held their own meeting with the Mayordomos. Similarly, the Garden Council was not consulted about the change of the policy for paying for water. Per the Resolution, this type of policy should have been discussed with the Garden Council before the City unilaterally implemented it.

❖ If new gardens are opened:

- Ensure that there really is sufficient demand for a new garden *before* investing in the infrastructure, staff time, etc.
- If community gardens are being created to encourage low-income families to grow more of their own food, 1) Consult first with these families to understand their interests in growing food and the type of program they would like to see. 2) Consider options that don’t require so much time and funding such as raised bed / hoop gardens / container / straw bale gardens in their own apartments/homes. 3) Support models like La Familia’s CENA project where families are provided support services related to gardening. The resolution may need to be amended to create a sliding scale for paying for water.
- Analyze the size of the garden and the plots to optimize production. There are only 6 plots in the 2000 square foot Cielo Vista Garden in spite of having 3 water spigots. The plots in Maclovía are only 5’ x 4’ raising questions how much food can be produced in relation to the cost of installing and maintaining this garden.
- Consider installing drip irrigation or Netfin type products as part of the basic garden infrastructure. All drip systems will require some basic maintenance. Therefore, consider offering CEU hours to any QWEL Certified participants for assistance and training of participants through the water conservation program.
- Consider installing chain link fencing that will deter theft and vandalism in the gardens.

ACTUAL WATER USE

Unfortunately it isn’t possible to assess how much water parciantes actually used in 2014 due to:

- Sunnyslope: Administrative errors in reading the meters. The July and August reported readings were actually considerably lower than the previous month. The water use was estimated using a simple trend formula, but it appears low at only 97 gallons per paid plot.
- Cielo Vista: The mayordomo reported that Parks staff used garden water for other purposes without measuring the amount they used or consulting with the mayordomo or parciantes.

- Frenchy's Field: Due to irrigation problems, there was no water provided to this garden for much of the growing season. Parks staff also allowed significant use of the garden water by another volunteer group without measuring the amount they used or consulting with the mayordomo or parciantes.
- Maclovia: The mayordomo explained that there was a reported leak in this system that was discovered in early September and that, as far as she could tell, was never fixed, making it impossible to assess how much water the parciantes actually used.
- Only Alto garden appears to have a reasonable amount of water use per parciante.

There were also multiple administrative errors in billing the gardens. As can be seen in the spreadsheet, in every case, the amount billed to the gardens is different than amount indicated by the meter readings. The water rate appears to have been miscalculated. In two cases, Cielo Vista and Frenchy's Field, the final invoices were totaled incorrectly.