

PACKET ITEM #6

CITY OF SANTA FE  
PARKS AND RECREATION DEPARTMENT  
COMMUNITY GARDEN PROGRAM  
POLICIES AND PROCEDURES

PART 1

1.1 Applicability and Intent

- a. These policies apply to the operation and management of the Community Garden Program under the Parks Division.
- b. These policies are intended to benefit the residents and volunteers of the City of Santa Fe who participate in the Community Garden Program while protecting the general well-being of the public.
- c. The Community Garden Program set forth in these policies refers to gardens dedicated primarily to the production of food products.

1.2 Definitions

- a. *City* means the City of Santa Fe
- b. *Division* means the City Parks Division.
- c. *Parks and Recreation Garden Council* means a group of volunteers (including one at least one member of the Parks and Recreation Advisory Commission (PARC) and other interested individuals or representatives of interested organizations and groups) organized to oversee the City's Community Garden Program and provide advice and resources to the City and the Garden *Associations*.
- d. *Garden Plot* means the land assigned to an individual or group to be used for gardening purposes.
- e. *Garden Association* means the collective gardeners in any one City garden organized to deal collectively with that garden's operations.
- f. *Parks and Recreation Advisory Commission* means the city advisory committee charged with advising the Governing Body with park and recreation related issues.
- g. *Members* means the individual gardeners, members of the Garden Association.
- h. *Garden Coordinator* means the person elected by the members of the Garden Association to coordinate garden activities and liaison with the City.

1.3 Responsibility of the City

- a. The City will provide the land for the garden.
- b. The City will conduct at least one public input meeting with the neighborhood and interested participants prior to initiating the garden program.
- c. The Division will determine the appropriate location for the garden based upon interest of potential participants, water source availability, nature of the park, accessibility and other factors.
- d. The City will provide *frost-free* water service *access* to the garden. The City reserves the right to cease water service if the City Manager determines that a water emergency exists necessitating such action.
- e. *The City may require return of the garden plot by giving 30 days notice if the garden area is required for another use.*

- f. The City will ensure that staff does not use the Garden Association's water or allow any other to use their water without establishing a system to measure the amount of water used and charge the respective user.
- g. The City will respond within 24 hours to reports of water leaks in the garden and will adjust the lost water from the Garden Association water bill.
- h. The City will maintain the area around the outside of the garden.
- i. The City will provide information related to the garden program annually to the Garden Coordinators and all members via email and on the City web site, including: Resolution 2007-53 and other City policies that affect the garden; the Garden Program Rules and Procedures; the Application Form and how to apply; contact information for appropriate City staff; and the annual Community Garden Program financial report.
- j. The City will ensure that Garden Association rules and procedures are enforced through monthly garden visits.
- k. The City will provide trash receptacles and pickup at each garden.
- l. The City will actively advertise the gardens and promote signing up annually from March-May.
- m. The City will create appropriate signage for the gardens that explains the program, specifically that the plots are leased and the produce belongs to the gardeners and with contact information on how to lease a plot.
- n. The City will keep accurate records of the amount of water the Garden Association uses monthly and accurately charge the Garden Association for their water use.
- o. The City will establish an estimated water fee for each garden (depending on the number and size of the plots) which members will pay upfront as part of the Application Process. Funds that remain at the end of the year will be rolled over and applied to the garden the following year. If additional funds are needed, the City will be responsible for collecting those funds from the members.

#### 1.4 Responsibility of the Garden Council

- a. The Garden Council will oversee the City's Community Garden Program and provide leadership, and resources to the Community Garden Programs and other urban agriculture initiatives. One of the principle functions of the Garden Council will be to identify and obtain, in coordination with the Parks Division, education, training and other support services and resources for these programs via grants, donations and partnerships, equipment and labor.
- b. The Garden Council will meet at least two times annually to elect officers, review urban garden/agriculture programs and provide guidance, support and resources.
- ~~a-c.~~ The Garden Council will create and manage an on-line space for the Garden Associations and other community garden/urban agricultural programs to communicate and share information.
- ~~b-d.~~ A representative from the Council will attend the monthly Parks and Recreation Advisory Commission meeting and make a report on the Community Gardens.

#### 1.4.1.5 Responsibility of the Garden Association

- a. The Garden Association members are responsible for paying for all water used in the garden.
- b. The Garden Association will meet annually to elect their Garden Coordinator.
- c. The Garden Association will conduct at least two work days per year to maintain and clean up garden common areas (walkways, edges and areas around the plots).

#### 1.6 Responsibility of the Garden Coordinator

- a. The Garden Coordinator will coordinate garden activities with the members and liaison with the City.
- b. The Garden Coordinator will be elected by the members of the Garden Association at their annual meeting.
- c. The Garden Coordinator will organize the annual meeting to elect officers and make decisions about how the garden will function, including compost and water management.
- d. The Garden Coordinator will implement the Garden Association Application Process outlined in Section 2 and provide the application forms and collected fees to the Division.
- e. The Garden Coordinator will participate in the Garden Council on-line virtual space and organize and maintain the Garden Association's section for members to communicate.
- d. The Garden Coordinator will organize at least two work days per year to maintain and clean up garden common areas (walkways, edges and areas around the plots).
- e. The Garden Coordinator will read the garden water meter at least monthly and immediately communicate the amount of water used to the garden members. This will help the Garden Association take remedial action for overuse of water in a timely fashion.
- f. For taking on this responsibility, Garden Association members' fees will be calculated to pay for the Garden Coordinator's plot and water.

#### 1.7 Responsibility of the Members:

- a. Members will provide all improvements and materials to the garden.
- b. Members will have something planted in their garden plot on or about May 30 or within 15 days of being assigned an unused plot.
- c. Each member will pay his/her percentage of the total water used by the Garden Association. Members will pay an upfront fee as part of the Application Process. At the end of the season, they will pay additional fees if necessary for the amount of water used by the Garden Association.
- d. Members will do everything possible to make the most efficient use of water including watering at appropriate times, using as little water as possible and mulching their garden.
- e. Members will be on watch for water leaks and will report them immediately to the Parks Division, 955-2106.
- f. Members are responsible for keeping the garden common areas (walkways, edges, areas surrounding the plots) clean and neat. To achieve this, members will participate in Garden Association workdays. If they cannot attend the work days, they will coordinate with the Garden Coordinator to do work day type tasks on their own schedule
- g. Members will attend an annual Garden Association meeting to elect their Garden Coordinator annual, plan for communal workdays, and make decisions about how the garden will function, including compost and water management.
- h. and plan for workdays, etc.
- i. Members will keep their garden plot free of weeds and debris.
- j. Members will put trash and debris in appropriate containers – non-compostable trash in the trash receptacles and compostable waste in the compost.

- k. Members will not give out the water spigot lock combination except to someone who is taking care of their plot.
- l. If a member must abandon his/her plot for any reason, s/he will notify the Garden Association Garden Coordinator.
- m. Members will pick only their own crops unless given permission by another plot user.
- n. Members will not bring pets into the garden.
- o. Members will return the garden plot in as good or better condition than when it was assigned including cleaning out all plants and debris and mulching it for over-wintering
- p. Members will not bring to the garden or use pesticides that are poisonous to humans or animals or are in poisonous concentrations, before or after application. Pesticide applications, if requested, shall comply with the City's Integrated Pest Management Ordinance (IPMO) set forth in Article 10-7 SFCC 1987.
- q. Members will not use herbicides in the garden area.
- r. Members will not grow illegal drug plants.
- a.s. Members will abide by all other applicable rules of the City.
- t. \_\_\_\_\_

## **PART 2. APPLICATION PROCEDURES**

### 2.1. Application Procedure

- a. Applicants wishing to participate in the Community Garden Program as a gardener will make application to the Garden Association Garden Coordinator.
- b. Only one garden plot will be assigned per family or household. If there are empty plots still available after the May 30<sup>th</sup> planting date, a family or household may apply for and be assigned a second plot. However, the following year, the second plot will again be open to another family or household.
- c. The plot must be worked by the person(s) or family whose name is on the application.
- ~~a.d.~~ Applicants must be 18 years or older.
- ~~b.c.~~ Garden plots will be assigned by the Garden Association's Garden Coordinator.
- ~~e.f.~~ Each applicant will be allowed to choose from available plots.
- ~~d.g.~~ The Garden Coordinator will provide a plot map showing the location and identifying symbol for each plot. As applicants choose their plot, their names will be entered on their application.
- h. The "assignment begins" date shall be the assignment date. The "assignment ends" date shall be left open. A member may keep the plot indefinitely if he or she follows the policies and makes use of the plot throughout the season.
- i. An applicant becomes a member /member of the Garden Association upon assignment of his/her garden plot.
- ~~e.j.~~ The applicant will pay an upfront fee as part of the Application Process. At the end of the season, they will pay additional fees if necessary for the amount of water used by the

| Garden Association in excess of the projected prepaid amount.

### **PART 3. INFORMATION**

3.1 Information regarding the City of Santa Fe Community Garden Program is available from the Parks Division located at 1142 Siler Rd. Bldg C., Santa Fe, NM 87504 (955-2106) during business hours or from the City's website at [www.santafenm.gov](http://www.santafenm.gov). Copies of these policies and other related information will be provided by the Division at a price determined by the City.

### **PART 4. AMENDMENTS TO THESE RULES AND PROCEDURES**

4.1 Amendments to these policies may be approved by the City Manager upon recommendation of the Division except those related to: water, illegal drug plants, herbicides and pesticides which require approval of the Governing Body.

**SANTA FE PARKS AND RECREATION DEPARTMENT  
COMMUNITY GARDEN APPLICATION FORM**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Garden: \_\_\_\_\_

By signing below, I agree to follow these Garden Association rules:

1. I understand that the garden members will provide all improvements and materials to the garden.
2. I will have something planted in my garden plot on or about May 30.
3. I will pay my equal percentage of the total water used by the Garden Association. I will pay an upfront fee of \_\_\_\_\_ for my plot and water. I understand that, at the end of the season, I may need to pay additional fees for the water used by the Garden Association if our use exceeds the amount collected at the beginning of the season.
4. I will do everything possible to make the most efficient use of water possible including watering at appropriate times, using as little water as possible and mulching my garden.
5. I will watch for water leaks and will report them immediately to the appropriate City Parks Division, 955-2106
6. I understand that the Garden Association members are responsible for keeping the garden common areas (walkways, edges, areas surrounding the plots) clean and neat. To achieve this, I will participate in the Garden Association workdays. If I cannot attend the work days, I will coordinate with the Garden Coordinator to do specific work day tasks on my own schedule
7. I will attend the annual Garden Association meeting to elect our Garden Coordinator, plan for communal workdays, and make decisions about how the garden will function, including compost and water management.
8. I will keep my garden plot free of weeds and debris.
9. I will put trash and debris in appropriate containers – non-compostable trash in the trash receptacles and compostable waste in the compost.
10. I will not give out the water spigot lock combination except to someone who is taking care of my plot. I will notify the Garden Coordinator of this care giver.
11. If I must abandon my plot for any reason, I will notify the Garden Coordinator.

12. I will pick only my own crops unless given permission by another plot user. I will notify the Garden Coordinator of this arrangement.
13. I will not bring pets into the garden except service animals.
14. I will return the garden plot in as good or better condition than when it was assigned including cleaning out all plants and debris and mulching it for over-wintering
15. I will not bring to the garden or use pesticides that are poisonous to humans or are in poisonous concentrations, before or after application. Pesticide applications, if requested, shall comply with the City's Integrated Pest Management Ordinance (IPMO) set forth in Article 10-7 SFCC 1987.
16. I will not use herbicides in the garden area.
17. I will not grow illegal drug plants.
18. I will abide by all other applicable rules of the City.
19. 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.

In signing this agreement, I understand that if I do not follow these rules, I may lose my plot the following year. I also agree to hold harmless the Garden Council, Garden Association, Garden Coordinator, other garden members and the City of Santa Fe for any liability, damage, loss or claim that occurs in connection with use of the garden by myself or any of my guests.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_, Garden Coordinator

Plot #: \_\_\_\_\_

Assignment Begins Date: \_\_\_\_\_