



## Staff Report

**To:** The Honorable Mayor and City Council

Tom DuBois, City Manager

**Meeting Date:** March 16, 2026

**From:** Frank Whitmore, PE City Engineer

**Subject:** Project Status Update

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**Type:** Project Status Memo

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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 February 2026:

3 Plan checks were completed

10 Inspections were completed

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

4 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. City recently received additional required information and will issue permit as soon as possible. The applicant intends to start work in April 2026 in Jackson and work their way towards Sutter Creek. It is unknown when work will start in Sutter Creek.

3. **Site Plan Review** – WGA has reviewed the first round of plan check for Valley View Commons Apartment Complex. Applicant has indicated that for funding purposes, work must commence by June 2026.
4. **Code Enforcement** – Code Enforcement Officer and City Engineer met with City Manager and City Clerk to discuss transitioning of code enforcement duties to City Staff or others as the current Code Enforcement Officer is preparing to reduce working hours.
5. **Bryson Park Bathroom Expansion Project** – Contractor has completed 99% of the work and requested a construction punch list from the City/WGA. WGA to meet with City Staff the first week of March to review the site for the construction punch list and anticipate construction completed by March 13, 2026.
6. **Sutter Hill Road Asphalt Concrete Overlay Project** – WGA has started preliminary engineering design work. WGA walked the project site with the City Manager and Public Works and reviewed drainage and trees/brush that need to be removed.