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

City Manager Report

12/11/2024

General Updates

Staffing


- City Hall is now fully staffed with the filling of the Administrative Clerk position
- Deputy City Clerk has been appointed and previous Deputy City Clerks have been rescinded by the elected City Clerk
- No current open positions

Public Works (PW)

- Storm Response: 11/20/24 through 11/24/2024
 - Prepped for the potential of flooding and/or significant snowfall with the anticipated atmospheric river conditions
 - Sandbags were made available to the citizens of Portola during the event with notice being placed on City’s website
 - Minor flooding reported was addressed by staff

Gulling Street Bridge

- Current monitoring:
 - Continuous monitoring at the designated monitoring points by PW staff
- Automated monitoring system development and implementation:
 - Currently being prepared and assessed by ETI instruments
 - Staff is working to finalize contract for installation of monitoring system
 - Meeting scheduled for Tuesday 12/10/2024 with all parties

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National Firewise USA® Program

- Councilmember Battaglia spearheaded the initiative to obtain the certificate of recognition issued through 2025
- Posted information on the program as well as the certificate to City website for use by the public

Planning

- Update meeting held on 11/20/2024 with Karen Downs (Planning Consultant)
 - Continuing to work through long range and current planning items
 - Update meetings to be held monthly with the next meeting scheduled for 12/18/2024


Public Relations

City Website Enhancements

- General website maintenance is underway with the focus on:
 - News & notice section cleanup
 - Staffing updates and edits
 - Deadlink resolution
- Use of banner for public notifications:
 - City Hall office hours during holidays
 - Urgent public messaging
- Highlighting of community events sponsored by other organizations on landing page
 - Christmas in Old Town
 - Santa Trains

City Facebook

- Currently is not in use
- Staff is utilizing website for public outreach
- In the processes of identifying the most effective method for public outreach communication moving forward

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Public Records Requests (PRR)

2024 Total PRR¹ (Through November) 96
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2022-2023 Total PRR 85

November PRR Metrics	
Total Number of PRR	8
<i>Number of Unique Requestor(s)²</i>	0
<i>Number of Repeat Requestor(s)³</i>	8
Repeat Requestor(s)	
Name (CivAssist): Ashlee	2
Name (CivAssist): Lindsey	2
Name (CivAssist): Scrintch	3
Name (Oral): Lindsey Shaw	1

¹ Total PRR indicates PRR entered via the CivAssist system during the calendar year

² Unique Requestor(s): Individuals or entities that have submitted at least one request within the reporting period, with each requestor counted only once

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

