



Staff Report

To: Tom DuBois, City Manager
Meeting Date: January 20, 2026
From: Frank Whitmore, PE City Engineer
Subject: Monthly Report / Project Status Update: November 2025
Type: Project Status Memo

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 November 2025:
 - 7 Plan checks were completed
 - 19 Inspections were completed

2. **Encroachment Permit Review** – Encroachment permits are reviewed as needed when requested by the City’s Account Clerk, Holly Boehme. For November 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. Anticipate construction in Sutter Creek commencing in 2026.

3. **Bryson Park Bathroom Expansion Project** – Stainless steel plumbing items had an approximate lead time of 6-8 weeks. Contractor to commence work once these items are received. Anticipate starting construction in January 2026 (weather permitting).

4. **Sutter Hill Road Asphalt Concrete Overlay Project** – WGA has started topography work of the project site and preliminary engineering to identify existing utilities.