City of Santa Fe

Agenda

CITY CLERK'S OFFICE
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MUNICIPAL TREE BOARD
A SUBCOMMITTEE OF THE PARKS AND OPEN SPACE ADVISORY COMMISSION
The Barn at Frenchy's Field
Thursday, March 19, 2015
10:30 am

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Meeting Minutes for January 14, 2015 and February 19, 2015
5. Old Business
   a. Goals and Objectives for 2015
   b. Concerns from the floor
6. New Business
   a. Community Garden Guidelines and Procedures
7. Public Comment
8. Date and Time of next meeting
9. Adjourn

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CITY OF SANTA FE
MUNICIPAL TREE BOARD

A SUBCOMMITTEE OF THE PARKS AND OPEN SPACE ADVISORY COMMISSION

MARCH 19, 2015

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6. NEW BUSINESS		
a. Community Garden Policies and Procedures	Discussed	8-11
7. PUBLIC COMMENT	None	11
8. DATE AND TIME FOR NEXT MEETING -	April 16, 2015	11
9. ADJOURN	12:11 p.m.	11

MINUTES OF
THE
CITY OF SANTA FE
MUNICIPAL TREE BOARD

A Subcommittee of Parks and Open Space Advisory Commission

Thursday, March 19, 2015

1. CALL TO ORDER

A regular meeting of the City of Santa Fe Municipal Tree Board, a subcommittee of the Parks and Open Space Advisory Commission, was called to order by Tracey Neal, for the chair on this date at approximately 10:30 a.m. at Frenchy's Barn, Corner of Osage and Agua Fria, Santa Fe, New Mexico.

2. ROLL CALL

Roll call did indicate a quorum as follows:

Members Present
Tracy Neal
Sandra Taylor
Katherine O'Brien

Members Absent
Patrick Torres, Chair

Staff Present
Gary Varela, Parks Division
Richard Thompson, Parks Division Director

Others Present
Robert Wood, Water Department
Elizabeth Martin, recorder for Charmaine Clair

3. APPROVAL OF THE AGENDA

Ms. Taylor moved to approve the agenda as published. Ms. O'Brien seconded the motion, which passed by unanimous voice vote.

4. APPROVAL OF THE MINUTES-January 14, 2015 and February 11, 2015

January 14, 2015

Mr. Neal asked for confirmation on Arbor Day. The minutes state that Mr. Torres noted Arbor Day as the last Friday of April. He said his notes say the third Friday, April 17 as Arbor Day.

Mr. Thompson said in Texas the third Friday of April is designated by the legislature as Arbor Day, but the resolution designates the 4th Friday. He said he will check.

Ms. Taylor moved to approve the January minutes as presented. Ms. O'Brien seconded the motion, which passed by unanimous voice vote.

February 11, 2015

Page 1 incorrectly lists *Robert* Thompson under Staff Present, instead of Richard Thompson.
Page 6, third paragraph from the bottom: Mr. Wood was talking ...."*a few years ago when Dr. Irving spoke on planting trees*" ... should have been when Dr. Urban spoke...

Ms. Taylor moved to approve the February 11, 2015 minutes as amended. Ms. O'Brien seconded the motion, which passed by unanimous voice vote.

5. OLD BUSINESS

a. Goals and Objectives for 2015

Ms. Taylor said she thought the Board had recommended a new member. Mr. Neal explained that by the time the young man's name was submitted to POSAC, he was no longer interested. The Board still needs one member.

Ms. O'Brien asked if on #3 *to follow up on how to raise and secure funds*; there was a seminar.

Ms. Taylor said she contacted the Santa Fe Community Foundation and their work is primarily with 501(c)(3) businesses. She said the Foundation has a workshop in September that might be of value. That is posted on their website (*sfcommunityfoundation.org*) and there is a small fee.

Ms. O'Brien asked why the Tree Board would want to raise funds.

Mr. Wood said the funds are usually spent on the goals and objectives. Ms. Taylor added that the tree inventory needs funding; Mr. Wood added software, volunteer coordination, etc.

Mr. Neal asked if those things were not funded by the Parks Department.

Mr. Thompson said the Quality of Life [grant] has cut seven chapters in Parks requests. He said the governing body has instructed the department to spend money on tree pruning and hazardous tree removal. The funds are used for the saplings give-away at Earth Day, Arbor Day and Community Day.

Mr. Thompson said Parks wants to start to re-forest the city parks and take that from operating supplies if there is funding, but there is not. He said any monies raised by the Board will be directed to forestry efforts within the Parks Department and for outreach.

Ms. Taylor asked about the ReLeaf application that was submitted in August. Mr. Thompson replied he has not heard anything; this is the first he has heard about the application. He said he would check, but it was never an item of discussion with his previous director.

Mr. Thompson said speaking to the grant application; federal monies are directed through state agencies. The state agencies then call for applications and generally there is a 2 to 4 week turnaround.

Mr. Wood explained that the ReLeaf application is administered by the New Mexico Environmental Department and state held and a box is on the state tax refund for people to donate. He said normally the application is for a $6k (thousand) grant and matching funds are required with a project description and many smaller requirements.

Ms. Taylor mentioned that another application to check is Tree City USA submitted in December.

Mr. Thompson said the city has been re-designated a Tree City USA. He said a problem is asking the governing body to commit future funds to a matching grant. He said the item has to be proposed and go through committees and the governing body for approval. He said goals can be identified for possible grant opportunities and almost always include an opportunity to hire a professional for a term appointment funded for a year. He said the governing body does not generally want to fund a position that continues that has to be funded after the grant expires.

Mr. Wood said Water Conservation sets aside a portion of funds for matching grants. He said the department put a resolution through to City Council that allows the department to apply for grants of *up to* the amount [set aside amount] of matching funds. He said new procedures were received for grant fund applications, but he has not read them yet.

Mr. Thompson said the city receives a $55k a year Quality of Life [grant] and $45k of that goes to a contract with Coats for hazardous tree removal. He said Parks is asking for a budget for a tree forestry section within the division for a professional and some capital equipment that will be dedicated to tree work and holiday lighting. He said they will slowly build a team of tree professionals and at that time, a line for grant funding would be appropriate.

Ms. Taylor said she understood that the Quality of Life funding was $73k dollars. Mr. Thompson said that is not the amount, but he could get her an answer.

Ms. Taylor said she has asked several times to see the budget for the Quality of Life. She asked if the budget has been approved.

Mr. Thompson said there is an approved budget amount for fiscal year 2014/2015 that he can get Ms. Taylor. He added that $203k was requested this year. Mr. Wood noted that $83,000 was the last grant amount he worked with on the Quality of Life.

Ms. Taylor said things seem to come out at the Quality of Life funds for things that no one wants to commit to. The majority of the funds are for hazardous tree removal.

Mr. Neal said bringing them back to "what do they need the money for"; the money is needed for inventory. He recalled that the city bought equipment. He asked what the city needs to buy now.

The Board discussed the tree inventory. Their conversation is summarized as follows.

- Mr. Thompson said there was discussion to do a limited basis tree inventory, and if found to be helpful in making urban forestry management decisions, there could be an expenditure to the governing body to hire a private consultant to do a comprehensive street /tree/public land tree inventory.
- Mr. Neal said the discussion was to do a reduced, less detailed inventory than they would like and then use the inventory to show the governing body why more money is needed; to better develop the parks. He asked what money would be needed to do a reduced inventory. Mr. Thompson said in-house funds and equipment can be used with volunteers to do a baseline street tree inventory; "a windshield survey".
- Ms. Booth pointed out that the resolution creating the Municipal Tree Board mandated the Board: *"complete a comprehensive tree policy as to resolution...within one year of adoption of this resolution"* and *"within 90 days of adoption; prepare a budget outline and the costs associated with carrying out the above"*.
- Mr. Wood said going back to an earlier discussion; the type of inventory needs to be defined and the questions *who, what, when, where and why* need to be answered. Part will depend on how much money and volunteers they hope to have and the level of education of the volunteers.
- Mr. Neal said also discussed was to approach the tree inventory with a reduced survey this year and getting volunteers involved. A complete inventory could be done once the city has the funds and personnel.
- Mr. Thompson said the kind of inventory they can do that is affordable is a couple of volunteers on a Saturday shooting trees for DBH (depth, breath, height), condition, maintenance, genus and species to the best of their abilities.

Volunteers were discussed: Ms. Booth, Mr. Neal, Ms. Martin, Ms. Schruben and her neighborhood association members. Ms. O'Brien volunteered later.

Training was discussed: Mr. Thompson said a level of education; the aptitude and ability to learn and to traverse terrain and take measurements and use the electronic logging device or; they can presume a level of ignorance of tree survey techniques and go with that. He said he could develop a "tote sheet" with check offs and a comment box for genus/species not listed.

Ms. Taylor said "then let's get started". She said she hopes what is being proposed in the 10 year plan for the parks that she thought critical, is support or possibly includes an inventory.

Mr. Thompson suggested consulting with other cities that have completed paid inventories. He said the Davey Tree Group could provide that [information] but first will to meet and give the city a price. He said he wants to get the costs first from comparable cities.

Mr. Wood suggested contacting the New Mexico Parks and Rec' Association to find out who has done an inventory and if an inventory is on file, the Board could borrow a copy.

Mr. Thompson said he could find someone; the city was just joined to the statewide association and they can skip Davey and go Parks Department route to get a local picture. He suggested setting a date to do training for next Saturday or in two weeks.

Mr. Wood suggested doing a public announcement and asking volunteers to show up at a location to see if they are interested. He said a lot of people initially respond and by the second meeting they are down 20 or 30% of the original number.

Mr. Thompson asked if the Board would want to take over the task from the Parks Department.

Mr. Neal said the work needs to be coordinated with Parks. He wasn't sure what the point would be of moving the inventory from Parks to the Tree Board. Mr. Thompson replied it could get it off his back. Mr. Neal responded, on the other hand Parks has the equipment and knows their schedule.

The Board discussed scheduling the inventory and notifying volunteers and meeting location.

Mr. Thompson said if March is too early and April is packed, the Tree Board has to schedule a "community garden talk". Mr. Wood said except for one weekend in March, he is booked until mid-May. Mr. Thompson also was booked until May 9, but said they could pick a Saturday and the department will set it up.

Mr. Neal suggested the 16th of May. Ms. O'Brien thought that better than April; Ms. Booth would be out of town.

Ms. Taylor said to keep it simple and if something is planned for May 16, it should definitely be advertised with a specific time and place. She said if no one shows they will have a core group.

The members talked about notification to Ms. Schruben and those coming with her and other volunteers. Mr. Wood said they could get a small room at the convention center at no charge if they get it in advance. Mr. Neal offered to check on the availability of the Railyard Park Community Room.

Ms. Booth advised that their communications go through Ms. Esparza who could send the message to other committee members, since emailing members directly could violate the Open Meetings Act. She suggested having the Open Meetings Act on the agenda for a review.

Mr. Wood noted that May 16 at the Railyard Park there would be a Santa Fe Artist Workshop; a Farmers Workshop; Movies That Matter; and Outside Santa Fe. Mr. Neal said he would not follow up then. Mr. Neal asked about using Frenchy's Barn.

Mr. Varela offered to check with Barbara about the Barn and thought a meeting would be possible in the morning. Ms. Taylor asked that Mr. Thompson have the checklist for training with the equipment that will be used, etc. at the training meeting location.

Mr. Thompson suggested formalizing the Board's approach at the next meeting as an action item on the agenda to: establish data sets on collection; verify the equipment and tools available; confirm the meeting site; and authorize a PSA (Public Service Announcement).

Mr. Neal said he offered to help create a specific list of trees that would be applicable for specific situations and he has not done that. He said he will do that by the end of April and have the Board review the list. Mr. Wood offered to help and said the best trees are already on the website and on file at Land Use.

Mr. Thompson asked if that is the list Mr. Neal would revisit. Mr. Neal replied that he thought that what was set up for the Tree Board as a broad general list, but not trees that are specified for specific situations.

b. Concerns from the Floor

Ms. Booth thanked everyone for the work they have done. She said as the chair of POSAC she wants to empower them to take on even more. She said with the Mayor's request, POSAC will become PARC (the Parks and Recreation Advisory Commission) and the draft resolution has been written and is going through the process. She said in the next couple of months the Mayor will introduce PARC, and a piece of that is to transfer the Municipal Tree Board from POSAC to be under PARC.

She said secondly a resolution will go forward with the Mayor's blessing for funding a 5-10 year master plan for Parks and Recreation. That will include an inventory of what they have and what needs there are going forward. She said a major part of that is to look at the resilience of parks and open spaces through the lens of climate change and mitigation adaptation, etc. and that will include water.

Ms. Booth said this will also obviously include trees. She said the city wants to write an RFP (Request for Proposal) to ensure that water use, etc. is a piece of the request for the proposal going forward. She said the Board would be asked to ensure the language is included and to work with the person awarded the contract. She is hoping the resolution goes through in the next couple of months and the master plan can be started in the next year.

Ms. Booth said the time period for a lot of the POSAC members will be up in June. The city is actively recruiting and she is putting the openings on social media. She said especially important is to have someone on POSAC/PARC in the urban agriculture culture. She said as chair, she could make sub committees and wanted to toss out an idea adding to the Municipal Tree Board, rather than creating a new subcommittee. The Municipal Tree Board would become the Municipal Tree Board and Urban Agriculture Subcommittee.

Ms. Booth said her thought is to have a really strong urban ag person on PARC as a representative to the MTB (currently Mr. Torres fills that role). She said in addition to representing the MTB, the other major thing would be [representing] urban agriculture on parks and community gardens.

Ms. Booth said she has steered away from forming subcommittees, because people often feel "that is their [the subcommittee's] work" and does not involve them. She said she has each Commissioner

commit to their passion and what they want to carry forward and each Commissioner reports at the meeting.

Ms. Booth said the Community Garden Program is in transition and needs more energy and support and she will discuss that background next.

Mr. Thompson said the MTB was established to satisfy the first requirement of Tree City USA, which is linked to: *and/or an urban forestry professional dedicated to tree functions within the city*. He said he assumes that the Tree City USA Governing Body, which is the Arbor Day Foundation, would prefer the subcommittees be separate. He said secondly it is "apples and oranges; beets are not trees". He said he thought the advisory commission deserves a dedicated urban agriculture person.

Mr. Thompson said the Mayor already has three committees that touch on agriculture and he would love that to be housed in PARC, but he is not sure what will happen with open space within the Parks and Recreation. He loves that POSAC helps Parks represent parks and open space government. He said these have to be integrated into the governing body's implied interests. He thought agriculture is as important as forestry and should be separate.

Mr. Neal agreed. He said this Board is so much about parks and trees and related to Tree City.

Ms. Booth said POSAC has only nine members. She thought that Mr. Carter will not want to have two ag' "things" when POSAC also represents all of the districts, youth leagues, etc. She said the tension between the two ideas is that the resolution states there is to be two people from POSAC and "others" on the MTB. She said they may want to think about amending the resolution.

Mr. Thompson said they do not want the governing body to start thinking about the other aspects of the Commission. He thought this would be amenable to agriculture being a part of the Tree Board as long as the title remains the same and there is a designated contact person to put on the application.

Ms. Booth said the decision does not have to be made today. She said she promised the mayor a list of candidates for PARC. She said as they think about the ideal PARC and how that will feed into the work PARC wants to do in the future; to her that means strengthening the Municipal Tree Board.

Mr. Wood said he sees urban agriculture as a huge entity of itself and it might overshadow.

Mr. Thompson suggested the item be on the agenda for next month and the Board vote. He sees it as becoming an initiative within the governing body and funded separately from the Parks and Recreational Department.

Ms. Booth said someone from POSAC needs to take on the Tree Board, if Mr. Torres and Ms. Taylor rotate off.

Mr. Neal asked what the commitment is for PARC. Ms. Booth explained a meeting a month, currently on the second Tuesday from 3-5 p.m.; which might change with new people and may be in the evening. She said they represent a constituency, the tree Board would stay the same, but the PARC

representative would be the urban ag/tree person and also have the responsibility of being on both committees.

Mr. Neal said they were talking about someone from MTB joining PARC without the overlay of that person having interests in, or knowledge of urban ag. He said urban ag has not been included as part of the Tree Board.

The Board discussed the position of the representative for the two committees.

Mr. Wood said if involved in tree work, you are involved in horticultural work. Mr. Neal replied he is not an agriculturalist. Ms. Booth said it could be that someone else applies to PARC that could do both.

Mr. Neal asked if it would have to be just one person that does both roles. Ms. Booth said there are only nine members on the Commission and Mr. Carter would like to have four members from Recreation and five people from parks. She said it would be hard to say they want two people; one to deal with trees and one with agriculture out of the five people.

Mr. Thompson liked Ms. Booth's suggestion that the person would handle two tasks at one meeting, because it is efficient and economic. Ms. Booth said the decision will ultimately be the Mayor's.

6. NEW BUSINESS

a. Community Garden Policies and Procedures (Exhibit 1)

Ms. Booth said in 2009 the city created a city Community Garden Program for city parks. The idea was that the city's role was to establish the gardens and then each garden would evolve as they would. There was to be two community gardens and they were to be evaluated, and then the city could expand the program. Ms. Booth said in the last four years the program has expanded to five or six gardens.

She said in 2014 it became apparent there were significant issues and the Mayor requested that POSAC conduct an evaluation of the program. The evaluation was in coordination with the majordomos and 65% of the parciantes completed the survey. Ms. Booth passed out a summary of the survey. (Exhibit 2)

Ms. Booth said two things were developed out of the lessons learned and the recommendations and the first is still in process: changes to the Policies and Procedures. She said the Mayor's Task Force for Climate Change, Water, Food Security and Land Use is reviewing the policies. Recommendations were also made for the garden site application form and the rules for the commitment of the parciantes contract with the city and their role and responsibilities.

She noted that the city currently uses the old application. She said she is asking the Board to look at the list and recommend these rules be use this year.

Ms. Booth explained that the idea behind the garden set up is to build it on the acequia system that reflects the northern New Mexico Acequia System. She talked about the traditions of the 400-600 year-

old system. Ms. Booth reviewed the handout and the rules for the application form. She said POSAC had requested that the Municipal Tree Board review the form and recommend if they should go forward.

Ms. Taylor clarified that Ms. Booth's expectation was for the Board to approve the application form and move it forward and ask city staff to use the new application form.

Ms. Taylor said in the rules it states: *the city will visit each of the gardens once a month.* She asked if that referred to a Parks employee. Mr. Varela replied that is correct and staff will combine the visit and take the take the water usage reading at the same time.

Mr. Thompson said that is up to six individuals and Ms. Esparza that visits the sites, reads the meter and logs the reading and makes an assessment. He said Parks is trying to give that responsibility back to the majordomo this year and have them communicate the information monthly. Parks will still read the meter, but it will be done by one trained employee.

Ms. Booth said that is in the guidelines of procedures and is still in process. She asked Mr. Thompson how he wants to deal with that. She has had a lot of comments.

Mr. Thompson said he met with the majordomos and they were asked to do what is prescribed in the resolution; have their annual meeting, get applications filled out (a new application is required annually). The second part of the majordomo's responsibility is to hold an election at the annual meeting for the majordomo. He said Parks does not attend, but the majordomos were asked to record and return the vote with the applications and the $15 a plot fee.

Ms. Booth said the request is for the new application to be sent to the majordomos to use, instead of the old one. Mr. Thompson said he would take that to the director and act on his request.

Ms. Taylor said the form is fine, but she has a request that someone is accountable for keeping an accurate log of water usage and the log is available to the public. Mr. Thompson agreed. He said that is why one person will do that.

Mr. Neal asked if each community garden has a separate meter. He was told it has a sub meter that meters the amount of use by that garden.

Ms. Booth said a recommendation was for the city to advertise and the majordomos are sending emails to those who gardened the last time. She asked if the city would advertise for new people.

Mr. Thompson said advertising would be a single post in a community newspaper. He said a consensus of the majordomos expressed concern that advertising would bring people from outside the community and they do not want the community garden to be a citywide effort. Parks gave them the responsibility to fill the slots by going door to door and door hangers, etc., if they choose to keep the members within their community. The new members will be assessed and afterwards Parks will advertise.

Ms. Booth said the idea is they want people to want to garden. She asked if they should have signs on the gardens. She asked about the Frenchy's community garden. Mr. Thompson said signs would be alright. He said there is interest from Siler Road Parks and Rec'.

Ms. Booth said she would put a sign on the fence.

Mr. Neal provided feedback on the Community Gardens Applications form: the first sentence was unclear as to what people were being asked to commit to. He suggested a second sentence listing exactly what improvements and services are expected. He said under (3); *people may need to pay additional fees for water if you exceed the amount collected.* He asked about a rebate for people who use less than the allotted amount. Ms. Taylor said that was addressed in later verbiage; the money would be carried forward.

Mr. Neal said on (#15) on the use of pesticides/poisons: *"or are in poisonous concentrations"* is not clear; and possibly redundant.

Mr. Wood said it was included because someone could spray dish soap on a bug and that is officially a pesticide. He said *poisonous concentration* is defined by EPA (Environmental Protection Agency). He suggested it might be easier to follow the intent of #15 to have people sign an agreement that no pesticides or herbicides will be used without approval of the Parks Division.

Mr. Thompson said that was mentioned in the resolution and in order to simplify, the city IPM (Integrated Pest Management) could be referenced for #15, which includes getting a variance from Parks. He said the variance would not be granted because of the ordinance.

Mr. Wood said yes and no; all herbicides are pesticides, but not all pesticides are herbicides.

Mr. Thompson said the community garden tenet says they will not use herbicides and is why for #15, the gardeners agree to comply with the ordinance.

Ms. Booth suggested using the Santa Fe IPM Ordinance. She pointed out that vinegar in a concentrated form is an herbicide.

The Board members discussed the ordinance and language. Mr. Wood said in different sections the ordinance is written that anything used would require approval. Mr. Thompson asked why then is there an approved list of chemicals; a person should be directed to the ordinance and the director will have the right ...

Mr. Neal asked how people get city approval for pesticide use. He asked what a person would do if he has aphids on his Brussels sprouts; email someone in the city and wait for a reply. He said there has to be something that the majordomo has, such as a list of approved chemicals, etc.

Mr. Wood said the ordinance requires the director to develop an approved list; the list means if you use anything-this list has been Parks approved. He said permission is still needed on city owned or leased property.

Mr. Neal asked how a community gardener would know how to control pests. Ms. O'Brien added and how will they get permission.

Mr. Wood suggested the IPM Coordinator develop a list for community gardens and a process for approval. Mr. Neal said if legal, the majordomos could be granted authority.

The discussion continued on who should authorize the list of approved chemicals. One suggestion was to put the list in the ordinance and circulate the ordinance.

Ms. Booth said there has not been a lot of fight on the issue. Mr. Neal said clarity is needed on how pest control could be done. Mr. Thompson said produce the ordinance for the majordomos; the ordinance is very restrictive and will be organic. Mr. Neal said if people can't get a quick answer they will resort to whatever they think they can get away with.

Mr. Wood volunteered on #s 4 and 5 to have signs reprinted. He said they could be put in the middle of the garden.

Ms. Booth said water is a major issue and one request was meters for the faucets. She said the meter is read in August and the information is not received until September.

Mr. Thompson said the new rules state that the association parciantes will provide all improvements and services to the garden. He said they (parciantes or Parks?) can authorize the meter at the faucet.

The Board discussed the number of meters that would be needed.

Ms. Taylor stressed that no new gardens should be authorized for a minimum of a year, because all of the processes and procedures are new. She said she is skeptical about the program and would like to see facts and figures before any expansion.

Mr. Thompson said the Parks Department supports the idea not to create new gardens, but he was not sure they could impose that on the community or city government.

Ms. Booth agreed. She said there is a sub group of the Mayor's Task Force that is looking at community gardens in schools and issues related to that.

Ms. Taylor moved to accept the Community Garden Application as presented with amendments, as discussed. Ms. O'Brien seconded the motion, which passed by unanimous voice vote.

7. DATE AND TIME FOR NEXT MEETING

Mr. Thompson said to meet before POSAC's meeting has been discussed.

Mr. Neal said he will add an action item to review the meeting date and time at the next meeting.

8. ADJOURNMENT:

Having no further business to discuss, the meeting adjourned at 12:11 p.m.

Approved by:

Tracey Neal, Acting Chair

Submitted by:

Charmaine Clair, Stenographer

DRAFT NOT FOR CITATION

Exhibit 1
MTB
March 19, 2015

CITY OF SANTA FE
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 welfare 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. *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. *Parciantes* means the individual gardeners, members of the Garden Association.
h. *Mayordomo* means the person elected by the parciantes 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 deduct 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 mayordomos and all parciantes 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 a estimated water fee for each garden (depending on the number and size of the plots) which parciantes 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 parciantes.

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.
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.

1.5 Responsibility of the Garden Association

a. The Garden Association parciantes are responsible for paying for all water used in the garden.
b. The Garden Association will meet annually to elect their mayordomo.
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 Mayordomo

a. The mayordomo will coordinate garden activities with the parciantes and liaison with the City.
b. The mayordomo will be elected by the parciantes of the Garden Association at their annual meeting.

c. The mayordomo will organize the annual meeting to elect officers and make decisions about how the garden will function, including compost and water management.
d. The mayordomo will implement the Garden Association Application Process outlined in Section 2 and provide the application forms and collected fees to the Division.
e. The mayordomo will participate in the Garden Council on-line virtual space and organize and maintain the Garden Association's section for parciantes to communicate.
d. The mayordomo 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 mayordomo will read the garden water meter at least monthly and immediately communicate the amount of water used to the garden parciantes. 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 parciantes' fees will be calculated to pay for the mayordomo's plot and water.

1.7 Responsibilitiy of the Parciantes:

a. Parciantes will provide all improvements and services to the garden.

b. Parciantes will have something planted in their garden plot by May 30 or within 15 days of being assigned an unused plot.

c. Each parciante will pay his/her percentage of the total water used by the Garden Association. Parciantes 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. Parciantes will do everything possible to make the most efficient use of water including watering at appropriate times, using as little water as possible and using mulch effectively.

e. Parciantes will be on watch for water leaks and will report them immediately to the Parks Division, 955-2106.

f. Parciantes are responsible for keeping the garden common areas (walkways, edges, areas surrounding the plots) clean and neat. To achieve this, parciantes will participate in Garden Association workdays. If they cannot attend the work days, they will coordinate with the mayordomo to do work day type tasks on their own schedule

g. Parciantes will attend an annual Garden Association meeting to elect their mayordomo 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. Parciantes will keep their garden plot free of weeds and debris.

j. Parciantes will put trash and debris in appropriate containers – non-compostable trash in the trash receptacles and compostable waste in the compost.

k. Parciantes will not give out the water spigot lock combination except to someone who is taking care of their plot.

l. If a parciante must abandon his/her plot for any reason, s/he will notify the Garden Association mayordomo.

m. Parciantes will pick only their own crops unless given permission by another plot user.

n. Parciantes will not bring pets into the garden.

o. Parciantes 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. Parciantes 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.

q. Parciantes will not use herbicides in the garden area.

r. Parciantes will not grow illegal drug plants.

s. Parciantes will abide by all other applicable rules of the City.

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 mayordomo.
b. Only one garden plot will be assigned per family or household. If there are empty plots still available after the May 30th 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.
d. Applicants must be 18 years or older.
e. Garden plots will be assigned by the Garden Association's mayordomo on a first come, first served basis.
f. Each applicant will be allowed to choose from available plots.
g. The mayordomo 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 parciante may keep the plot indefinitely if he or she follows the policies and makes intensive gardening use of the plot.
i. An applicant becomes a parciante /member of the Garden Association upon assignment of his/her garden plot.
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. 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.

El Agua es Vida

Dear Applicant,

The City of Santa Fe Community Garden Program was created by in 2009 by Resolution 2009-53 to support urban agriculture and food security. It is governed by the "City Of Santa Fe Community Garden Program Policies And Procedures". These documents are available on the City web site address. We encourage you to read them to fully understand the roles and responsibilities of the various parties involved in the program – City, Garden Council, Garden Association and Parciantes.

The Community Garden internal management system is founded in the New Mexican Acequia, a centuries old system of communal water and agricultural management. The following describes the Acequia system and how it has been adapted for the Community Garden Program.

New Mexico Acequia System[1]	Santa Community Garden Program System
The Acequia Association is a self-regulating autonomous irrigation community made up of *parciantes*. Each parciante owns a derecho or water right that is attached to his or her land.	The Garden Association is a self-regulating autonomous governance system for each garden. Each parciante rents a plot and pays his or her portion of the water used by all of the parciantes of the Garden Association.
Meetings are the major venue for the cooperative, organizational, and managerial aspects of acequia practice. Each acequia must hold an annual meeting to elect the mayordomo and commissioners and to deal with other routine ditch business. Parciantes also hold meetings to deal with crisis situations and the rationing of water.	Meetings and workdays are the major venue for the cooperative, organizational, and managerial aspects of Garden Association. Each garden must hold an annual meeting to elect the mayordomo, plan work days and make decisions about how the garden will function, including compost and water management.
The mayordomo plays a key role in the New Mexican community Acequia. The mayordomo and commissioners are elected by the parciantes at the annual meeting and manage all ditch business. They supervise la saca, preside over meetings, resolve minor disputes between parciantes, and organize repair jobs. (For taking on these responsibilities) the Acequia Association pays the mayordomo a modest stipend.	The mayordomo plays a key role in the City Garden Program. The mayordomo is elected by the parciantes at the annual meeting to coordinate garden activities and liaison with the City. Specifically, the mayordomo organizes the annual meeting and two annual work days, implements the Garden Association Application Process and communicates with and maintains a virtual space where parciantes can communicate about garden issues. For taking on these responsibilities, Garden Association parciantes' fees are be calculated to pay for the mayordomo's plot and water.
La saca, or la limpia de la acequia (the annual spring cleaning of the ditch), requires each parciante to contribute labor toward physical maintenance of the system.	Each garden has communal areas - walkways, edges and areas surrounding the plots which the Garden Association parciantes are required to keep clean and neat. To achieve this, parciantes participate in Garden Association workdays. If they cannot attend the workdays, they coordinate with the mayordomo to do work day

[1] Rodriguez, Silvia (2006). Acequia, Water Sharing, Sanctity, and Place, SAR Press, Santa Fe, New Mexico.

	type tasks (tareas) on their own schedule.
Driven by the imperative to quantify and rationalize every drop of water and lacking formal governmental structures, the Acequia system developed into a form of "democratic collectivism motivated by self-interest" (Meyer 2000:88). Some kind of water-sharing plan accordingly became the key ingredient in every local setting (Meyer 2000:89).	The Garden Association is responsible for paying for all water used by the Association parciantes. Each parciante pays an equal share of the water bill. This means parciantes must collaborate to ensure the most efficient water use possible by the Garden Association.

The Application Form outlines the parciante's rights and responsibilities in more detail. If you have any questions, please call the Parks Division, _____.

Happy Growing!

Mayor Javier Gonzales

COMMUNITY GARDEN APPLICATION FORM

Applicant Name: _____

Address: _____

Phone: _____

Email: _____

Name of Garden: _____

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

1. I understand that the Garden Association parciantes will provide all improvements and services to the garden.

2. I will have something planted in my garden plot by 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 using mulch effectively.

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 parciantes 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 mayordomo to do specific work day tasks on my own schedule

7. I will attend the annual Garden Association meeting to elect our mayordomo and 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.

11. If I must abandon my plot for any reason, I will notify the Garden Association Mayordomo.

12. I will pick only my own crops unless given permission by another plot user:

13. I will not bring pets into the garden.

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 agree to hold harmless the Garden Council, Garden Association, Mayordomo, other parciantes and the City of Santa Fe for any liability, damage, loss or claim that occurs in connection with use of the garden me or any of my guests.

_____ _____

Applicant Signature Date

_____

Approved: _____, Mayordomo

Plot #: _____

Assignment Begins Date: _____

Exhibit 2
MTB
March 19, 2015

Summary
Parks Community Garden Program Assessment and Lessons Learned

The Parks Community Garden Program was originally proposed in Resolution 2009-53 (Annex A, page 13) to be a pilot project in two gardens; the program has just completed its fourth year and has been expanded to five gardens with two more ready to open in 2015. With the approval of the Mayor and in coordination with Sustainable Santa Fe and the Water Conservation Committee (Working Group 4), the Parks and Open Spaces Advisory Commission (POSAC) conducted an assessment of the current program with the intention of improving the Community Garden Program in parks and feeding the lesson learned into the evolving Urban Agriculture Policy and Mayor's Climate Task Force recommendations and actions.

The assessment had two 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.

At the recommendation of the garden mayordomos, an on-line survey was sent to the list of the 2014 parciantes via Monkey Survey. In the case of Maclovia where two parciantes don't use email, the mayordomo printed the survey and one parciante agreed to fill it out by hand.

Sixty-five percent of the parciantes completed the survey; at least 50% of the parciantes from each garden. The following table summarizes the information about the gardens and the respondents.

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%**

The following report is organized around the sub-objectives for each of the assessment goals.[1]

Objective 1: Whom are we serving? None of the gardens are full. The percentage of number of parciantes 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, parciantes have taken on additional plots. One third of the parciantes have two plots. One person has five or more.

Current parciantes 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.

Objective 2: What kind and how much food are we growing? Half of the respondents grow vegetables and flowers in their plots and half grow only vegetables. Of those who grow vegetables and flowers, the reported average is 80% vegetables and 20% flowers.

How much food are you growing was difficult for the parciantes to estimate and 10 respondents said, "I don't know". Of the 13 who answered, the range was from 1 to 200 pounds with median of 25 pounds. The second question aimed at determining how much food we are growing *("Approximately what percentage of your family's fresh produce did you grow in your community garden plot(s) this season?)* seemed easier for parciantes to answer as only two people responded, "I don't know". Two people responded "negligible" and "very little". One respondent replied "Served 25 families an unknown percentage of their food (for sure each month we had a garden event and produced a meal with the produce but patients and their families were permitted to harvest what they wanted, when they wanted." For the other 17 respondents, the range was from 1% to 90% with an average of 28%. These respondents were divided into two distinct groups – about half said 20% or less and half said 50% or more, perhaps indicating the gardeners' experience and skills.

Objective 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:** One half of the respondents perceive that parciantes are being very efficient with their water use - "We use very little water compared to how much food we grow." One third perceive that they are being moderately efficient - "There is some waste, but little compared to the amount of food we grow".

  The two most common suggestions to make the garden more water efficient were installing a drip system and having the City provide mulch and educate parciantes to mulch their gardens.

- **Actual Water Use:** The following table summarizes the Parks staff meter readings, amount of water reportedly used, amount that should have been charged for this water and amount actually invoiced to the mayordomo.

[1] This report is a summary of the full findings. For the complete report with graphs and all recorded answers, please contact Bette Booth at ebooth13@comcast.net.

2014 Community Gardens Water Meter Reads								
Alto St/La Familia: 10 paid plots/amount originally collected by the City $150.00	**Start Read**	**July**	**Aug**	**Sept**	**Oct**	**2014 Total**	**Summary**	**Comments**
Meter Reading	8148	8465	8959	9477	9777			
Gallons used	0	317	494	518	300	1629	162.9 gallons per paid plot	This seems reasonable considering a 150 day growing season (May 15 – October 15)
Cost to the Garden Organization \ including 8.8175% tax	0	$20.69	$32.25	$33.82	$19.58	$106.34	$10.63 per plot	
Final Invoice Parks sent to the Mayordomo October 31, 2014 (includes 8.815% tax)		$16.94	$26.40	$27.68	$16.00	$87.02		
Cielo Vista: 5 paid plots/amount collected by the City $75.00	**Start Read**	**July**	**Aug**	**Sept**	**Oct**	**2014 Total**	**Summary**	**Comments**
Meter Reading	2218	2369	2833	3386	3439			
Gallons used	0	151	464	553	53	1221	244 gallons per paid plot	The mayordomo reported that City staff was using the garden water for other purposes besides the garden - watering trees, shrubs, etc. This makes it impossible to assess exactly how much water parciantes actually used.
Cost to the Garden Organization including 8.8175% tax	0	$9.85	$30.29	$36.10	$3.49	$79.73	$15.94 per paid plot	
Final Invoice Parks sent to the Mayordomo October 31, 2014		$8.07	$24.79	$29.55	$28.00	See comments		Amount on the invoice was $87.00. However, the invoiced amounts actually total $90.41. See Annex B.
Frenchy's: 7 paid plots/Amount collected by the City $105.00	**Start Read**	**July**	**Aug**	**Sept**	**Oct**	**2014 Total**	**Summary**	**Comments**
Meter Reading	8490	8520	8757	8943	9010			
Gallons used	0	30	237	186	67	520	74 gallons per paid plot	Due to problems with the irrigation system, the water was off at this garden most of the growing season making it impossible to assess how much water parciantes actually

								would need for this garden.
Cost to the Garden Organization including 8.8175% tax	0	$1.95	$15.47	$12.14	$4.37	$33.93	$4.84 per paid plot	
Final Invoice Parks sent to the Mayordomo October 31, 2014 (includes tax)		$16.03	$12.66	$9.94	$36.00	$68.63/correct total is $74.63		
Maclovia: 5 paid plots/amount collected by the City $75.00	**Start Read**	**July**	**Aug**	**Sept**	**Oct**	**2014 Total**	**Summary**	**Comments**
Meter Reading	2234	2453	2949	3592	4543			
Gallons used	0	219	496	643	951		461.80 gallons per paid plot	The mayordomo explained that there was a reported leak in the water system starting in early September which was not fixed. Due to this leak, it is impossible to determine how much water was really used by parciantes.
Cost to the Garden Organization including 8.8175% tax		$14.29	$32.38	$41.98	$62.09	$150.74	$30.15 per paid plot	
Final Invoice Parks sent to the Mayordomo October 31, 2014 (includes tax)		$11.70	$26.50	$34.56	$51.00	$123.76		
Sunnyslope: 17 paid plots/Amount collected by the City $225.00	**Start Read**	**July**	**Aug**	**Sept**	**Oct**	**2014 Total**	**Summary**	**Comments**
Meter Reading	16029	16584	16828	17279	17678			Due to errors in reading this meter, this is an estimated amount using a simple trend formula. Due to this error, it is impossible to assess how much water parciantes actually used at this garden.
Gallons used	0	555	244	451	399	1649.83	97 gallons per paid plot	
Cost to the Garden Organization including 8.8175% tax	0	$36.24	$15.93	$29.76	$26.08	$108.01	$6.35 per paid plot	
Final Invoice Parks sent to the Mayordomo October 31, 2014		$21.16	$35.11	$29.66	$13.00	$98.93		

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.

Annex B, page 18, are two examples of the final invoice mayordomo's received. According to the Frenchy's Field invoice, this garden used 67 gallons of water in October and was charged 36.00 including tax. The invoiced remaining credit balance was 36.37; the correct totals of the June-October invoiced amounts would leave a credit $30.37. Cielo Vista reportedly used 53 gallons and was charged $28.00 including tax. The invoiced remaining credit balance was $1.55; the correct totals of the June-October amounts would leave a debit of ($15.41).

Objective 4: Assess the new process for paying for water. How is it working? Are there ways that the process could be improved? Since the inception of the community garden program, parciantes were required to pay $15.00 up front to lease their plot to cover the cost of waters. Resolution 2009-53 states that the "The Garden Organization is responsible for paying for all water used for the garden." (Per the resolution, the *Garden Organization* means the collective gardeners in anyone City garden organized to deal collectively with that garden's operations.) From 2009-2012 there was no formal measurement of how much water each garden was using and no process for paying for it. After the 2013 growing season, there was an attempt to record how much water each garden was using. However, the data was confusing and mayordomos felt it wasn't accurate. In July 2014, the City initiated a new payment system where City staff read the meter monthly and would charge the garden if they had used more than the funds collected. The mayordomo was to be responsible for collecting the additional money from the parciantes.

Sixty-five percent of the respondents perceive that the system is working well or excellently. Thirty-five percent perceive that it is working very poorly. However, the responses to Question 24, "What suggestions do you have to improve the process for paying for water?" indicate that most of the respondents who reported that the system is working well are unaware that there is a new system. Those

that do know about the system believe that it is not working well and want a return to a one-time flat fee at the beginning of the season with an increase in the fee to pay for water upfront.

Objective 5: What role do the Community Gardens have in terms of creating community, shared learning and park safety as proposed in Resolution 2009-53?

- ***How much 'community' /relationships among parciantes has the garden created?*** Half of the respondents reported that some community and one quarter said that a lot of community was being created amongst the parciantes in their garden. However one quarter reported little or no community.

- ***How much 'community' /relationships within the neighborhood has the garden created?*** About 40% reported that some community and one-third reported that a lot of community was being created with the neighborhood. However, one third reported little or no community.

- ***How much shared learning about urban agriculture is being generated – within the community gardens?*** The majority (77%) reported some share learning is being generated within each garden.

- ***How much do you think your community garden contributes to food security for lower income families?*** Half of the respondents perceive that their garden contributes "some" to lower income families' food security. However, 40% reported that it does not contribute at all.

- ***Increased safety in the park:*** Half the respondents perceive that the garden increases safety in their park "some" with the other half divided between 'not at all' and 'a lot'. A higher percentage of parciantes from Sunnyslope Garden answered 'a lot' than other gardens.

Objective 6: What has been the role of Parks staff in the community gardens? How responsive have they been to requests? More than one third (36%) of the respondents feel that staff have not been responsive to either requests for information or to other types of support. One quarter feel that staff has been fairly responsive. About one quarter have had no interaction with parks staff at all.

Suggestions to improve staff support to community gardens include: 1) More information about how the garden functions. 2) Frenchy's Field Garden – issues with lack of water during much of the growing season, prairie dogs in the garden, staff dumping trash at the garden and in their compost and not responding to parciantes requests for help. 3) Mayordomo's sometimes need help enforcing the garden rules. 4) Staff should not use the garden water for other uses since the parciantes are now paying for it. 5) Provide materials for the garden in bulk such as mulch/woodchips for the garden and pathways. Better soil to start the garden (not industrial fill). 6) Publicize/promote the gardens especially since most of them are not full. 7) Keep the area around the garden maintained. 8.) The staff liaison should have more background in gardening.

Objective 7: How well is the Garden Organization functioning? What is working and what needs to be improved?

- ***Communication within the Garden Organization:*** The majority (60%) of the respondents don't know how their mayordomo is selected. Almost half of the respondents said that they did not know how decisions about their garden are made. In general, there is no process or a very informal process. In some cases, the mayordomo is making the decisions without consulting the parciantes. Frenchy's Field respondents reported decisions were made via email. Most (70%) parciantes responded that the garden did have one communal workday each year, but less than half responded that they had a formal meeting.

- ***Application Process:*** What could be done to improve it? Three quarters of the respondents reported that the application procedure is functioning well. Suggestions to improve the process focused on the need to update the paperwork to reflect the new rules and regulations, garden organization process and contact information. One suggestion was to make it available on-line which would save the mayordomo and staff time.

- ***Garden Rules and Regulations: Are there rules that should be eliminated? Others that should be added?*** Parciantes sign a form agreeing to abide by a series of rules and regulations that have evolved over the last four years without any real analysis or review by the Garden Council. Respondents said that that all of the community garden rules should be kept with some modifications:

1. ***I will pay an initial fee of $ 15.00 towards the water expenses:*** Increase the fee/pay the full price for water up front.

2. ***I will have something planted in the garden by May 9 and keep it planted all summer long:*** Make the date later at least to coincide with the last frost date or later.

3. ***I will not give out the water spigot lock combination:*** A family member/friend should be able to be given the key in case the participant is out of town.

4. ***If I must abandon my plot for any reason, I will notify the garden council:*** It should be the Mayordomo, not the Garden Council. (According to Resolution 2007-53 the "*Garden Council* means a group of volunteers.... organized to oversee the City's Community Garden Program and provide advice and resources to the City and the Garden Organizations." This group does not manage individual gardens.

5. ***I will keep weeds at a minimum and maintain the areas surrounding my plot if any.*** Other comments in the survey indicate that weeds in the 'common areas' and paths are a problem in all of the gardens and that they spread into the plots.

6. ***If my plot becomes unkempt, I understand I will be given a week's notice to clean it up. At that time, it will be re-assigned or tilled in:*** Most respondents who thought this rule should be modified suggested that it be at least two weeks. Several questioned who would be responsible for assessing this – what does unkempt mean. Several people questioned who would actually do the tilling? And once it was assessed unkempt, who would till it in or reassign it.

7. ***I will participate in the fall cleanup of the garden:*** One suggestion is to change it to at least one workday a year since some gardens also do a spring clean up. Another comment was that parciantes should be given 2-3 weeks notice about the date of the workday.

8. ***I will pick only my own crops unless given permission by another plot user:*** One person commented that this is "wasting" harvest. Not picked crops should be reassigned promptly".

9. ***I will not use insecticides or weed repellents:*** Several respondents commented that this should be changed to allow organic insecticides.

10. ***I will not bring pets to the garden***: This rule caused the most controversy. Half commented that dogs on a leash or supervised would be ok, while half commented that it should be clarified that there should be no pets inside the garden.

There were some suggestions for new rules: Several people commented that there should be a rule about having at least an annual meeting (some suggested more) and that the process for electing the mayordomo should be codified. Others requested that a rule be added about how to manage the compost – what parciantes should and shouldn't put in it.

Objective 8: In general, what is working well at our community gardens? The majority of respondents mentioned "community and working together" and "growing food/gardening".

Objective 9: In general, what needs to be improved?

- The major recommendation was the need for ***more communication with the garden community*** **and** ***among the gardens***. This included: 1) More communication from and with City staff about the garden process, the roles and responsibilities of the City, the Mayordomo and the parciantes, the process for selecting the mayordomo, contact information, etc. 2) More communication from the Mayordomo to the parciantes including having a process to select the mayordomo, 3) More communication among the garden parciantes including having "more formalized interactions" – an annual meeting, harvest potlucks, monthly garden days, etc. 4) More communication between the gardens – more events, discounts, etc. for all gardeners to build interest and share ideas.

- ***Frenchy's Field Garden needs intensive work with staff to*** find ways to keep the prairie dogs out of the garden, to have a regular supply of water, to remove the trash that staff has placed at the garden and to have more access to and better communication with staff or the garden or most parciantes will not return next year.

- ***More information/advertising to the public to increase the number of parciantes***. None of the community gardens are completely full; in all of the gardens parciantes have taken two plots in order to completely fill the garden. Others commented that we needed outreach so lower income people are brought into the garden to participate.

- ***Other topics that were mentioned that are not mentioned earlier in this report include:*** *1)* Parciantes need to maintain the garden better, 2) Ways to deal with vandalism and theft, including locks that work. 3) Make it permissible to put in fall crops. 4) Provide food for others. For example have at least one plot that is planted for the food to be given to those in need. Let people know where to give away their excess produce. 5) Enforce policies. 6) Grow more flowers to provide color.

The assessment indicated that we are also losing parciantes. Besides the Frenchy's Field garden which runs the risk of losing all of its parciantes, the following illustrates comments by parciantes from other gardens:

"I've had a community garden plot for 4 years, 2 years at Frenchy's and 2 years at Cielo Vista. I will not have a plot next year because I can't afford the expense, and I don't have the time again this year to donate several hours every week to weeding the city park property (outside of the community gardens), and also because of the inconvenience of having to deal with monthly billing. It was a great idea, but it's more trouble than it's worth."

Objective 10: Should the community garden program be expanded? 82% said yes, in general because it give people a space to grow food. The 20% who said don't expand the program commented: ✣I have a lot of questions about how much water we are using in comparison to the amount of food we are growing. In the face of climate change, I think we need to explore ways to grow food that are on a scale large enough to be more efficient with our limited resources. ✣Not enough participants as it is.

Objective 10: What other roles should our parks and open spaces have for urban agriculture besides community gardens?

- Make it easier to have public or private urban farms.
- I would like to see a permanent home for a farmer's market with an educational plot that can be used for trainings on high desert farming and urban gardening
- Lease large parcels to individuals and groups who can then grow food on a scale that uses water and other resources efficiently.
- Green space for people to own outdoors
- Perhaps larger urban farms or co-op farms
- Fruit trees, native grasses, brought tolerant plants for animal habitat.
- There is a push to put community gardens in low-income areas to increase food security. After being a parciante, I question whether that is the answer. Gardening in a park takes: 1) a lot more time to get there, water, participate in work days, etc. and 2) quite a bit of money to prepare the soil, hoop etc. I think access to the food is more important than personally growing it, especially considering that we live in a desert where growing food is not easy. Perhaps food trucks with locally grown produce could rotate neighborhoods.

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 parciantes, 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 parciantes: 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 Maclovia are only 5' x 4' rising 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.

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2009-53

INTRODUCED BY:

Councilor Dominguez
Councilor Chavez
Councilor Bushee

A RESOLUTION

ESTABLISHING A COMMUNITY GARDEN PROGRAM FOR CITY PARKS AND ADOPTING RELATED POLICIES.

WHEREAS, a garden tended by a community's residents brings out the best in that community, becoming a source of physical activity, recreation and civic pride for all who participate; and

WHEREAS, community gardens tend to foster relationships among residents creating strong neighborhoods; and

WHEREAS, used as outdoor classrooms, these gardens teach children about healthy foods and how plants grow, creating young stewards who will care and develop a respect for our future environment; and

WHEREAS, fresh, locally grown fruits and vegetables are a nutritious and healthful addition to residents' diets and surplus produce harvested from community gardens can be a welcome boon for food pantries and soup kitchens; and

WHEREAS, support for community gardens might include donations of gardening tools

by a local hardware or home improvement store, or the contribution of seeds or plants from a local nursery; and

WHEREAS, community gardeners need available green space that isn't already set aside for building or development; and

WHEREAS, the management of a community garden program relies on community volunteers and must meet the needs of the community gardeners; and

WHEREAS, community gardens located in City parks may reduce criminal activities and vandalism; and

WHEREAS, establishing policies for the development and maintenance of community gardens as well as the role of the community garden organizations and the city are necessary to create successful community gardens; and

WHEREAS, with public interest and awareness of green living at an all-time high, there's never been a better time for partnerships among public parks and community gardening advocates; and

WHEREAS, the Governing Body desires to establish a community garden program in City parks.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE that the City of Santa Fe community garden program be established and the policies shown on the attached Exhibit A be adopted.

AND BE IT FURTHER RESOLVED that the community garden program be first established in Frenchy's Park and Maclovia Park as a pilot program and if determined successful by the Parks, Trails and Watershed Division, the program may expanded to other city parks.

PASSED, APPROVED, and ADOPTED this 13th day of May, 2009.

CITY OF SANTA FE
COMMUNITY GARDEN PROGRAM
POLICIES AND PROCEDURES

PART I. GENERAL PROVISIONS

1.1 Applicability and Intent

a. These policies apply to the operation and management of the Community Garden Program under the Public Works Department - Parks, Trails and Watershed 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 welfare 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 Parks, Trails and Watershed Division of the Public Works Department.

c. *Garden Council* means 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.

d. *Garden Plot* means land assigned to an individual or group to be used for gardening purposes.

e. *Garden Organization* means the collective gardeners in any one City garden organized to deal collectively with that garden's operations.

f. *Parks And Open Space Advisory Commission* (Resolution No. 2007-22) means the city advisory committee charged with advising the Governing Body with park related issues.

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 water service 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.

1.4 Responsibility of the Garden Council

a. The Garden Council will oversee the City's Community Garden Program and provide advice and resources to the Division and the Garden Organizations.

1.5 Responsibility of the Garden Organization

a. The Garden Organization shall enter into a license with the City for use of the Park land upon approval of the Public Works Director.

b. The Garden Organization is responsible for paying for all water used for the garden.

1.6 General Rules

a. One garden plot may be assigned per family or household.

b. All improvements and services to the garden will be provided by the gardeners.

c. Each applicant must be 18 years or older.

d. The plot must be worked by the person(s) or family whose name is on the application.

e. All gardeners become members of the garden organization upon assignment of their garden plot.

f. Produce may not be sold or put to any commercial use.

g. Walkways, surrounding areas, and the garden plot must be kept clean and neat; trash and debris must be put in appropriate containers if available. If no containers are provided, each gardener must remove the trash.

h. No pesticides which are poisonous to humans or are in poisonous concentrations, before or after application, may be brought to or used in the garden area.

i. Pesticide applications, if requested, shall comply with the City's Integrated Pest Management Ordinance (IPMO) set forth in Article 10-7 SFCC 1987.

j. No herbicides may be used in the garden area.

k. The garden plot must be returned in as good or better condition than when it was assigned.

l. No illegal drug plants shall be grown.

m. The City may require return of the garden plot, by giving 30 days notice, if the garden area is required for another use.

n. The gardener is subject to all applicable rules of the City.

PART 2. APPLICATION PROCEDURES

2.1. Application Procedure

a. Applicants wishing to participate in the Community Garden Program as a gardener may make application to the Division.

b. Garden plots will be assigned by the Garden Organization's plot application officer on a first come, first served basis. Assignment will be issued by the Garden Organization subject to final approval of the Division.

c. The application number will indicate the order of plot assignment. Each applicant is allowed to choose from available plots.

d. The application officer 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.

e. The "assignment begins" date shall be the assignment date. The "assignment ends" date shall be left open. A gardener may keep the plot indefinitely if the gardener follows the policies and makes intensive gardening use of the plot.

PART 3. INFORMATION

3.1 Information regarding the City of Santa Fe Community Garden Program is available from the Public Works Department - Parks, Trails and Watershed 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. Copies of these policies and other related information will be provided by the Division at a price determined by the City.

ANNEX B
GARDEN FINAL INVOICE EXAMPLES

City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909
www.santafenm.gov

Javier M. Gonzales, Mayor

Councilors:
Peter N. Ives, Mayor Pro Tem, Dist. 2
Patti J. Bushee, Dist. 1
Signe I. Lindell, Dist. 1
Joseph M. Maestas, Dist. 2
Carmichael A. Dominguez, Dist. 3
Christopher M. Rivera, Dist. 3
Ronald S. Trujillo, Dist. 4
Bill Dimas, Dist. 4

October 31, 2014

Attn: Joe Treat, Majordomo

RE: Water Usage fees for Frenchy's Community Garden

Dear Mr. Treat and Plot Users of the Frenchy's Community Garden,

As per Resolution 2009-53, under "Community Garden Policy and Procedures", Section 5.1, Letter B. states: "The Garden Organization is responsible for paying for all water used for the garden."

Parks Division staff is responsible for tracking your respective water meter usage monthly. After review of the resolution and fee structure by the City of Santa Fe's City Attorney's Office, for the month of July, tracking went into effect on July 15, 2014. All future tracking will be conducted on the first or last day of each month (unless City Offices are on holiday closures). You are welcome to meet with Parks Staff at your location to verify the meter reading:

Future Meter Read Dates:

- October 31, 2014

Frenchy's: Month	Meter Read	Verified By:	Price per Gallon
September 29, 2014 October 31, 2014	Start Date: 8943 End Date: 9010	Chris Ortiz Jessie Esparza	$6.06

Meter Read End:		9010
Meter Read Start:		8943
Total Usage:		67.00
Price per Gallon:	x	$6.06
Tax:	x	8.8175%
Total Due:		**$36.00**

Please note, in April, your community garden paid a $15.00 fee per plot, totaling: $105.00. This fee will no longer be assessed. In addition, the fee will be applied to the July billing and all future billings for the year.

Initial $15.00 Water Fee Applied x 7 plots:	$105.00
Less July's billing:	($16.03)
Less August's billing:	($12.66)
Less September's billing:	($9.94)
Less October's billing:	($36.00)
Remaining Credit Balance:	**$36.37**

If you have any questions, please contact Jessie Esparza at 505-955-2106.

Sincerely,

Richard C. Thompson, Parks Division Director

Cc: Isaac J. Pino, P.E., Public Works Department Director
Marcos D. Martinez, Assistant City Attorney

City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909
www.santafenm.gov

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Councilors:
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Joseph M. Maestas, Dist. 3
Carmichael A. Dominguez, Dist. 2
Christopher M. Rivera, Dist. 3
Ronald S. Trujillo, Dist. 4
Bill Dimas, Dist. 4

October 31, 2014

Attn: Lisa Wooldridge, Majordomo

RE: Water Usage fees for Cielo Vista Community Garden

Dear Ms. Wooldridge and Plot Users of the Cielo Vista Community Garden,

As per Resolution 2009-53, under 'Community Garden Policy and Procedures', Section 5.1, Letter B, states: "The Garden Organization is responsible for paying for all water used for the garden."

Parks Division staff is responsible for tracking your respective water meter usage monthly. After review of the resolution and fee structure by the City of Santa Fe's City Attorney's Office, for the month of July, tracking went into effect on July 15, 2014. All future tracking will be conducted on the first or last day of each month (unless City Offices are on holiday closures). You are welcome to meet with Parks Staff at your location to verify the meter reading.

Future Meter Read Dates:

- October 31, 2014

Cielo Vista: Month	Meter Read	Verified By:	Price per Gallon
September 29, 2014	Start Date: 3386	Chris Ortiz	$6.06
October 31, 2014	End Date: 3439	Jessie Esparza	

Meter Read End:		3439
Meter Read Start:		3386
Total Usage:		53.00
Price per Gallon:	x	$6.06
Tax:	x	8.8175%
Total Due:		**$28.00**

Please note, in April, your community garden paid a $15.00 fee per plot, totaling: $75.00. This fee will no longer be assessed. In addition, the fee will be applied to the July billing and all future billings for the year.

Initial $15.00 Water Fee Applied x 5 plots:	$75.00
Less July's billing:	($8.07)
Less August's billing:	($24.79)
Less September Billing	($29.55)
Less October Billing	($28.00)
Remaining Credit Balance:	**$1.55**

If you have any questions, please contact Jessie Esparza at 505-955-2106.

Sincerely,

Richard C. Thompson, Parks Division Director

Cc: Isaac J. Pino, P.E., Public Works Department Director
Marcos D. Martinez, Assistant City Attorney