	Document Name				<i>City Manager Report</i>	
	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

01/14/2026

General Updates

Gulling Street Bridge

- No alarm thresholds were triggered by the continuous monitoring equipment during the recent winter weather events

Caltrans Inspection:


- 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).
 - Caltrans had inspection scheduled for 12/16/2025. Caltrans cancelled.
 - To be rescheduled by Caltrans: TBD

Riprap Permitting Closeout:

- Staff was able to save the city roughly \$21,000 during the permitting closeout process by having the “Compensatory Mitigation” requirement waived by the Regional Water Quality Control Board

Phase 2- Structural Rehabilitation Funding (Caltrans Highway Bridge Program & United States Department of Transportation):

- **Caltrans Next Steps:**
 - HBP Manager confirmed our application has been added to the 2026 Prioritization list

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			Resolution No.	Not Applicable

- 2026 Winter/Spring: List is compiled on bridges programmed into the program
- **USDOT Next Steps:**
 - Engineering team has been instructed to begin grant application process for Preliminary Engineering costs under the United States Department of Transportation Better Utilizing Investments to Leverage Development (BUILD) program

Administration

- Business license applications and renewals can now be completed 100% online via our website
- Quarterly Newsletter recapping 2025 highlights has been distributed in utility bills and posted to our website as well as City's Facebook page

Public Works

- Preparing for Winter Weather notices distributed in utility bills and posted to our website as well as City's Facebook page detailing guidelines for residents
- New snow removal notice signage is being installed at three (3) locations indicating that vehicles left on streets that hinder removal will be towed at owner's expense with reference to City Code

Planning

- **Local Hazard Mitigation Plan (LHMP)**
 - 12/18/2025: Final input to consultant from public and jurisdictions
 - 01/09/2026: Comments incorporated and LHMP to be submitted to California Governor's Office of Emergency Services (CalOES) for review
 - Summer 2026: Anticipated FEMA approval of LHMP
 - Post FEMA Approval: City Council to consider adoption of FEMA approved LHMP
- **Safety Element Updates**
 - Per CA SB-815, upon the next revision of the LHMP, the Safety Element shall be reviewed and updated
 - Staff are working with our planning consultant to confirm required updates and obtain a cost for the update

City of Portola

2025 Key Performance Indicators



Building Department

Total Building Permits
Issued

73

Average # of Building
Permits Issued

6.1

Code Enforcement

Total Code
Violations Opened

72

Total Code
Violations Closed

65

Overtime

2025 Total OT Hours

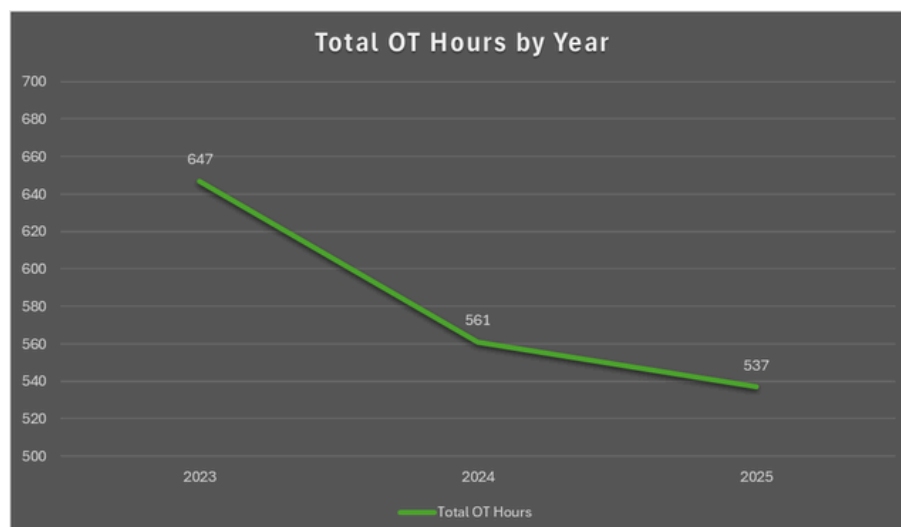
537

2024 Total OT Hours

561

2023 Total OT Hours

647



City of Portola

2025

Key Performance Indicators



Public Records Requests

2025 Total Requests

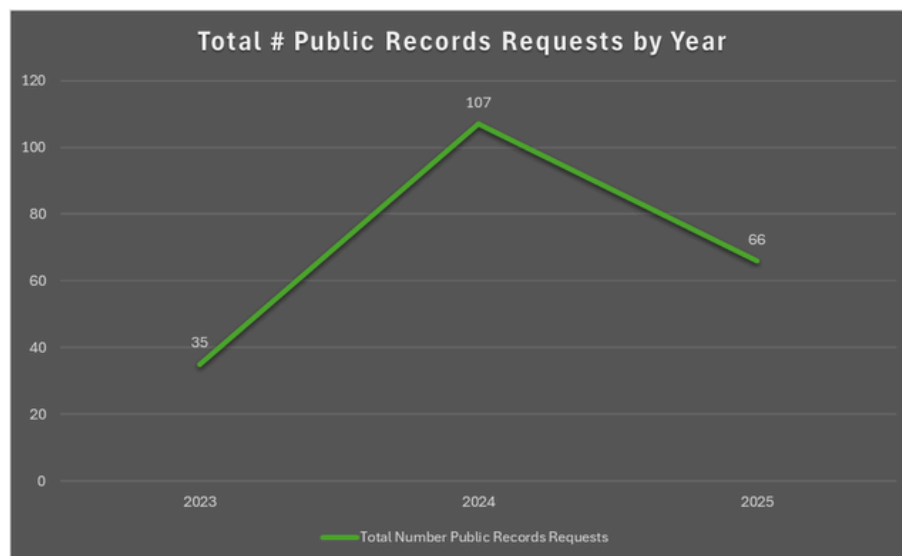
66

2024 Total Requests

107

2025 # Pages
Provided

7,855



Digital Engagement

2025
Number of Website
Subscribers

153

2024
Number of Website
Subscribers

137

Number of
New Subscribers

16

Total # of Website
Page Views

566k