



Staff Report

To: Tom DuBois, City Manager
Meeting Date: August 18, 2025
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 July 2025:
 - 3 Plan checks were completed
 - 33 Inspections were completed
2. **Encroachment Permit Review** – Encroachment permits are reviewed as needed when requested by the City's Account Clerk, Holly Boehme. For July 2025:
 - 4 Permit reviews were completed
 - 0 Inspections were completed
3. **Code Enforcement**
 - A. **30 Ridge Road** – Meeting with owner on site 8/7/2025. Owner has requested that the permit to replace the tanks be issued so that they do not receive a Notice of Violation from the State for non-compliance. Owner to provide documentation to support eviction process and provide letter stating they will follow through with eviction proceedings or remove nuisance.
 - B. **300 Hanford Street** – Awaiting Mr. Navarro to provide a complete application and plans.
 - C. **Eureka Mine Site** – Planner and/or City Manager would need to provide update on this. No action by code enforcement at this time.

D. **Vehicles** – No current vehicles in code enforcement. Previous vehicles have been forwarded to Police Department from City Manager.

4. **Bryson Park Expansion Project** – 95% plans and specifications have been prepared by Staff. City Engineer will review and send public works a draft for review. WGA will incorporate public works comments and complete project plans/specifications for a complete bid package.