Agenda Item Number: 9
Agenda Report Reviewed by:
City Manager: _____

CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT

Meeting Date: September 6, 2016
To: Honorable City Councilmembers
From: Water Sub-Committee (Mayor Gurney/Vice Mayor Glass)
Subject: Approval of Contract with Daily Acts for Model Site Stewardship Days
Recommendation: That the City Council Authorize the City Manager to Enter into an Agreement with Daily Acts for Model Site Stewardship Days
Funding: Currently Budgeted: ___XX_____ Yes _____ No ____ N/A
Net General Fund Cost:
Proposed Fund: 6010-7030
Amount: $2950.00

INTRODUCTION: This item is to request that the City Council Authorize the City Manager to enter into an agreement with Daily Acts for Model Site Stewardship Days.

BACKGROUND:

The City of Sebastopol has invested significant resources in the transformation of the City Hall & Library Landscape into a public model site that demonstrates sustainable landscaping practices and 'D.I.Y.' water conservation strategies to Sebastopol residents. 'Our Front Yard', captures the history of Sebastopol land use in four unique gardens - a Pomo native plant section, a pioneer and early settlers section, a Luther Burbank inspired section and a current-day Permaculture Food Forest.

DISCUSSION:

With the installation of a BlueBarrel rainwater harvesting system into the landscape last April, it is critically important to provide routine maintenance of the landscape (including the rainwater harvesting infrastructure), so that it continues to be a successful model site for Sebastopol residents to draw inspiration from.

The August heat has brought noticeable change to the City Hall and Library Landscape, with late season blooms in the new Pomo native plant section, apples and pears hanging from the trees and habitat buzzing with pollinators. This high profile site has come a long way towards modeling sustainable landscaping practices and 'D.I.Y.' water conservation strategies to Sebastopol residents. To ensure that this landscape continues to thrive and function as a model, Daily Acts has proposed the continuation of monthly stewardship days as a cost effective way to provide on-going maintenance, education and community building.

As evidenced in the time between the implementation of Phase 1 and Phase 2 of this project, the need for on-going maintenance is essential to the overall health and aesthetic appeal of the landscape, particularly during the plant establishment phase. As the older plants grow and start fruiting, and with the recent installation of the new Pomo native plant section, it is critically important to provide routine maintenance of the landscape (including the rainwater harvesting infrastructure) at this time. The monthly stewardship days hosted as part of the 2015-2016 scope of work were quite popular with Sebastopol residents, providing a low commitment way to support this community project, gain practical hands-on experience and learn more about how to implement these practices at home. City staff and Daily Acts feel strongly

that the continuation of these programs will guarantee the success of this landscape as a model site for Sebastopol residents to draw inspiration from for years to come.

Daily Acts proposes the continuation of the monthly stewardship days at this model site as a cost effective way to provide on-going maintenance, education and community building.

This proposal has three components: 1) Outreach to Sebastopol residents on monthly stewardship day opportunities; 2) Facilitation of monthly stewardship days and educational components; and 3) Assessment of infrastructure needs and costs.

During this year, the City budget included the additional of one full time landscape person for the Department of Public Works. This position was hired to help with the maintenance of the Laguna Preserve, Tomodachi Park, the Skate Park, as well as current City parks, and will be working with City staff on the future repair of the downtown plaza. City staff has reviewed this proposal and is recommending that Daily Acts would be the best solution to ensure on-going maintenance of the transformed City Hall and Library Landscaping.

RECOMMENDATION:
Staff recommends that the City Council Authorize the City Manager to enter into an agreement with Daily Acts for Model Site Stewardship Days with a not to exceed amount of $2950.00.

Attachment:
Daily Acts Proposal

daily acts
because every choice matters

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August 17th, 2016

City of Sebastopol – City Hall & Library Landscape
Proposal for Model Site Stewardship Days

Background

Daily Acts is a Sonoma County-based nonprofit that teaches people how to live more sustainably. Since our establishment in 2002, we have offered over 900 community-based education, outreach and volunteer programs in Sonoma County in partnership with municipal agencies, schools, businesses, faith-based groups and community organizations.

Through our Sustainability Tours, Educational Workshops, Garden Installations and Workdays, Talks, Presentations and Community Events, we empower and support people to save water, grow food, reduce waste, conserve energy, and build community.

Proposed Scope of Services

The City of Sebastopol has invested significant resources in the transformation of the City Hall & Library Landscape into a public model site that demonstrates sustainable landscaping practices and 'D.I.Y.' water conservation strategies to Sebastopol residents. 'Our Front Yard', captures the history of Sebastopol land use in four unique gardens - a Pomo native plant section, a pioneer and early settlers section, a Luther Burbank inspired section and a current-day Permaculture Food Forest.

In the time between the implementation of Phase 1 and Phase 2 of the project, the need for on-going maintenance became evident, particularly during the plant establishment phase. As a result, monthly stewardship days were included as part of the contract for Phase 2. In addition to the benefit of having Daily Acts' presence on site on a monthly basis, the overall health and aesthetic appeal of the landscape improved markedly, at a relatively low cost to the City.

With the installation of a BlueBarrel rainwater harvesting system into the landscape last April, it is critically important to provide routine maintenance of the landscape (including the rainwater harvesting infrastructure), so that it continues to be a successful model site for Sebastopol residents to draw inspiration from.

To that end, Daily Acts proposes the continuation of the monthly stewardship days at this model site as a cost effective way to provide on-going maintenance, education and community building.

This proposal has three components: 1) Outreach to Sebastopol residents on monthly stewardship day opportunities; 2) Facilitation of monthly stewardship days and educational components; and 3) Assessment of infrastructure needs and materials costs.

Timeline

The timeline for this program is from contract start date until June 30th, 2017.

1. Model Site Stewardship

1a) Community Outreach $520

Daily Acts will conduct targeted outreach for monthly stewardship days including engaging with key community stakeholders, inspiring and motivating community members to engage with the model site and cultivating relationships with volunteers and community partners for on-going stewardship and investment.

1b) Monthly Stewardship Days $2,080

Daily Acts will facilitate eight stewardship days to provide on-going maintenance for the landscape. Maintenance will change seasonally but will include: fruit tree pruning and thinning, weeding, pruning of shrubs, testing and adjustments to irrigation and rainwater harvesting systems, infill planting and mulch application, where needed.

**Cost assumes a total of 8 programs conducted between contract start date and end of fiscal year.*

1c) Materials $350

As part of the routine maintenance performed at monthly stewardship days, Daily Acts will assess the need for site improvements and material costs related to mulch applications, infill planting and irrigation repair. These activities will then serve as learning opportunities for stewardship day participants where appropriate. Site improvements will be discussed with City representative for approval prior to purchase or implementation.

**Materials costs will not exceed proposal amount unless previously agreed upon by the City of Sebastopol.*

Costs

Deliverables	Timeframe	Costs
1. Model Site Stewardship		
1a) Community Outreach	September 2016 –June 2017	$520
1b) Monthly Stewardship Days (assumes eight programs)	September 2016 –June 2017	$2,080
1c) Materials	September 2016 –June 2017	$350
Total Costs		**$2,950**

Billing Rates

- **Programs Coordinator: $65/hour**
  Outreach, coordination, and logistics; educational elements; and community engagement.