



Staff Report

To: The Honorable Mayor and Members of City Council
Tom DuBois, City Manager

Meeting Date: April 20, 2026

From: Frank Whitmore, PE City Engineer

Subject: Project Status Memo - March 2026 Monthly Report

The following is a status update of all projects WGA is currently working on:

1. **Building Inspections/Plan Check** – Continuing building inspections on Tuesdays and Thursdays or as needed. Building plan check is being performed on a continual basis as plans are submitted. For March 2026:

4 Plan checks were completed
27 Inspections were completed

2. **Encroachment Permit Review** – Encroachment permits are reviewed as needed when requested by the City’s Account Clerk, Holly Boehme. For March 2026:

2 Permit reviews were completed
0 Inspection was completed

A. Central Valley Independent Network (CVIN) – The proposed encroachment permit plans for CVIN Fiber optic Facilities through town have been reviewed by City Staff. The city recently received additional required information and will issue permit as soon as possible. The applicant has requested a meeting with the City in April 2026. It is unknown when work will start in Sutter Creek.

3. **Site Plan Review** – WGA has reviewed and returned the first round of plan check for Valley View Commons Apartment Complex. WGA anticipates second round plan submittal from the applicant on the week of April 13th. Applicant has indicated that for funding purposes, work must commence by June 2026.

4. **Code Enforcement** –City Manager and City Clerk performed a ride along with Code Enforcement Officer on March 10, 2026 to review nuisance sites and pass along duties to City Clerk.
5. **Bryson Park Bathroom Expansion Project** – City had ribbon cutting for the project on March 19, 2026. The contractor completed the contract work and the project was accepted by the City Council on April 6, 2026.
6. **Sutter Hill Road Asphalt Concrete Overlay Project** – WGA walked the site with Public Works/City Manager and adjacent property owners for tree/brush removal work by the City. WGA has continued preliminary engineering design work to bid project in May.