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Agenda Item # \_\_\_\_\_

### AGENDA REPORT SUMMARY

**Meeting Date:** June 27, 2023

**Subject:** Apricot Orchard Maintenance Agreement with the Los Altos History Museum

**Prepared by:** Manuel A. Hernandez, Maintenance Services Director

**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

1. Resolution

**Initiated by:**

Staff

**Previous Council Consideration:**

None

**Fiscal Impact:**

The following project will cost \$225,000 over the three years of this agreement.

- Breakdown of funds to be used:
  - o \$225,000 General Fund
- Amount already included in approved budget: Yes
- Amount above budget requested: 0

**Environmental Review:**

The approval of the maintenance agreement with the Los Altos History Museum is exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15301 (Existing Facilities) in that the only work required under the agreement is limited to the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use, and none of the circumstances identified in CEQA Guidelines Section 15300.2 applies.

**Policy Question(s) for Council Consideration:**

- Does Council wish to contract the Los Altos History Museum through the Orchard Commons Committee to provide maintenance services and special project coordination for the Historic Apricot Orchard?

**Summary:**

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**Reviewed By:**

City Manager

GE

City Attorney

JH

Finance Director

JD

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**Subject:** Title

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- A contracted orchardist has maintained the apricot orchard continuously for several years.
  - The Orchard Commons Committee already works closely with the City on orchard improvements and best practices.
  - This agreement will be for the first three years of a possible five years.
  - The Orchard Commons Committee is within the structure of the Los Altos History Museum.

**Staff Recommendation:**

Authorize the City Manager to execute a three-year agreement, totaling \$225,000, for orchard maintenance with the Los Altos History Museum.

**Purpose**

Continue the use of contract services to maintain the heritage apricot orchard at the Los Altos Government Center.

**Background**

Maintenance of the orchard includes tree care such as planting, pruning, fertilizing, rototilling, and irrigation. The orchardist is also responsible for the annual harvest of the apricots. This includes all labor and materials required for harvesting. As part of the agreement, the maintenance contractor retains the harvest. The orchardist also removes and replaces trees as needed. The previous orchardist was contracted directly by the City for several years.

**Discussion/Analysis**

The City maintains the apricot orchard through the use of a contractor due to the specialized nature of the work. The orchard contractor has the expertise, manpower and equipment to maintain an orchard in accordance with the scope of services created by the City. The Maintenance Department works with the orchardist to ensure the orchard is maintained as expected.

The City is proposing working with the Orchard Commons Committee to ensure the maintenance best practices are being used on this heritage orchard. Currently, the City is working with the Orchard Commons Committee to install a drip irrigation system that would eliminate the need for spray irrigating as has been practiced in the past. A drip system is expected to be installed by the end of the calendar year 2023.

The amount paid to the Los Altos History Museum under this agreement includes the cost of restoration of orchard, community outreach, educational programming, and work on an orchard master plan, in addition to the regular maintenance of the orchard. The Orchard Commons Committee board approved the agreement at their June 20, 2023 board meeting.



**Subject:** Title

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**Recommendation**

Authorize the City Manager to execute a three-year agreement, totaling \$225,000, for orchard maintenance with the Los Altos History Museum.