

	Document Name	City Manager Report		
	Document Number	F-035	Revision Letter	A
	Document Location	SharePoint	Revision Date	12/06/2024
	Document Type	Form	Council Adoption Date	Not Applicable
			Resolution No.	Not Applicable

# City Manager Report

12/10/2025

## General Updates

### Gulling Street Bridge

- Request made to Caltrans on 10/08/2025 to perform an underwater dive inspection and any pertinent inspections post riprap placement
- 10/15/2025: As-built documents provided to Caltrans as requested
- Follow up made to Caltrans on 10/28/2025 for the anticipated schedule for inspection(s).
  - Staff are waiting for confirmation from Caltrans
- **Phase 2- Structural Rehabilitation Funding (Caltrans Highway Bridge Program):**
  - Caltrans has confirmed City has met Caltrans deadline of 11/30/2025
  - **Caltrans Next Steps:**
    - HBP Managers review applications and prioritize
    - 2026 Winter/Spring: List is compiled on bridges programmed into the program
    - City can request a meeting with HBP Managers after the list is published to discuss available options
    - Caltrans has indicated that they believe the bridge should be a “fairly high priority”
  - Engineering team is exploring additional funding streams to increase available options for this project
    - Caltrans provided the City with a letter of support for our potential application to the United States Department of Transportation (USDOT) Bridge Investment Program for preliminary engineering

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## Community Stakeholders

### Cal OES Winter Preparedness Meeting

- Organized by Cal OES and held on 11/20
- Met with a variety of Plumas County stakeholders
  - Cal Fire
  - 1<sup>st</sup> Responders
  - Local Agencies
  - Local Utility providers
- Discussed resources needs, staging, plans, and responsibilities for winter weather events

### Cal OES Public Information Officers Meeting

- Organized by Cal OES and held on 12/02
- Discussed collaboration between all parties and ways to get information out to the public
- Plan to distribute an additional informational packet to public on the Plumas County Genasys Emergency Alert System
- Group will meet quarterly moving forward to discuss communication campaigns, strategies, etc.

## Planning

- ***Local Hazard Mitigation Plan (LHMP)***
  - Public review of draft LHMP posted on 11/14/2025
  - Draft shared to City's Facebook, City website, and our City of Portola Annex to the plan is available for public review at City Hall
  - Public meeting on the draft held 12/09/2025
  - Final input due 12/18/2025

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## Code Enforcement

### 140 Third Street

- Case is extremely nuanced with legal actions occurring outside of the purview of the City but alongside City code enforcement activities
- Substantial progress has been made in addressing compliance issues since access to the property was returned to the owner in November
- Staff have given the owner until 12/25/2025 to bring the property to compliance
- Next Steps: If compliance is not achieved by the deadline, Staff will present a prepared report and resolution to be considered by the Council to declare the property a public nuisance and potentially consider abatement

## Public Records Requests (PRR)

November 2025 PRR Metrics	
<b>Total Number of PRR<sup>1</sup></b>	<b>5</b>
<i>Number of submissions by Unique Requestor(s)<sup>2</sup></i>	5
<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

