

Horticulture Management

Purposes: To establish a policy for managing plant material to meet the goals of sustaining a Central Valley Friendly demonstration garden.

Policy: Sustainable practices shall be used to create a garden that works with nature to reduce waste, prevent pollution and conserve water.

General Best Practices:

All garden maintenance volunteers shall be given the ***Handbook for Garden Maintenance Volunteers*** that includes the ***Horticulture Management Policy #5001 from the CBG Policy and Procedure Manual***. New volunteers shall be provided the handbook during their orientation sessions. Veteran volunteers shall receive the handbook during a briefing with their supervisors.

All garden maintenance volunteers and supervisors will adhere to the best practices enumerated in this handbook.

To help achieve the mission of the Clovis Botanical Garden to be a water-wise demonstration garden, the following practices will be utilized in day-to-day operations:

- Utilize “green “or “sustainable” practices which include composting, mulching and retaining water runoff on site.
- Avoid the use of quick release fertilizers.
- Minimize the use of pesticides and herbicides (Horticultural Committee and/or Department Chair and/or designee will maintain a record of all pertinent information.)
- Implement integrated pest management practices.
- Utilize adequate plant spacing to allow plants to reach their full-grown natural size.
- Conserve water by growing climate appropriate plants from California or other areas with a Mediterranean or desert climate.
- Provide shelter and water for wildlife.
- Plant trees to provide shade for buildings and paved areas.
- Recycle to reduce the amount of waste going to a landfill.

Procedures:

1. “Green “or “sustainable” practices include composting, mulching, retaining water runoff on site and reducing green waste. Fallen leaves within a bed will be left in place to nurture and amend the soil, reduce weeds and retain moisture in the root zone. Raking will only be done to move leaf litter away from the trunks of plants to avoid decay or to clear paths.
2. Professional application of fertilizers, pesticides and herbicides will be arranged and scheduled at the direction of the Maintenance Committee. They are not to be applied by volunteers. Avoid the use of quick release fertilizers. Minimize the use of pesticides and herbicides. Chemicals used for control of pests and rodents shall be approved by the Maintenance Committee and/or committee chair. A record of the chemicals used and application date shall be maintained. All applicable laws and statutes shall be followed. If chemicals are stored on site, they must be in their original containers with the label, which lists directions for use, ingredients and first aid steps in case of accidental poisoning. Store pesticides and herbicides in a **locked cabinet** (State Law) in a well-ventilated utility area or garden shed away from food, animal feed or medical supplies.
3. Principles of integrated pest management shall be used. Plants are given room to grow to their natural size. Conserve water by growing Central Valley Friendly plants from California or other areas with a Mediterranean or desert climate. Provide shelter and water for wildlife. Plant trees to provide shade for buildings and paved areas. Recycle to reduce the amount of waste going to a landfill.
4. Plants acquired shall be from a reputable nursery, local when possible, or a botanical garden. Exceptions may be granted by the Maintenance Committee and/or committee chair or designee. Donations of plants may be accepted if they are in compliance with the planting mission and are approved by the Maintenance Committee.
5. Permanent plants must be labeled with Genus, species, common name or hybrid status. This must be documented on the list in the kiosk. Family names can be found online or in the “*Sunset Western Garden*” book in the office. Plants must be disease free, non-invasive and fit the garden mission. They must not be root bound or have uncorrectable structural problems. Permanent plants are labeled upon planting in the garden. Labels are not required for container plantings or rotating displays.
6. Plant selection must be consistent with the master plan.

7. For all permanent plantings a record of the plant variety, species, genus and family shall be kept. The record contains the following:
- Origin of Plant Material
 - Plant variety (species, genus, family name, and common name)
 - Date planted, removed or replaced
 - Location of the bed
 - Watering and pruning instructions
 - Ultimate size at maturation.
8. There shall be no gathering of seeds, cuttings, leaves or other plant material unless permission is granted by the Maintenance Committee and/or committee chair or designee.
9. Plants that emerge in the garden from wind- or bird-disseminated seeds or other unintended circumstances should be considered invasive and not part of the intended design. These plants compete for scarce resources such as space, water and light, and they usually arise in an inappropriate location, e.g., in the middle of another plant. These plants should be removed as follows:
- Pull out and discard (for example, many Chinese Pistache seedlings and Chinese Hackberry seedlings because they are prolific regenerators, and there is no shortage of these plants).
 - If the plant is determined to be a worthwhile to plant in the CBG (yellow lupine and other re-seeding annuals), it can be dug out and relocated. The relocation can either be done immediately or the plant can be put into a container for future planting.
 - Volunteer plants that are kept as part of the garden exhibit must be identified and labeled.
 - If the plant is determined to be a worthwhile but is not appropriate for the CBG or there is no place to plant it in the current design, it can be dug up and put into a pot for a future plant sale.
 - New plants introduced to the CBG site need approval of Maintenance Committee prior to planting.

10. Pruning shall be done to maintain a naturalistic look with safety foremost. Exceptions may be made for specific uses, e.g. hedges. Tree pruning will follow the guidelines of the International Society of Arboriculture.

Objectives of pruning:

- Reduce risk of branch and stem failure
- Provide better clearance for vehicles and pedestrians
- Reduce shade and wind resistance
- Maintain the health and appearance of the tree
- Enhance view

Basic pruning steps:

- Remove broken, damaged, dead or dying branches.
- Select a leader and remove or cut back competing leaders.
- Select and establish the lowest permanent branch.
- Select scaffold branches and cut back or remove competing branches.

11. Watering shall be consistent with the plant's requirements. Those with similar requirements will be grouped by garden beds and/or irrigation valve.
12. Irrigation shall demonstrate many types of high efficiency systems. Consideration must be given to maintenance requirements when choosing systems. As irrigation systems are installed, they will be mapped.
13. Volunteers are welcome to work in the garden following a brief training session. They must be supervised by a person approved by the Maintenance Committee Chair and/or designee. Tasks must be appropriate to skill level as assessed by the approved person. After demonstrating skill, willing volunteers may be assigned a garden bed to maintain.