



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 09/01/2020

ITEM NO: 7

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**DATE:** August 27, 2020  
**TO:** Mayor and Town Council  
**FROM:** Laurel Prevetti, Town Manager  
**SUBJECT:** Approve the Roadside Vegetation Management Plan and Authorize the Town Manager to Issue a Request for Proposals and Award One or More Contracts for Roadside Vegetation Management up to the budgeted amount of \$550,000.

**RECOMMENDATION:**

Approve the Roadside Vegetation Management Plan and authorize the Town Manager to issue a Request for Proposals (RFP) and award one or more contracts for roadside vegetation management up to the budgeted amount of \$550,000.

**BACKGROUND:**

On June 2, 2020 the Town Council authorized an agreement with SWCA Environmental Consultants to develop a Vegetation Management Plan for Town roadsides and Open Spaces. At that meeting, the Council directed staff to expedite the roadside vegetation management plan to allow for work to begin as soon as possible, with the goal of reducing risk during this year's fire season.

**DISCUSSION:**

Staff and SWCA have developed a Roadside Vegetation Management Plan that will serve as the guiding document for ongoing roadside vegetation management. The plan addresses approximately 18 miles of roadway with varying levels of vegetation management needs. This plan is intended to provide annual guidance for maintenance through future years. The plan and supporting documents can be found on the Town's website:

[www.losgatosca.gov/VegetationManagement](http://www.losgatosca.gov/VegetationManagement)

The plan sets standards for clear roadway width and height, as well as understory growth management. A standard treatment area has been identified for ten feet on either side of the

**PREPARED BY:** Matt Morley  
Parks and Public Works Director

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Reviewed by: Town Manager, Assistant Town Manager, Finance Director and Town Attorney

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DISCUSSION (continued):

roadway for properties with unlandscaped frontage. Often in the hillside areas, the right-of-way limits are unclear and at times this may encroach on private property. To address this, staff will mail a notification to property owners along each roadway with project information and a method for opting out of the vegetation management program. Those properties that opt out will be provided information on their responsibility for maintaining their frontage.

PG&E will play a significant role in the program as many roads include electrical services that are overgrown by trees. The Town contractors will not be able to address these locations. Staff has begun coordination with PG&E so that a complete vegetation management program can occur.

Using the Roadside Vegetation Management Plan as a guide, staff intends on soliciting proposals from contractors to begin work this calendar year through an RFP process that will allow for the Town to enter a contract with one or more vendors. This will leave open the possibility of conducting work in multiple locations at once and thereby expediting the program. The work will be conducted on a time and material basis until such time as the identified roadways have been addressed or funds are expended.

As a parallel effort, work continues on a plan to address vegetation management in Town Open Spaces.

CONCLUSION:

Approval of the recommendations will allow for staff to proceed with execution of the Vegetation Management Plan.

FISCAL IMPACT:

The 2020/21 Capital Improvement Program Budget has identified funds for Roadside Fuel Reduction and Town-wide Vegetation Management. The latter was planned as matching funds for a Federal Emergency Management Agency (FEMA) grant for vegetation management in Town open spaces. The grant has no identified timeline for award, so staff proposes using those funds for this project. If the FEMA grant is ultimately awarded, staff will return to the Town Council with a funding request to allow for matching funds for that grant.

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FISCAL IMPACT (continued):

<b>Fuel Reduction Projects 812-0130 &amp; 832-4508</b>		
	<b>Budget</b>	<b>Costs</b>
Project 812-0130 - Roadside Fuel Reduction	\$ 250,000	
Project 832-4508 - Vegetation Management	\$ 500,707	
<b>Total Budget</b>	<b>\$ 750,707</b>	
Consultant Costs - SWCA		\$ 199,828
<b>Total Expenditures</b>		<b>\$ 199,828</b>
<b>Remaining Balance</b>		<b>\$ 550,879</b>

ENVIRONMENTAL ASSESSMENT:

This is a project as defined under CEQA and an environmental analysis has been completed. The project is Statutorily Exempt (Section 15269(b) Emergency Projects). A notice of exemption will be filed.