



STAFF REPORT – CITY COUNCIL MEETING

May 20, 2026

TO: Honorable Mayor and City Council Members

FROM: Netra Khatri, City Engineer

PREPARER: Mara Grow, Administrative Specialist

DATE: May 11, 2026

TITLE: **Make a Finding that it is Necessary to Continue Emergency Procurement to Repair Failed Culverts at 4700 West End Road; and Authorize the City Manager to Execute All Applicable Documents.**

RECOMMENDATION:

It is recommended that the Council:

- 1) Make a finding that it is necessary to continue emergency procurement to repair failed culverts at 4700 West End Road; and
- 2) 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.

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.

Update as of May 11, 2026:

Last week, crews completed the downstream creek channel excavation (Phase 1) and advanced excavation of the new channel (Phase 2) up to the culvert location. No work is planned this week, with culvert installation anticipated to begin next Monday. Following culvert installation, work is expected to pause until Granite Construction installs the bridge footings in mid-June. Remaining excavation for Phases 2 and 3 is anticipated to occur early to mid-July, approximately two to three weeks after the footings are poured. Coordination efforts will continue, including working with City consultants to ensure any required fish relocation is completed before final plugging and grouting of the old storm drains (Phase 4).

To date, nesting birds have not been impacted by construction activities. Once birds have fledged, vegetation within the work area will be trimmed or removed to prevent future nesting conflicts. Additionally, the project team is considering removal of a large concrete slab adjacent to the downstream channel and creating a streamside alcove in its place to provide supplemental off-channel habitat.

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 are 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:

Motion to:

1. Make a finding that it is necessary to continue emergency procurement to repair failed culverts at 4700 West End Road; and
2. Authorize the City Manager to execute all applicable documents.

Consent Calendar vote.

ATTACHMENTS:

- A. Work Progress (1)
- B. Work progress (2)