



STAFF REPORT – CITY COUNCIL MEETING

TO: Honorable Mayor and City Council Members

FROM: Netra Khatri, City Engineer

PREPARER: Mara Grow, Administrative Specialist

DATE: May 6, 2026

TITLE: **Receive a Report and Make a Finding that Emergency Procurement to Repair Failed Culverts at 4700 West End Road is Necessary; Find the Project Exempt from the California Environmental Quality Act (CEQA); and Approve Necessary and Associated Related Actions.**

RECOMMENDATION:

It is recommended that the Council:

- 1) Receive a report;
- 2) Make a finding that emergency procurement to repair failed culverts at 4700 West End Road is necessary;
- 3) Direct staff to proceed with said procurement and to utilize reserve funds for the repairs;
- 4) Find the project exempt from CEQA; and
- 5) Authorize the City Manager to execute all applicable documents.

BACKGROUND:

City staff recently identified the failure of existing 30-inch and 18-inch culverts located at 4700 West End Road, which is City-owned property that serves as the City's ancillary corporation yard. The failure has resulted in the formation of two sinkholes, posing a potential risk to public safety, nearby infrastructure, and aquatic resources within North Fork Janes Creek.

Due to the nature of the failure, immediate action is necessary to prevent further deterioration and to ensure safe conditions at the site.

DISCUSSION:

City staff conducted a site evaluation and confirmed that both culverts have structurally failed and are no longer functioning as intended. The resulting sinkhole indicates subsurface instability that may worsen if not addressed promptly.

These culverts convey a segment of North Fork Janes Creek under the City property and were likely installed many decades ago as part of prior lumber and plywood mill development.

City staff met with the applicable permitting agencies on April 22, 2026, to discuss the proposed emergency repairs. The agencies expressed support for expediting the work under emergency permits given the urgency and potential risks associated with delay.

At this time, staff is actively seeking informal bids from qualified contractors to complete the repair work as quickly as possible. Due to the emergency nature of the project, a streamlined procurement process is being utilized in accordance with City policies. This staff report serves as the recorded explanation required pursuant to the City's emergency procurement policy. Staff requests the Council receive this report and make a determination that the proposed emergency repairs are necessary.

ENVIRONMENTAL REVIEW (CEQA):

The proposed action qualifies for an exemption under the California Environmental Quality Act (CEQA) under 14 CCR § 15269(c) Emergency Repair: Specific actions to prevent or mitigate an emergency, including those necessary to prevent imminent loss of life or property.

BUDGET/FISCAL IMPACT:

There are currently no funds allocated in the adopted Fiscal Year 2025-26 budget for this repair.

Staff is requesting authorization to utilize reserve funds to cover the cost of the emergency repair. The final cost will be determined upon receipt of bids; however, staff will make efforts to ensure cost-effective delivery of the project.

Use of reserve funds is justified due to the unforeseen nature of the infrastructure failure and the need for immediate corrective action.

RECOMMENDED COUNCIL ACTION:

First receive a staff report and public comment; then, if deemed appropriate:

Motion to:

1. Make a finding that emergency procurement to repair failed culverts at 4700 West End Road is necessary;
2. Direct staff to proceed with said procurement and to utilize reserve funds for the repairs;
3. Find the project exempt from CEQA; and
4. Authorize the City Manager to execute all applicable documents.

ATTACHMENTS:

- A. Culvert Failure (1)
- B. Culvert Failure (2)