

## **Appendix 1. Contributors to Food Security in Oakland**

# Contributors to Food Security in Oakland

## Key Interest Areas

Organization	Contribution	Capacity Building	Community Building	Community Retail/Wholesale	Diet-related Disease	Emergency Food	Family	Federal Food Assistance	Food Access	Food (Scrap) Recovery	Job-skills Training	Nutrition Education	Place-making	Public Policy	Recreation	Regional Agriculture	Senior	Urban Agriculture	Youth
Action Alliance for Children (AAC)	Informs, educates, and inspires a statewide constituency of people who work with and on behalf of children by providing the most reliable information on current issues, trends, and public policies that affect children and families. AAC is a resource for policy makers, children's service providers and advocates, and the media. In addition, AAC facilitates dialogue among diverse community groups (child care workers, educators, parents, human service providers, advocates, media, policy makers). Some of their advocacy work includes research on schools, nutrition, food, and obesity, including an article in their newsletter, <i>Children's Advocate</i> , "Innovative Programs Bring Fresh Produce to Kids in Low-Income Communities," in which several Oakland success stories were featured.	●			●		●		●			●		●			●		●
Alameda Alliance for Health	Offers a wide choice of health education classes and resources, including nutrition, in a variety of languages. The classes are designed to provide self-care skills to families. Interpreter services are available at classes for all members if needed.				●		●					●					●		●
Alameda County Community Food Bank	Provides nutritious food and nutrition education to people in need, educating the public, and promoting public policies that address hunger and its root causes. It is Alameda County's central clearinghouse for donated food. Their network of 280 community-based organizations provides food assistance to 120,000 individuals each month, including adults, children, the elderly, people with disabilities, abuse survivors, people living with AIDS, and the homeless. In addition to food distribution, the ACCFB educates the community about the causes of hunger and poverty, advocates for policies that would improve the lives of low-income people, and operates an emergency food referral hotline.	●				●	●	●	●			●	●				●		●
Alameda County UC Cooperative Extension	An arm of the University of California that provides specific knowledge and makes the educational and technical resources of the University available to the community. UCCE is an integral part of the Division of Environmental Health in the Department of Public Health in Alameda County. Alameda County programs include Child Nutrition and Community Development, Food Stamp Nutrition Education, Master Gardeners, School Gardens, Youth Development, and Nutrition, Family, and Consumer Sciences. UCCE delivers these programs through education and consultation through community based organizations to help individuals in communities reach their highest potential.	●	●				●	●		●		●	●		●	●	●	●	●
Alameda County Department of Public Health	Among other services, ACDPH is responsible for the Alameda County Nutrition Services, a Diabetes Program, and the Women, Infants & Children (WIC) Supplemental Nutrition Program. ACDPH delivers these services in partnership with the community organizations. ACDPH has partnered with many Oakland organizations on a variety of programs including...farmers markets, etc....			●	●		●	●				●	●				●		●
Alameda County Department of Social Services	Administers the Federal Food Stamp Program for the County.						●	●											
Alameda County Integrated Waste Management Board	Responsible for preparation of the Alameda County Integrated Waste Management Plan and Alameda County Hazardous Waste Management Plan. It manages a long-range program for development of solid waste facilities and offers a wide variety of other programs in the areas of source reduction and recycling, market development, technical assistance and public education.									●									
Alameda County Meals on Wheels	A collaboration of seven Meals-on-Wheels programs in Alameda County that serve over 2,200 meals per day to homebound seniors. In Oakland, Bay Area Community Services serves Oakland seniors and disabled population.					●						●					●		
Amity Works	A community art project that facilitates and documents the exchange of backyard produce, conversation, and collective biography within the Temescal neighborhood. It is created by community residents in collaboration with the Temescal Merchants Association. They maintain a community crop sharing program called The Big Backyard and a storefront just off Telegraph Avenue that hosts an open space called Reading Room. They also produce an ongoing series of free postcards that document the neighborhood's social economy, residents and ecology.		●				●		●	●		●		●				●	
Business Alliance for Local Living Economies	An alliance of local business networks dedicated to building "Local Living Economies." BALLE comprises 28 business networks with more than 4,500 business members nationwide. The Oakland Merchant's Leadership Forum has joined the BALLE network, and plans to develop a local "food-focused" directory as part of its "Local First" campaign, in conjunction with the City's "Shop Oakland" campaign, to encourage citizens to buy from locally owned businesses whenever possible to keep money circulating within the community.			●									●			●			
Bay Area Community Services (BACS)	BACS mission is to serve the Oakland and Piedmont community with specific needs imposed by age or disability in order to improve the quality of their lives. Each weekday, approximately 700 homebound, older adults receive a hot, nutritious meal delivered to their door, through the Meals-On-Wheels Program. In addition to the weekday hot meal, over 250 frozen meals are delivered for weekend consumption for those seniors most in need, and special arrangements are made for delivery of either hot or frozen meals for holidays.					●						●					●		
Bay Friendly Gardening Program	Provides home gardeners tools for creating a beautiful and healthy "Bay-Friendly" garden. The program was developed to encourage residents to make environmentally friendly gardening choices, such as reducing waste, integrated pest management, and protecting the watersheds of the San Francisco Bay. The Bay-Friendly Gardening Program is offered by StopWaste, the public interface of the Alameda County Waste Management Authority and the Alameda County Source Reduction and Recycling Board.		●				●		●	●		●		●			●	●	●
California Department of Education	Administers the United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) Child Nutrition Programs and the Food Distribution Program in California. Also, provides resources and information related to child nutrition, nutrition education, food distribution programs, and the Child Nutrition and Physical Activity Advisory Council.							●	●			●							●
California Food Policy Advocates (CPFA)	A statewide public policy and advocacy organization dedicated to improving the health and well being of low-income Californians by increasing their access to nutritious and affordable food. CPFA provided technical assistance to School Market, a Fruitvale neighborhood convenience store to expand their selection of produce and dairy and arranged a community outreach component of the conversion with the Alameda County Public Health Department to design a "fresh produce buying and preparation after-school activity" with the nearby Fruitvale Elementary School.	●	●	●	●	●	●	●	●			●	●	●			●		●

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Center For Informed Food Choices	Advocates for a diet based on whole, unprocessed, local, organically grown plant foods. CIFIC believes that: placing these foods at the center of the plate is crucial for promoting public health, protecting the environment, and assuring the humane treatment of animals and food industry workers. Connecting the personal to the political, CIFIC educates the public about how the industrial food system, along with corporate-influenced government policies, is the root cause of a host of preventable public health, environmental, and social justice problems.	●			●							●		●		●			
Children's Food Basket	Provides low-income children with nutritious meals, educational enrichment and life skills as a means to a pathway out of poverty and a productive adulthood. Children's Food Basket is a network of volunteers, churches, and service organizations committed to serving low-income children of Oakland by providing food for hungry children. They collect kid-friendly food items from various sources, including individual donations, the Alameda County Community Food Bank, and specials from local grocery stores and warehouse clubs, assemble them into bags and deliver them to 25 different elementary schools in Oakland. School officials make sure that the children take their bags home for the weekend. They currently serve over 1600 children each week.					●	●		●			●							●
Children's Hospital	Ensure the delivery of high-quality pediatric care through teams of specialists and a network of primary care providers, as well as to maintain a strong education and teaching program, a diverse workforce, nationally recognized research programs, and child advocacy efforts. They resource a Healthy Eating Active Living (H.E.A.L.) Clinic and classes that provides weight-management resources.				●		●					●		●					●
City of Oakland:																			
Community and Economic Development Agency:																			
<i>Economic Development</i>	Recruitment and retention of food processing and retail establishments.		●	●					●		●		●						
<i>Planning and Zoning</i>	Planning and zoning for industrial, commercial, and open space (gardens).		●	●					●				●					●	
<i>Redevelopment</i>	The purpose of Oakland redevelopment is to fund new projects that will create a healthier environment for businesses and residents.		●	●					●				●						
Human Services:																			
<i>Commission on Aging</i>	Works in partnership with the Department of Human Services to develop and evaluate programs to address the special needs of the City's diverse senior residents.	●	●		●	●			●			●					●		
<i>Community Action Partnership</i>	Provides funding to nonprofits to carry out programs that help alleviate poverty and has assisted with various hunger- and nutrition-related programs.	●	●				●	●				●	●		●		●	●	●
<i>Emergency Food Providers Advisory Committee</i>	A citizen's advisory body established to distribute brown bags of groceries and advise the Mayor on matters of hunger and food policy. It is a membership organization of local churches and community organizations. The EFPAC is comprised of approximately 25 organizations, which provides oversight over the expenditure of certain City allocated resources.					●	●	●	●			●					●		●
<i>Lower San Antonio Initiative</i>	A collaboration of Oakland organizations, led by Urban Strategies Council, to address the social, economic, environmental and educational factors that impact the health and well-being of San Antonio residents. Though still in the planning stages, the Health Work Group committee has included "Increasing Access to Resources for Healthy Eating and Exercise" as one of their three primary goals. To address this goal, the group is looking at different ways to increase food stamp enrollment.	●	●				●	●				●	●				●		●
<i>Head Start</i>	A child development program that aims to foster social skills and school readiness in children (three to five years old) from low-income families. Health and nutrition education for children and their families are two primary services. Head Start also serves a nutritious breakfast, lunch and snack daily.						●					●							●
<i>Hunger Program</i>	Distributes emergency food to Oakland residents throughout the year through a designated network of food pantries and community-based organizations known as the Emergency Food Providers Advisory Committee (EFPAC). They also provide brown bag distributions and food for hot meal programs and sponsors special events each year. The program emphasizes nutrition education.					●	●	●	●			●					●		●
<i>Oakland Fund for Children and Youth</i>	Among funding priorities are Children Health and Wellness and Healthy Transitions to Adulthood. Among programs funded were ....	●	●									●							●
<i>Senior Centers</i>	Provides a full range of social, recreational, nutritional and educational activities.											●					●		
<i>Summer Lunch Program</i>	Delivers free and nutritious meals to children in Oakland neighborhoods during the summer months.							●	●										●
Parks and Recreation, Community Garden Program	Empowers participants to meet their need for health, recreation, good nutrition, job skills, community security and natural beauty.		●				●		●	●		●	●		●		●	●	●
Mayor's Office of Sustainability																			
City Slicker Farms	Increases food self-sufficiency in West Oakland by creating organic, sustainable, high-yield urban farms and back-yard gardens that provide space for healthy, affordable food, and improve the environment.	●	●							●	●	●	●		●			●	
Community Alliance with Family Farmers (CAFF)	Builds a movement of rural and urban people to foster family-scale agriculture that cares for the land, sustains local economies and promotes social justice.	●											●	●		●			

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East Bay Asian Youth Center	A private non-profit community-building organization based with a multi-racial, multi-ethnic, and multi-lingual membership of over 700 Oakland families who are involved in one of five after-school learning centers. In partnerships with Urban Ecology and the EBAYC is working with students in East Oakland to create a vision for change in their neighborhood focused on strategies for making fresh, affordable and healthy food available in the neighborhood, as well as cultivating the demand for adequate physical activity centers.	●	●	●			●					●	●						●
East Bay Conservation Corps	Promotes youth development through environmental stewardship and community service and to further education reform and social change. Collaborating with the Environmental Justice Institute to encourage convenient store merchants to stock fresh, nutritious, and ethnically appropriate foods and improve storefront facades.			●					●				●						
East Bay Alliance for a Sustainable Economy	Brings together labor, community, and faith-based organizations and leaders to end low-wage poverty and create economic equity in the San Francisco East Bay region. EBASE supports research, policy development, coalition building, and leadership development around issues impacting the low-wage workforce.	●		●					●		●			●					
Environmental Justice Institute (EJI)	Promotes community health and development in the areas of education, nutrition, environmental justice, and economic development. EJI uses community-driven and collaborative strategies to build and strengthen environmental justice, food security, and the economy in low-income communities.	●	●	●							●	●	●						●
Farmers Markets	There are a total of nine in Oakland. They provide opportunities for farmers, food vendors, and community members to preserve, enhance, and enjoy local and regional fresh foods.			●					●			●	●			●			
Gazzalis	A partnership among faith-based, public and private organizations in East Oakland resulted in bringing Gazzali's Supermarket to Eastmont Town Center. The Center - one of the largest shopping malls in East Oakland - has been without a supermarket for more than five years. This partnership brings a much needed healthy food outlet to East Oakland residents.		●	●															
Healthy Kids Resource Center	Maintains a comprehensive collection of health education materials for use by teachers, administrators, university faculty, staff and other professionals who work with preschool through 12th grade students in school settings and after-school programs. It is funded by the California Department of Education School Health Connections, Healthy Kids Program, Nutrition Education and Training Unit and the California Department of Health Services Nutrition Network. The Center was established to assist schools in promoting health literacy.											●							
Lao Family Community Development, Inc. (LFCDD)	Programs and assistance for South East Asian refugee and immigrant communities, and other low income communities, to adapt to life in the United States, and to achieve social and economic self-sufficiency. In partnership with the City of Oakland-Human Services, the Alameda County Community Food Bank, and the United Way, the Lao Family Community Development, Inc. implemented the "Immigrant Food Stamp Promotion Project," a food stamp outreach campaign.	●					●	●										●	●
Mandela Farmer's Market	Farmers' market specializing in bringing African American farmers and their produce to West Oakland every Saturday.		●	●					●			●	●			●		●	
Merritt College	Merritt College sponsors many of the Bay-Friendly Gardening classes as a part of the Landscape and Horticulture program and also offers over 50 other classes including mushroom cultivation, edible landscapes, herbs in the landscape and urban community gardening.								●	●			●		●			●	
Mo Better Foods	With the Environmental Justice Institute and other organizers, created a food distribution system that connects African American Farmers of California directly to local Oakland merchants. Stores carrying the farmers' produce include Neighbor's market, a West Oakland corner store, and Gazzali's, a family-owned supermarket in East Oakland's Eastmont Town Center.	●	●	●					●				●			●		●	
Oakland Unified School District Food Services Division	OUSD Food Services Division is responsible for administering the National School Lunch and National School Breakfast Programs. They also administer other food programs such as the Summer Seamless Feeding Program and serve food at their Early Childhood Education centers. They passed a nutrition policy in 2001 and are working on a Local Wellness Policy.							●	●			●				●			●
Oakland Community Organizations (OCO)	OCO leaders helped secure a 10-year lease, 50 new jobs, and an \$8.5 million investment to revitalize Gateway (Acorn) Shopping Plaza.		●	●															
Oakland Food Connection	Seeks to empower all residents who live in low-income communities to take charge of their community's food sources, whereby they will learn how to grow food, develop healthy eating regimens and attitudes about their health. They believe that every community should have access to secure, wholesome sources of food. They educate residents on how to turn these sources of food into healthy products that can be marketed to local retail.	●		●					●	●	●	●	●		●			●	●
Oakland Merchant's Leadership Forum (OMLF)	Provides a cohesive voice for the now 37+ Neighborhood Business Districts in Oakland. Comprised exclusively of volunteers throughout the city's business community, OMLF promotes neighborhood business districts as a key element of the City's economic development strategy. The Oakland Merchant's Leadership Forum has joined the BALLE network, and plans to develop a local "food focused" directory as part of its "Local First" campaign, in conjunction with the City's "Shop Oakland" campaign, to encourage citizens to buy from locally owned businesses whenever possible to keep money circulating within the community.		●	●					●				●			●		●	
Oakland Potluck	Volunteer-based program that collects fresh, edible food from parties, schools, churches, weddings, city agencies, and other sources of unused food and delivers it to shelters, senior centers, food pantries, and other agencies.									●									
Oakland Produce Association	Fifteen produce wholesalers make up the Oakland Produce Association (OPA) whose members are largely responsible for supplying raw, pre-cut and pre-packaged food to all the schools, hospitals, cafeterias and restaurants in the East Bay Area. Lobbying group....			●										●		●			
Oakland Wholesale Produce Market	Wholesale produce market at Jack London Square.			●												●			

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Oakland Based Urban Gardens (OBUGS)	Provides nutrition and environmental education and facilitates community building through a network of neighborhood gardens. OBUGS focuses on academic enrichment for youth, life and jobs skills, and on increasing access to healthy, fresh foods in order to provide an alternative to the processed foods available in the many neighborhood liquor stores.	●	●						●	●		●	●		●			●	●
People's Grocery	Provides healthy and affordable food and build community self-reliance by increasing neighborhood access to locally-produced fruits and vegetables and by promoting social enterprise, youth entrepreneurship, sustainable agriculture and grassroots organizing.	●	●						●	●	●	●	●		●	●		●	●
Sustaining Ourselves Locally	Supports the community to become involved in, inspired by, and educated about environmentally and socially conscious living, and provide a space to model and teach these practices locally. By growing organic food, conserving and recycling resources, and organizing community events and workshops, they explore ways to make the city more healthy and livable.	●	●	●					●	●	●	●	●		●			●	●
The Salvation Army	Offers year round help with energy bills, food, low cost childcare, shelter for families, and camp in the summer. Also responsible for helping to bring food to the needy during the Christmas holiday season.					●	●										●		●
Unity Council	Manages the Fruitvale Farmers' Market and coordinates the promotion of the market through local community and health organizations to promote healthy and active lifestyles, while addressing health concerns often found in lower-income minority communities.		●	●					●				●			●			
Urban Ecology	Uses urban design, land use planning, and policy reform to help communities plan and build neighborhoods that are ecologically healthy, socially just, and economically fair. In partnership with the East Bay Asian Youth Center, Urban Ecology is working with students in East Oakland to create a vision for change in their neighborhood focused on strategies for making fresh, affordable and healthy food available in the neighborhood, as well as cultivating the demand for adequate physical activity centers.	●	●	●			●					●	●						●
Urban Strategies Council	Leading a collaborative of organizations to address the social, economic, environmental and educational factors that impact the health and well-being of San Antonio neighborhood residents. Promoting healthy eating and exercise as well as food stamp outreach is on their agenda.	●	●				●	●				●	●				●		●
The Watershed Project	Offers various gardening and composting classes for Oakland Unified School District teachers as continuing education. Teachers that chose to take classes can learn how to integrate gardens into schools by reducing waste and utilizing composting resources from the school, and get ideas on how to make connections between sustainable agriculture and locally grown food while testing kid-friendly, healthy recipes using the food from school gardens. The Watershed Project also offers grants to schools that are interested in starting gardens.	●								●					●			●	●
West Oakland Food Collaborative	A partnership of community-based organizations and community members that address food insecurity issues in West Oakland. WOCF designed a three-year strategic plan that address food insecurity symptoms such as limited access to affordable and culturally appropriate foods, as well as the underlying conditions that disproportionately burden low-income and minority community members. The mission of the strategic plan is to create an infrastructure for building a food secure West Oakland, with a focus on systemic community development approaches.	●	●	●					●			●						●	
West Side Economic Development Corporation	Leveraged \$7 million in public funds to renovate the Gateway Shopping Center complex, anchored by Gateway Foods, and recruited 50 people for employment at Gateway Foods as per an agreement with owner of the store to hire from the neighborhood.			●					●										
Wildheart Gardens	Operated by a horticulture teacher at Merrit College, it is a demonstration permaculture garden that provides educational services to local residents as well as free plants for schools, community gardens, and other nonprofits.		●						●	●			●		●			●	
Women of Color Resource Center (WCRC)	Promotes the political, economic, social and cultural well being of women and girls of color. Staff participated in a report entitled, "Beyond the Food Bank," published by Food First and has researched food insecurity for other publications sponsored by the WCRC.	●				●			●										
Yemeni American Grocery Association	An association representing about 300 store owners in Oakland, Berkeley and Richmond.			●					●				●						



## Appendix 2. Sample Food Policy Council Resolution (Hartford, CT)

Hartford, Connecticut Municipal Code  
ADVISORY COMMISSION ON FOOD POLICY

### **Sec. 2-326. Created.**

There is hereby created the advisory commission on food policy.  
(Ord. No. 54-91, 10-15-91)

### **Sec. 2-327. Purpose.**

- a) There shall be a policy to improve the availability of food to persons in need within the city, and there shall be a food policy advisory commission.
- b) The purpose of the policy shall be to integrate all agencies of the city in a common effort to improve the availability of safe and nutritious food at reasonable prices for all residents, particularly those in need. The goals to be accomplished by the policy are:
  - 1) To ensure that a wide variety of safe and nutritious food is available for city residents;
  - 2) To ensure that access to the safe and nutritious food is not limited by economic status, location or other factors beyond a resident's control; and
  - 3) To ensure that the price of food in the city remains reasonably close to the average price existing in the balance of the state.
- c) The policy shall be implemented by the city as follows:
  - 1) Transportation. In planning, providing, coordinating and regulating transportation within the city, city agencies shall make the facilitation of transportation of food to distribution points and ready access to a reasonable food supply a principal part of any such action.
  - 2) Direct service. City agencies and employees providing food or the financial means of obtaining food shall plan, execute and evaluate such programs and actions in order to achieve maximum efficiency in providing food and to assure that such programs are reaching the residents in need of them.
  - 3) Land use. City agencies and employees in determining the use to be made of city parks, school yards, rights-of-way, surplus properties and redevelopment parcels shall give special consideration to the benefit of using such sites, at least in part, for food production, processing and distribution. The city, on a regional level, shall act to preserve farmland for truck farming which will serve as a nearby source of fresh fruit, vegetables, eggs and milk.
  - 4) Lobbying and advocacy. The city in its presentations before state and federal legislatures, state and regional agencies and anti-hunger organizations shall stress the need for programs and actions which will improve the opportunities of city residents to obtain adequate diets. Such programs and actions shall include maintenance of the state and regional agricultural infrastructure.
  - 5) Referrals to social services. City social service workers shall be especially diligent in referring persons in need of available sources of food best suited for their needs.

- 6) Education. The city in providing a wide range of educational opportunities for adults shall emphasize the importance of a sound diet for the family and provide courses in the production, selection, purchase, preparation and preservation of food.
- 7) Business development. The city in its work of developing new businesses and expanding existing businesses shall give priority to those food-related businesses improving access to affordable and nutritional food.
- 8) Operational and health inspections. The city in its role of maintaining the quality and healthfulness of the food supply shall take into account that licensing and inspection can seriously burden small businesses, and a policy shall be followed providing a reasonable balance between protection of the food supply and the negative financial impact upon needed food-related small businesses.
- 9) Direct and indirect purchase of food. The city government, in its role as a major food purchaser from local outlets, and administrator of food assistance programs, shall consider that its purchasing decisions can affect the viability of producers and vendors, and shall consider such impact in making purchasing decisions.
- 10) Support of private efforts. The city in providing funding for private efforts to assist people in obtaining food and in communicating with organizations engaged in such private efforts shall encourage, promote and maximize such efforts.
- 11) Emergency food supplies. The city in its emergency planning function shall provide for an adequate reserve supply of food to be available at reasonable prices if the city's and region's supply of food were to be interrupted and shall periodically reassess its ability to provide such special supply.
- 12) Monitoring and communicating data. The city shall continuously collect data on the extent and nature of public food programs and hunger in the city and shall quarterly issue a report with findings and recommendations to the food policy advisory commission.
- 13) Administration. The city manager in administering the affairs of the city shall seek ways of improving the means of providing persons in need with wholesome food and diets and shall work with the commission to combat hunger in attaining its goals.
- 14) Intergovernmental cooperation. The food policy advisory commission shall have the cooperation of all departments in the city in the performance of its duties. All departments shall supply the commission with all information and reports requested in order that the goals of the city and the commission may be realized. The city shall provide clerical services to the commission as needed.

(Ord. No. 54-91, 10-15-91)

**Sec. 2-328. Membership.**

The food policy advisory commission shall consist of fifteen (15) members who shall serve for three-year terms without compensation and be appointed by the mayor, with the approval of the council.



Of the fifteen (15) members first appointed, five (5) shall be appointed for terms of one (1) year, five (5) for terms of two (2) years and five (5) for terms of three (3) years. Of the fifteen (15) members, one (1) shall be the city manager or his/her designee, nine (9) of such members shall be persons actively engaged in programs for combating hunger and improving the production, processing and distribution of food to persons in need and shall include representatives from the food, industry, consumers, dietitians, the city administration and public and private nonprofit food providers, and five (5) of such members shall be persons chosen from the public at large. City employees and persons not residing in the city shall be eligible for membership in the commission. The mayor shall annually designate one (1) member to act as chairperson. The commission shall meet at least once per month. A quorum shall consist of eight (8) members. The mayor, director of social services and director of health, or their designees, shall be ex officio members of the commission with the right to vote. Members and officers shall serve until their successors are appointed. (Ord. No. 54-91, 10-15-91)

**Sec. 2-329. Goals of commission.**

The goals of the food policy advisory commission shall be as follows:

- 1) To eliminate hunger as an obstacle to a happy, healthy and productive life in the city;
- 2) To ensure that a wide variety of safe and nutritious food is available for city residents;
- 3) To ensure that access to food is not limited by economic status, location or other factors beyond a resident's control;
- 4) To ensure that the price of food in the city remains at a level approximating the level for the state.

(Ord. No. 54-91, 10-15-91)

**Sec. 2-330. Powers and duties of the commission.**

The powers and duties of the food policy advisory commission shall be as follows:

- 1) Explore new means for the city government to improve food economy and the availability, accessibility and quality of food and to assist the city government in the coordination of its efforts;
- 2) Collect and monitor data pertaining to the nutrition status of city residents;
- 3) Seek and obtain community input on food economy and the availability, accessibility and quality of food to persons in need within the city;
- 4) Obtain updated statistical information and other data from city agencies relating to hunger in the city and programs in existence and being planned to reduce hunger and improve the obtaining of nutritious food by residents in need;
- 5) Observe and analyze the existing administration of city food distribution programs; and
- 6) Recommend to the city administration adoption of new programs and improvements to (or elimination of) existing programs as appropriate.
- 7) Submit an annual report on or before October 1 to the common council with copies to the mayor and city manager summarizing the progress made in achieving each of the goals set forth in section 2-329 above.

(Ord. No. 54-91, 10-15-91)



## **Appendix 3. State and Local Food Policy Councils in North America**

### **Local Food Policy Councils**

Atlanta Regional Food System  
Berkeley Food Policy Council  
Chicago Food Policy Council  
Dane County Food Systems Council  
Holyoke Food Policy Council  
King County Food Policy Council  
Lane County Food Coalition  
Oneida Nation Integrated Food Systems  
Pima County Food Policy Council  
Placer County Food Policy Council  
Portland/Multnomah County Food Policy Council  
Portland Food Policy Council  
Salina Regional Food Policy Council  
San Francisco Food Alliance  
Tahoma Food System  
Tohono O'odham Community Action  
Toronto Food Policy Council  
Twin Cities Food Policy Council  
Yolo County Food Policy Council

### **State Food Policy Councils**

Arizona Food Policy Council  
Connecticut Food Policy Council  
Illinois Sustainable Food Policy Council  
Iowa Food Policy Council  
Kansas State Food Policy Council  
Michigan Food Policy Council  
New Mexico Food and Agriculture Policy Council  
North Carolina Food Policy Council  
The Oklahoma Food Policy Council  
Oregon State Food Policy Council  
Utah Food Strategy Team  
Washington State Food Policy Council

For more information and profiles on state and local food policy councils, please see <http://www.statefoodpolicy.org/profiles.htm>.



## Appendix 4: Blueprint for a Publicly Owned Vacant Land Inventory & Management Plan for Urban Agriculture Use

By Dana Rosenberg and Willow Rosenthal of City Slicker Farms, 2006

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### **Rational for Conducting an Inventory of Publicly Owned Vacant Land for Urban Agriculture Use**

Currently in Oakland, community groups and nonprofits are taking direct action to revitalize neighborhoods with a history of racial and environmental discrimination through creative food production initiatives. In response to the disproportionate burden of pollution and a lack of healthy food sources, and in keeping with the strong tradition of grassroots activism, the people of West and East Oakland have responded with innovation and resilience. Organic vegetables are being grown in the most unlikely of places, be it a formerly vacant lot or a sidewalk strip.

These assets could be lost, however, if not integrated into the planning process since important planning and development questions rarely include considerations about where and how food is produced in the City. According to the Community Food Security Coalition's North American Urban Agriculture Committee, "...many involved in urban agriculture do not own the land they use to grow food. Without title, or three to five year leases, they risk losing their investment when the land is taken for other purposes".<sup>180</sup> One of the ways that Oakland can be a leader in reversing such losses and planning for long-term food sustainability is through a focused urban agriculture land inventory assessment.

A vacant land inventory is a development management tool that uses GIS mapping to combine data from various government sources into one database that then classifies lands according to various possible agricultural uses. It allows city planners to systematically ask where the potential to grow food lies within the community, then to engage in a discussion about how to prioritize the use of sites, how to create mutually beneficial agreements with community groups, nonprofits, or governmental agencies who wish to use government owned land for food production, how to plan for infrastructure support, and how to protect the City from possible liability.

As innovative sustainable farming techniques emerge the variety of lands that can be utilized for agriculture, and therefore should be included in an inventory, increases. It isn't necessary to take land out of the pool for vital housing and business development projects in order to increase urban food production. Rooftops, odd-sized pieces of land that aren't suited for housing or other development, right-of-ways—all these currently

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<sup>180</sup> Urban Agriculture and Community Food Security in the United States: Farming from the City Center to the Urban Fringe. Food Security Coalition's North American Urban Agriculture Committee. October 2003. <<http://www.foodsecurity.org/PrimerCFSCUAC.pdf>>

unused spaces have the potential to provide affordable, fresh, nourishing food to a population that currently taxes our public health system in part due to poor nutrition.

A city-wide vacant land inventory project can utilize existing resources within various agencies and departments by brining data together in a format that will be valuable for City officials, staff and citizens. By gathering together already existing data and information the City can turn currently unused resources into productive spaces while mitigating any possible liability through a clearly defined RFP and contract process.

### **Case Studies: Portland and Chicago**

#### *Portland: Diggable Cities Project*<sup>181</sup>

The Portland Diggable Cities project was a collaborative effort to inventory vacant, publicly owned land and to start a conversation about how that land might be used to support urban agricultural activities. Portland City Commissioner Dan Saltzman launched the project in November of 2004. Impressed by a local neighborhood's transformation of a desolate pump station into a thriving community garden, Saltzman suspected similar land use opportunities existed throughout the city. To test this theory, he introduced a resolution (unanimously passed by City Council) which directed the Bureaus of Environmental Services (BES), Parks and Recreation, Water Works and the Office of Transportation (PDOT) to conduct an inventory of lands they managed to see if any might be suitable for urban agriculture.<sup>182</sup>

The project was carried out by students in the Master of Urban and Regional Planning program at Portland State University, with support from Food Policy Council members, Geographic Information Systems (GIS) Analysts, City Planners, Community Garden Organizers, Nonprofits, and many other stakeholders. The team worked throughout the course of one year to develop a methodology for locating and selecting the range of potential community garden/agriculture sites. In the end, eleven locations out of the City's 430 individual tax parcels were isolated for more in-depth consideration, as presented in the final report, "The Diggable City: Making Urban Agriculture a Planning Priority."

Central to the project's success was the use of Portland's GIS technology. As documented in the report, data was collected over a period of a few weeks from each of the participating bureaus. Some Bureaus had their datasets readily available, while others needed time to find the accurate contact person and source dataset for the information, or time to pull the data together. Analysis began on data in the order in which it was

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<sup>181</sup> Toulan, Nohad A. The Diggable City: Making Urban Agriculture a Planning Priority. *The Diggable Cities Project* <<http://www.diggablecity.org/index.html>>

<sup>182</sup> Urban Agricultural Inventory Resolution, Accepted by Portland City Council on 12/01/2004. <<http://www.portlandonline.com/shared/cfm/image.cfm?id=87380>>

acquired until it was later combined into one dataset. All of the parcel data received from the bureaus was in a Shapefile format.<sup>183</sup>

Critical to the GIS methodology, the report explains that parcel data was analyzed with one-foot aerial photos to assess their characteristics and degree of tree canopy, the presence of buildings and parking, the type of agricultural potential and a subjective suitability rank based on a visual assessment of the site. Parcels that had no access, were slivers, or obviously unusable were rejected.

Another key component of the project's success was the development of agricultural site selection criteria, or measurement standards to help with the land use decision-making process. The criteria, developed by the Technical Advisory Committee (TAC) and other community stakeholders, conveys a clear and systematic way for cities to actually decide which available lands have a potential for urban agricultural use.

The report points out that the inventory is a tool that supports various statewide planning goals. In particular, there is overlap surrounding long-term sustainability issues such as increasing citizen involvement, greening the city, improving land, air and water quality (local options for food decrease vehicle miles traveled, thus lowering CO2 emissions), meeting recreational needs, and economic development (through promotion of entrepreneurial projects).

The high-profile "Diggable Cities" project helped expand and improve opportunities for urban agriculture not just in Portland, but for any City that seeks to explore their potential to incorporate food systems into local planning goals. To date, the project has stirred much of the debate and discussion intended. In fact, just three months after the report was published and presented to Portland City Council, action to further the inventory initiative was well underway.

The Portland City Council embraced the "Diggable Cities" project, recognizing the far-reaching benefits of integrating sustainable food systems into the planning process. Unsure of how to proceed, however, they sought the advice of the Portland Food Policy Council (FPC) for recommended next steps. The Portland FPC immediately created an Urban Agriculture Subcommittee, supported by a task force and topic teams, to organize the work. The final report, "The Diggable City Phase II: Urban Agriculture Inventory Findings and Recommendations", was accepted unanimously by Portland City Council in February of 2006.

One of the most helpful elements of the Phase II report concerns development of land management plans. The suggested model would require organizations or groups of neighbors to submit a detailed proposal to the city in order to utilize city-owned land for urban agriculture. The City reviews applications based on a competitive Request for Proposal process, entering into a formal lease agreement with those groups that are selected.

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<sup>183</sup> pp. 85-102 <[http://diggablecity.org/dcp\\_finalreport\\_PSU.pdf](http://diggablecity.org/dcp_finalreport_PSU.pdf)>

The Phase II report, published just a few months ago, has already landed prestigious planning awards and spurred widespread action. Building on the momentum of the original land inventory project, Portland is providing vast insight into the realities of local food systems planning. In the near future, even more specifics will be uncovered as results from current pilot projects are formally assessed and presented.

Oakland has the resources and the initiative to inventory city-owned lands to tap into potential agricultural opportunities. Now the City departments and agencies, organizations and groups, citizens and workers need to come together in a collaborative effort to apply suggested criteria to established infrastructure and GIS databases. Oakland has all of the pieces of the puzzle to identify available city lands for agricultural use. It is now a matter of taking worthwhile steps to put this puzzle together.

*Chicago: NeighborSpace*<sup>184</sup>

A concern the City will have when contemplating using City land for urban agriculture is how to manage the land and mitigate possible liabilities. A fair and safe process is essential and possible as the case study on NeighborSpace, a Chicago-based project demonstrates.

The City of Chicago's partnership with NeighborSpace, an intergovernmental partnership managed by Chicago's Zoning and Land Use Planning Division, is a good example of successful urban agricultural land management.

NeighborSpace was created in 1996 through a Chicago open space policy. The policy addressed the community sentiment that an organization was needed to acquire and protect threatened open space, such as community gardens and pocket parks. It was noted that although the City values open spaces, neighborhood community groups are often unable to maintain such spaces for public use because of concerns over liability and lack of funds. To address these concerns, The Department of Planning and Development recommended that NeighborSpace be started as a nonprofit organization, rather than a City entity, so that land donations could be accepted, donors could receive tax breaks, and the properties owned would be tax exempt.

NeighborSpace's nonprofit intergovernmental structure was established as part of the open space policy to help ensure fair representation. Specifically, the Mayor appoints one Department Head and one City Council Member. The President of the Park District

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<sup>184</sup> Case Study Sources:

NeighborSpace. <<http://neighbor-space.org/main.htm>>

NeighborSpace Case Study, p. 11. The Diggable City Phase II report.

<<http://www.portlandonline.com/shared/cfm/image.cfm?id=108139>>

Comprehensive Plans, Zoning Regulations, Open Space Policies and Goals Concerning Community Gardens and Open Green Space from the Cities of Seattle, Berkeley, Boston, and Chicago. American Community Gardening Association (ACGA). <[http://www.communitygarden.org/cg\\_policies.pdf](http://www.communitygarden.org/cg_policies.pdf)>: 4-7.



Board of Commissioners and the President of the Forest Preserve District Board of Commissioners each appoint a representative to serve on the NeighborSpace Board of Commissioners and another as Department Head. A fourth Board of members is jointly selected by the aforementioned parties. Appointed board members then nominate three non-governmental representatives, ideally with significant experience in open space management to the NeighborSpace Board of Directors.

The groups selected to use parcels owned by Neighborspace must prove that they are sufficiently qualified and committed to the success of their open space protection initiative. According to the NeighborSpace website, community groups that seek to develop open space projects on vacant land must submit extensive application materials, including a Memorandum of Understanding, letters of support from Alderman and partners, documentation of current site ownership, and garden (or park) design.

If the project is approved, NeighborSpace may purchase the property from the City (or other owner) for \$1.00. This relieves the City from direct management and liability responsibilities. Applicants must be willing to enter a long-term management agreement in which they act as the "NeighborSpace Site Manager" in cooperation with a nonprofit or community group that signs on as the "NeighborSpace Site Management Entity". In return, NeighborSpace will provide basic liability insurance.

NeighborSpace, now in its eighth year of operation, currently owns 44 sites and holds an additional 4 long-term leases throughout 31 wards across the City of Chicago. Of particular interest, 34 of these properties are used as community gardens and 3 are used for small-scale agriculture. Over 30 additional sites are now in the review or acquisition process.

### **Recommendations for Conducting an *Inventory* of Publicly Owned Vacant Land for Urban Agriculture Use:**

1. Create a Committee of a Food Policy Council tasked to conduct the inventory
2. Identify other public agencies that own land within the City and seek their participation in the inventory, agreeing to share data on vacant properties
3. Develop selection criteria for identifying publicly owned land that could be used for urban agriculture and a process for categorizing these lands according to likely use
4. Create a master GIS database for the Inventory of Publicly Owned Vacant Lands for Urban Agriculture Use
5. Solicit and add data on vacant lands from participating City departments and other Public Agencies
6. Apply selection criteria to data to select which properties to include in the inventory and to categorize these properties according to likely use
7. Create user-friendly maps and lists of categorized vacant lands

### **Recommendations for Creating a *Management Plan* for Publicly Owned Vacant Land for Urban Agriculture Use:**

1. Create a framework by which the Food Policy Council Committee can manage land. The Committee would act as an intermediary between the City and public agencies and the nonprofit organizations and community groups that intend to use and lease land for urban agriculture purposes
2. Create a contract for leasing land, including restrictions on use of land and whereby owner of land (public agency) is protected from liability
3. Create a Request For Proposals (RFP) process by which public agencies, nonprofit organizations and community groups can apply to lease and use inventoried lands for urban agriculture purposes for a specified period
4. Publicize Publicly Owned Vacant Land Inventory & Management Plan for Urban Agriculture Use to public agencies, nonprofit organizations, community groups and public at large

### **Recommended Selection Criteria for *Identifying and Categorizing* Publicly Owned Land for Urban Agriculture Use**

After combining data from various public entities about parcels, categorization criteria should be used to create lists of properties suitable for various different types of agricultural operations. These lists can then be used by entities seeking to grow food to select a suitable site. In addition, the City itself could seek ways to utilize these properties for public benefit.

City development plans should be carefully considered to ensure that lands developed for agricultural use can have a sufficient tenure to merit infrastructure investment. Rather than removing lands from the pool of possible housing or other development projects, the purpose of the land inventory is to identify and use lands that would otherwise go undeveloped. In addition the following concerns should be considered for each possible site:

- Compatibility with Abutters
- Zoning (especially for commercial agriculture projects)
- Which department currently manages the site and what, if anything, is planned for it?
- Is it a suspected Brownfield?
- If it is a Brownfield, what remediation is necessary?
- Is there public support?
- Degree of neighborhood access to fresh, affordable produce
- Potential for innovation and development of new techniques (pilot projects)

Definition of terms for the following suggested criteria:

**Household Gardens:** The goal of Household Gardens is auto-consumption and increasing food self-sufficiency. In these gardens produce is grown and consumed by an

individual household. Participants generally reside near the garden. Although the primary goal is auto-consumption, excess produce may be given away, donated, sold or bartered.

**Community Garden:** The goal of Community Gardens is auto-consumption and increasing participant food self-sufficiency. Community Gardens are neighborhood gardens where produce is grown and consumed by the participating gardeners. Participants generally reside near the garden. Garden beds may be allocated to individuals or farmed collectively. There may be a coordinator who manages the allocation of space to applicants and maintains collective infrastructure such as tools, sheds, water, etc. Although excess produce may be given away or donated, individual or collective entrepreneurial activity is not the focus of the growing.

**Entrepreneurial Operations:** For profit or nonprofit entrepreneurial farming operations with the goal of food production for income generation. Entrepreneurial farms can be started by individuals, groups of residents or community groups. Produce may be donated, sold at below-market rates to low-income residents or sold at market rates. Entrepreneurial operations may have a coordinator who manages allocation of space to applicant tenant farmers and maintains collective infrastructure. Although participating farmers may produce some food for auto-consumption, the primary goal of Entrepreneurial Operations is growing for market.

**Growing on Impervious Surfaces or Poor Soil:** Community Gardens and Entrepreneurial Operations could be started on rooftops or on lands that either have been covered with concrete or have extremely poor soil. These operations would employ strategies such as container gardening or hydroponic growing. In the case of rooftop growing an assessment of the load-bearing ability of the structure and possible reinforcement would need to be undertaken. Rooftop growing of perennial non-edible trees and shrubs can also reduce energy usage and improve air quality.

**Brownfield:** Brownfields are real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. Cleaning up and reinvesting in these properties takes development pressures off of undeveloped, open land, and both improves and protects the environment.<sup>185</sup>

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<sup>185</sup> <http://www.epa.gov/brownfields/index.html>

**Suggested Criteria for Categorizing Public Owned Land for Urban Agriculture Use<sup>186</sup>**

<b>Urban Agriculture Use Categories</b>	<b>Household Gardens</b>	<b>Community Gardens</b>	<b>Small-Mid-Scale Entrepreneurial Operations</b>	<b>Mid-Large-Scale Entrepreneurial Operations</b>	<b>Community Gardens or Entrepreneurial Operations Growing on Impervious Surfaces or Poor Soil (Rooftop and concreted over lands)</b>	<b>Non-productive Land that could be used for Green Space / Wildlife Habitat</b>
<b>Criteria</b>						
<b>Minimum size</b>	Minimum site size: none Maximum site size 2,500 sq ft	Minimum site size: 2,500 sq ft Maximum site size: none	Minimum site size: 1,000 square feet Maximum site size: 21,780 sq ft (1/2 acre)	Minimum site size: 21,781 Maximum size: none	Minimum site size: 1,000 or 2,500 sq ft Maximum site size: none	None
<b>Slope</b>	Slope less than 4%	Slope less than 2%. Consider more steeply sloped land case by case	Slope less than 4%	Slope less than 4%	Slope less than 1%	None
<b>Water</b>	Good water access not necessary though preferred	Access to city water	Good water access not necessary though preferred	Good water access not necessary though preferred	Good water access not necessary though preferred	None (native landscaping combined with initial hand watering possible where there is no access)
<b>Soil<sup>187</sup></b>	Variable quality, free from contaminants	Variable quality, free from contaminants or remediated	Variable quality, free from contaminants or remediated	Variable quality, free from contaminants or remediated	NA	Variable quality, free from contaminants that could harm workers
<b>Safety</b>	Area should be visible by neighbors and fenced	Area should be visible by neighbors; fencing must be installed if lacking	Fencing must be installed if lacking	Fencing must be installed if lacking	Area should be secured (fenced and/or locked)	Landscaping should be maintained so as not to pose hazards to pedestrians or motorists

<sup>186</sup> Informed by the Portland “Diggable Cities” report

<sup>187</sup> Short-term criteria for which properties to use: soil free of contaminants; long-term criteria for which properties to use: amending very poor soils and more involved remediation

<b>Density</b>	Can take place in both low and high density areas	Preferably in residential neighbor-hoods of mid- to highdensity	Can take place in both low and high density areas	Can take place in both low and high density areas	Can take place in both low and high density areas	Can take place in both low and high density areas
<b>Tenure</b>	Minimum two years (depending on investment)	Minimum 5-10 years (depending on investment)	Minimum 5-10 years (depending on investment)	Minimum 5-10 years (depending on investment)	Minimum 5-10 years (depending on investment)	None
<b>Usable if Brownfield</b>	If remediated	If remediated	If remediated	If remediated	If remediated	If remediated
<b>Waste Disposal</b>	Must have city waste pickup	Must have city waste pickup	Either city waste pickup or participant removal to landfill	Either city waste pickup or participant removal to landfill	Must have city waste pickup	Either city waste pickup or participant removal to landfill
<b>Access Type</b>	Walk-in or street	Street	Street	Street	Walk-in or street	Walk-in or street

**Recommended Role of Food Policy Council: Land Management Committee**

As recommended in the Oakland Food System Assessment, one of the first steps toward a comprehensive, sustainable food policy and plan for Oakland is the development of a Food Policy Council comprised of various stakeholders. In addition to reviewing and creating policies and plans related to Oakland’s food systems, the Food Policy Council could create a committee, a subset of it’s members, responsible for carrying out the land inventory and managing use of identified lands. This Committee could be created as an independent nonprofit entity as in the example of Neighborspace in Chicago, or could operate as a part of the Food Policy Council under the aegis of a City Department as in the Portland example.

The Committee tasked with undertaking a vacant land inventory and managing those lands would be responsible for:

1. Conducting and updating the inventory
2. Creating a fair process for leasing vacant lands to be used for urban agriculture
3. Defining roles and responsibilities of entities entering into contract for use of inventory identified land
4. Holding deeds to properties used for agriculture
5. Paying or ensuring exemption for real estate taxes
6. Providing liability insurance for groups leasing land (groups could pay insurance premiums but would benefit from group coverage prices)
7. Creating contract templates compliant with City policy

8. Monitoring contracts and terminating or continuing leases as needed
9. Reporting results to the Food Policy Council and Oakland City Council

**Recommended RFP Process for Entities Applying to Lease Land**

The best way to make lands that have been identified in the inventory available is through a competitive request-for-proposals (RFP) process through which organizations or groups of neighbors can develop proposals for the land. As detailed in the “Diggable Cities” Phase II report,<sup>188</sup> a request for proposals should solicit an application addressing the following concerns:

<p><u>Proposals should include the following elements at a minimum:</u></p> <ul style="list-style-type: none"> <li>• Problem statement</li> <li>• Benefits</li> <li>• Partners</li> <li>• Expected results</li> <li>• Timeline</li> <li>• Demonstration of meeting unaddressed needs or underrepresented populations (Equity, Products, Methods, Diversity of uses)</li> <li>• Methods of growing: projects should not counter existing City plans. Projects that use organic methods or are in accord with the City’s plans should rank more highly.</li> <li>• An application fee</li> </ul>	<p><u>Criteria for judging proposals could include but are not limited to:</u></p> <ul style="list-style-type: none"> <li>• Diversity of partnerships/stakeholders</li> <li>• Need addressed</li> <li>• Public good offered</li> <li>• Clear goals/timelines</li> <li>• Organizational capacity and experience</li> <li>• Level of community partnering</li> <li>• Feelings of neighbors towards project</li> <li>• Qualified advisors to project (necessary technical assistance)</li> </ul>
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The Food Policy Council Land Management Committee tasked with managing the RFP process would use the Food System Plan developed by the Food Policy Council and approved by City Council to guide the decision-making and goal-setting process, prioritizing RFP’s that addressed goals laid out in the plan. For instance, if entrepreneurial projects had been given priority in the plan, RFP’s proposing an entrepreneurial strategy for food production might be given priority.

After approving proposals for use of vacant lands made available through the inventory, and based on a contractual agreement with the leaser, the Committee would then monitor contractual conditions and continue or revoke leases as needed.

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<sup>188</sup>< <http://www.portlandonline.com/shared/cfm/image.cfm?id=108333>>: 10-11

## Lease Contract Template

The City of Oakland could address the following points in the creation of an agricultural management contract:

- Definition of Landlord and Tenant
- Premises location
- Allowed uses of land and permitted infrastructure improvements
- Terms of lease
- Rent and security deposit
- Compliance with applicable laws (including agricultural, conservation, hazardous materials)
- Irrigation and water responsibilities
- Maintenance responsibilities
- Subleasing
- Access
- Renewability of lease
- Liability protections.<sup>189</sup>

One of the lessons learned through the Diggable Cities project is that the City should try to identify as many issues as possible upfront in the lease language in order to avoid problems, conflicts with neighboring property owners, etc. Oakland could therefore address the following limitations, at a minimum:

- Tractor use, or appropriate times for using
- Use of pesticides, fertilizer, fungicides, etc. (this could be a selection criteria; projects growing organically could rank higher than projects proposing to use these chemicals)
- Expected traffic to the site (number of trips)
- Hours of operation
- Number of people expected on plot at any given time
- Expected decibels of noise pollution created
- Use of animals and restrictions thereof
- Runoff and water pollution
- Tenure of project on land<sup>190</sup>

A City of Oakland Lease Agreement could also utilize elements of the agreement used by NeighborSpace in Chicago as is shown in the following example.

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<sup>189</sup> < <http://www.portlandonline.com/shared/cfm/image.cfm?id=108333>>: 39-43

<sup>190</sup> <http://www.portlandonline.com/shared/cfm/image.cfm?id=108333>, p.11

## Management Agreement - SAMPLE

*Between NeighborSpace (NBSP), [NAME OF SITE MANAGER], NBSP Site Manager, & [NAME OF MANAGEMENT ENTITY], NBSP Management Entity*

### I. Purpose

This is a voluntary partnership between NeighborSpace (NBSP), a nonprofit organization in the City of Chicago, (Site Manager), and the (Management Entity).

This Management Agreement (MA) sets forth the authorities, responsibilities and procedures under which NBSP, , the Site Manager, and the , the Management Entity, will work in partnership to preserve the property located at (SITE) as community managed open space.

### II. Background

and applied for this SITE to be acquired by NBSP. This application was successful and in NBSP came into ownership of this property with the understanding that would become the NBSP Site Manager; and would become the NBSP Management Entity. Since the time that the application was submitted to NBSP for consideration, and have continued to care for the SITE and adjacent sidewalks and parkways.

### III. Roles and Responsibilities

This MA establishes the framework for supporting the continued efforts of the parties in preserving the SITE as a community managed open space in Chicago as stipulated by NBSP and per the plans or goals articulated in the aforementioned application unless otherwise noted.

Focus on NBSP:

The responsibilities of NeighborSpace under this Agreement are to:

1. Hold deed to the SITE permanently for use as community managed open space;
2. Ensure that all real estate taxes are paid or exempted;
3. Provide basic liability insurance;
4. Respond to issues at the SITE by referring the Site Manager and Management Entity named in this document to an appropriate organization or company for any maintenance or management service for the SITE; and
5. Be an effective steward of the SITE as the owner of the property and in keeping with the mission of the NBSP organization.

Focus on Site Manager:

The responsibilities of \_\_\_\_\_, as the NBSP Site Manager under this agreement, are to:



1. Meet with, organize and support others in their involvement to maintain and operate the SITE as a community managed open space in the manner specified in the application to NBSP.
  - a. NOTE: If significant changes to this original plan occur, the Site Manager or Management Entity must contact NBSP to review those changes.
2. Be an accountable liaison, working with NBSP staff to provide updates on SITE issues, and following NBSP Site Guidelines adopted by the NBSP Board of Directors as agreed to upon the group's application or as amended from time to time by mutual agreement between NBSP and the Site Manager and Management Entity.
3. Provide the day-to-day maintenance and management of the SITE by keeping the property in good, clean, and orderly condition to the best of their abilities.
4. Keep the adjoining sidewalks and parkways clean of all trash and debris.
5. Immediately notify NBSP in the event of any injury, accident, fire or damage to or occurring on the SITE.
6. Not store or discharge any toxic wastes or other hazardous materials on or near the SITE and notify NBSP immediately upon noticing any deposits or discharges of potentially toxic or hazardous wastes on or near the SITE.
7. Obtain written permission from NBSP before making any substantial structural changes, improvements or alterations to the SITE or before the addition of any domesticated animals or activities such as beekeeping so that such changes can be noted on the insurance policy maintained by NBSP.
8. Refrain from building any houses, garages or other permanent structures on the SITE that would detract from the Site's use as a community park, garden or other public open space.
  - a. NOTE: Such structures are not provided for in NBSP insurance policies.
9. Refrain from installing any playground equipment.
  - a. NOTE: Such structures are not provided for in NBSP insurance policies.
10. For insurance purposes, provide NBSP with at least two weeks advanced written notice for any events held on the SITE that will attract 300 or more people. Normal block club or community events such as potlucks, picnics, workdays, ceremonies, festivals, plant sales, concerts, and fairs do not require written notice unless they exceed 300 people.
  - a. NOTE: If over 300 people will be attending, the Site Manager and/or Management Entity are responsible for obtaining additional insurance coverage as appropriate.
11. Specifically maintain all park elements installed at this SITE including electric, irrigation, trellises, brick or masonry work, benches, grasses, plantings, shrubs and trees, etc.

**Focus on Management Entity:**

The responsibilities of \_\_\_\_\_, as the NBSP Management Entity under this agreement are to:

1. Support the efforts and continued development of the initiative's leader, the Site Manager, and, if necessary, work with NBSP to identify and put in place future Site

Managers should the existing Site Manager move away or become otherwise unavailable to maintain the SITE as appropriate.

2. When possible, identify and secure resources necessary to support the effective on-going maintenance of the SITE.

3. If available, provide access to office space, phones, internet access, meeting space, or other specific resources necessary to coordinate community engagement and ensure the success if the SITE as community managed open space.

#### **IV. Administration**

A. What follows is the contact information for the individual designated as the **Site Manager** in this Agreement:

Name:

Title:

Organization:

Address 1:

Address 2:

City, ST, Zip: Chicago, IL 606

Telephone:

Fax:

Cell:

Email:

B. The \_\_\_\_\_ designates the following individual as the official point of contact for the **Management Entity** in this Agreement:

Name:

Title:

Organization:

Address 1:

Address 2:

City, ST, Zip:

Website:

Telephone:

Fax:

Cell:

Email:

C. **NBSP** designates the following individual as the official point of contact for this Agreement:

Name: Mary Jo Schnell

Title: Executive Director

Organization: NeighborSpace

Address: 25 East Washington, Suite 1670

City, ST, Zip: Chicago, IL 60602

Website: [www.neighbor-space.org](http://www.neighbor-space.org)

Telephone: 312-431-9406

Fax: 312-427-6251

Cell: NA

Email: [mjschnell@neighbor-space.org](mailto:mjschnell@neighbor-space.org)

D. The SITE MANAGER & MANAGEMENT ENTITY provide the following names and contact information for other primary community members who will be the **SITE's core group** working to assist the SITE MANAGER in maintaining the land as community managed open space:<sup>191</sup>

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<sup>191</sup>< [http://neighbor-space.org/pdf/management\\_agreement\\_template.pdf](http://neighbor-space.org/pdf/management_agreement_template.pdf)>



## Appendix 5: Sample Legislation Supporting the Expansion of Urban Gardening, Seattle, WA

### Seattle City Council Resolution 30194

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A RESOLUTION adopting a Five-Year Strategic Plan as guidance for the expansion of Seattle's community gardening program and adopting the policies and procedures necessary for the implementation of the plan.

**Date introduced/referred:** June 5, 2000

**Date adopted:** June 19, 2000

**Status:** Adopted As Amended

**Vote:** 7-0 (Excused: Licata, McIver)

**Committee:** Neighborhoods, Sustainability and Community Development

**Sponsor:** CONLIN

**Index Terms:** P-PATCH-PROGRAM, GARDENS, COMPREHENSIVE-PLAN, PLANNING

#### Text

WHEREAS, the City's Comprehensive Plan establishes a goal of one community garden for every 2,500 households in an urban village and urban center; and

WHEREAS, twenty of the Neighborhood Plans submitted to the City Council for approval include requests for community gardens; and

WHEREAS, there are currently 600 households on a waiting list for community garden plots; and

WHEREAS, population growth in the City, both current and projected, will result in many more families living in multi-unit housing in areas of high density, which can lead to increased demand for garden space; and

WHEREAS, surveys of available land have determined that publicly-owned lands have the greatest potential for meeting the demand for space for community gardens, particularly in high density areas of the city; and

WHEREAS, an effective community gardening program for the City of Seattle should include an inclusive plan for strengthening and expanding the community gardening program in Seattle that would include the goals of protecting and supporting current community gardens, establishing new community gardens, and addressing social equity and food security issues; and

WHEREAS, the Friends of P-Patch and the City of Seattle P-Patch Program in the Department of Neighborhoods have proposed a five-year strategic plan with policy recommendations to address these goals; and

WHEREAS, the City Council of the City of Seattle finds that the proposed strategic plan for community gardens is consistent with the goals established in the Comprehensive Plan and would advance the implementation of those goals;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE, THE MAYOR CONCURRING, THAT:

Section 1. The City of Seattle adopts the attached P-Patch Program 2001-2005 Strategic Plan as shown in Attachment A.

Section 2: To implement the Plan, the City Council directs the following actions;

1. The Department of Neighborhoods will set a goal of developing at least four additional community gardens per year with emphasis given to the City's higher density areas; and
2. The Executive Services Department will work with the P-Patch program to identify surplus City land holdings suitable for community gardens in present and projected high-density areas. Community gardens are to be added as one of the City's priorities for surplus property disposition under Resolution 30184. This addition is not intended to give community gardens priority over other competing City needs for City surplus property. In addition, the appropriate City agencies, including Executive Services Department, Department of Parks and Recreation, SEATLAN, Seattle Public Utilities, and Seattle City Light will work with the P-Patch program to identify non-surplus City owned lands or lands owned by other public entities in areas suitable for potential co-location of garden sites. When making recommendations to Council for the disposition of City surplus property, ESD will explore opportunities for co-locating community gardens with other City priority projects such as affordable housing and light rail station are development; and
3. The City Budget Office shall develop recommendations for a replenishable capital source to acquire currently leased P-Patch sites or other high priority sites as they become available and if necessary to assist in the acquisition of surplus utility sites for community gardens; the Council encourages the Mayor to suggest initial funding in the 2001 budget; and
4. The Council encourages the Mayor to suggest adding one new staff person in 2001 and one additional staff person for each ten to twelve new community gardens as they are created in order to provide the P- Patch program with adequate staff for managing the program effectively.
5. The Department of Neighborhoods will seek opportunities to partner with groups working on food security issues; and

6. The Department of Neighborhoods will provide an annual status report to City Council on meeting the recommendations of the 2001-2005 P-Patch Strategic plan. The report shall identify the sites that have been secured during the calendar year and shall make recommendations for the development of future community gardens.

Adopted by the City Council the \_\_\_\_\_ day of \_\_\_\_\_, 2000, and signed by me in open session in authentication of its adoption this \_\_\_\_\_ day of \_\_\_\_\_, 2000.

\_\_\_\_\_

President of the City Council

THE MAYOR CONCURRING:

\_\_\_\_\_

Paul Schell, Mayor

Filed by me this \_\_\_\_\_ day of \_\_\_\_\_, 2000.

\_\_\_\_\_

City Clerk





## Appendix 6: Land Use & the Food System: Related Policies and Goals in the Oakland General Plan

<i>Production: Policy/Goal/Classification</i>	<i>Oakland General Plan</i>
<p><b>Urban Park and Open Space</b> The Urban Park and Open Space classification is intended to identify, enhance, and maintain land for parks and open space. Its purpose is to maintain an urban park, schoolyard, and garden system which provides open space for outdoor recreation, psychological and physical well-being, and relief from the urban environment.</p> <p><b>Desired Character and Uses:</b> Urban parks, schoolyards, cemeteries, and other active outdoor recreation spaces.</p> <p><b>Policy OS-2.3 Community Gardening:</b> Maintain and support a viable community gardening program to foster an appreciation of local ecology, instill a sense of stewardship and community, and provide a multi-ethnic, multi-generational activity open to all.</p> <p>Community gardening is an Oakland tradition dating back to the period when orchards occupied Fruitvale and truck farms operated in East Oakland. Today, there are 11 community gardens in the city, seven of which are active. The recent formation of an East Bay Urban Gardeners (EBUG) league in Oakland is indicative of the growing interest in gardening.</p> <p>A City-sponsored Community Garden Program (CGP) is recommended to assist EBUG in community organizing, volunteer recruitment, and site retention and improvements. A City Coordinator would work directly with EBUG and with the neighborhood residents to establish and maintain the gardens. The Office of Parks owned parcels which could potentially become community gardens. Schools and EBMUD reservoir sites could also be considered.</p> <p><b>Action OS-2.3.1: Community Gardening Program</b> Fund an on-going Community Gardening Program and provide Office of Parks and Recreation staff assistance.</p> <p><b>Action OS-2.3.2: Development of School Gardens</b> Create a working group comprised of teachers, City Staff, and Oakland residents to promote gardens or "mini-farms" for student use and instruction at Oakland's public schools.</p>	<p>Land Use and Transportation Element, p. 158 (Emphasis added)</p> <p>OSCAR Element, p. 2-20</p>

***Processing and Distribution:  
Policy/Goal/Classification***

***Oakland General Plan***

(No goals explicitly related to food processing)

**Economy and Employment: Challenges and Responses**

**Challenge:** Support Growth in Industry. Support the growth of the seaport and the airport; transportation, utilities and communication. Land demand for these type of industrial activities in Oakland is projected to be 4182 acres, including the airport and seaport.

Oakland General Plan: Land Use and Transportation Element, p. 23

**Response:** Land supply for industry is projected by the plan to be 4,720 acres, all of which is located near rail, sea, freeway, and other distribution points near the Port areas. Since Oakland is a built-out city, redevelopment and reuse of underutilized industrial acreage is critical for continued growth.

**Industry and Commerce Goals**

- Recognize and support industrial and commercial land use as a primary vehicle for the generation of the economic support required for the attainment of the physical, social, and community service goals of the Oakland General Plan
- Strengthen and expand Oakland’s diverse economic base through land use and transportation decisions
- Maximize Oakland’s regional role as a transportation, distribution and communications hub
- Provide increased employment, training, and educational opportunities through land use and transportation decisions
- Ensure that the Oakland community has access to a wide variety of goods and services, meeting daily and long term needs
- Create and maintain a favorable business climate in Oakland

Oakland General Plan: Land Use and Transportation Element, p. 38

***Distribution: Policy/Goal/Classification***

***Oakland General Plan***

**Policy D1.12: Planning for the Produce Market Area**

The Produce Market should be recognized as California's last example of an early twentieth century produce market. Should the wholesale distribution of produce be relocated to another site the character and vitality of this unique district should be encouraged in its reuse if economically viable.

Oakland General Plan: Land Use and Transportation Element, “Downtown Objectives and Policies” p. 68

**Policy W10.5 Reusing the Produce Market Area**

If preservation of the Produce Market on its current site is not feasible, appropriate reuse of the area should be explored with consideration of a mixture of uses including retail commercial, office, and live/work units.

Oakland General Plan: Land Use and Transportation Element, “Jack London Square Area of the Mixed-Use Waterfront,” p. 68

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***Consumption: Policy/Goal/Classification***

***Oakland General Plan***

(Many policies related to retail in general, none explicitly related to food retail)

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***Waste Recovery: Policy/Goal/Classification***

***Oakland General Plan***

(No explicit policies within Land Use and Transportation or OSCAR elements)



## **Appendix 7: Sample local food resolution, passed in winter 2005 in Woodbury County, IA**

# Resolution

## Woodbury County Policy for Rural Economic Revitalization “Local Food Purchase Policy”

### Preamble

It is the policy of Woodbury County to promote the economic vitality, and public health and safety, of its rural communities. The “Local Food Purchase Policy” is intended to increase regional per capita income, provide incentives for job creation, attract economic investment, and promote the health and safety of its citizens and communities.

### Summary

Woodbury County shall purchase, by or through its food service contractor, locally produced organic food when a department of Woodbury County serves food in the usual course of business. The Woodbury County Jail, Work Release Center, and Juvenile Detention facilities are presently serving food in their usual course of business. The contractor may cover for unavailable local organic supply through its current procurement practices with preference to be given local non-organic food products. An arbitration board shall be established to assure fair value to Woodbury County. A single-point-of-contact broker, located in Woodbury County, shall interact with food service contractor, for availability, price, quality, presentation and delivery terms of all locally produced organic food. The current food service contract shall be modified to carry out the intent of this policy. Purchases under this policy shall begin June 1, 2006.

### Local Food Purchase Policy

#### **SECTION 1.0 GENERAL POLICY TERMS DEFINED**

##### **Section 1.1 Locally Produced Food**

‘Locally produced food’ is food that is grown and processed within a 100-mile radius of the Woodbury County courthouse, Sioux City, Iowa. The source of a grown food item, or of processing services, may be from beyond that 100-mile radius when sufficient supply, or service, is not available within that radius.

##### **Section 1.2 Organic Food**

‘Organic food’ is defined to include food that has been certified organic by an accredited certifying agency and compliant with the USDA’s National Organic Program standards and guidelines. Food that is being produced by farmers who are converting from conventional to organic production practices, and who are seeking organic certification, is also approved for purchase (i.e., transitional).

##### **Section 1.3 Food Service Contractor**

‘Food service contractor’ is defined to include Woodbury County’s existing food service contractor, CBM Food Services, and any assigns or successors.

##### **Section 1.4 Single-Point-of-Contact Broker**

‘Single-Point-of-Contact Broker’ is defined to be an incorporated farmer-run cooperative with its main business office located within Woodbury County, Iowa that primarily handles locally produced organic (or transitional) food products as defined hereunder. The only presently known broker to be formed is Woodbury Farm Foods Cooperative, with a business address of 1211 5<sup>th</sup> Street, Sioux City, Iowa.

## **SECTION 2.0 GENERAL POLICY PROVISIONS**

### **Section 2.1 County Purchase of Locally Produced Food**

Woodbury County shall purchase, by or through its food service contractor (hereinafter referred to as “Contractor”), locally produced organic food when a department of Woodbury County serves food in the usual course of business. The Woodbury County Jail, Work Release Center, and Juvenile Detention facilities are presently the only departments serving food in their usual course of business.

### **Section 2.2 Organic Food Supply and Non-Organic Cover**

Subject to the price and quality provisions contained within this policy, it is mandatory that Contractor purchase available supply of locally produced organic (and transitional) food from the single-point-of-contact broker (hereinafter referred to as “Broker”) in accordance with Contractor’s historical food needs. Contractor may revise recipes to include more local food if deemed more healthful or cost-effective. If the available local organic (or transitional) food supply does not meet Contractor needs, Contractor may look to cover shortfalls through its regular purchasing procurement policies; however, it is desired that Contractor look to local non-organic producers for cover, when practicable.

### **Section 2.3 Purchase Procedures**

Contractor shall work with Broker to establish a timely notification procedure with respect to Contractor periodic demands and Broker delivery guarantees. If Broker is unable to guarantee delivery of a specified item of Contractor demand, there should be sufficient time provided by the procedure for Contractor to exercise cover. Contractor demand shall specify quantity, quality, presentation, and delivery terms.

### **Section 2.4 Price Terms**

Contractor and Broker shall negotiate prices that are fair to all parties concerned for each item traded, and with accountability to Woodbury County Board of Supervisors, as stated herein. It is preferred, but not mandatory, that the overall annual food cost to Woodbury County will not increase by reason of this policy. The price to be paid Broker for a particular food item, if cost is higher for locally produced organic food, shall be established by the following guidelines:

#### **Section 2.4.1 Guidelines for Establishing Item Cost**

- (a) The price for a particular food item shall reflect the fixed and variable costs of production, anticipating a reasonable profit to the local farmer, and include reasonable commission to Broker.
- (b) The price for a particular food item under this policy can be compared with the price a farmer (who supplies Broker) charged for the same item to other buyers over the previous 12-month period. Broker must justify any increase in price to the Contractor.
- (c) Contractor shall consider the cost of a particular item in view of the overall contract cost (i.e., another organic item may cost less, so the overall contract cost to the County is the same).
- (d) Fair market value for the food item may be established through comparable sales in comparable markets (i.e., local supermarket price, or the price charged for an item by other Midwest food brokers, wholesalers, and retailers).

- (e) Special attention shall be given if there is material increase in price over what Contractor would otherwise pay for a similar item.

#### **Section 2.4.2 Guidelines for Woodbury County Policy Review**

- (a) Woodbury County, through the Organics Board, shall review the costs of this policy in terms of food costs every 3 months to determine if costs to the County under this policy exceed existing contract price. A report to the Woodbury County Board of Supervisors will be provided on a quarterly basis.
- (b) If the overall food service contract cost increases as a result of this policy, the higher cost can never exceed the expected benefits of the policy to Woodbury County. In determining the value of the policy to Woodbury County, it is accepted as general principle that dollars expended locally will circulate within the regional economy.
- (c) Woodbury County will consider the impact of this policy on the reduction of health care costs related to inmates, behavioral changes of inmates, and other factors that may potentially reduce costs to Woodbury County.
- (d) If the policy results in job creation by Broker, expanded markets for local organic products, or results in increased organic food production within the county, Woodbury County will compare the increase in costs under this policy with comparable costs associated with other forms of economic development tools to determine reasonableness of the increased costs.
- (e) Allowances will be made for the learning curves of local producers and suppliers to meet county demand.
- (f) It may be acceptable for the county to endure higher costs in the short term if there is clear evidence that in so doing, economics of size are being built that will reduce costs in the long term.

#### **Section 2.5 Arbitration Board, Non-Binding Arbitration**

An Arbitration Board shall be established by Woodbury County to hear any disputes between Contractor, Contract-Broker, or Woodbury County in the operation of this policy. Dispute resolution shall be by “non-binding arbitration”. Woodbury County directly, or by and through Contractor, reserves the right to reject a proposed purchase of locally produced organic food.

### **SECTION 3.0 SPECIFIC OBLIGATIONS OF PARTICIPANTS**

#### **Section 3.1 Special Obligations of Contractor**

##### **Section 3.1.1 Food Service Contract**

Contractor has existing obligations to Woodbury County pursuant to the Food Service Contract. Except as to modifications mandated by this Local Food Purchase Policy, Contractor obligations shall remain in full force and effect under its existing Food Service Contract with Woodbury County. Woodbury County and Contractor shall review the existing food service contract and make such modifications as are necessary to implement this policy.

##### **Section 3.1.2 Policy Initiation and Planning**

The initial purchase of locally grown organic food shall begin on June 1, 2006. Contractor and Broker, from the time of the adoption of the policy to June 1, 2006, shall develop a reliable and efficient process that will facilitate the purposes of



this policy. Woodbury County, Contractor, and Broker shall also work during this time to develop reporting schedules from which to judge the success of this policy, as further specified in Section 4.2 below.

#### **Section 3.1.3 Recipes and Food Quality**

It is encouraged that Contractor review recipes, and to increase the locally grown organic food content, when such modification would be more healthful and would reduce or not substantially increase the total contract costs.

#### **Section 3.1.4 Reporting to Woodbury County of Food Costs**

Contractor is required under this policy to report to the Woodbury County Rural Economic Development Department, on a quarterly basis, with its first report on September 1, 2006, any increase or decrease in price it has paid for locally produced organic food as compared with the cost of similar items that it would have had to purchase if Contractor followed its standard procurement practices.

#### **Section 3.1.5 Contractor Notice or Rejection of Increased Price**

Contractor may request of Broker a justification of price if materially higher than it would otherwise pay for the food item. Contractor reserves the right to reject the sale if price is materially higher, without justification, than it presently pays for similar items taking into account the factors set forth in Section 2.4.1.

#### **Section 3.1.6 Local Non-Organic Food Purchase As Cover**

Contractor is required under this policy to purchase locally grown organic (and transitional) food to the extent that supply is available. Contractor is encouraged to consider the purchase of locally grown non-organic food when the locally grown organic supply cannot fully meet Contractor demand for a particular food item.

### **Section 3.2 Special Obligations of Broker**

#### **Section 3.2.1 Broker Organization**

Broker must be a cooperative, preferably an Iowa Code 501A organization, that maintains standard liability insurance and designates a single contact to Contractor through whom all communications shall be made. The Broker must consist of a Board of Directors with at least 50% of the Board of Directors being farmer-suppliers to the cooperative.

#### **Section 3.2.2 Periodic Publications of Demand and Supply**

Broker shall publish in a conspicuous place, at its main place of business, the Contractor listing of all food items purchased by Contractor over the previous 12-month period. Broker shall also publish in a conspicuous place, at its main place of business, and by email to farmer members (if farmer has such email service), a copy of Contractor periodic demand for food items; said notice shall be given within 18 hours of Broker receipt.

#### **Section 3.2.3 Certification and Transitional Farm Products**

Broker shall deliver only certified organic products, or products from farms that are transitioning to certified organic, in accordance with the USDA's National Organic Program standards and guidelines. Transitional farm products are those produced by farmers who currently employ organic practices in accordance with USDA standards, but cannot qualify for organic certification until a transitional period is completed. Broker shall verify farmer certification and verify transitional farm organic practices.

### **Section 3.3 Special Obligations of Woodbury County**

#### **Section 3.3.1 Maintain Listings of Organic and Non-Organic Farmers**

Woodbury County Rural Economic Development shall compile contact information and production data for all farmers who supply food items to Broker. Woodbury

County will also maintain a listing of non-organic farmers, located within the 100-mile local food radius, who want to make their crops available for purchase by Contractor as cover for unavailable organic supply.

### **Section 3.3.2 Additional Markets for Local Food Production**

Woodbury County Rural Economic Development shall investigate markets, beyond that which is established by this policy, for local food producers and shall publish opportunities that become available and known to Woodbury County. One goal of this policy is to provide an example to local school districts, and other institutional consumers of food products, to consider establishing local food purchase policies that will promote health and improve the local farm economy.

## **SECTION 4.0 REPORTING PROVISIONS AND POLICY DURATION**

### **Section 4.1 Monitoring Impacts of Policy and Reporting Schedule**

Woodbury County shall monitor, on a quarterly basis, the impacts of this Local Food Purchase Policy to determine overall benefits and costs to Woodbury County taxpayers. Reporting from Contractor and Broker, as provided in Section 4.2 below, shall provide most of the information needed to accurately monitor the success of this policy.

### **Section 4.2 Producer and Product Purchase Reporting**

In exchange for County efforts to promote local food sales, Contractor and Broker shall provide a joint report to Woodbury County Rural Economic Development Department, on a quarterly basis, that supplies the following information:

- (a) What are the costs of food purchased by Woodbury County that were sourced by local and non-local, organic and non-organic sources;
- (b) How much value-added food products did the Broker produce and how much of this used products from local producers;
- (c) What percentage of Broker's business is devoted to filling the Woodbury County food service contract;
- (d) Amount of production costs of producer-members that are spent locally;
- (e) Dividends returned to producer members;
- (f) Labor statistics to determine increase in jobs and wage information;
- (g) Farm and producer information that will disclose acreage devoted to organic production practices, type of product sold, value of organic sales per producer, and other information as requested by Woodbury County needed to determine success of this policy.

### **Section 4.3 Policy Duration**

The Local Food Purchase Policy shall be in force until amended or revoked by Woodbury County. Woodbury County reserves the right to amend, or revoke, this policy for any reason.