



STAFF REPORT – CITY COUNCIL MEETING

TO: Honorable Mayor and City Council Members

FROM: Netra Khatri, City Engineer

PREPARER: Mara Grow, Administrative Specialist

DATE: August 19, 2026

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

RECOMMENDATION:

It is recommended that the Council:

- 1) Continue to find that emergency procurement to repair failed culverts at 4700 West End Road is necessary; 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.

Project Update:

To date, crews have completed installation of the 48-inch culvert. The excavated material was stockpiled and tested for potential contaminants. In late June, analytical results confirmed that the material was classified as non-hazardous soil suitable for restricted reuse. Testing verified that the soil was below both the Resource Conservation and Recovery Act (RCRA) hazardous waste and California hazardous waste (Cal-Haz) regulatory thresholds. In addition, contaminant concentrations were below human health screening criteria protective of commercial and industrial land uses or within established California background soil levels.

Based on these results, the soil was approved for restricted reuse and released to the contractor for use on other commercial or industrial projects. The material has since been removed from the site.

Granite Construction poured the bridge footings for the planned bridge along the Annie & Mary Trail on August 3. Excavation for the remaining phases of work is anticipated to begin the week of August 17, allowing approximately two weeks for the footings to cure. Coordination with the City's consultants and permitting agencies will continue to ensure that any required fish relocation is completed prior to the final phase of work, which includes plugging and grouting the existing culverts.

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 continued finding that emergency procurement to repair failed culverts at 4700 West End Road is necessary; and
2. Authorize the City Manager to execute all applicable documents. Consent Calendar vote.

ATTACHMENTS:

- A. Image of Newly Installed Bridge Footings