



Staff Report

To: Tom DuBois, City Manager
Meeting Date: January 20, 2026
From: Frank Whitmore, PE City Engineer
Subject: Project Status Update

Type: Project Status Memo

Tom, 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 December 2025:

5 Plan checks were completed

15 Inspections were completed

2. **Encroachment Permit Review** – Encroachment permits are reviewed as needed when requested by the City’s Account Clerk, Holly Boehme. For December 2025:

0 Permit reviews were completed

0 Inspection was completed

A. CVIN – The proposed encroachment permit plans for CVIN Fiberoptic Facilities through town have been reviewed by City Staff. City recently received additional required information and will issue permit as soon as possible. The applicant intends to start work in Jackson and work their way towards Sutter Creek. Construction in Sutter Creek commencing in 2026.

3. **Code Enforcement** – City Manager, City Clerk and Code Enforcement Officer met in mid-December to discuss code enforcement. City Manager/Council desires a more proactive approach to code enforcement. Code Enforcement Officer was requested to send previous correspondence from 300 Hanford Street and 30 Ridge Road to City Clerk for code enforcement assistance. City Engineer has requested to meet with City Manager and City Clerk for plan of action moving forward for Code Enforcement Officer.

4. **Bryson Park Bathroom Expansion Project** – Contractor anticipates commencing work on approximately January 19, 2026 (weather permitting).
5. **Sutter Hill Road Asphalt Concrete Overlay Project** – WGA has started preliminary engineering design work. WGA will provide cost estimates to City Manager for potential additional work at the project site, including sidewalk and tree removal.