

# City of Riverside Community Garden Manual, 2012

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Author: Bianca Heyming, President Growcology

Co- Authors: Jennifer Armstrong, Fortino Morales, Nick Heyming, and Jenessa Stemke

## Contributing Individuals & Organizations:

Pat Silvestri, Wood Streets Green Team

Steven Wynbrandt, Urban Farmer, Garden Builder, Teacher.

Claire Carbonell, Coordinator Ambassadors of the Earth, Parent

Ron Stuart, Licensed Irrigation Contractor

Chris Sabbarese, Corona Tools

Lucy Heyming, Master Gardener

Kathy Swanson, Master Gardener

Daniel Francis, Permaculture Designer, Consultant, Educator

Rodney Taylor, Farm to School, Student Nutrition Director RUSD

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	<b>Page #</b>
<b>1.0 Introduction</b>	<b>3</b>
1.1 Riverside Community Gardens Council (RCGC)	3
1.2 Various Types of Community Gardens	3
<b>2.0 The Community Garden Check-List</b>	<b>4</b>
<input type="checkbox"/> Volunteer	4
<input type="checkbox"/> Create a Community Garden Team	4
<input type="checkbox"/> Identify Your Mission	4
<input type="checkbox"/> Identify Your Resources	5
<input type="checkbox"/> Develop Your ORGANIZATION- By Pat Silvestri, Wood Streets Green Team	5
<input type="checkbox"/> Determining Land Options	6
• Neighborhood Garden- By Steven Wynbrandt, Urban Farmer, Garden Builder, Teacher.	6
• School Gardens- By Claire Carbonell, Ambassadors of the Earth, Parent	7
• City Gardens	8
<b>3.0 Community Garden Policies, Procedures, and Rules</b>	<b>8</b>
3.1 Community Garden Rules	8
3.2 Enforcement	9
3.3 Conflict Resolution	9
3.4 Plot Designation	9
3.5 Maintenance	10
3.6 Member Fees	10
3.7 Waiver of Liability	11
3.8 Community Garden Insurance	11

<b>4.0</b>	<b>Garden Elements</b>	<b>11</b>
4.1	Irrigation- By Ron Stuart, Licensed Irrigation Contractor	11
4.2	Soil	15
4.3	Pathways	16
4.4	Fences, Gates, and Security	16
4.5	Message Boards	17
4.6	Signage	17
4.7	Suggestion Box	17
4.8	Tools	17
4.9	Tool Care- - By Chris Sabbarese, Corona Tools	18
4.10	Trees	19
4.11	Garden Director	20
<b>5.0</b>	<b>Gardening</b>	<b>20</b>
5.1	Helpful Resources and Links- By Lucy Heyming, Master Gardener	21
5.2	Riverside Garden Calendar- By Kathy Swanson, Master Gardener	22
5.3	Direct Seeding	24
5.4	Transplanting	24
5.5	Seeds & Seed Harvesting	24
5.6	Compost	25
5.7	Using Permaculture to Design Your Community Garden- by Daniel Francis, Permaculture Designer, Consultant, Educator	25
<b>6.0</b>	<b>Fundraising</b>	<b>27</b>
6.1	Community Events	28
6.2	Workshops	28
6.3	Plant Sales	28
6.4	Certified Farmers Markets	28
6.5	Farm to School Program- Rodney Taylor, Student Nutrition Director RUSD	29
6.6	Food Banks	30
6.7	Food Co-Ops	30
<b>7.0</b>	<b>Sample Documents</b>	<b>30</b>
7.1	Community Garden Application	31
7.2	Wait List	33
7.3	Plot Agreement	34
7.4	Notice #1	37
7.5	Notice #2	38
7.6	Notice of Forfeiture	39
7.7	Release of Liability (from City)	40
<b>8.0</b>	<b>Resource List</b>	<b>41</b>

## 1.0 Introduction

Welcome! Thank you for your interest in becoming a Riverside Community Gardener. The following Community Garden Manual has been written and developed by a number of Riverside organizations and individuals specializing in various fields including but not limited to: soil, compost, school gardens, landscape design, vegetable gardening, irrigation, and community organizing. The overall objective of this manual is to provide you, the reader, with the necessary tools to begin participating with an existing community garden or begin the development of a new community garden.

### 1.1 Riverside Community Garden Council (RCGC)

To help support Community Gardens within Riverside, it is encouraged that individual gardens become affiliates of The Riverside Community Garden Council (RCGC). In addition to providing excellent resources (e.g. expertise, educators, and trouble shooting), the community garden council is a network of community garden members just like you! The overall objective of the RCGC is to ensure that no community garden is an island unto itself. In addition, this Council acts as a liaison between the citizens and city departments ensuring that each community garden has the necessary support and feedback to thrive. To learn more about the RCGC please contact: Jessie Fuller, [jessie.fuller@gmail.com](mailto:jessie.fuller@gmail.com).

### 1.2 Various Types of Community Gardens

One of the greatest attributes of a community garden is that well beyond simply being a place to grow food, the community garden itself can be a central location to build community morale and nurture community relationships. Within Riverside alone, there are community gardens dedicated to serving youth, seniors, artists, neighborhoods, restaurants, students, and community organizations.

Below you will find a number of different types of community gardens and the people they serve. What kind of community garden interests you? Note: The following information is provided by, The University of Missouri Extension.

- **Youth/school gardens** expose young people to gardening and nature, give them the opportunity to do some of their own gardening and/or educate them in a variety of subject areas. These gardens are typically associated with a formal or semi-formal program that incorporates classroom lessons with hands-on gardening activities. Gardens may be located on school grounds, at a community center, in neighborhoods or on other parcels of land.
- **Entrepreneurial/job training market gardens** are typically established by nonprofit organizations or other agencies to teach business or job skills to youth or other groups. They grow and sell the produce they raise. Proceeds from the sale of garden products are used to pay the participants for their work. Programs typically rely on outside sources of funding to offset costs.
- **Communal gardens** are typically organized and gardened by a group of people who share in the work and rewards. Plots are not subdivided for individual or family use. Produce is distributed among group members. Sometimes produce is donated to a local food pantry.
- **Food pantry gardens** may be established at a food pantry, food bank or other location. Produce is grown by volunteers, food pantry clients, or both and donated to the food pantry.
- **Therapy gardens** provide horticultural therapy to hospital patients and others. A trained horticulture therapist often leads programs and classes. Gardens may be located at hospitals, senior centers, prisons or other places. Demonstration gardens show different types of gardening methods, plant varieties, composting techniques and more.
- **Demonstration gardens** located at working community gardens are often open to the general public for display and classes. They may be managed and maintained by garden members or a participating gardening group such as extension Master Gardeners, community members who receive training in home horticulture and then serve as volunteers to educate the public about gardening.

End Copyright Material

## 2.0 The Community Garden Check –List.

The following is a step-by-step guide provided to potential community gardeners. By using this easy to understand guide, you can begin your journey to learning how community gardens function all the while supporting the current community garden movement happening in Riverside. It is highly recommended to spend a sufficient amount of time exploring each step before moving to the next. In addition, keep a log of your experiences documenting the challenges and solutions you arrived at, and most importantly share your findings with the community.

### Volunteer

Volunteering in an existing community garden is an important first step in learning how to run and sustain your own garden. Granted the rewards in gardening are great, however organizing a community garden takes a lot of time and energy and can sometimes be overwhelming for beginners. By volunteering at an existing community garden you can better equip yourself with necessary knowledge and determine if in fact starting a community garden is in your future.

To date, there are over 10 community gardens within the city of Riverside alone. These gardens include school gardens, neighborhood gardens, and city sponsored community gardens

To find a community garden near you please contact The RCGC (see section 1.1).

### Create a Community Garden Team

After volunteering at an existing community garden, you may be inspired to help create a new one. The experience you received from volunteering will be invaluable in creating a garden from scratch. Fortunately, you're not doing it alone! The difference between a community garden and a private garden is obvious: it's not a "one-man show". Before you start planting, before you even search for the property, you're going to want to find your GARDEN TEAM.

What is a community garden team? It can be any group of people who want to come together to create a garden. A healthy community garden team is usually a **minimum** of around 10 people. Remember, the more people involved in the beginning- the better. Maybe it's a group of aspiring gardeners in an apartment complex yearning for the space to express themselves. Perhaps it's a youth group at a church, a committee at a senior center, or simply a group of friends with dreams of fresh local veggies. Having something in common will help to determine where and what type of garden you create.

Your team will need three things if it's going to succeed in creating a community garden: **Passion, Commitment, and Organization**. It's rare for one person to supply all three of these qualities by themselves. That's why teaming up is essential. Try to identify early on if you need help in any of those three areas so that you can find additional team members to supply them. Even people with no gardening experience can be essential to a successful team. For example, a teammate who is computer savvy can be essential in creating email lists and/or making fliers.

### Identify your Mission

Every community garden attracts people who are interested in growing food, but did you know that gardeners are inspired to grow food for many different reasons? Some people garden as a way to exercise and maintain health. Others may garden to provide education to the youth or make natural habitats for beneficial insects. Whatever the case may be, it is important that your community garden team arrive at a mission statement that conveys the purpose of your garden as well as identifies the kind of garden you are developing (see section 1.2). Your mission statement is a clear concise way to not only unify your teams' objectives, but also provide the community with a clear understanding of how your garden serves the community.

Here are a few samples to learn from:

*The Mill Valley Community Garden Mission Statement*

The Mill Valley Community Garden is to provide space for Mill Valley citizens to garden together - to create a shared vision, to work collaboratively, and to cultivate a place for individuals, families and friends to learn about and to experience the rewards of gardening.

*Magnuson Community Garden Mission Statement*

The mission of Magnuson Community Garden is to enhance the quality of urban life and strengthen community bonds by creating and sustaining an organic garden in Sand Point Magnuson Park that will foster environmental stewardship, horticultural education, rejuvenation, and recreation.

*Global Gardens Mission Statement*

Global Gardens is dedicated to breaking the cycle of poverty and empowering low-income students to become agents of change in their communities through inquiry-based science and peace education.

**Identify Your Resources**

The first rule in living more sustainably is to utilize what resources already exist. Make a list of all the resources your community garden team has as well as skills participants may contribute. By becoming more aware of your teams resources, your team can benefit financially, maximize time efficiency, and encourage each member to contribute in multiple ways.

To identify resources, it is encouraged to hold a “Getting to Know You Session.” This is a special meeting where every person on your team shares professional and personal information. Not to worry however, you don’t need to share things you want to keep private! This meeting is more about discovering what resources each member has and can contribute to the development of the community garden. For example, a member may like to draw for a hobby. This may be a very useful tool in designing flyers and in fact save money from ever having to hire someone to do graphic design. In addition, you may have a couple members who work in an establishment that allows them to make photocopies. This can save tons of money on printing costs. Or perhaps one of your teammates is good at bookkeeping. This is a very useful tool in managing yearly dues and identifying maintenance costs.

To assist you in holding a “Getting to Know You Session,” a sample questionnaire is provided in the “Sample Documents” chapter of this manual.

**Develop Your Organization - By Pat Silvestri, Wood Streets Green Team.**

As mentioned earlier, developing a community garden takes passion, commitment, and most importantly ORGANIZATION. A community garden has many needs throughout its existence, and managing those needs will become easier if there is a select group of people committed to jumping over those hurdles. To help ensure your community garden moves smoothly throughout its growth stages you are encouraged to develop various committees or teams, especially in the beginning stages. Below is a description of the various teams and committees created by the Wood Streets Green Team (WSGT) to manage the development of their community garden.

**Steering Committee-** This group was developed to provide direction to the planning of the garden. We meet occasionally but do most of our work via email. As coordinator of the Community Garden Initiative for the WSGT, I decided that I needed help to determine the process and priorities that the planning should take. The members of this Committee are the leaders of our various teams that are focused on specific tasks as indicated below. We also have a representative of the Master Gardeners Program, the board of WSGT, a student from

RCC (Riverside Community College), and loyal neighbors who have been consistently involved with our planning over the past year.

**Fundraising Committee-** This committee is in responsible for organizing and developing innovative ways to bring funding to the community garden. For example, the Fundraising Committee of the Wood Streets Green Team has organized and managed the "How to Garden Tour" for the past two years. The proceeds of this event are being held in reserve to support building of the garden

Note: It is important to keep in mind that the fees received from plots will NOT cover the costs of developing a community garden. There are a number of expenses that will be incurred, some of which are unforeseen. For example: Insurance, Irrigation, Equipment Rentals, Garden Structures, Fencing, etc.

**Rules & Regulation Team-** Your community garden team will need to come to agreement on how your garden functions or operates *internally*. This team is responsible for developing all the necessary policies procedures including: Bylaws & Operating Agreements. For example: How does your community garden team vote or make decisions? Who is in charge of bookkeeping or creating budgets, etc.

Your community garden team will also need to come to agreement with how your garden interacts with the public or *externally*. This team also is responsible for the development of the Community Garden Rules, Liability Insurance, water systems, as well as ensuring that your community garden is in compliance with the city requirements. For any community garden in a city park, it is necessary to have a representative of this team to interface with the city and/or the RCGC.

**Design Team-** This team is responsible for developing the final layout and design for the community garden. Considering that there will be a lot of projects to be completed (e.g. irrigation or building), it is important that there be experts and/or professionals be included on this team. Some experts to consider include: Irrigation Engineers, General Contractors, Master Gardeners, Master Composters, etc.

For additional information on Community Garden Governance or to learn more about the Wood Streets Green Team, please contact Pat Silvestri at [silvestri.pat@gmail.com](mailto:silvestri.pat@gmail.com). or check out the WSGT website at [www.woodstreetsgreenteam.org](http://www.woodstreetsgreenteam.org)

## **Determining Land Options**

Often when we imagine a community garden, we automatically think about gardens with plots rented to gardeners in the middle of the city. Community gardens such as these "allotment gardens" are wonderful but sometimes not the most practical option for community members. Below, you will discover various other kinds of community gardens that have proven to be just as successful and in some cases easier to manage.

**Neighborhood Gardens-** By Steven Wynbrandt, Urban Farmer, Garden Builder, Teacher.

"In the spring of 2009, just after returning home from my latest adventure abroad, I was staring out the kitchen window and into my childhood backyard. Looking upon this most familiar and beloved haven with new eyes and a broadened perspective, I was inspired by the amazing potential of the space. I wanted to create something spectacular and important and relevant. As I continued to stare out that window I began to imagine a backyard farm- an urban farm. I had never grown anything before but I was committed to learn. I was exhausted with having my food tied into the dwindling economy and corporate greed. I wanted to be self-reliant and self-sufficient. I wanted to eat and live in accordance with my values. I wanted to support my community by providing food and investing my money in local services. Most importantly, I wanted to connect. I have one of the most abundant urban farms in Los Angeles today. I've achieved everything I've set out to do! 'Thank you for your blessing mom!'

<b>Benefits</b>	<b>Challenges</b>	<b>Realizations I've Made</b>
Unparalleled Quality & Taste	A big commitment.	Start Small and grow into it!
A producer not just a Consumer	Taking on Initial Costs	Support local companies
Self-Sufficient and Reliant	Need to get/make soil	Make Biodynamic Compost*
Fulfillment and Connected	Need nutrients	I like Drip and Overhead watering
Healthy Physically & Mentally	Need to be here often	I donate & sell much of my food
I can give food to anyone!	Too much food!	People love food baskets!

See the Wynbrandt Farm at [tinyurl.com/TheWynbrandtFarm](http://tinyurl.com/TheWynbrandtFarm).

For more information on Urban Gardening, contact Steven Wynbrandt at [stevenwynbrandt@hotmail.com](mailto:stevenwynbrandt@hotmail.com)

**School Gardens- By Claire Carbonell**, Coordinator Ambassadors of the Earth, Parent

School Gardens are becoming more popular due to the support of Michelle Obama and numerous school initiatives. Today Riverside has several school gardens in Riverside. To name a few, Emerson Elementary's Eastside Community Garden, All Saints' Carden Academy's edible school garden and the developing edible schoolyards of River Springs Charter School. Ambassadors of the Earth has partnered with schools for the development of sustainability projects at these school sites. A movement in support of eco-literacy and the building of sustainable edible school garden programs is spreading like morning glories in the Spring! Leading this movement is Ambassadors of the Earth. This organization provides information and opportunities for students to get involved with the green movement. To learn more about Ambassadors of the Earth please discuss this with the Administration office at your child's school, email [claire@ambassadorsoftheearth.org](mailto:claire@ambassadorsoftheearth.org), and/or visit <https://www.facebook.com/AmbassadorsOfTheEarth>. Let's plant seeds together and give all our children opportunities to sow the fruits of our combined efforts!

Students of schools collaborating with Ambassadors of the Earth may follow a well-developed curriculum based upon the specific needs and resources of the school community:

**As a school community, we learn to :**

- BUILD gardens first-hand
  - GATHER compostable food scraps in the school cafeteria,
  - COMPOST / RECYCLE fruit & vegetable scraps on school site
  - FEED the soil,
  - PLANT and GROW FOOD sustainably (re-create the ecological system at school)
  - HARVEST seeds for future planting,
  - HARVEST fruit & vegetables, SHARE the wealth with others, LEARN tolerance
  - OBSERVE and STUDY the natural ecological system,
  - WORK TOGETHER as a team for a common goal,
  - DOCUMENT our progress,
  - REPORT / PRESENT results,
  - PRESENT meaningful findings that will teach how best to grow the healthiest and tastiest food,
  - LEARN how to teach others to do the same...
  - BUILD strong relationships, BUILD leadership skills,
  - BUILD sense of community and UNDERSTAND what it means to live sustainably...
- Partnerships are being built each day,  
Come join us!

## **City Community Gardens-**

The City of Riverside is highly supportive of the development of Community Gardens. However, when deciding to pursue developing a community garden on city owned land, there are additional policies and procedures to ensure the community garden is in compliance with city requirements

([http://www.riversideca.gov/park\\_rec/](http://www.riversideca.gov/park_rec/)).

In the meantime, we recommend following the instructions in this manual and contacting the RCGC (see section 1.1), as your first step to building a community garden.

### **3.0 Community Garden Policies, Procedures, and Rules**

A healthy plant has a healthy root system. Similar to healthy plants, the governance of your community garden must also have a healthy root system. The policies, procedures and rules of your community garden are the “roots” that determine how successful your garden may become. Below are a few guiding principles that your Operations & Planning Team and the Rules & Regulation team should not only develop, but also commit to their implementation. It is encouraged that each community gardener receives a packet of information and also provide the community garden with a signature acknowledging having read the materials. Included in that packet are the following principles: Membership, Fees and Agreements, Waiver of Liability, Garden Rules, Plot designation, maintenance, and Conflict Resolution.

#### **3.1 Community Garden Rules**

Each community garden will have its own unique set of rules often determined by the location of your garden. It is important to not only provide a copy of the rules to every community gardener, but also post the rules in plain site for visitors of your community garden.

Common Community Gardens Rules may include but are not limited to:

1. New members must attend an orientation prior to gardening
2. Gardeners are required to sign a Release of Liability prior to gardening
3. Garden fees are due before the garden season begins
4. Do not alter the dimensions of your plot without permission
5. Garden plots must be maintained free of weeds, and plants must be growing
  - a. For assistance on weed ID, contact your Community Garden Director
6. Be respectful and courteous to other gardeners, visitors and neighbors
7. Avoid walking on the garden plots to keep from compacting the soil
8. No loud noises, no parking outside designated area, no obstructing traffic
9. Do not harvest from garden plots without permission from the plot owner
10. Keep communal areas clear of obstruction (weeds, tools, etc)
  - a. Do not leave rakes, shovels, or hoes with the tip facing up
11. Communal tools must be returned to the Community Bin
12. For sanitary reasons, no dogs allowed
13. Write your name on all personal items, do not leave materials or tools behind
14. No smoking, drugs, or alcohol on the premises
15. Upon ending membership, you are required to leave the plot as you found it
16. Follow garden protocol for pesticides, herbicides, and artificial fertilizers
  - a. Check with Garden Director(s) if in an organic or no-spray garden for appropriate fertilizers and pest management
16. No GMO seeds permitted. Please see Garden Director for a list of reputable seed companies
17. Practice water conservation by using drip irrigation, sunken beds, and grouping plants with similar water requirements

18. When possible, hand water or set timers to irrigate early morning
19. No littering or camping
20. Children under the age of 13 must be supervised by an adult age 18 or over
21. Contribute 8 hours a month to managing communal spaces (turning compost, pulling weeds, pruning trees, etc.)
  - a. This can be accomplished weekly or monthly (on a group workday)
  - b. Check with the Garden Director on priorities and log any hours
22. No growing of illegal or ethically controversial plants
23. The Community Garden is not responsible for lost, stolen, or damaged items
24. No trees are to be planted without the okay from the Garden Director
25. No parties or special events without the consent of the Garden Director
26. The Garden Director or Committee is responsible for enforcing garden rules and is elected every six months
27. Most importantly, enjoy yourself and the fruits of your labor!

### **3.2 Enforcement**

Each community garden will determine procedures to address a non-compliant community garden member. The following information is simply a suggestion and reflects a procedure used by existing community gardens throughout the country.

The garden has a set of guidelines that every member should be aware of and abide by. Failure to comply with the guidelines may result in the delivery of a written warning. If a written warning has been delivered, the gardener should be allowed 14 days to reply to the warning letter. Failure to reply may result in a second written warning. Failure to respond to the second warning in another 14 days, may result in a third written/forfeiture notice, at which point the gardener is excused from their plot. Each community garden should determine strategies on whether to re-admit a gardener after non-compliance. In addition, gardens should determine a protocol for the handling of personal property possibly left behind by the gardener.

### **3.3 Conflict Resolution**

As with any community project, there will be differences in views and opinions. It is important to maintain healthy communication in the garden at all times, but it is equally important that every gardener feels heard and respected. To help maintain a feeling of well being, gardeners are instructed to take concerns directly to the Garden Director. Each Garden Director is well equipped with the necessary knowledge to deal with conflict. Furthermore it is necessary for the Garden Director to make notations of conflicts and communication in the case that a gardener must be excused from the community garden. Traditionally gardens follow the 3 strikes rule, with each warning being provided in written format. If conflict should arise, it is important for the Garden Director to be made aware of the issue regardless of how small. Remember to address the issue, not the person. If the problem persists there should be a group, council or person who can hear and mediate the issue. In the case that an issue cannot be resolved by the community garden, it is encouraged that the Garden Director pursues suggestions from the RCGC.

### **3.4 Plot Designation**

Determining who gets what plot is one of the most important, and often overlooked strategies, in developing community gardens. Proper plot designation can beautify curbside appeal, encourage the growth and development of new gardeners, and maintain the interest of future gardeners who may see your garden. Below are a few key concepts to keep in mind when allocating plots.

**First Time Gardeners (less than two years experience gardening)-** Place first time gardeners next to more experienced gardeners. Not only will they have more assistance from their neighbor, they will also be able to

see what kind of plants are growing at a specific time of year. Provide first-time gardeners with plots located more central to the garden and away from the direct view of traffic or the public passing by.

**Experienced Gardeners (two plus years experience)-** Provide more experienced gardeners with plots located on the circumference of the garden. This will help ensure curbside appeal. Some more experienced gardeners may request multiple plots, however it is important that every gardener be provided a single plot in the beginning with the option to grow out of their space.

**Empty Plots-** If there are any empty plots near the curb available make sure to pretty them up a bit or make a sign that says “Your Garden Is Waiting for You!” Get as creative as possible. Whatever you do, you want to avoid having weeds, uncared for dirt, or useless objects visible from the street. In the case that you know a plot will be vacant for a season, consider planting a ground cover to help bring nourishment to the soil all the while looking pretty. Some great ground covers include alfalfa, clover, freesia, etc.

**Plot Sharing-** Rather than give every fledgling gardener their own plot at the beginning, consider having them share a plot with another member or volunteer for general garden maintenance. This will allow for members to work together in managing and sharing tasks, thus truly encouraging community morale. Once the new community gardener has enough experience they may transition into having their own plot..

### 3.5 Maintenance

The community garden is a place for people to enjoy them while learning, growing and sharing food. A lot of work goes into maintaining a community garden from weeding to fixing irrigation. Each gardener is responsible for the up keep of their plot along with contributing to the community spaces. Maintenance doesn't always have to mean a lot of work; you can organize work parties where you have a BBQ, music, presentations or art. There should also be a way for the community gardeners to communicate to each other, we recommend MyGreenRiverside.com, but you can also use phone lists or email lists. Also, for more immediate or major issues, there should be a Garden Director that can be contacted if the garden needs immediate attention (e.g. break in irrigation hoses, broken tools, injuries, etc).

A community garden that starts small and provides room for growth is much more likely to succeed than a community garden that bites off more than it can chew at the beginning. Take special note of how many people you have involved and determine how many hours per day each individual can commit. Remember, to maintain the overall health and beauty of a community garden, the average community garden plot requires at least a ½ hour of daily maintenance (average plot size 10X20).

5 plots = 2.5 hours of maintenance/day  
10 plots = 5 hours of maintenance /day

Although this may seem like a simple equation, take into consideration that not every member may be able to commit a half hour everyday to tend their individual plot due to work schedules, school schedules, and/or family commitments. Therefore, consider having designating days where each community garden member will be responsible for the general maintenance of the garden as whole. They can see that trash is picked up, weeds are not invading the pathways, care for any communal plants; clean up the perimeter of the garden, etc.

### 3.6 Member Fees

Depending on the type of garden created the details of membership fees may differ (i.e. school garden, neighborhood garden, community or organization). Regardless, it has been proven that gardens charging a minimal fee are more likely to succeed over providing free plots. The fees collected at each site are used for maintenance, repairs or in some cases the cost of water.

The industry standard for participating in a community garden is a non-refundable \$30-\$50 per plot per year. Each garden may choose to collect this money at the start of the new year, seasonal, half the amount every six months, or on an ongoing cycle as the plots are rented out. However, for the sake of simplicity it is encouraged to collect the full amount as new members are introduced and plots are allocated. To help avoid messy bookkeeping, plots are often made available at the beginning of each season. For example, a community garden may choose to have new gardeners join the garden on January 1, April 1, July 1, and October 1. Fees are collected upon new gardeners arriving at the garden as well as any additional fees collected from on-going community gardeners. In addition, the season dates are a good opportunity for community gardeners to meet and share their gardening strategies. Included in this manual is a fee and agreement form you may you may distribute to your community gardeners.

### 3.7 Waiver of Liability

While the goal is to create a safe space for people, accidents can happen. To assist community gardens, the City of Riverside provides a standard Release of Liability form. Albeit the Waiver of Liability form DOES NOT replace the need for Community Garden Insurance, it is encouraged to have your members sign a waiver of liability for the mere reason to ensure that they are aware of the risk of participating in a public garden. The City Waiver of Liability is provided in our Sample Documents Section of the Manual.

### 3.8 Community Garden Insurance

It is recommended to have community garden insurance. Insurance Policies will vary depending on the function of your community garden (ie. personal use, donating food, selling food), or if you garden is run by a 501(c)(3). Do the research to ensure that the policy chosen is the best for your community garden.

Note: Community gardens on city owned property have different requirements. Please see ([http://www.riversideca.gov/park\\_rec/](http://www.riversideca.gov/park_rec/)).

### 4.0 Garden Elements

There are a number of garden elements that need tending to in a community garden, or any garden for that matter. Some of these elements may be obvious such as soil, compost, seeds, etc. But what about the less obvious, such as trash? Below are some examples of garden elements and how to manage them. Keep in mind however, that you will discover new elements the older your garden becomes.

#### 4.1 Irrigation – By Ron Stuart, Licensed Irrigation Contractor

*Because irrigation systems can vary so much in layout and design as well as products being used, it is recommended to seek an expert within the industry to help with the calculations, design aspects and products required to correctly install your specific irrigation system. The following outline is to provide the reader with a basic understanding of the different components and format of the system.*

#### ***Glossary of Terms***

##### **Source**

Plants in their native environment survive on rainfall, but to grow non-native gardens we bring water from a source in a system of pipes and valves called irrigation. The most common source of water for your garden is the water main or in rare cases a well. If your garden is on a well, feel free to skip the **Meter** section.

##### **Meters**

The meter for these is generally in a box near the street that usually has a large dial like a clock face with numbers around the edge indicating 100 Cubic Ft. (**HCF** or **CCF**) and a small triangular dial that looks like a turtle. **IMPORTANT:** The small dial is a leak or low flow detector. If it is moving and nothing is running you have a leak either in the building or on the grounds. Here is a link to a handy guide to reading a water meter: <http://www.h2ouse.org/resources/meter/index.cfm> . *Don't attempt to turn the water off at the street side of the meter as it belongs to the water agency.*

## Shut Off Valve

The valve after the meter, closest to the property, can be shut down if you need to service your water system. This valve is called an isolation valve or shut off valve.

## Mainline

The mainline usually looks like any other pipe, but the biggest difference is that a mainline is under pressure, so if you damage it water will spray all over and wreck your day. It will usually be around 12"-18" deep to protect it from shallow digging.

## Valves

The valve is the component that is activated to allow the water to go to a much smaller area than the main (called a station or a circuit). A group of valves is called a valve manifold. Manifold your valves together to keep things organized and reduce the amount of pipe and wires.

Valves will either be automatic remote control valves (RCVs) or manual valves that need to be physically turned on and off. Many RCVs have wires attached to a cylinder called a solenoid. If wires are used they should be installed in the same trench to the side of or under the mainline **NEVER** above it. Each valve requires one wire to act as a Pilot (hot) and one that is looped to all the valves and is called the Common (neutral).

The valve size is determined by the amount of water needed to pass (based on pressure and gallons per minute) to effectively irrigate the area of coverage. Valves come in several different styles. Consult your water utility or a professional irrigation contractor to determine if you need anti-siphon valves (because you don't have a backflow device) or globe valves.

## Pipes or Laterals

Running from the valves to your garden will be a series of below or aboveground pipes called laterals. Typically, these pipes do not have pressure on them unless they are active. They again are sized according to water demand. Obviously, in a grass area the pipes are underground but in shrubs and on slope they are often on the ground. Be sure in those cases to use aboveground pipes like Brownline PVC or polyethylene tubing treated to prevent damage from the Sun exposure.

## Emitters

There are the four basic types of distribution devices (heads) at the end of our systems:

- **Rotors** are single or multi-stream devices that throw large volumes of water
  - Range from 15 to 100+ feet
  - Designed for larger areas like lawns or areas without tight curves
  - Usually installed on belowground white PVC pipes (which should not be exposed to direct sunlight)
  - Spray the highest number of gallons per minute (GPM) of any type of head
- **Spray** heads push out a fan pattern of water in all types of shapes and sizes
  - Variety of patterns to accommodate different garden shapes
  - Consistent amount of water output (GPM) for their area of coverage
  - Range from just under 20 feet all the way down to about 2 feet
  - High efficiency sprinkler nozzles are available (and sometimes free: [Freesprinklernozzle.com](http://Freesprinklernozzle.com))
  - Also usually attached to belowground PVC pipe
- **Bubblers** emit water directly onto soil at the root ball and come in 2 types
  - Adjustable types, don't balance across a system making it hard to know how much water is actually being applied.

- Pressure compensating types, preset in the rates they apply water (e.g. 0.25 gallons per minute (GPM)) making it easy to calculate water applied
- Also usually attached to belowground PVC pipe
- **Drip Irrigation** or soaker hoses refers to the many shapes and sizes of emitters attached to drip pipes (typically black or brown polyethylene tubes)
  - Inline emitters are tubes that have preinstalled emitters inside them
  - Punch type are emitters you will cut directly into the plastic tubing
  - Single and multi-port have emitters which use smaller lines to the plants and can be cut into the tube or screwed onto risers (short grey pipes with both ends threaded)
  - Usually much longer pipe runs due to lower flow rate than first two
  - Can be above or below ground, though needs root protection if buried
  - Measured in gallons per hour (GPH) not gallons per minute

*Now we're ready to get going on creating your irrigation system!*

### **Start With a Plan**

Whether it's on a piece of notebook paper or is drafted by a licensed architect, a plan will help keep the project organized and help with the cost estimating and parts ordering. If you have a basic drawing any savvy contractor or counter person at an Irrigation Distribution Warehouse (see list) can help create the parts list. When you ask for help just make sure you bring the pressure reading of the property (use a pressure gage on the front hose bib or ask the water company) as well as the meter size (this can be found on the water bill or call your local water company). The plan should also include a basic concept of what types of plants you are trying to water as well as some idea of any slopes and which way is north along with larger structures and non-irrigated areas on the property. Also include dimensions if possible.

### **Laying Out Your System**

First map out your meter (or well), mainline, and valve locations. Create a grid layout showing bed sizes and plant locations for the whole area and determine if rotors, sprays, drip, or bubblers will be the best way to irrigate your plants. Designate areas for each valve based on the particular types of plants, soil, slope, sprinklers, etc. Make sure you have enough valves, and separate valves by types of heads. Don't put rotor or sprays on the same valve as drip, they have very different application rates! When deciding what types of heads to use, try to use the most efficient heads appropriate for what you're growing and where. Typically the less time the water is exposed to the air, the more efficient it will be, so many experts recommend drip irrigation. This can be done by placing an emitter at the base of smaller plants or several at the edge of the foliage or dripline for larger trees or bushes. For densely planted beds you can create a web of inline emitter pipes that get the whole area uniformly wet. This more closely simulates natural rainfall than using just 1 or 2 emitters. There are also micro-sprayers that can be used with drip tubing and can function as close-up sprayers or as bubblers.

If you opt to using less efficient broadcast spray heads or rotor type heads, heads are usually placed around the perimeter of the area spraying in slightly overlapping areas called "head-to-head" coverage. The more uniform the coverage, the more efficient the system and the less water is needed

### **Installing Your Irrigation**

Start by **trenching** the mainline from the meter tie in point to where all the valves will go. Remember to follow your local codes for depth, location, etc. If the mainline will be under any type of sidewalk or other hard permanent surface install a pipe twice the size of the main in these areas to run the main through. This way if it breaks you can pull it through the sleeve and repair it without damaging the hard surface (the same applies to laterals). Clear the trench so it has a smooth bottom. Take sections of pipe and lay them next to the trench. If they are long, it's ok they will be cut later.

When the pipe is laid out, with the water off, **cut the pipe** into the metered main and after it drains completely, clean the edges with a rag to make it free from debris and plastic. Take a tee and make a second cut to the outside edge of the bottom leg of the tee. When you need to cut a length of pipe you want to cut it so it will extend as far into the joint as possible. This is determined by looking inside and measuring from the ridge to the outside. Joint depths are consistent with manufactures so you don't have to physically measure every joint, you can eyeball it. Always clean your joints.

### **Connecting PVC Pipes and Valves**

Take a **priming** agent and slowly coat each inside joint and both sides of the cut pipe. Next, do the same with the **glue** beginning with the pipe closest to the meter. Alternate gluing the joint with the pipe and putting them together, making sure the coatings of glue and primer are even with no large air gaps. After you coat one side of the joint and the pipe closest to the meter, slide the joint with the lower leg straight up onto the pipe turning it  $\frac{1}{4}$  turn so that it ends up horizontally to the pipe. Hold it until it won't back off approximately 15 -30 seconds. After it is holding repeat the process for the other side.

If you don't already have an **isolation valve**, cut a short length of pipe using the same process of priming then gluing, inserting and twisting  $\frac{1}{4}$  turn and holding. Install the isolation valve so later you can turn off the irrigation for your garden without turning off anything else. The gluing process remains the same but take care not to get primer or glue into the moving parts of the valve.

*Make sure that all joints are free of water or debris when priming and gluing!*

Continue this process with the pipe and joints along the trenches until you get to the valve areas.

### **Creating the Valve Manifold**

When building the manifold there are two important things to remember. The joints need to face the direction of the valves, if they are anti-siphon or angle the joints will be installed vertically and if it is a globe valve they will go horizontally. Second, make sure you leave enough room to be able to spin the valves off the inlet side without having to cut the pipe during maintenance. This way if anything goes wrong you can make the repairs with minimal downtime on the mainline. If you want to use risers (a plastic pipe threaded on both sides) or a male adapter (a plastic piece that changes from a glued joint to a threaded joint) it makes no difference in the performance of the system. Try to install the valves all at the same height.

Valves typically use **threaded joints** that are screwed in using Teflon Tape. Spin a few wraps around the threads clockwise to prevent the tape from wanting to come off when the joint is tightened. Twist the joint together hand-tight then 1 full turn more. Do not over tighten as this may stretch the plastic joint. Install the threaded joint (riser or male adapter) to the inlet side of the valve, and make sure the valves are all facing the correct direction. Install a threaded joint to the outlet side for a PVC setup, or a pressure fit joint to connect polyethylene drip tubing. Drip layout will typically require a small pressure regulator and filter to be installed directly after the valve, and lines should be laid in loops to mitigate debris intrusion from breaks.

### **Running Pipe from the Valves to Your Garden**

Now you are ready to build the lateral systems. If using broadcast sprays, you will lay out a perimeter of white PVC piping whose joints are glued the same as with the mainline. See the above section for how to connect, but note that the primer is not required on laterals (but it will make the joints stronger).

If using drip tubing, consider treating the area similar to the overhead with the intent to cover the whole area with uniform moisture (assuming the plants are relatively close). Put a grid of pipe and emitters evenly spaced

throughout the area with inline, punch type, or multi-port emitters. Inline emitters are particularly suited for this application as they have the most consistent output.

Lay the system around the outside of the planting area, horizontal to the slope of the property to reduce low head drainage. Connect the pipes with appropriate T joints and L's, though poly drip tubes can even be in one big loop with no additional joints. Once all the laterals are installed (burying any pipe under walkways or where it might be a trip hazard), you're ready install the chosen types of heads.

### **Installing Heads**

Broadcast heads like sprays or rotors are installed onto threaded joints cut into the system with either a straight riser (grey threaded pipe) or a swing assembly. White PVC pipe should never be above ground, use only grey risers or UV resistant pipe. Inline emitters or drip emitters are simple to install, just push them into holes punched with special tools into the main drip line.

Flush out the system with water clearing it of debris prior to installing emitters or nozzles. Once this is done, install the nozzles and adjust their locations or spray patterns to target your garden with as little overlap or overspray as possible.

You now have a fully functional system! Bury the trenches and set any spray heads to the correct height and plant when ready.

## **4.2 Soil**

Healthy soil is the foundation of any community garden. You'll want to ensure that your soil is loose enough for plants' roots to penetrate it, has enough organic matter to hold water and nutrients, and is free of contaminants.

Keeping soil loose and free from compaction can take a bit of preparation and planning. The quick and easy solution is to use a mechanical rototiller in the garden beds and only walk on pathways. However, if you have enough human power and time then we recommend the "**Double Dig**" method. This is done by digging the soil in a row down the garden bed a shovel's depth and placing the soil to the side of the trench. Add compost and organic amendments at this point. Then, using a turning fork or pitchfork, the soil at the bottom of the hole is loosened and mixed as deep as the length of the fork. Next, the soil in the garden bed next to the trench is dug with a shovel and placed on top of the first trench, and the process is repeated. Here is an in-depth guide: <http://www.communitycrops.org/doubledig>.

Another way to ensure healthy soil that is slightly less labor intensive is the "**Sheet Mulch**" method. This soil preparation technique involves placing successive layers of paper, mulch, and manure onto slightly turned, wet soil, and then keeping the whole area damp for a few months while the mulch breaks down. While it takes at least 3-12 months before the mulch is fully composted, the area can be planted earlier by using compost plugs for seeds or transplants to establish themselves in. An in depth guide can be found here: [http://agroforestry.net/pubs/Sheet\\_Mulching.html](http://agroforestry.net/pubs/Sheet_Mulching.html)

Soil tests are recommended if you have any questions about fertility, soil composition, or chemical and biological contamination. RCRC in Riverside offers a simple, affordable test: [http://agroforestry.net/pubs/Sheet\\_Mulching.html](http://agroforestry.net/pubs/Sheet_Mulching.html) A complete list of local soil testing agencies is available from the UC Davis Cooperative extension here: <http://ucanr.org/sites/gardenweb/files/82228.pdf>

### **4.3 Pathways**

Pathways are important to consider when creating a space for your garden. They provide the way in and around each plot so things to consider when creating the pathways are accessibility to the soil, flow around each plot, and wheelchair accessibility. The pathways should allow the gardener to be able to reach every inch of the plot without putting oneself in jeopardy of potential injury. This leads to the flow around the plot and whether you want to create plots that have a keyhole or surround the plot entirely.

Materials to consider for use on the pathways are bark mulch, thick newspaper layers, rock or decomposed granite. While bark mulch and newspaper are both great to keep weeds from growing and also help enrich the soil by decomposition, they may be more difficult to allow for wheelchair accessibility. The bark mulch is difficult to roll over and the newspaper may clump up and create difficulty as well. Rock (lava, river) looks aesthetically pleasing but may pose a tripping hazard for enthusiastic little gardeners, as well as pose a problem for wheelchairs. Decomposed granite lends itself for easier wheelchair accessibility but may need weeding more frequently. While not all pathways have to comply for wheelchair accessibility or for safety compliance, it is always good to take into consideration those who may want to participate and any special needs they may have. Also, its more fun to tend your plants then have to always maintain the pathways so, keep in mind you want the up-keep to be easy.

### **4.4 Fences, Gates and Security**

If you decide upon fencing your garden, the best types of fencing are the chain link galvanized variety or even a polyvinyl coated. It's best to stay away from any pressure treated wood as the chemicals can leach out of the wood and into the soil. You don't want these types of chemicals in the garden where your food is growing. If you are building a garden in the City of Riverside, there are usage and development standards you must abide by and those codes are determined only by the "zone" the garden will be in. To check on what types of Codes and development standards you need to adhere to, contact the Community Development Department of the Planning Division for the City of Riverside (951) 826-5371. (If you plan a garden outside of the City of Riverside and still within Riverside County, call 951-955-1000).

We like to think that everyone is respectful of one another within community but sometimes an uninvited visitor may come that doesn't have the same respect you may have for your garden space. That is when gates and security can become very important to all the members of the garden to keep unwanted activity out. The fencing company that you decide to contract with can help you to determine what types of gates and locks or security measures you can take to best protect your space from theft or vandalism. There are many listings online and in the phone book for fencing specialists. It is best to keep the garden locked at all times for the safety of the gardeners and for the equipment within. It is up to you and your garden's members as to what type of lock you would prefer but combination locks are convenient in that you won't have to worry about misplacing, losing and replacing keys for anyone. If you go with a combination lock you may want to discuss and create rules surrounding it, such as how frequently you will change the combo and when a change is warranted, (such as when some members decide to no longer rent a plot). It is best to frequent the garden only during daylight hours. If you want to arrive at sunrise or leave at dusk, it's always best to have a friend with you and to carry a cell phone. Should you arrive to the garden and see any suspicious or illegal activity, call the police first and Garden Director right away; do not try to stop anyone by yourself! Should any situation take place such as the aforementioned, a phone tree is a good way to let others know what has occurred in the garden so that anyone coming into the garden can be made aware before they get there. As a community, protect each other as well as yourself.

#### **4.5 Message Boards**

Message boards can be as simple as a chalk/ white board, corkboard (locked or open) or an email blast that every member receives. The boards can go inside or on the side of the tool shed. It can be constructed somewhere within the garden that is in a high traffic area so that every participant can see it easily. Any messages should be kept current so that people are always up to date with the goings-on of the garden, (weekly or monthly updates). Messages on a corkboard can be easily accessed so you may want to consider whether it would be best to keep a locked message board that has a contact person that is in charge of it, i.e. Garden Director This will ensure that everyone's messages are treated with respect and prevent any unwanted or unsavory postings from making a surprising appearance. If you keep it outside, you may want to consider waterproofing it. Email message boards are fast and convenient but they may pose a problem for any member that does not have Internet access readily available. If you decide that email is a convenient method for everyone, you may want to discuss who will be keeping all the members updated, and how often. You may want to discuss who will take on the challenge and for how long; will the responsible person be the Garden Director or other members rotating monthly, quarterly, bi-annually, etc.

#### **4.6 Signage**

Be sure to create a sign with your Garden's name so that your garden is visible for anyone attempting to find it. You may also want to place Rules of Etiquette and/or Garden Rules in a place that is in a heavy traffic area, for example, near the front entrance, at the Message Board, on or within the tool shed. You may even want to post them in a few locations, like both the front entrance and at the Message Board. Along with the Garden Rules you may want to post the Garden Director's contact information as well as phone numbers for the police department, fire department, 911 and any other agencies you may feel are important to post. For a fun idea, little signs posted long the garden pathway can be encouraging (have a great day), uplifting (smile) as well as kindly reminding people to watch their step or practice safety awareness. Also, if you want to post a little sign for your individual plot, feel free to have fun and make it your own fun space, (The Johnson's, Welcome!).

#### **4.7 Suggestion Box**

A suggestion box is a great way to know exactly what your fellow gardeners are thinking and wanting for the garden space. The suggestion box can be an actual locked box that the Garden Master can open and sort through, and it can be placed under the message board or within the tool shed. If there are any members of your garden that are computer savvy, you can create a website/ chat room where all the members can go to find out what each other are thinking and discuss the suggestions. If anyone does not have computer and/ or internet access, you might want to appoint a person to handle any written requests; that could be the Garden Master or another person if the GM wants to delegate. It might be a good idea to still have a physical suggestion box if you decide to create a virtual one. Please let your members know that the suggestion box should be limited to gardening business only. Jokes, political or religious literature or anything of a graphic or inappropriate nature should not be tolerated and should be reported/ addressed and if needed, result in a grievance procedure. The suggestion box doesn't have to be limited to business only. Recreational activities that are garden inspired can also find their way into the box, for example, using the vegetables grown in a cooking contest or using pumpkins grown in a jack-o-lantern carving contest. Be creative and have fun!

#### **4.8 Tools**

##### ***Get to Know Your Garden Tools-***

Hoe- used to pull and tackle tough weeds.

Spade (drain spade)- essential for inverting soil and trenching.

Fork- loosens up soil or great for incorporating compost. A must for potatoes!

Pruning shears- great for harvesting and cutting back overgrowth.

Rake- used to clean up leaves or spreading soil.

Watering Can- great for pots or places a water hose can't reach.

Water Hose- a simple solution in place of or in combination with irrigation.  
Wheel Barrows- great for moving heavy loads.  
Mattock- used to cut tree roots.  
Backpack Sprayer- great for water new seedlings or watering large areas.  
Precision Drills- picks up seeds and drops them at the correct interval.  
Trowel- for setting out seeds.

### ***Providing Tools for Members:***

Having tools available to all garden members would be especially helpful, although not always financially feasible. However, if you choose to provide tools there are a few things to consider implementing:

- 1) **Tool care and maintenance protocol.** This protocol informs gardeners of the proper use of community tools. In addition, it's encouraged that gardeners follow a guideline on keeping tools clean. Garden tools are the quickest ways to spread disease throughout the garden. Therefore, gardeners should be encouraged to clean tools both before and after use.
- 2) **Broken tools or damage tools-** In the case of broken or damaged tools, it is important that the Garden Director be notified. There should be a log book available to gardeners where they can indicate *what* tool broke, and most importantly *how* it broke. How the tool broke is very important because some tools have a life-time warranty and will be replaced if they were being used properly at the time of breakage.
- 3) **Checking Out Tools-** There should be a log available to gardeners where they can document what tools are being checked out, as well as a way to indicate that they have returned the tool. This is important because it allows the Garden Director to know where tools are at all times.
- 4) **Tools Cannot Leave the Premises-** It is important to notify the gardeners that tools are not permitted to leave the premises.
- 5) **Storing Tools-** There needs to be a safe place to store tools that can be locked up and out of harms way.
- 6) **Stolen Tools-** The community garden should have a protocol in place to deal with off chance of tools being stolen.

### ***Having Gardeners Supply their Own Tools:***

There are many benefits to having gardeners supply their own tools. For one, it allows gardeners to take ownership over their plots and personalize the gardening experience. In addition, it helps ensure disease will run rampant throughout the garden. Lastly, the community garden does not have to worry about replacing lost, stolen, or broken tools.

## **4.9 Tool Care- By Chris Sabbarese, Corona Tools**

### ***Select the Right Tool***

Selecting the right tool for the job can not only save you money and time, but can also help prevent injury. Using the correct tool can make the toughest job easier. Tools have been designed to be more ergonomic, therefore a little bit of power from you can leverage a lot of strength from your tool.

### ***What to Look For***

When purchasing tools you want to find tools that are strong (forged and stamped). In addition handles should feel comfortable in your hand. Test the tool out in the store. Does it feel good to your body? Lastly, make sure there is a warranty.

### ***Cleaning Tools (Materials to Use)***

Wire brush – Use a wire brush to remove caked on debris and sap.  
Moist cloth- A moist cloth can be used remove loose debris from tools.

Water- Use water when cleaning your tool, but make sure to dry your tools after cleaning them.

Alcohol Wipes- Help minimize the spread of disease.

Sand Paper – Helps remove rust.

Sand and Oil – During the off-season store your tools in a container with a mix of sand and oil (vegetable oil).

This helps minimize oxidation and rust.

### ***Materials to Avoid***

Harsh Detergents

Steel Wool

Bleach

### ***Keep Sharp***

Keeping your tools sharp will save time and decrease the risk of injury. Not to mention, your tool will make cleaner cuts.

### ***How to Sharpen Your Tools***

1) Safely cradle the tool with the tip pointing toward you for better leverage.

2) 4-5 passes with the file at a 45-degree angle on the cutting side.

3) Start at the back of the blade and pass it over the length of the blade.

4) 1 pass on the non-cutting side to remove burrs.

### ***Materials to Use to Sharpen Tools***

Files

Sharpening Stones

Professional Services

### ***Storing Your Tools***

Make sure to store your tools in a dry place.

Prior to storing, inspect your tools for repair.

Clean tools before storing them during the off season.

Apply oil.

Hang your tools or store them out of harms way.

***For additional information on how to care for your tools visit:***

***<http://www.coronatoolsusa.com/tool-selection-care/>***

## **4.10 Trees**

Trees are the lungs of the earth; they help to clean our air and give us oxygen but they also are awesome natural shade structures and can be used as beautiful walls and/ or fences. How? By creating an espalier. An espalier is the process by which you can encourage a tree to grow through or against a wall, chain link fence or trellis to create a green wall. It provides greenery, establishes boundaries and depending on the tree or shrub used, can provide edibles, too.

How cool is the City of Riverside? Way cooler, thanks to the Tree Power Program that provides electric customers with rebates for planting some of the specific selections of shade trees around their property to encourage shading of the home. Strategic shading of the home can help to reduce the need for running the air conditioner during the summer, thereby reducing the electric bill by as much as 20%! (Riverside Public Utilities). In the winter, the trees lose their foliage, which lets the sun's rays in to warm the house. Other advantages to planting trees are to help clean the air, prevent soil erosion, create more privacy around your

yard and to help with reducing noise pollution. For more information about the Tree Power Program, and the types of trees preferred for the program, check out the City of Riverside's Public Utility website: [www.riversideca.gov/utilities/resi-treepower.asp](http://www.riversideca.gov/utilities/resi-treepower.asp) or call (951) 826-5485. Don't miss out on this unique, beautifying and energy saving opportunity!

#### **4.11 Garden Director**

The Garden Director (GM) is the first and main person anyone can go to in order to get any help, advice, gardening tips and knowledge or for trouble-shooting. This person essentially coordinates everything for the garden. You can call this person by any title that he/ she deems fitting, such as site coordinator, garden manager, etc. Any one action performed by a member of the garden may affect positively or adversely, the others in the garden. The GM is a volunteer with many responsibilities and trying to help resolve any conflicts will be part of his/ her duty. The GM may be called in to act as arbitrator for a situation that may need conflict resolution. Should further action be needed, please refer to the Conflict Resolution section of this manual and try to work with the GM and the other party to achieve a resolution or compromise. Please remind all members of the garden that the GM is a volunteer and should be treated with courtesy; should he/ she be kind enough to give out their personal information i.e. phone number, email or address, please do not abuse it.

#### **5.0 Gardening**

Gardening is one of the most enjoyable and rewarding hobbies. Our particular climate invites gardeners to grow a vast array of vegetables, herbs, spices, ornamentals, flowers, and trees. Best of all, we can grow these plants year round! We encourage you to begin your journey on developing your green thumb. To help you along the way here are some helpful resources:

## 5.1 Helpful Resources & Links- Lucy Heyming, Master Gardener

### Books:

*California Master Gardener Handbook. "Home Vegetable Gardening,"* Pages 337-416. University of California Agricultural and Natural Resources Communication Services, Oakland, California, 2002.

*Pest of the Garden and Small Farm: A Grower's Guide to Using Less Pesticide*

[http://www.ipm.ucdavis.edu/IPMPROJECT/ADS/manual\\_gardenfarms.html](http://www.ipm.ucdavis.edu/IPMPROJECT/ADS/manual_gardenfarms.html)

*Sunset Easy Edible Garden.* Sunset Publishing Corporation, Menlo Park, CA, 2005.

*Sunset West Garden Book of Edibles.* Sunset Publishing Corporation, Menlo Park, Ca 2010.

White, Hazel, and Sanchez, Janet H. *The Edible Garden.* Sunset Publishing Company, Menlo Park, California, 2005.

### Websites:

\*\*\***University of California Extension- Master Gardener Website-** <http://ucanr.org/sites/gardenweb/>

**Companion Planting-** <http://ucanr.org/sites/gardenweb/files/29030.pdf>

*Approximate First and Last Frost Dates-* PDF- <http://ucanr.org/sites/gardenweb/files/29030.pdf>

*Vegetable Gardening Basics-* (Publication 8059)- PDF (7pages) (This is a free publication that you download from ANR. See the ANR Catalogue website below).

*Vegetable Gardening at a Glance-* Table 14.2- PDF- <http://ucanr.org/sites/gardenweb/files/29040.pdf>

**Growing Tomatoes in the Home Garden-** free publication from ANR/10 pages-

<http://anrcatalog.ucdavis.edu/HomeVegetableGardening/8159.aspx>

**Pest Problems?-** <http://www.ipm.ucdavis.edu/>

**Vegetable Questions?** Use the "Home Garden" section of the Vegetable Research and Information Center Website- <http://vric.ucdavis.edu/>

**ANR Catalog-** many free publications about gardening (get the CA Master Gardener Handbook and the "Vegetable Gardening Basics here)- <http://anrcatalog.ucdavis.edu/default.aspx>

# BUSY GARDENER'S CALENDAR

MONTH	SEASONAL COLOR & ROSES	PERENNIALS & SHRUBS	FRUIT & VEGGIES	TURF WS = WARM SEASON CS= COOL SEASON
<b>January</b> <b>"Roses"</b>	<b>Prune, clean up, mulch</b> <b>Buy bareroot roses</b> Dormant spray Order seeds	Deadhead camellias, azaleas <b>Big Clean Up #1</b>	Side-dress veggies Start feeding citrus <b>Plant/Prune/ use dormant spray on deciduous fruit trees</b>	Fertilize CS turf Leave WS turf alone Sharpen service mower and tools
<b>February</b> <b>"Start Something!"</b>	Start seeds for color Plant summer bulbs Prepare soil	Plant camellias Plant perennials Cut back perennials	Start seeds for summer Last shot at winter veggies Keep weeding	De-thatch/level lawns Apply crabgrass pre-emergent (62 deg)
<b>March</b> <b>"Food!"</b>	Plant warm season color Control snails & slugs Feed	Continue to plant <b>Calendar Garden Tours!</b>	<b>Mid-month plant warm season veggies</b> Tomatoes, peppers, basil	Check sprinkler systems Feed both CS & WS Cut back ornamental grasses
<b>April</b> <b>"Pest Watch" IPM</b>	Continue to plant <b>Pest control w/ IPM</b> Feed/deadhead as needed	Feed/ deadhead as needed Plant tropicals, succulents, Mediterraneanans	Continue to plant Plant citrus Thin fruit on trees	Feed both CS & WS Watch for pests
<b>May</b> <b>"Feed me"</b>	Plant heat lovers: iris, zinnia, petunias, sunflowers <b>Feed/deadhead as needed</b>	Start some (seed, starts) <b>Feed/deadhead as needed</b> <b>Fertilizing/Mulch</b>	Plant heat lovers Start a pumpkin! <b>Feed</b>	Adjust watering systems <a href="http://www.irwd.com/Conservati">http://www.irwd.com/Conservati</a> on <b>Feed both CS &amp; WS</b>

<p><b>June</b> <b>"Turf wars"</b></p>	<p>Pest control Prune climbing roses Feed</p>	<p>Plant hot &amp; tropical Feed/deadhead as needed Feed camellias/azaleas</p>	<p>Feed citrus Thin fruit for size Pest awareness</p>	<p><b>Adjust CS mower up to 2"</b> Feed CS lightly, WS regular</p>
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**5.1 Riverside Garden Calendar- Learn What to Grow When- By Kathy Swanson, Master Gardener**

# BUSY GARDENER'S CALENDAR

MONTH	SEASONAL COLOR & ROSES	PERENNIALS & SHRUBS	FRUIT & VEGGIES	TURF WS=warm season CS=COOL SEASON
<b>July</b> "Water Wisdom"	Order cool season seeds Feed/deadhead as needed Pest awareness	Feed/deadhead as needed Plant palms Pest awareness	Order cool season seeds Plant bananas Feed/harvest Prune deciduous trees to size	Feed CS lightly, WS normal Pulse water
<b>August</b> "Fruits of Your Labor"	Water, deadhead Light pruning as needed Start seeds after vacation	Water/deadhead <b>Take a Vacation!</b>	Control fireblight-cut out <b>Harvest/share- make new friends by sharing</b>	Feed CS lightly, WS normal
<b>September</b> "Switch it Up!"	Buy cool season bulbs Plant/support sweet peas Clean/Prep all beds	Clean/Prep all beds <b>EVALUATE Garden Big Clean Up #2</b>	Plant peas, sugar snaps Clean/prep all beds Plant "Turkey Herb Pot"	Stop feeding CS lawns Feed WS lawns normally
<b>October</b> "Planting Month!!!"	<b>Plant cool season color</b> Plant bulbs	<b>Divide &amp; conquer Perennial Planting Plant Natives!</b>	<b>Plant cool season veggies</b>	Complete fertilizer on CS <b>Adjust CS mower down to 1½"</b>
<b>November</b> "Go Native"	Enjoy last roses, let go! Sow wildflowers Plant cool season color	<b>Plant natives before rains</b>	Plant bareroot strawberry Prune cane berries Spray for Peach Leaf Curl	Be sure water is reduced! Stop feeding WS lawns
<b>December</b> "Garden Gifts"	Narcissi & Amaryllis Buy bareroot late month	Plant camellias Prune natives	<b>Herbs</b> Vinegars Buy bareroot late month	WS dormant= no food or water needed

## 5.2 Direct Seeding

Direct seeding can save money, time and resources and can be done any time of the year. With direct seeding, you can start your season of vegetables and know that when the seed germinates, the seedling will have a natural, normal root development, and it will be able to take over the soil it was placed in, and will not run the risk of experiencing root shock like a transplanted seedling might. Direct seeding can actually be easier than transplanting as well. With transplanting, you have to plant the seed and let it germinate, then move it once it has become too big for the container. With direct seeding, you do not need to do anything other than plant the seed and watch it grow in the spot you've intended for it! There are definitely challenges to direct seeding though. Sometimes little critters like to munch on the tasty seeds and will make them a meal. It is possible to drown seeds by over watering. Sometimes burying the seeds too deep can hinder them from reaching the surface, as can weedy overgrowth or any other plant competing for the same space in the soil. It is always good to make sure before planting that you select your planting site and make sure you have amended your soil, checked the sunlight availability, check your soil moisture, and make sure the seed is planted at the proper depth and spacing. Spacing varies for every plant but a good rule to keep in mind is to look at the width (diameter) of the seed; twice the diameter is your seed depth. Try to keep any critters out of your plot, (this may be tough) by using proper materials as a barrier or hanging shiny, old CD's in the space, or spraying with red wiggler worm leachate. Be sure to water your seedlings twice daily on hot and/ or windy days. Mulching with straw can help protect the moisture content, keep weeds at bay, and still provide a nice cozy place for your seedlings to grow. It is super exciting to watch them sprout; enjoy the magic and mystery as they spring up!

## 5.3 Transplanting

When starting to grow plants, some people prefer to plant seeds indoors and keep the seeds in a nice warm sunny window to propagate. This technique is especially popular when it is too cold just yet to plant outside and there is the threat of frost. When it is time to transplant the seedlings, you can bring them to the garden and select the area you would like to grow them. Be sure to transplant them before they get too big for their seed flat and they get too hard because you do not want to stunt their growth. Amend the soil first with completely finished compost or some other kind of soil amendment. Manure tea or diluted worm leachate is good to water with. Dig a hole deep enough to plant the seedling at the same level/ height it was at when it was in the seed flat. Gently squeeze the seedling's container and/ or use a tool to loosen the seedling and gingerly work it out of the container. Try to separate groups very carefully to avoid tearing the roots. If they were becoming root bound, you can "tickle" the roots a little to loosen them up so they will have an easier time extending out into the soil. When you place the seedling in its new home, again, make sure it is at the same level as it was in the container, and gently fill in with soil. Space the next seedling one to two inches apart from the last seedling. Be sure to water gently and treat them well until they get established to avoid shock. If there will be a severe temperature change from the greenhouse or the sunny window to the garden, you may want to consider "hardening" the plants before moving them. Start a few weeks before moving them. You can move them to a location where it is cooler or shady and do not water as much (don't let the plant wilt though). The idea is to slow the growth of the plant so the energy the plant was using to grow is being redirected into thickening the cell walls of the plant and making it stronger so it will be more resistant to the colder climate.

## 5.4 Seeds & Seed Harvesting

Just like every human being is unique and has a different personality and structure, so do plants! Every plant goes to seed in a completely unique and different way from its plot neighbor. Seed harvesting is fun, can bring families closer and can greatly reduce the need to constantly buy seeds every season. It is a great way to continue getting quality pesticide free and non-genetically modified produce when you decide on seeds and/ or seedlings of this nature. You will want to know if the seeds you were given or bought were hybrids, heirloom or open pollinated. To learn the distinction between hybrids, heirloom, open pollinated, and landrace species, we recommend this site: <http://howtosaveseeds.com/preserve.php> -This website also has a comprehensive guide on how to harvest and preserve all types of seeds.

If there are any specific vegetable or fruits you would like to collect seeds for, there are fantastic how-to videos on YouTube or you can call the UC Riverside Master Gardener's hotline at 951-683-6491

## 5.5 Compost

Compost piles are a must for any community garden. They close the resource loop by converting waste into healthy soil, and are one of the most sustainable practices a garden can implement.

The first step to composting is deciding where to locate it: close enough to be convenient, but out of the way where some might find it unsightly. We recommend finding a location not too far from the garden beds, with wheelbarrow access, and enough room for at least two (preferably three) 3ft. by 3ft. piles. Placing piles directly on the soil is essential to worms and other beneficial insects having access to it.

Building or purchasing a wooden, plastic, or wire frame is also recommended to keep unwanted animals like dogs and raccoons out of your pile, and there are many free guides and videos online that will walk you through the building process. Look up the "Three Bin Compost System" for an easy to create, but tidy and elegant, compost arrangement.

There are as many ways to compost as there are to garden. Some prefer the simple method of piling up plants and weeds that have yet to go to seed, and then continuing to add vegetable matter as it becomes available. This is known as an "**Add As You Go**" or "**Anaerobic**" compost pile. It can take up to a year to get any useful compost from it, but it is as easy as dumping a wheelbarrow or bucket full of clippings onto the pile rather than in the green waste bin.

For those wanting finished compost sooner than 6 months to a year, we recommend the "**Batch Turn**" or "**Aerobic**" compost pile. This method involves waiting to create the pile until you have at least a cubic yard (3 ft. by 3ft. by 3ft.) of green and brown material, in equal amounts, and then mixing them together with water to build your first pile. Then, after a few days or a week, that pile is completely turned over into the space next to it (remember we said have room for *at least* two piles) and more water is added. This process is repeated at regular intervals for 2-4 months, and if the right balance of brown (dried out) and green (fresh) material is mixed with water, it will heat up to almost 150 degrees in the first week before cooling off. Each successive turning will raise the temperature again, until after a few months the pile will be completely broken down and all the material inside will be more or less uniform in color and texture. At this point its ready to add back into your garden!

Some ways to improve your pile are to add dry animal manure to your pile during the first few turns, chopping the plant matter to pieces no bigger than your pinkie finger, and ensuring that no weed seeds, meat, oil, ash, milk, pesticides, or large sticks get into your pile. For more info, go to [http://www.rivcwm.org/opencms/recycling/recycling\\_and\\_compost\\_home.html#howToCompost](http://www.rivcwm.org/opencms/recycling/recycling_and_compost_home.html#howToCompost)

## 5.6 Using Permaculture to Design your Community Garden- By Daniel Francis, Permaculture Designer, Consultant, Educator.

### *What is Permaculture?*

Permaculture is a design methodology that you can apply at any scale, from back-yard garden to an entire city. It's a comprehensive and flexible system that we can use to help create functional, beautiful, and regenerative community gardens. Permaculture is the sum of applied ecology, common sense and indigenous wisdom. It aims to design closed loop systems that provide most if not all those resources necessary right onsite, instead of importing costly materials and energy. Permaculture is driven in part by multiple principles that are adaptable to any situation. The following six principles and examples will help guide your design process in powerful way.

## Key Principles:

**Observe and Interact:** Observation is the key to all good design. Start by asking yourself questions like, “What is the sun’s path in relationship to our garden site?” “When it’s really windy, what direction does the wind come from?” “How does the rain water leave our site?” These questions will help guide the observation process. Ideally you would be able to observe the proposed garden site for an entire year before breaking ground. This way you can spend as much time as needed through each season in observing the site. If we can observe the patterns of the sun, water, winds, soil, sounds, smells, view, and wild life throughout a whole year, we can design with more information and understanding at hand and not make costly mistakes like poor placement of specific elements (trees, structures, pathways). When making these observations we want to be interactive and engaged- put your shovel and hands in the ground and find out the soil composition, grab an umbrella during a down pour and walk around the site drawing a map of the water flow, put up a wind sock and log the data etc. We can work with all those observations and find potentially symbiotic relationships between those elements we want to include in our design and the "wild energies" and patterns that already exist onsite. If you are pressed for time, use local knowledge (ask those who live near the site) and records/technology to answer those observational pattern questions. The observation phase never ends with design, as gardens and people are always changing. The design will constantly give feedback, and it's up to you to respond and interact appropriately by making the necessary changes to achieve greater yields, functionality, efficiency, abundance, and beauty over time. It is also important to note that all good design is already being demonstrated somewhere, either in nature or by other designers before us. With that in mind, it makes good sense to spend observational time in both wild places and other well designed gardens to glean ideas and insights for our design process.

**Everything Gardens:** Every living thing has an impact on it's environment and is in some way "gardens" to stay alive and thrive. If you understand thoroughly what the impact or “gardening” is, you can design with it in mind. Some insects garden by pollinating our flowers and ensuring us a crop. If we want to bring pollinators (certain insects like bees) into our garden, we would be wise to decide specifically which ones, and be sure to include plants that will attract them and place them strategically. Gophers garden by digging tunnels and eating the roots of our plants. If we want to keep gophers out of our garden we will want to consider all the variety of ways to keep them out, both biologically (building and mounting owl boxes, planting euphorbia etc.) and mechanically (burying chicken wire, setting traps, etc.).

**The Yield is Theoretically Unlimited:** You are only limited by imagination and information. Where one person can only fit five apple trees into a space, another person could stagger them strategically and squeeze in eight. A common garden bed in Permaculture design is what is called a "keyhole" bed. It uses the general shape of an antique keyhole as a pathway for a garden bed, which minimizes the access path and maximizes your planting space (increasing your potential yield). Likewise when passively harvesting water in dry-land climates like ours, we raise our pathways and sink our garden beds to yield every last drop of rainwater and run-off, as well to shelter the plants from hot drying winds. We can always increase our yield if we pay close attention to what is and isn’t working and what can be improved on.

**Each Element Supports Multiple Functions:** An element is anything we are placing into the design or something we have to work around that is pre-existing. A tool-shed, bench, gazebo, stage or fence can additionally serve many more functions than what we traditionally use them for. Take a garden shed for example. If the shed is placed such that it relates well to pathways in a central zone, then we can utilize the north wall as a shade source during the hot months and create a small common sitting place to relax. We could use the other outside walls of the shed to hang tools that we want to keep close at hand, and create work-benches for potting plants, repairing tools, storing irrigation equipment etc. We can hang bird feeders and mount birdhouses to the eaves of the shed to attract songbirds. And we can attach a gutter system and water-

catchment tanks to demonstrate and use rainwater run-off from a roof. You could keep listing these possible functions and we should! How many functions can you come up with?

**Each Function Is Supported By Multiple Elements:** A function is something like shade, food, pollinator attractor, beauty, a place to sit etc. In our climate shade is one of the functions in the garden we need a lot of, and we will want to rely on more than just one element to provide it. Using gazebos, fences, arbors, eave overhang, trees, vines, and large shrubs will support our need for the function of shade by way of many different elements. Functions supported by a varied redundancy of elements keeps our gardens in the clear of any complete failures. While a vine may die and stop providing shade, we will have multiple other shade producing elements to utilize while that vine grows back. When we list out our needs or the functions of what we need the garden to provide, you can start to see the overlap and relationship to the elements that are in our design. Whenever we can create more beneficial connections between different elements, we are designing in a way that will serve our needs more directly and efficiently while setting into motion a system that supports itself more independently with less of our labor input.

**Relative Location:** This is one of the common sense principles, however you will find that people often overlook this idea in their designs. Here we are talking about placing the elements in your design in the most useful and appropriate location considering frequency of use and access. For example, all gardens provide the ingredients for making compost, and we need good compost to keep our soil healthy. So naturally we need places to compost in our garden. If you have a large garden and try to create one place for everyone to compost you will require many of your community members to travel the extra distance to get to the pile. You will also probably have problems with smell and rodents. At a minimum you will want to centrally locate that pile for access, or even better create multiple stations for composting throughout the garden. With small piles spread out throughout the garden you have easier access for everyone, simplified the management of making compost, and you can isolate a “problem pile” and deal with it easily without wasting the energy that has already gone into other piles.

**Summary and Considerations:** While there are dozens more principles that you can use to help you design, these 6 principles will set you in a good direction. The use of maps will greatly increase your success as well when designing. Using multiple layers of trace paper over a base map will allow you to explore options and ideas freely without making mistakes in the field. Consulting with local experts is always a good idea too, and often designers will work for a reduced rate or at no cost for the benefit of their community. Keep your eyes and your imagination open and you will collectively design a garden that will grow, thrive and serve you, your family and your neighbors for years to come. Remember to reclaim common sense- you wouldn't go rake leaves in the forest would you? If we design our systems with that kind of logic in mind we can go a long way to create regenerative gardens that take less and less work over time and produce more and more food.

## 6.0 Fundraising

Fundraising is essential to maintaining a stable community garden. But fundraising doesn't have to be tedious and boring. You don't have to go door-to-door asking for donations. Put on workshops, potlucks, concerts, Try selling smoothies at farmers' markets using a blender powered by a bicycle generator using fruits from your community garden! Fundraising (or fun-raising) can be one of the most fun parts of a community project! Fundraising can double as outreach and community building events. Here are some ideas to get you started:

## 6.1 Community Events

**Concerts:** Host a concert at your garden and invite local artists to share their music in a beautiful setting. Keep it simple, natural, and acoustic, especially if there are neighbors around and make sure to contact them to see if they have any objections to the concert. Charge an admittance fee or keep it free and sell food. The Riverside Drum Circle loves to come out and play improvised music.

**Culinary Competition:** Invite community members to cook dishes with items grown in the garden add some flair and invite people to bring a cultural dish. Or make it a themed dinner where all dishes are from the same culture: Mexican, Indian, Native American, South American, African, etc,

## 6.2 Workshops

**Workshops:** Organize workshops on gardening (free to Riverside community garden members and members on the waitlist, small fee for non-garden members). No garden is an island! Community gardens can work together to split up the workshop topics or workshops can be held multiple times throughout the year, at multiple locations if there is enough interest. Here are some topics to get you started and suggested times of the year.

Workshop topic	Ideal time of year	Resources
Composting 101	Any time	Master Composters
Setting up irrigation	Any time	Toro Irrigation
Water-efficient gardening	Any time	Daniel Francis, Permaculture Practitioner
Native gardening	Any time	WSGT, Riverside-Corona Resource Conservation District
Soil health	Any time	UCR Environmental Sciences Dept; RCRC
What to plant in Fall	October, November	Master Gardeners
What to plant in Spring	March - May	Master Gardeners, WSGT, other community gardeners
What to plant in Winter	December - February	Master Gardeners, WSGT, other community gardeners
Seed planting	October - May	Master Gardeners, WSGT, other community gardeners
Transplanting	October - May	Master Gardeners, WSGT, other community gardeners
Attracting beneficial insects	Any time	UC Cooperative Extension; Master Gardeners
Making solar ovens	Any time	Green Leap Forward
Bike electric generators	Any time	Green Leap Forward

## 6.3 Plant Sales

**Plant sales:** Community gardens are a great place to grow and care for seedlings. Why not grow them and then sell them to the community for fundraisers? You can plant in items that would otherwise go to waste: egg cartons, which decompose when planted in the soil; old food containers, just make sure to poke holes in the bottom for drainage, etc. The UCR Botanic Gardens has Plant Sales twice a year, usually in April and October, and community members often grow plants and sell them to the Botanic Gardens. See References list at the end of the Garden Manual for contact information.

## 6.4 Certified Farmers Markets

**Farmers' markets:** Selling produce at farmers' markets is a great way to provide revenue for your garden. Currently, there are quite a few farmers' markets in Riverside. You'll need to become a certified farmer (easy one page application and \$20 annual fee) You'll also need to contact the market manager to get a spot. Some farmers' markets may be full, but you can be put on the waiting list. You are able to partner up with 2 other community gardens or growers and sell as a group. You can also alternate who sells on which weeks, so that not everyone has to go to every farmers' market. Dropping by the farmers' markets and talking to the market manager is the best and easiest way to get started on selling at a farmers' market.

## **6.5 California Farm to School Connects Schools with Local Farms**

By- Rodney Taylor, Farm to School, Student Nutrition Director RUSD

Providing students with farm-fresh and locally grown food choices is the focal point of farm to school programs. Each farm to school program buys and features fresh, healthy and locally grown breakfast, lunch or snack options from family farms. Farm to school programs help children understand where their food comes from and the importance of supporting their local community, while encouraging students to make healthy food choices as part of their everyday life.

California has long been a leader in farm to school and after more than a decade of this work there are now programs in more than 1,000 schools. Because of California's year round growing season and rich agricultural heritage, it is the ideal state where farm to school programs can flourish and grow. Visit [www.cafarmtoschool.org](http://www.cafarmtoschool.org) to get involved and help make farm to school a reality in your area!

### **Getting Started with Farm to School**

#### **Be inclusive**

Most farm to school projects are successful because they include many stakeholders. You may want to contact community or non-profit organizations in your area as well as parents, teachers, school food service staff, elected officials, school administrators and farmers to identify the champions that will work to make farm to school a reality.

#### **Start small**

If a daily farm to school salad bar is your vision, start small by sourcing just one or two locally grown foods to feature on the menu or the salad bar. Get comfortable with ordering, delivery, invoicing, and food prep before you scale up.

#### **Think outside the cafeteria**

If serving local foods in the cafeteria is too much of a barrier, provide local foods to teachers to use for teaching in the classroom, offer monthly Harvest of the Month taste tests to students at recess or after school, or grow and taste fruits and vegetables in your school garden.

#### **Take the time to build relationships**

Successful farm to school projects are based on relationships of mutual respect and trust among the participants. Taking the time to understand perspectives and abilities will help ensure that you create an effective and sustainable project.

#### **Don't reinvent the wheel**

Many schools across the state have already implemented farm to school. Learn from the successes and challenges of these districts before you begin. Visit [www.cafarmtoschool.org](http://www.cafarmtoschool.org) for more information on farm to school.

#### **Riverside USD A Farm To School Champion**

Since 2005, RUSD has expanded its Farmers' Market Salad Bar to 29 of the district's elementary schools. This comprehensive program helps school children develop healthy eating habits to last a lifetime. It changes the school food environment by increasing local fruit and vegetable access and availability. Evaluation of the program has shown that students who choose the salad bar eat more servings of fruits and vegetables than students who eat the standard lunch. RUSD's program features the following innovative strategies:

- "Cooking cart" lessons
- Harvest of the Month activities

- Taste tests
- School gardens
- Field trips to farms and farmers' markets
- Farmer visits to classrooms

For more information about RUSD's Farm to School program visit <http://www.rusdlink.org/page/123>

## **6.6 Food Banks**

The Inland Empire has been particularly hard-hit with the economic downturn. If you have excess produce that you can't sell, don't let it go to waste! Donate it to a food bank! For local food banks, refer to the resources page at the end of this manual.

## **6.7 Food Co-ops**

Have you heard? There's a Food Co-op starting up in Riverside! A food co-op is a grocery store, but instead of having a CEO or storeowner, there are hundreds or thousands of storeowners! The co-op members are the storeowners, and each owns a percentage of the store. Co-ops are democratically organized, so members have voting rights and can help make decisions as to how the store is run. Members can choose where the store is located, what products are sold in the store, when the store is open, and the color of the paint on the walls. The Riverside Food Cooperative is all about supporting the local organic movement and can buy food from local community gardens. The Riverside Food Cooperative prefers to buy organically, sustainably, socially equitable food, but does not limit its suppliers to certified organic farmers as long as it is clear that they operate in a sustainable manner. As of 2011, we do not yet have a storefront, but we do have a buying club, which is identical to a Food Co-op, just without a permanent physical location. The Riverside Food Co-op Buying Club pools together its money to buy produce in bulk from local farmers.

## **8.0 Sample Documents- The following documents may be copied or tailored for your use.**

# Community Garden Application

By filling out this form, you will provide ~ \_\_\_\_\_ ~ with important information necessary in creating a healthy vibrant community garden. Upon receiving this application, you will immediately be placed on a ~ \_\_\_\_\_ ~ Interest List. Please note: Filling out this application simply verifies interest and in no way obligates you to participate. If your application is accepted, you will be sent the official Welcome Package including required forms and fee deadlines. In the case that we receive more applicants than plots available, you may choose to be placed on a wait list or be referred to another community garden in the Riverside area. Thank you once again for your interest.

\* Required

**Last Name \*** \_\_\_\_\_

**First Name \*** \_\_\_\_\_

**Contact Phone \*** \_\_\_\_\_

**Email\*** \_\_\_\_\_

**Do you currently reside or work in the City of Riverside? (Circle One)**

Yes                  No

**Which of the following best describes your level of gardening experience?\*(Circle 1)**

Beginner                  Intermediate                  Master

**Who are you filling this out for? \*(Circle One)**

Myself                  My Family                  An Organization

**How many participants do you represent including yourself? \*** \_\_\_\_\_

**Are any participants you represent under the age of 18? (Circle one)**

Yes                  No

**Which of the following best describes you? \*Please check all that apply.**

- I am interested in having a single plot.
- I am interested in having multiple plots.
- I would like to volunteer at ~Community Garden~ before receiving a plot
- Other: \_\_\_\_\_

**Which of the following best describes you? (Check all that apply)**

- Growing food for myself    I'd like to donate additional food    I'd like to sell food

**What days and times of the week are you currently available to garden? \*Please check all that apply.**

- Monday AM
- Monday PM
- Tuesday AM
- Tuesday PM
- Wednesday AM
- Wednesday PM
- Thursday AM
- Thursday PM
- Friday AM
- Friday PM
- Saturday AM
- Saturday PM
- Sunday AM
- Sunday PM

**Use this section to tell us a little bit about yourself.**

**In the case that ~ \_\_\_\_\_ ~ receives more applications than plots available, I would like to: (Check one)**

- Be placed on waiting list       Be referred to another garden in Riverside

**End**



# Sample Garden Rules and Plot Agreement

Each community garden will have its own unique set of rules often determined by the location of your garden. It is important to not only provide a copy of the rules to every community gardener in their agreement, but also post the rules in plain site for visitors of your community garden.

## A. Rules may include but are not limited to:

1. New members must attend an orientation prior to gardening
2. Gardeners are required to sign a Release of Liability prior to gardening
3. Garden fees are due before the garden season begins
4. Do not alter the dimensions of your plot without permission
5. Garden plots must be maintained free of weeds, and plants must be growing
  - a. For assistance on weed ID, contact your Community Garden Director
6. Be respectful and courteous to other gardeners, visitors and neighbors
7. Avoid walking on the garden plots to keep from compacting the soil
8. No loud noises, no parking outside designated area, no obstructing traffic
9. Do not harvest from garden plots without permission from the plot owner
10. Keep communal areas clear of obstruction (weeds, tools, etc)
  - a. Do not leave rakes, shovels, or hoes with the tip facing up
11. Communal tools must be returned to the Community Bin
12. For sanitary reasons, no dogs allowed
13. Write your name on all personal items, do not leave materials or tools behind
14. No smoking, drugs, or alcohol on the premises
15. Upon ending membership, you are required to leave the plot as you found it
16. Follow garden protocol for pesticides, herbicides, and artificial fertilizers
  - a. Check with Garden Director(s) if in an organic or no-spray garden for appropriate fertilizers and pest management
17. No GMO seeds permitted. Please see Garden Director for a list of reputable seed companies
18. Practice water conservation by using drip irrigation, sunken beds, and grouping plants with similar water requirements
19. When possible, hand water or set timers to irrigate early morning
20. No littering or camping
21. Children under the age of 13 must be supervised by an adult age 18 or over
22. Contribute 8 hours a month to managing communal spaces (turning compost, pulling weeds, pruning trees, etc.)
  - a. This can be accomplished weekly or monthly (on a group workday)
  - b. Check with the Garden Director on priorities and log any hours
23. No growing of illegal or ethically controversial plants
24. The Community Garden is not responsible for lost, stolen, or damaged items
25. No trees are to be planted without the okay from the Garden Director
26. No parties or special events without the consent of the Garden Director
27. The Garden Director or Committee is responsible for enforcing garden rules and is elected every 6 months
28. Most importantly, enjoy yourself and the fruits of your labor!

## B. Plot Designation

1. All plots are assigned by the Garden Director or Committee and may not be transferred without permission
2. Gardeners are expected to come at least once a week to maintain their plot, generally more often.
3. If you need assistance during illness or travel, contact the Garden Director

- a. Any temporary garden members must be approved and sign the same Release of Liability and Plot Agreement forms as regular members
4. Failure to adequately maintain your garden plot, violation of rules or conditions, or absence of more than a week without notification may result in forfeiture of one's plot along the following procedure:
  - a. Violation of rules and conditions will result in a written warning to a home or email address
  - b. If no response or correction has been made, you will receive written notice two weeks later
  - c. In another two weeks, if no response or correction has been made, you will receive a Notice of Forfeiture that you have vacated your gardening privileges and plot
  - d. Personal belongings remaining at the community garden location 14 days after leaving or forfeiture will be considered a contribution to the garden
5. You will be allowed to reapply for another garden plot only after one year, and only at the discretion of the Garden Director

### **C. Forms**

1. Each member must sign the Release of Liability and this Plot Agreement and return to the Garden Director
2. Anyone who you wish to garden with must also sign the Release and this Plot Agreement form and return to the Garden Director
  - a. Individual gardening a single plot can sign the same form if signing on the same day
  - b. If you wish to add another gardener to your plot at a later time, they must be approved by the Garden Director, fill out their forms separately, and attend an orientation with the original plot owner
3. If you have a vehicle (especially a truck) and would like to help haul materials for the garden, please inform the Garden Director

**D. Commitment**

I have read and understand the application and accept these rules, terms, and conditions stated above for the participation in the ~ Community Garden ~

Signed \_\_\_\_\_  
Gardener Date

\_\_\_\_\_  
Print Name

Signed \_\_\_\_\_  
Gardener Date

\_\_\_\_\_  
Print Name

Signed \_\_\_\_\_  
Gardener Date

\_\_\_\_\_  
Print Name

-----OFFICE USE ONLY-----

Received: \_\_\_\_\_ Date      Approved: \_\_\_\_\_  
Garden Director Date

**Notice of Violation**

**Today's Date:**\_\_\_\_\_

**1<sup>st</sup> Notice**

**Dear Gardener of Plot #\_\_\_.**

**We regret to inform you that you are in violation of the Community Garden Rules, Procedures, or Guidelines.**

**Description of Violation:** \_\_\_\_\_

**If you no longer wish to participate in the Community Garden, or are unable to maintain your plot, please contact the Community Garden Coordinator/Director.**

**Failure to rectify the violation and contact the Community Garden Coordinator/Director will result in receiving a second notice two weeks from the date indicated above and forfeiture of your plot in one month's time.**

**Thank you,**

**Signed**

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**Community Garden Director**

**Contact Information**

**Notice of Violation**

**Today's Date:**\_\_\_\_\_

**2<sup>nd</sup> Notice**

**Dear Gardener of Plot #\_\_\_.**

**We regret to inform you that you have failed to correct the violation of the Community Garden Rules, Procedures, or Guidelines or contact the Community Garden Coordinator/Director within the allotted time frame.**

**Description of Violation:** \_\_\_\_\_

**If you no longer wish to participate in the Community Garden, or are unable to maintain your plot, please contact the Community Garden Coordinator/Director.**

**Failure to rectify the violation and contact the Community Garden Coordinator/Director within two weeks from the date indicated above will result in immediate forfeiture of your plot and membership in the Community Garden.**

**Thank you,**

**Signed**

---

**Community Garden Director**

**Contact Information**

## **Notice of Forfeiture**

Today's Date: \_\_\_\_\_

Dear Gardener of Plot #\_\_.

**We regret to inform you that you have failed to correct the violation of the Community Garden Rules, Procedures, or Guidelines or contact the Community Garden Coordinator/Director within the allotted time frame.**

**As a result of your inaction you have forfeited the right to your plot and membership in the Community Garden, effective as of the date above. You will not be eligible to rejoin the garden for one years time, and then only at the discretion of the Community Garden Coordinator/Director. Any personal items left on site 14 days past the above date will be considered a contribution to the Community Garden.**

Best Regards,

Signed

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Community Garden Director



City of Arts & Innovation

## CITY OF RIVERSIDE AGREEMENT TO RELEASE ALL LIABILITY

**BY SIGNING THIS DOCUMENT YOU ARE GIVING UP YOUR RIGHT TO SUE**

ACTIVITY: \_\_\_\_\_

DATE OF ACTIVITY: \_\_\_\_\_

I understand that I am in no way required to participate in the above named activity and that my participation is voluntary.

I understand that I must sign this release of liability if I would like to participate in the above named activity.

I understand that the City of Riverside is permitted by law to require me to sign this release of liability before permitting me to participate in the above named activity.

I understand that by signing this document I am forever agreeing to indemnify and hold the City of Riverside and its employees, officers, managers, agents and council members harmless from any and all liability, loss or damaged caused by or arising from their negligence, or those of others, including myself.

I understand that I am agreeing to forever release from liability the City of Riverside and its employees, officers, managers, agents, and council members and further agree to give up my right to sue them for any and all property damage, personal injury or wrongful death resulting from their negligence, my own negligence, or the negligence of others. My signature on this document will also prevent my heirs, assigns, representatives, legal guardians, or any person who may sue on my behalf, from suing as well.

I understand that by participating in this activity, there are risks of physical injury to my person or property, as well as risks due to the negligent conduct of the City and its employees, myself, or others, involved with the above named activity. By voluntarily participating in the above named activity I understand the risks of injury to my person and property and am assuming the risk of such.

**Please be advised that all participants involved in any department programs or events are subject to being photographed. Such photographs may be used by the City of Riverside without an obligation to provide compensation to those photographed.**

PARTICIPANT'S NAME (print): \_\_\_\_\_

PARENT/GUARDIAN'S NAME (print): \_\_\_\_\_  
(Required if participant is a minor.)

PARTICIPANT'S OR PARENT/GUARDIAN'S SIGNATURE:

\_\_\_\_\_ Date: \_\_\_\_\_

**PARENTS/GUARDIANS:** I declare under penalty of perjury that I am the parent/guardian of the minor. I have authority to enter into this agreement on behalf of the minor. I agree to be bound by its terms [if participant is a minor].

## **9.0 Resource List**

### **City of Riverside Community Gardens**

The following is a list of various community gardens within the City of Riverside. Not all community gardens are listed below, and this list may change without notice. To be placed in contact with individual community gardens please contact Alicia Albertson at ([aalbertson@riversideca.gov](mailto:aalbertson@riversideca.gov)).

### **School Gardens**

Allan Orrenmaa Elementary  
Emerson Elementary Eastside Community Garden  
All Saints' Carden Academy  
River Springs Charter School  
Wells Elementary  
McAuliffe Elementary  
Rosemary Kennedy Elementary  
Valley View Elementary  
Terrace Elementary  
UCR Community Garden  
RCC Community Garden  
La Sierra University Common Ground Community Garden

### **Public Land Community Gardens**

Arlanza Community Garden  
Tequesquite Community Garden

### **Church Gardens**

CAYA: Come As You Are Homeless Ministries  
St. Michael's Community Garden  
Our Father's House Church  
Madison Church Community Garden

### **Other Community Gardens on Private Land**

Growcology  
Community Settlement Association

### **Community Garden Development Inquiries**

To learn more about developing a community garden, we recommend starting here:

Riverside Community Garden Council (RCGC) – Monthly Public Meetings - every 3<sup>rd</sup> Monday  
Contact: [Jessie.fuller@gmail.com](mailto:Jessie.fuller@gmail.com)

Riverside Community Development Department – Historic Preservation, Neighborhoods & Urban Design  
Division – Alicia Albertson – [aalbertson@riversideca.gov](mailto:aalbertson@riversideca.gov)

Wood Streets Green Team  
[www.woodstreetsgreenteam.org](http://www.woodstreetsgreenteam.org)

## **Helpful Resources**

Riverside County Master Gardeners  
<http://ucanr.org/sites/RiversideMG/>

Riverside County Master Composters  
[http://www.rivcown.org/opencms/recycling/recycling\\_and\\_compost\\_home.html#howToCompost](http://www.rivcown.org/opencms/recycling/recycling_and_compost_home.html#howToCompost)

UCR Botanic Gardens  
Tel: (951) 784-6962 E-mail: [ucrbg@ucr.edu](mailto:ucrbg@ucr.edu)

Riverside-Corona Resource Conservation District  
4500 Glenwood Drive, Building A  
Riverside, CA 92501  
(951) 683-7691  
(951) 683-3814 FAX  
Email: [rcrcd@rcrcd.com](mailto:rcrcd@rcrcd.com)

## **Local Nurseries**

**Parkview Nursery**  
4377 Chicago Avenue  
Riverside, CA 92507  
(951) 784-6777

**Parkview Nursery**  
3841 Jackson Street  
Riverside, CA 92503  
(951) 351-6900