	<b>Document Name</b>		<i>City Manager Report</i>	
	<b>Document Number</b>	TBD	<b>Revision Letter</b>	A
	<b>Document Location</b>	Server	<b>Revision Date</b>	12/06/2024
	<b>Document Type</b>	Report	<b>Council Adoption Date</b>	Not Applicable
			<b>Resolution No.</b>	Not Applicable

# City Manager Report

10/08/2025


## General Updates

### Gulling Street Bridge

- **Phase I - Riprap**
  - Work is complete!
  - Next Steps:
    - City to reach out to Caltrans to request an underwater inspection
    - Update provided to residents via quarterly newsletter, which was distributed in utility bills, shared on our Facebook page, and is available on our website
    - Full technical update on City's website and Facebook within the next week
    - FEMA closeout process
- **Phase 2- Structural Rehabilitation Funding (Caltrans Highway Bridge Program):**
  - Caltrans staff turnover with main point of contact. City staff are now engaging with new Caltrans staff on application that was submitted in August.
  - Engineering team is exploring additional funding streams to increase available options for this project

### Administrative Services Manager

- Offer letter was extended and accepted
- Start date is Tuesday October 14, 2025

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## Community Stakeholders & Events

### Plumas County Abandoned Vehicle Effort

- Effort led by Plumas County Sheriff's Office to remove all abandoned vehicles and vehicles out of registration countywide
- Public Engagement Officer has already made substantial progress with our program over the last year
- Remaining vehicles in Portola tagged and will be removed
- Coordination with PCSO, Forest Service, and County Code Enforcement to ensure success of effort

### “Trunk or Treat”


- Community Halloween event scheduled for 10/25/2025 on Commercial Street from 6pm-9pm
- Vendors handing out candy, food & drinks for purchase, and a “spooky maze” put on by our first responders
- Marketing will go out to local businesses, in utility billing, and via City's Facebook site

### Grizzly Lake Community Services District (GLCSD): Potential Intertie Project

- Staff are waiting for confirmation from GLCSD and their engineering team on when they can present to the City Council

### Grizzly Ranch: Potential Request to Purchase Water Rights from City

- Staff were contacted by Grizzly Ranch to discuss the possibility of Grizzly Ranch purchasing water rights from the City
- Grizzly Ranch uses the entirety of their allocation and will need additional allocation rights for upcoming years
- Conversations are in the exploratory phase. Staff will provide a full update to the City Council once additional information is obtained.

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## Public Records Requests (PRR)

September 2025 PRR Metrics	
<b>Total Number of PRR<sup>1</sup></b>	<b>2</b>
<i>Number of submissions by Unique Requestor(s)<sup>2</sup></i>	2
<i>Number of submissions by Repeat Requestor(s)<sup>3</sup></i>	0

<sup>1</sup> Total PRR indicates PRR entered via the CivAssist system during the month

<sup>2</sup> Unique Requestor(s): Individuals or entities that have submitted one request within the reporting period with each requestor counted only once

<sup>3</sup> Repeat Requestor(s): Individuals or entities that submit multiple requests over the reporting period

