

	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

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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- 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*

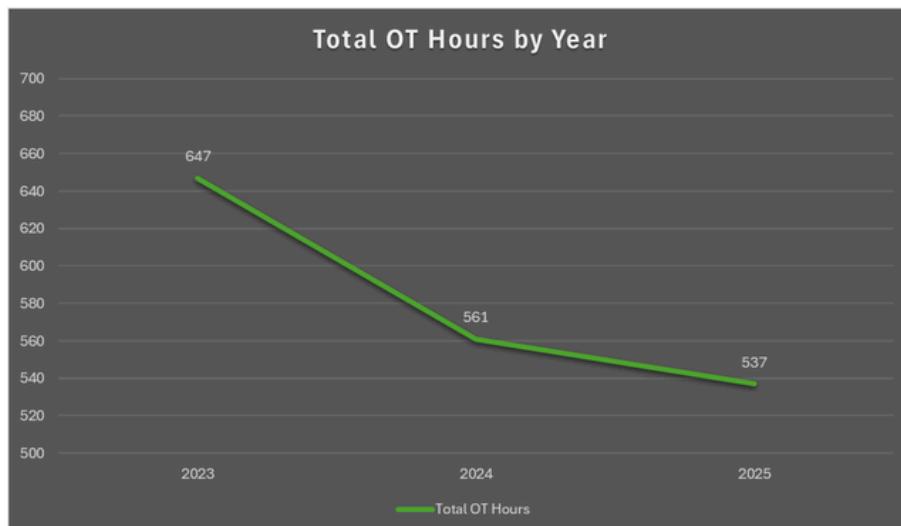
**537**

*2024 Total OT Hours*

**561**

*2023 Total OT Hours*

**647**



# City of Portola

2025

## Key Performance Indicators



### Public Records Requests

2025 Total Requests

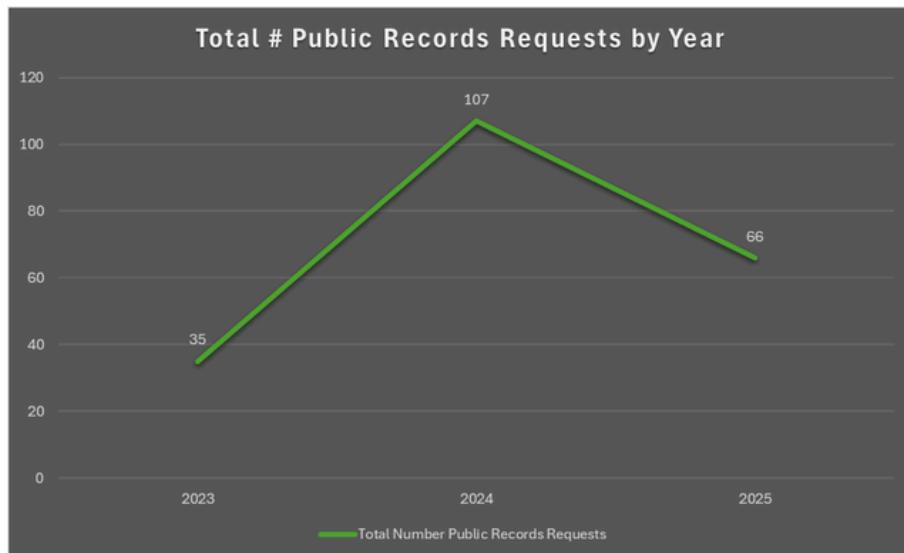
**66**

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**